

# **2011/2012 GRANTS-IN-AID Not For Profit APPLICATION GUIDE**

**This is the governing document for the ECHO grant application and is the final definition of the ECHO grant requirements.**

## **2011/2012 COUNTY COUNCIL MEMBERS**

Council Chair: Frank Bruno

Patricia Northey, Vice Chair, District #5  
Andy Kelly, District #1  
Joie Alexander, District #3

Joyce M. Cusack, At-Large  
Josh Wagner, District #2  
Carl Persis, District #4

## **2011/2012 ECHO COMMITTEE MEMBERS**

Chair – Eugene Gizzi; Vice Chair – Dr. Andrew Gygi  
Jeffrey Ault Regina Bateman-Santilli Erik Halleus James Morris Gerard Pendergast Damien Richards

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The County Council approved this ECHO Grants-In-Aid Application Guide on 8/18/2011

# **Not-for-Profit Application Guide**

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### **TO DOWNLOAD THIS GUIDE AND/OR APPLICATION**

The ECHO Application, this Application Guide, and other supplemental information may be downloaded from the ECHO web page <<http://volusiaforever-echo.com/echo>>. The Application and Guide are created in Microsoft Word.

### **TO CONTACT THE ECHO GRANT PROGRAM STAFF**

You may contact the ECHO Grants-In-Aid Program staff by calling 740-5210 (from the DeLand area), 257-6086 (from the Daytona Beach area), or 424-6835 (from the New Smyrna Beach area) at extension 2004 or 2009.

**County of Volusia ECHO Grants-In-Aid Program**  
**Growth and Resource Management Department**  
**Thomas C. Kelly Administration Building**  
123 W. Indiana Avenue, Room 200, DeLand, Florida 32720  
WEB PAGE: <<http://volusiaforever-echo.com>>

## ■ **INTRODUCTION**

The Volusia County Council and the citizens of Volusia County established the ECHO program through Resolution 2000-156, which passed in November of 2000. Through Council Resolution 2001-70, superseded by Council Resolution 2007-78, and amended by 2009-20, an ECHO Advisory Committee was created and the Committee developed policies, guidelines, requirements, and an application format, with Council approval, to respond to the requirements of the referendum and the needs of applicants.

It is important that you understand the reasons behind the requirements in these guidelines. The format of the information in the guidelines is designed to provide clarity in the application process while satisfying the requirements for eligibility and furnishing the information needed for evaluation and scoring as required in Resolution 2000-156. Outside of the eligibility requirements, the County has an interest in the mission and purpose of the applicant organization, the exact plan for how the County's money (and its requisite match) shall be utilized in the project, and the community benefits that will be derived from the project. The applicant's ability to administer the ECHO grant funds is also a significant area of concern.

There are *three criteria* that must be met by each application. *First*, the applicant organization must be eligible to apply and the subsequent application must be eligible. Once this first challenge is met, the application will be sent to the County ECHO Advisory Committee for review, scoring, and funding recommendation. *Second*, the application must achieve a minimum score of seventy from the ECHO Advisory Committee acting as the Grant Review Panel. *Third*, the project must be approved for a grant by official action of the County Council.

### **PLEASE READ THIS GUIDE THOROUGHLY**

- It is incumbent upon you to fully familiarize yourself with the application requirements contained in this publication.
- Give yourself ample time to complete the application. Make a plan to succeed.
- Mark your calendar for **Noon, Thursday - October 13, 2011** as the deadline for the **MANDATORY** Technical Completeness Review (page 7).
- Early in the process, meet with the ECHO Program Coordinator regarding the specific needs of your application based on the project and your organization.
- Read all of the guidelines as changes are made each year; therefore, do not rely on past applications or former policy that may have been modified.

**GOOD LUCK!**

■ **VOLUSIA ECHO PROGRAM GOALS**

Pursuant to Volusia County Council Resolution 2000-156, the Volusia ECHO Grant Program funds are to be used solely to finance acquisition, restoration, construction, and improvement of environmental/ecological, cultural, historical/heritage, and outdoor recreation facilities for public use. Additionally, and in accordance with Resolution 2000-156, the Volusia ECHO Program seeks to enhance the quality of life of Volusia County's residents by working to achieve the following goals over a broad geographic base:

- Provide environmental/ecological, cultural, historical/heritage, and outdoor recreational opportunities.
- Preserve significant archaeological or historic resources; and develop, enhance, and promote heritage tourism opportunities, experiences, and resources.
- Foster public memory and community identity by promoting and providing access to destinations and experiences associated with past events, peoples, and places within the County of Volusia.
- Provide high quality, user oriented outdoor recreational opportunities including, but not limited to, access to the Atlantic Ocean Beach through the establishment of oceanfront parks and off-beach parking.
- Improve the quality of life for Volusia's citizens by providing access to the cultural arts, increase cultural based tourism, and encourage redevelopment and revitalization of downtown and urban areas through the provision of cultural arts facilities.
- Stimulate investment in local projects by regional, state, and national public and private sources through provision of local matching funds for grants.

■ **APPLICANT ELIGIBILITY**

- **APPLICANT ELIGIBILITY REQUIREMENTS** Not-For-Profit applicants must meet the following criteria:

- 1) Be a Not-For-Profit Corporation, incorporated in the State of Florida, with its principal office located in the State of Florida with a local group within Volusia County.

**OR**

Be a Not-For-Profit Foreign Corporation, registered to do business in the State of Florida, with a local group within Volusia County that can provide sufficient evidence of public service to Volusia County citizens for the five year period prior to the ECHO application deadline.

- 2) The Not-For-Profit Corporation must be classified as 501(c)(3) tax exempt under Federal Internal Revenue Service regulations and designated in compliance with s. 170 of the Internal Revenue Code of 1954.
- 3) The Not-For-Profit Corporation, incorporated in the State of Florida, must possess a 501(c)(3) determination for a minimum of two years prior to the deadline of the ECHO application *OR* provide sufficient evidence of being incorporated in the State of Florida with its principal office within Volusia County for a minimum of 10 years and provide the organization's most recent five years of audited annual financial statements with Management Letters. Foreign Corporations must demonstrate five years of 501(c)(3) status in the State of Incorporation.
- 4) The Not-For-Profit organization must be accessible to a broad range of the community and its members must be accepted on a non-discriminatory basis.
- 5) The applicant may not discriminate in the schedule of fees or terms of use of the facility of this application based on residential location of users who reside within Volusia County.
- 6) The applicant may not owe the County of Volusia any money or have any outstanding violations of Volusia County Code of Ordinances
  - a. The ECHO Committee strongly suggests applicants request a "Clean Hands" search well in advance of submitting an ECHO grant to determine if they owe money to the County or are in violation of a County Code. This "proactive" search would allow the applicant plenty of time to resolve difficult situations.
  - b. Forms and information may be found on the web at <<http://volusiaforever-echo.com/echo/>>. The ECHO Clean Hands form has instructions and lists the contacts in each of the five (5) County Departments to which it, and the Not-For-Profit Officers and Shareholders form, must be submitted.
  - c. The County ECHO staff will conduct a Clean Hands search of all applicants prior to presenting the recommended awards to the County Council. Failure to resolve clean hand situations prior to the County Council meeting will result in the applicant being ineligible for a grant award.
- 7) The applicant agrees to comply with all legal, financial, reporting, and record maintenance requirements set forth in the application guidelines and agreement.
- 8) The applicant has completed all requests in the application (Tabs 1-5) and met all submittal requirements as outlined; attended one MANDATORY workshop; and, participated in the MANDATORY Technical Completeness Review.
- 9) The applicant has satisfied all administrative requirements of previous grants/agreements received from/administered by the County of Volusia.
- 10) The applicant agrees to match, at a minimum, dollar-for-dollar, the grant amount requested from the Volusia ECHO Program. Applicants requesting Exceptional Project status agree to match, at a minimum, four dollars to every ECHO dollar.

## ■ **APPLICATION & PROJECT ELIGIBILITY**

### ■ **ECHO APPLICATION PROGRAM REQUIREMENTS:**

- 1) **Application Submittal.** A signed Standard or Exceptional ECHO Grants-In-Aid Application Form, with complete information as required in Tabs 1 through 5 (Tab 6 is optional) in compliance with submittal requirements (see page 13), must be submitted by the deadline (see page 13). If the application is received after the submission deadline the County will not accept the submittal and the application is ineligible.
- 2) **Pursuant to Volusia County Council Resolution 2000-156**, the organization's application project must meet the following criteria: The Volusia ECHO Program funds are to be used solely to finance acquisition, restoration, construction, and improvement of environmental/ecological, cultural, historical / heritage, and outdoor recreation facilities for public use.
- 3) **Management services agreements, existing or anticipated:** The continuing use of any facility built with ECHO funds must be consistent with ECHO program goals as set forth in this application guide. The commitments and obligations for use and public access in the original grant application and covenant must be maintained. ECHO recognizes that public-private partnerships may be mutually beneficial. Private, for-profit entities may be engaged to perform management services only if the ECHO goals and the application commitments are maintained. All management agreements, existing or future, must be approved by the County to ensure compliance with these objectives. For existing or potential agreements, the applicant shall provide the name of the management service, contact, phone number, and address. Insert existing agreements and/or proposed management agreements at the end of Tab 1. **ECHO projects may not be leased or subleased to For-Profit entities. ECHO funds may not be re-granted.**
- 4) **Unrestricted Ownership/Undisturbed Use of Facility.** Documentation of the ownership or lease of the facility and property shall provide for undisturbed use. Length of the lease shall be consistent with requirements set in Tab 1, 1.6, (see pages 22 and 23). Leases shall not be cancelable without cause. **Owners of leased property must be a municipality of Volusia County, the County of Volusia, the State or Federal government, or an eligible Not For Profit.**
- 5) **Restrictive Covenants**, accompanied by the complete legal description of the project property, must be filed with the Clerk of the Court if a grant is awarded. The complete legal description of the property is required and is found on the survey and/or the deed. If the project of the application is on 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 they agree to sign a Restrictive Covenants, must be supplied with the application. Land Management Agreements for trails of the County Master Plan or Project Management Agreements for projects on State or Federal lands not owned or leased by the applicant are acceptable in lieu of Restrictive Covenants but are subject to the same penalties of the Restrictive Covenants as stated in the ECHO Grant Agreement.
- 6) **Acquisition Projects.** Applications which request funding for the acquisition of property as part of a project must include a notarized letter of "agreement to sell" from the current property owner and provide an **appraisal by a State Certified or MAI appraiser unless the sale price is \$250,000 or less**, whereby a Certified General Appraisal is acceptable (see Tab 1 - 1.6, page 23 for details).
- 7) **Architect and Construction Bid Requirements**, Following a grant award, if the grantee seeks to contract for architectural or construction services, the Grantee shall bid to a minimum of three providers. When submitting your selected provider(s) to the ECHO office, the Grantee shall provide the mailing list of the providers and a spread sheet documenting submitted bids.
- 8) **Certified Audit/Review.** Applicants must provide the required document(s). (See 4.2 page 46.)
- 9) **Drawings and maps.** Applicant must submit reproductions of current design development, architectural drawings, site development plans, and/or archaeological excavation plans to reveal a facility and its location within the site and include a street map showing the project location. Drawings must be to scale and the scale must be indicated with a bar graph.
- 10) **Mandatory Workshop and Technical Completeness Review.** Attendance at one workshop and submittal of the application for a Technical Completeness Review are required (see page 7 for dates).
- 11) **Grant Review Panel session.** The applicant must attend the Grant Review Panel session to respond to the Panel's questions and concerns (see page 9 for date/ location).
- 12) **Open ECHO grants and Public Access.** The project of the ECHO application may not have more than two open ECHO grant awards to be an eligible application. Public access must be provided within four (4) years of the initial ECHO award to be eligible to apply for additional ECHO funding.

■ **APPLICATION TIMETABLE**

DATES WILL BE ADJUSTED ANNUALLY. THE ECHO ADVISORY COMMITTEE OR THE COUNTY MAY ADJUST DATES WITHIN THE CURRENT GRANT CYCLE IF NECESSARY.

■ **MANDATORY APPLICATION WORKSHOP:**

The mandatory workshops explain the application process and guidelines. At least one representative from the applicant organization *must attend* one of the two following workshops and *must attend the full time period*. It is highly recommended that the person(s) responsible to write the application, administer the grant, and manage the construction of the ECHO project, attend this workshop. Applicants are strongly encouraged to have more than one person attend the workshop for their organization.

DATE	LOCATION	TIME
Tuesday August 9, 2011	Training Room, 2 <sup>nd</sup> Floor Historic Courthouse 125 W. New York Ave., DeLand	8:30 AM To Noon
Thursday August 11, 2011	County Lifeguard Headquarters, 3 <sup>rd</sup> Floor 515 S. Atlantic Ave., Daytona Beach	8:30 AM To Noon

■ **COUNTY STAFF SUPPORT THROUGHOUT THE APPLICATION DEVELOPMENT:**

The ECHO staff is available to assist potential applicants in developing the most complete application possible. Applicants must call for an appointment so the appropriate time can be arranged to go over specific questions relative to their project. Additionally, staff will respond to questions over the phone or through email.

■ **MANDATORY TECHNICAL COMPLETENESS REVIEW DEADLINE:**

**APPLICANTS MUST PROVIDE A COPY OF THE FULL APPLICATION THEY WILL BE SUBMITTING FOR ECHO FUNDING AND RECEIVE A TECHNICAL COMPLETENESS REVIEW FROM THE COUNTY. DO NOT SEND ORIGINAL MATERIALS – THE DRAFT COPY MUST HAVE SUBSTANTIALLY COMPLETE SECTIONS IN ORDER TO MEET THIS ELIGIBILITY REQUIREMENT. THIS APPLICATION WILL NOT BE RETURNED TO THE APPLICANT AND WILL BE HELD FOR PUBLIC RECORD.** The County’s Growth and Resource Management Department will review the application to determine if it meets technical completeness status. The application will be reviewed for completeness requirements *only* (**Tabs 1-5**) and will not receive a qualitative evaluation on what would make the application more competitive; however, County staff will try to guide the applicant in ways to answer the questions and requirements within the application more completely. In order to receive a Technical Completeness Review, the County must receive a copy of the application **no later than Noon EDST on Thursday, October 13, 2011**. Hand-deliver or mail your application “Return Receipt Requested,” or by a receipted express mail or package service. ***No application will be reviewed if received by the County after the deadline.*** Send just one (1) copy of the application (not the original). The mailing address is: County of Volusia, Thomas C. Kelly Administration Bldg., Growth & Resource Management Dept., ECHO Grants-In-Aid Program, 123 W. Indiana Ave., Rm 200, DeLand, FL 32720. You may contact the Department to verify that your application was received by the deadline time. Please do not contact the Department regarding the status of your application within the review process. The Department expects to mail or email a written Response of Completeness **by Friday, November 4, 2011**; however, this date is subject to change based on the number of applications received.

■ **APPLICATION TIMETABLE** (cont'd.)

■ **FINAL APPLICATION DEADLINE:**

All Final Application materials and collated copies with tabs in three (3) ringed binders must be received by the County of Volusia, Growth and Resource Management Department, 123 W. Indiana Avenue, Room 200, DeLand, Florida, 32720 before Noon EST, Thursday, **December 8, 2011**. Applications should be mailed "Return Receipt Requested," or by a receipted express mail or package service to the Department office for your tracking record. Applications delivered after the deadline to the Department office are ineligible. Applicants may contact the Department regarding receipt of the application. (See Submission and Mailing procedures, page 13).

■ **Deficiency correction prior to final application deadline:** Applicants who have delivered their final application prior to the final deadline, and who discover a deficiency, may amend their application and all copies prior to the Final Application Deadline of Noon EST, Thursday, **December 8, 2011**. Applicants must insert any changes within their original application and copies, located at the Department of Growth and Resource Management, by scheduling an appointment with County staff. County staff must approve all material to be exchanged. No mailed documents will be accepted.

■ **NO DEFICIENCY CORRECTION WILL BE ALLOWED AFTER THE FINAL APPLICATION DEADLINE.** The ECHO Committee will not accept any additional materials after the final deadline. Applicants may bring additional materials to the ECHO Ranking Meeting so the materials are available if requested by the Review Committee.

## ■ **2011/2012 APPLICATION REVIEW CALENDAR**

DATES WILL BE ADJUSTED ANNUALLY. THE ECHO ADVISORY COMMITTEE OR THE COUNTY MAY ADJUST DATES WITHIN THE CURRENT GRANT PROCESS IF EXTENUATING CIRCUMSTANCES OCCUR.

**AUGUST 2011** ECHO Applications are available to public. Applicants are encouraged to be “proactive” by submitting a request for a Clean Hands Search (See Page 5, number 6).

### **APPLICANTS ARE REQUIRED TO ATTEND ONE OF THE WORKSHOPS BELOW**

**TUE. AUG 9, 2011**      **Mandatory Workshop, 8:30 AM to 12 Noon** HISTORIC COURTHOUSE, Training Room, 2<sup>nd</sup> Floor, 125 W. New York Ave., DeLand, FL

**OR**

**THUR. AUG 11, 2011**      **Mandatory Workshop, 8:30 AM to 12 Noon** – COUNTY LIFEGUARD HEADQUARTERS, 3<sup>rd</sup> Floor, 515 S. Atlantic Ave., Daytona Beach, FL

### **FOR AN APPLICATION TO BE ELIGIBLE IT MUST BE SUBMITTED FOR A MANDATORY TECHNICAL COMPLETENESS REVIEW**

**THUR. OCT. 13, 2011**      **Noon - Mandatory** Technical Completeness Review deadline.

**FRI. NOV. 4, 2011**      Department staff mails “Completeness” status to applicants who requested a Technical Completeness Review. Date is subject to change and dependent on the number of applicants requesting review.

**THUR. DEC. 8, 2011**      **Noon - FINAL APPLICATION DEADLINE**

**FRI. DEC. 23, 2011**      ECHO Grant Program Coordinator emails/mails notification to applicants who submitted “Complete or Deficient” applications.

**WED. JAN. 11, 2012**      **3:00 PM to 5:00 PM**, ECHO Committee meets to approve the eligibility list and receive eligible applications for final review.

### **COUNTY CONDUCTS CLEAN HANDS SEARCH – REQUIRED FOR APPLICANT ELIGIBILITY**

**WED. FEB. 8, 2012**      **3 PM – Pre-Ranking Meeting ECHO Advisory Committee**, COUNTY COUNCIL CHAMBERS, Thomas C. Kelly Administration Bldg 2<sup>nd</sup> Floor, 123 W. Indiana Ave., DeLand, FL

**WED. FEB. 22, 2012**      **8:00 AM through to completion.** Advisory Committee meets as the “Grant Review Panel” to rank applications and make recommendations for awards. COUNTY COUNCIL CHAMBERS, Thomas C. Kelly Administration Bldg 2<sup>nd</sup> Floor, 123 W. Indiana Ave., DeLand, FL

**FRIDAY. FEB 24, 2012**      **4:00 PM – DEADLINE FOR SUBMITTAL OF MANDATORY SUPPLEMENTAL PACKAGE DUE TO THE COUNTY**

### **COUNTY CONDUCTS CLEAN HANDS SEARCH – REQUIRED FOR APPLICANT ELIGIBILITY**

**MARCH / APRIL 2012**      Estimated date(s) recommendations of grant awards will go before the County Council for final approval.

**APRIL / MAY 2012**      Estimated date(s) grant funds will be available for expenditure as set forth specifically in the Grant Agreement with each grant recipient.

## ■ **APPLICATION REVIEW PROCESS**

### ■ **Application Review by the County**

The County ECHO Grants-In-Aid Program Coordinator shall determine whether each application is timely and in compliance with the general eligibility and completeness requirements. Applications missing items may be deemed ineligible. The ECHO Grant Program Coordinator will provide each applicant with a Final Review indicating the completeness status. The Final Review will identify elements that are missing from the application or that need additional clarification.

### ■ **ECHO Advisory Committee Review for Eligibility**

The ECHO Advisory Committee shall determine the eligibility of the applications during a regularly scheduled meeting of the Committee (currently scheduled for **Wednesday, January 11, 2012**).

At this meeting, the ECHO Program Coordinator will provide a report to the Committee regarding the County review of the applications. This report shall list the applicants/projects as eligible, incomplete, or recommended as ineligible. When applicable, a separate list of applications determined ineligible by the County also will be provided. The report shall explain why the County is recommending an applicant and/or a project was determined eligible, incomplete or ineligible.

Eligible applications will be provided to the ECHO Advisory Committee for their review.

Additionally, the County shall provide a report documenting: (1) projects that received encumbrance or construction period extensions from the County for previous phases of projects of this application cycle, (2) a list of projects that will likely require an extension that have submitted for funding in this application cycle, and (3) information on any grants that have been rescinded or substantially altered.

The ECHO Advisory Board members may contact the ECHO Program Coordinator in writing during their review of the applications to better understand statements within the applications. The program coordinator will respond in writing and copy correspondence to all members of the ECHO Board.

### ■ **Grant Review Panel Meeting and Recommendation of Awards**

**Grant Review Panel responsibilities** – The ECHO Advisory Committee sits as the Grant Review Panel to review and score the eligible applications. The Committee will (1) make a final determination of eligible / ineligible applicants that will be ranked; (2) determine exceptional status for any applications requesting such; (3) score and rank all eligible projects and (4) indicate their reasons for the scores by writing comments on the Project Evaluation Sheet forms. Comments are intended to assist the applicant in future applications and should include remarks relative to the strength or weakness of the application, and (5) sign and date the score sheets and provide them to the County for public record.

**Applicant Responsibilities** – (1) Applicants are required to attend the Grant Review Panel meeting; and (2) be prepared to answer questions posed by the Grant Review Panel on all areas of the application information and the project. Applicants will be notified in writing of the time, date, and location of the meeting. This information also will be available on the ECHO web page at <<http://volusiaforever-echo.com/echo>>. An applicant who is having difficulty in answering a question may request a break in their review in order to consult and to obtain the answer. The Chair of the Grant Review Panel may grant the request and shall determine the amount of time allowed for the break. This shall not be a formal presentation. Applicants may only update the Panel on topics covered in the application such as additional match funds or design changes. Observing the Panel process may be helpful to applicants in making future applications. **Persons with disabilities** – Persons attending the meeting with disabilities may request special accommodations by contacting the County at least 72 hours prior to the meeting.

■ **Mandatory “Amending Supplement” for the County** – **Immediately upon recommendation of a grant award the applicant is advised they must provide to the County all documentation noted as deficient in the Final Review and any other documentation the County may require (deadline February 24, 2012)**. The amending supplement must be submitted in one manila envelope labeled as follows: name of the organization, name of the project, and the grant number assigned to the application. The front of the package shall also include a list of the documents within the package. The amending supplement documents shall be 3-hole punched and the section of the application being replaced, changed, or supplemented clearly identified on each of the pages.

■ **Volusia County Council Review and Award of Grants**

At a regularly scheduled meeting of the County Council, the ECHO Program Coordinator shall provide the County Council documentation of the ECHO awards recommended by the ECHO Advisory Committee, including the names of all applicants and projects, project locations, and funding recommendations. Additionally staff will provide verification that the applicants recommended for awards have received “Clean Hands” status and information on those applications that were determined ineligible if applicable. The ECHO Advisory Committee presents their recommended projects and grant amounts to the County Council for final approval. The Council will review the recommendations and approve or deny recommended projects. The County Council has final authority over all grant awards. Although not required, applicants may wish to attend the County Council meeting to address questions posed by the Council during their discussions of the ECHO recommended awards.

■ **ADMINISTRATIVE & REPORT REQUIREMENTS**

If a grant is awarded, recipients shall enter into a contractual ECHO Grants-In-Aid Agreement with the County of Volusia that specifies the organization’s responsibilities. The organization, as a grantee, shall comply with the administrative and accounting requirements set forth in the ECHO Grants-In-Aid Application Guide, Grant Agreement, and in their application, which includes, but is not limited to:

**The ECHO Grants-In-Aid Agreement is a contract (Pg 11-12 of Guide).** The contract includes the ECHO Guide and the grantee application as a part of the contract. The following are some of the requirements:

**I. POST AWARD**

- 1) **Restrictive Covenants:** Filed by grantee with the Clerk of the Court copy to the County.
- 2) **Signage:** Temporary construction sign installed by grantee within 90 days of award. **Please see appendix C 4.**
- 3) **Accounting system:** Grantee provides the county proof of budget tracking system for review by the County upon written request.
- 4) **Other documents:** As required provided to Volusia County.
- 5) **Notice to proceed provided by County.**

**II. CONSTRUCTION PERIOD**

- 1) **Payment & Performance Bond (if required): County as co-obligee**
  - a) Government acts as contractor, cash, equal to the cash match plus ECHO grant in a line item specifically for the project.
- 2) **Quarterly Documentation Submitted:**
  - a) Narrative on progress. **Please see appendix E 1.**
  - b) Pictures if available.
  - c) Reimbursement requests.
- 3) **Major Project Design and Budget Changes:**
  - a) MUST receive written approval from the ECHO Program Manager.
  - c) Change requests must be submitted to the County in the manner directed by the County.
  - d) The County will determine if the change of the project impacts the integrity of the awarded grant.
  - e) The County has a minimum of 30 days to respond.
- 4) **Final ECHO Signage:**
  - a) Grantee shall install a permanent recognition sign upon the project’s completion. Please see appendix C5

## POST CONSTRUCTION PERIOD

### 1) Annual Reports:

- a) Annual project / program report for the full ECHO Grant Agreement period, following the end of the grant fund period, are to be submitted by July 15 each year. The time frame of this period is noted in the grant agreement and the Restrictive Covenants. Details are found on item 13 of the grant agreement.
- b) The report will be in a format directed by the County. **Please see appendix E 2.**

***FAILURE TO COMPLY WITH THESE GRANT CONDITIONS OR ANY OTHER CONDITIONS SET FORTH IN THE FINAL GRANT AGREEMENT MAY RESULT IN REVOCATION OF THE GRANT AND REPAYMENT OF ALL GRANT FUNDS AS WELL AS DEBARMENT FROM FUTURE GRANT ELIGIBILITY.***

## ACCESSIBILITY REQUIREMENTS

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified handicapped (disabled) individual in the United States, as defined in Section 7 (6), shall, solely by reason of his/her handicap (disability), be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

In addition, the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), State and local government services (Title II), and places of public accommodation and commercial facilities (Title III).

Regardless of federal funding requirements, all Volusia County ECHO grant award agreements state, "All acts to be performed in conjunction with this agreement shall be performed in strict conformity with all applicable laws of the State of Florida." This includes compliance with Chapter 553, Florida Statutes, BUILDING CONSTRUCTION STANDARDS, Part V, and accessibility by Handicapped Persons. This statute formally incorporates into the laws of Florida the accessibility requirements of the Americans with Disabilities Act of 1990.

**Important:** Applicants must review both the compliance mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for information regarding facility accessibility. Contact the State Architectural and Transportation Barriers Compliance Board for assistance. The National Endowment for the Arts can also be contacted for information; ask for assistance through their Office of Accessibility at 202-682-5532 or at their web address <http://www.nea.gov/resources/Accessibility/pubs/DesignAccessibility.html>. Request the 504/ADA Handbook. This Handbook provides helpful information regarding compliance with federal laws; HOWEVER, there are instances where the State of Florida law prescribes access measures which exceed the federal standards. In case of conflict, the organization must comply with the more stringent requirement. For information on the state standards, please contact the State of Florida Division of Cultural Affairs at 850-245-6356 or at their website, ADA Compliance Support:

< <http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/625020015.pdf> >.

## ■ **SUBMISSION FORMAT & MAILING PROCEDURES**

### **APPLICATION SUBMISSION AND MAILING FORMAT**

Application packages delivered after the application deadline will not be accepted by the County. The Final Review spreadsheet submitted to the ECHO Advisory Committee will identify the late ineligible projects. Application packages that are not complete by the Final Deadline (including the correct number of copies) will be declared incomplete by the ECHO Program Coordinator and will be noted as such on the Final Review spreadsheet. The ECHO Advisory Committee has final determination as to the completeness of an application and its acceptance for subsequent scoring. **The Original application and all copies shall contain all information requested in Tabs 1-5; Tab 6 is optional.**

- 1) Place the original application and each copy in separate three ring binders (no spiral binding). Binders should be durable enough to securely hold the material and be no larger than is necessary. Include the applicant and project names on the labels. Label the original application binder “ORIGINAL” and place on top of the twelve (12) additional labeled application binders.
- 2) Clip the completed ECHO application Checklist (found in the Application, not this Guide) “on top of and outside” the original application entry only.
- 3) The original application and copies must be collated and tabbed according to the application format with pages numbered consecutively, regardless of tab sections. Page 1 is the first page of the application form and is placed first in the Application, behind Tab 1. Do not begin each tab section with page 1. Use permanent tabs only. The County understands that some minor variance in consecutive page numbering may occur due to collation scheduling or pre-printed documents that must be inserted within the application narrative. When you must insert pages after your original pagination, add a letter to the number. For example: 60a, 60b, etc.
- 4) Copy must be typewritten in at least 12 point type on 8 ½” x 11” white paper. Do not staple pages together. While not required, the Grant Review Panel prefers applications to be printed double sided in order to conserve paper resources and reduce the application size.
- 5) No loose material will be accepted. Booklets or documents that cannot be hole punched and inserted, must be placed in a clear plastic sleeve and attached in the binder or the booklets or documents; otherwise, they may not be included.
- 6) MAIL OR DELIVER the original application with 12 additional copies to: County of Volusia, Growth & Resource Management Department, ECHO Grants Program, 123 W. Indiana Ave, Room 200, DeLand, FL 32720. The application must be received in the Growth and Resource Management Department **no later than Noon, EST on Thursday, December 8, 2011.**



- **PROJECT TIME LIMITS** **Note: You are not ready to submit an application under this deadline if you cannot reasonably assure that the grant and match funds will be encumbered and construction complete within the periods required.**

Standard projects are projects that encumber grant and match dollars within 365 days and complete construction within 730 days of being awarded a grant. Example: If grant funds are awarded on April 1, 2012, the grant and match must be encumbered (i.e., contracts signed for the expenditure of grant and match) by March 31, 2013. The standard project construction should be completed by March 31, 2014. Physical public access is required after each project is complete. **Construction must begin within 6 months of clearing the site or demolition and removal of any structures. (See Project Extensions and Changes in Project Scope and Venue, below.)**

Funding for a standard phase project does not guarantee additional funding in subsequent grant cycles for other phases even when described in a prior application. When an applicant has used additional phases to reveal a full picture of the final plan, they are responsible to provide the balance of the proposed project within 4 years of the standard ECHO award with or without additional ECHO grants.

- **PROJECT GRANT FUNDING SUPPORT PERIOD**

100% of the ECHO portion of the project application will be for products and services occurring *after a Notice To Proceed is issued* by the County to the grantee following the execution of the ECHO Grants-In-Aid Agreement by the County Council unless the project is a historic reimbursement or off-beach parking project. The funding period includes 730 days following the date of the grant award; however, this may be extended. (See Project Extensions and Changes in Project Scope and Venue, below.)

- **PROJECT EXTENSIONS**

Grantees may request extensions for encumbrance of funds by writing to the ECHO Program Coordinator no later than 60 days prior to the end of the project time limit period (see Project Time Limit, top of this page). Extensions may not exceed an additional 365 days beyond the project time period allowed for a standard project or phase of an Exceptional project. It is expected by the County that, at a minimum, all grant funds and match funds will be encumbered within the required project time limit, unless uncontrollable unforeseen circumstances occur. The ECHO Program Coordinator will send a written response within thirty days of receipt of the request, approving or denying the extension. Denials may be appealed to the County Council.

- **CHANGES IN PROJECT SCOPE OR VENUE**

Prior written County approval is required when a change effects the design, scope, or intended use of the project. The design provided in the application is part of the ECHO contract Agreement.

Prior approval must be granted by the County before expenditures are encumbered for proposed design changes or a construction change is ordered in an existing contract.

- a) Grantees considering design changes must notify the County at the earliest time possible.
- b) County staff may approve changes that do not alter the intent of the grant agreement or scope of the project.
- c) Major changes, determined as such by the County, that alter the budgeted use of grant/match funds or the intended use or central design of a facility **MUST** receive final approval from the County Council after review and recommendation by the ECHO Advisory Committee or the County Staff whichever is required.
- d) Applicants are advised that this approval process may take several months.
- e) When the County Council must approve changes, the grantee shall not encumber ECHO or Match funds for the change in venue or scope prior to final approval by the County Council, if required.
- f) Grantees who receive multiple grants for a project over several grant cycles must maintain the budget policies set in the year in which the individual grant was awarded unless the County approves that they may combine budgets.

■ **FUNDING AMOUNTS/POLICY/CAPS & RESTRICTIONS**

■ **FUNDING POLICY**

The County Chief Financial Officer shall determine the amount of funds available for award each year. Each application that is recommended for funding will be funded at 100 percent of the requested amount as funds are available. If the recommended awards result in a grantee receiving only partial funding, the applicant will be given the option of accepting the partial funding amount during the Grant Review Panel session. The potential grantee shall provide a revised budget to the County prior to the approval of final award by the County Council that describes the use of the reduced ECHO grant and corresponding match.

■ **GRANT FUNDING AMOUNTS**

**STANDARD SINGLE-PHASE PROJECT:** The maximum grant amount request is \$400,000 annually. The minimum amount is \$12,500. Required match is 1:1. A standard project is defined by the total square footage of the facility to be constructed, renovated, or improved and the site on which the project exists. Both the improved and unimproved property will have an established footprint based on the initial application. The time frame to complete construction and be fully open to the public is two (2) years from the grant award date.

**EXCEPTIONAL PROJECT:** Maximum grant request is up to \$600,000, for each of 3 years, for a total of \$1.8 million. Required match is 4:1. The time frame to complete construction is 2 years.

■ **FUNDING CAPS OVER LIFE OF ECHO PROGRAM**

**STANDARD SINGLE-PHASE PROJECT:** A standard project may receive multiple standard grants up to, but not more than, \$2.4 million in ECHO grant funding over the life of the ECHO program unless it provides for the following: A substantial expansion to the total square footage of a project or site which results in significant additional public use. Such an expansion may allow the Grantee to apply for additional grants beyond the maximum cap stated above. Approval by the County Council is required prior to application in order for an applicant to exceed the funding cap.

A project (when described in the application to have additional phases in order to meet all described public use) must be fully open to the public, including all additional phases, within four years of an initial ECHO grant award.

**PROJECTS AND SITES WITH MULTIPLE GRANTS:** The sum of all ECHO grants received by a standard project, or multiple projects on a site or facility complex may total up to, but not more than, \$4.8 million dollars over the life of the ECHO program even if there is an increase in the established footprint.

**EXCEPTIONAL PROJECT AWARDS:** No project or facility complex may receive more than one Exceptional grant award through the life of the ECHO program. If the Exceptional award was not the maximum award, the applicant may request Standard Single-Phase project grants to reach the cap amount.

**IF THE FUNDING CAP INCREASES OR POLICIES RELATIVE TO THE CAP CHANGE, PREVIOUS GRANTEES WHO HAD REACHED THE CAP ESTABLISHED THE YEAR OF THEIR GRANT, MAY USE THE MOST CURRENT FUNDING CAP POLICIES TO MAKE APPLICATION TO ECHO.**

**Grant funding may be withheld** from projects with incomplete prior phases, late reports (including but not limited to program or financial audits and attestations), or less than satisfactory compliance reports on any past or present ECHO grant award agreement or any other agreement with the County of Volusia.

■ **RESTRICTIONS**

- a) No more than one application for the same project, facility complex, or site will be accepted in a single grant cycle.
- b) No organization, whether public or private, may apply for multiple projects that duplicate each other or an existing or planned ECHO related function in the same area of service. Projects for historic restoration, a trail system, or off-beach parking are exempt from these restrictions. County staff shall determine duplication and eligibility. Appeals may be made to the ECHO Advisory Committee.
- c) When projects from different organizations duplicate each other in function and area of service, whether public or private, in the same grant cycle, only the highest ranked eligible project may be funded. County staff shall determine duplication and eligibility. Historic restoration, a trail system, off-beach parking, and established, fully open to the public ECHO related projects, are exempt from these restrictions. A project that is not open to the public, that is located in an existing complex which is open to the public, is not exempt from this restriction. Appeals may be made to the ECHO Advisory Committee.
- d) Projects without construction designs that guarantee ECHO related uses are ineligible.
- e) Historic projects, whose owner/tenant does not provide ECHO related services, are ineligible. Historic projects which allow access only to the exterior of a building are ineligible.
- f) Projects intended primarily for students, faculty, and staff and/or which are intended to augment or supplement a curriculum are ineligible.
- g) Projects on multi-use campuses/complexes with no designated parking are ineligible.
- h) Projects solely for depreciable items, with less life expectancy than the required grant agreement period, are ineligible unless there is sufficient evidence the applicant has the ability to replace them.

## ■ **INSTRUCTIONS FOR COMPLETING THE ECHO PROJECT GRANT APPLICATION**

- **Start early / Start today / Time management is critical.**
- **Read this Guide thoroughly.** Please contact the ECHO program staff at 740-5210 (DeLand area), 257-6086 (Daytona Beach area), or 424-6835 (New Smyrna Beach area) regarding questions on completing the application.
- **Meet with ECHO Program Coordinator** regarding your organization's specific project.
- **Watch the clock:** Audits/reviews/appraisals take time. Complete these as early as possible.
- **Watch the clock:** The application must be submitted for a Technical Completeness Review in order to be eligible. The more complete your submittal, the more benefit you will receive from the County's review.
- **Write clearly and succinctly. Be concise. Use only the space allowed on the forms and** use only the narrative length allowed for each section as noted in the headings of each section.
- **Type size must not be less than 12 points on 8 ½" x 11" white paper.** Do not use a binder that is larger than is needed to hold the information of your application.
- **Applicants must maintain the format and sequential order** of subject titles and Tabs as presented in this application.
- **Print both sides of the paper where appropriate** within the Tabs and Sections to conserve resources. It is understood that pages inserted late may result in all pages not being printed double-sided.
- **Number the pages consecutively throughout the application regardless of the Tab.** Only Tab 1 would have page "1." Page "1" is the first page of the application form. It is understood that pages inserted late and/or insertion of large pre-numbered documents may result in page numbers not being consecutive.
- **Respond to every question/requirement in the application** unless the language in the guide states that the question/requirement does not apply to your type of project or organization. Failure to complete all required sections may result in "ineligible" status. Do not make assumptions. Call the ECHO program staff if you are unsure.
- **Ask yourself** the question, "If I knew nothing about this project, would I understand the descriptions presented in my application?"
- **Use another set of eyes.** Have someone who is not familiar with the project read the application and provide comments.
- **Do not** include documents of general support or a cover letter in the application. Inappropriate documents will be removed by county staff and not provided to the ECHO Grant Review Panel for consideration.
- **Follow the submittal and mailing requirements on page 13.**
- **Exceptional grant applicants must complete the Exceptional Application Form** and complete all requirements as stated in Appendix B, Exceptional Project Addendum.
- **Watch the Clock: Do not wait to get your application printed and collated.** The County will only accept submittals prior to the final deadline.

■ **TAB 1: Application Form; Executive Summary; Project Team; Management Prospectus and Policy Statement; Copy of IRS Letter; Copy of Current Annual (Uniform) Business Report; Proof of Unrestricted Ownership or Undisturbed Use; Restrictive Covenants; Certification of Information & Compliance Form; and Professional Certification Form with Résumé.**

■ **1.1 FORM – 2012 APPLICATION:**

- 1) **APPLICANT:** Insert the complete legal name of the organization(s) directly responsible for the project. Make sure that the street address is included if using a post office box for mailing.
- 2) **APPLICANT'S FEDERAL EMPLOYER IDENTIFICATION NUMBER:** This must be provided. This is not a State of Florida sales tax exemption number.
- 3) **RESIDENT COUNTY COUNCIL DISTRICT OF PROJECT:** The County Council district in which the project is located. Information is available on <www.volusia.org>.
- 4) **CONTACT PERSON:** Indicate the name and title of the person who will be responsible for supervision of the project and administration of the grant. All correspondence concerning this application will be addressed to the Contact Person. It shall be the responsibility of the organization to notify the Department of Growth and Resource Management - ECHO Program Coordinator - if there is a change.
- 5) **PROJECT TITLE:** Include the facility name where the project is located with a descriptive title (Examples: Community Museum – Heritage Wing Renovation *or* Regional Outdoor Park – soccer fields).
- 6) **PROJECT LOCATION:** Insert the complete physical address of the project. This is the address that will be used for the Restrictive Covenants and the ECHO Grant Agreement so please be precise.
- 7) **TYPE OF PROJECT:** Indicate whether the project is acquisition, renovation, restoration, new construction, historical reimbursement, off-beach parking reimbursement, or other (please explain).
- 8) **ECHO CATEGORY:** Please checkmark all E-C-H-O categories that best describe your project. See ECHO Project Categories – Appendix A-1; Environmental/Ecological Project, Cultural Project, Historical/Heritage Project, and Outdoor Recreation Project. The ECHO categories your project reflects should be discussed in Tab 5, Project Impact.
- 9) **FACILITY OWNERSHIP, LEASE, OR MANAGEMENT AGREEMENT; WHO OWNS THE PROPERTY AND/OR BUILDING?** The question of ownership of the facility of this application must be addressed here. The applicant must be a party to any leases, land management agreements, project management agreements, or mortgages. If either the facility or property on which the facility is located is, or will be leased, or is under an agreement, the lessor(s) or owner(s) must be named and the length of the lease or agreement must be disclosed. If the application is for the acquisition of real property, name the present owner(s). Also, please see page 22, section 1.6, **UNRESTRICTED OWNERSHIP/ UNDISTURBED USE OF FACILITY**, for the required documentation and length of lease or management agreement. If a project is awarded a grant and is leased or mortgaged, the owner(s) of the project property (project facility and land) also must agree to sign a Restrictive Covenants document unless the project is on State or Federal land. (Please see page 23, section 1.6, 4)
- 10) **IS OR WILL THE PROJECT SITE OR FACILITY BE MORTGAGED?** The applicant must provide the mortgage amount, terms, and mortgagee information. If the project is acquisition, the applicant must disclose if there will be a mortgage created at the closing on the property, state the amount of the mortgage, and the expected terms of the mortgage. Match for the ECHO grant may not come from mortgages or loans unless the project is a historic reimbursement or off beach parking reimbursement project.

■ **TAB 1.1** (cont.)

- 11) **IS THE FACILITY IN A COMMUNITY REDEVELOPMENT DISTRICT (CRA)?**  
Community Redevelopment Districts are specifically identified mapped areas. Funds include taxes deferred from the County. The Municipality provides a Community Redevelopment Plan that explains the use of the funds and identifies the specific area of the District. This Plan is approved by the County Council. CRA funds may not be used as match – unless pre-approved by the County Council for a project with County-wide economic impact.
- 12) **TYPE OF ORGANIZATION:** Check the appropriate blank.
- 13) **MANDATORY WORKSHOP ATTENDED:** Insert the workshop date and name of at least one person who attended for your organization.
- 14) **GRANT AMOUNT REQUESTED AND MATCH:**
  - A) **STANDARD APPLICATION FORM** (maximum funding \$400,000.00) must provide:
    - 1) **Insert the amount of money being requested** from the County of Volusia ECHO Grants-In-Aid Program for this grant cycle.
    - 2) **Insert the total confirmed matching funds** which means *resources, previously provided and/or presently available and designated to the project for which funding is requested*, to meet the minimum match requirement (this total is the sum total of “match values” entered in 3.2 that equal the 1:1 requirement. **Do not include overmatch**).
    - 3) **Insert the amount of overmatch** that is used as match for this project and will not be used for match of future phases of this project (if none, indicate with a zero; if yes, this total is the sum of “overmatch” entered in 3.2).
    - 4) **Insert the projected cost of the project of this application** (this is the sum of the grant request plus match plus overmatch).
  - B) **EXCEPTIONAL APPLICATION FORM** (funding in excess of \$400,000) must provide:
    - 1) Insert the amount of money being requested from the County of Volusia ECHO Grants-In-Aid Program for Grant Years 1 through 3 (if applicable).
    - 2) Insert the amount of the total confirmed matching funds (definition above in A & second bulleted line) for Grant Years 1 through 3 (if applicable). At a minimum, the match for each Grant Year must be equal to 4 times the amount of the grant being requested. The total confirmed match must be officially documented at the time of the application although it may be encumbered / expended over the total grant period (years 1-3).
    - 3) Insert the amount of overmatch that is used for match of this project and will not be used for match of future phases of this project (if none, indicate with a zero).
    - 4) Insert the total Exceptional project cost (grant request plus match plus overmatch) and sign the form stating if you will accept the maximum standard single-year amount of \$400,000 if you do not receive Exceptional status from the ECHO Grant Review Panel. Applicants may request up to \$600,000 per year for up to 3 consecutive years.

■ **1.2 FORM – EXECUTIVE SUMMARY**

- 1) **APPLICANT:** Type in the legal name of the organization directly responsible for the project.
- 2) **PROJECT:** Type in the name of the project.
- 3) **ECHO CATEGORIES:** Type in the category that best fits your organization (environmental, cultural, historical/heritage, or outdoor).
- 4) **TOTAL PROJECT COST (ESTIMATE):** Write in the estimated cost of the entire project, including future phases.

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- 5) **2011/2012 GRANT REQUEST:** Write in the amount that is being requested from ECHO funding.
- 6) **PREVIOUS ECHO GRANTS:** Write in the total amount of any previous ECHO grant awards.
- 7) **GRANT MATCH:** Write in the amount that will be matched with other funding. Be sure to include match codes (see page 33).
- 8) **PROJECT DESCRIPTION:** Write a description of the project so that someone who is not familiar with the project would have a good understanding of what the project is about. Please only use the spaces allotted on the form. When completed, the entirety of Form 1.2 should only be one page.
- 9) **PUBLIC USE:** Describe how the facility will be accessible to the public, how many parking spaces will be provided, and when the facility will be open to the public (days and hours of operation, including any seasonal variations).
- 10) **FUTURE PHASES:** If there are any additional phases planned at this time, please provide a general description of the future phases. If the construction of the future phases will impact the accessibility of the site, please explain.

■ **1.3 PROJECT TEAM** (Up to ½ page limit):

**The Applicant must have established a project team to be considered for funding.** List the project team currently available. Suggested team members would be the architect, engineer, design consultants, and/or general contractor. Include their names, business name, addresses, and phone contacts. If the project team is “in house,” list the architect, designer, engineer, and/or contractor. If the project does not require an architect, then the person who is responsible for the construction, renovation, or acquisition must be listed.

**At a minimum,** (1) list the name(s) of the person(s) who signed Form 1.9 and list the names of individuals in your organization who will oversee the construction of the project; (2) list the name(s) of the person(s) who developed the budget and include their experience relative to budgeting a project of this type of application, and (3) if names (other than the required architect/engineer or contractor) are not available, the applicant must state the reason no selection has been made at the time of the application and provide the time line and process for when the selection will be made. The Committee requests this information to evaluate “readiness” of a project.

■ **1.4 MANAGEMENT PROSPECTUS & POLICY STATEMENT** (1 single-sided page):

- 1) **Existing organizational structure** of the applicant: Provide: (1) a list of all staff *dedicated to the completion of this project, and be specific as to* who will manage the construction phase of the project, administration of the grant, and who will administer future operational needs relative to this project and the project goals and (2) describe what each listed person’s project related responsibilities will be and what **percent** of their work week will be spent on this project.
- 2) **Management services agreements**, existing or anticipated: The continuing use of any facility built with ECHO funds must be consistent with ECHO program goals as set forth in this application guide. The commitments and obligations for use and public access in the original grant application and covenant must be maintained. ECHO recognizes that public-private partnerships may be mutually beneficial. Private, for-profit entities may be engaged to perform management services only if the ECHO goals and the application commitments are maintained. All management agreements, existing or future, must be approved by the County to ensure compliance with these objectives. For existing or potential agreements, the applicant shall provide the name of the management service, contact, phone number, and address. Insert existing and/or proposed management agreements at the end of Tab 1. **ECHO projects may not be leased or subleased to For-Profits. ECHO funds may not be re-granted.**

■ **1.5 IRS STATUS, UNIFORM BUSINESS REPORT, OCCUPATIONAL LICENSE, AND STATE LICENSE**

1) **IRS 501(c)(3) Status**

a) **Insert the official IRS letter** granting Not-For-Profit 501(c)(3) status. The letter must demonstrate a minimum of two years of 501(c)(3) status incorporated in the State of Florida and identify your organization's current address and the date the 501(c)(3) status was granted.

**OR**

b) **If 501(c)(3) status is under a two year period insert the official IRS letter** granting 501(c)(3) status that demonstrates less than two years **and insert sufficient evidence** demonstrating the organization has operated its principal office in Volusia County for a minimum of ten years. **Also, provide one copy, in the original application,** of the Independent Certified Audits **and** Management Letters of the organization's Annual Financial Statements for the most recent five years prior to the application deadline. **Provide a paragraph in all copies of the application** stating that the five audited annual financial statements and management letters were provided in the Original Application.

c) **If you are a corporation registered to do business in the State of Florida,** insert the official IRS letter demonstrating a minimum of five years of 501(c)(3) status and proof of current incorporation status within your specific State.

**AND**

d) Insert sufficient evidence that your local group has provided five years of public service to the residents and visitors of Volusia County, such as annual reports, year end financial reports, and records identifying the physical location of your Volusia County facility for the past five years. **ALSO,** insert a list of current Executive Board Members of the local organization.

2) **Insert the organization's most recent Annual (Uniform) Business Report, Foreign or Domestic,** filed with the State of Florida, Division of Corporations <[www.sunbiz.org](http://www.sunbiz.org)>.

3) **Insert the organization's business license if one is required, or explain.**

4) **If you fundraise or solicit donations, insert your State License for fundraising or solicitation per Chapter 496, Florida Statutes.**

■ **1.6 UNRESTRICTED OWNERSHIP / UNDISTURBED USE OF FACILITY**

Documentation must include an executed copy of deeds or agreements and shall include a written explanation of any existing easements, covenants, or other conditions affecting the use of the site.

**Applicant must document ownership or undisturbed use by one of the following:**

1) **Proof of unrestricted ownership of property and/or building(s):** Unrestricted shall mean unqualified ownership and power of disposition. Projects leased to For-Profit entities are not eligible for ECHO funding. Documentation may be a copy of the deed or the title. Provisional sales contracts, property appraiser documents, binders, or letters of intent are not acceptable documentation of ownership. (For requirements relative to acquisition projects, see section 3 below). If awarded a grant, the applicant agrees to complete a Restrictive Covenants (see example, page 25) with the County of Volusia unless the project is on State or Federal land and under a Land or Project Management Agreement or Use Permit.

2) **Proof of undisturbed use of property and/or building(s) for a specific period of time:** This specific period of time must continue for the minimum period listed below and may include up to 6 months prior to the final grant application deadline date:

a. Restoration or renovation projects on existing real property – Thirty (30) years

b. Expansion, additions on existing real property – Thirty (30) years

c. New facilities – Forty (40) years

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- d. Trails on the County's Trails Master Plan/ Projects with Land Management Agreements –** Ten (10) years with an automatic ten (10) year renewal or a Use Permit may be provided as proof for any trail system that is going to be constructed on another government's right-of-way or property that is not available for purchase or lease. Trail projects are still required to provide the appropriate period of public use for restoration, expansion, and new projects as documented above and are subject to the penalties set in the Restrictive Covenants if the public use period is reduced (this Guide, page 25).
- e. Project Management Agreements on State or Federal Public Land for the purpose of developing an Environmental Learning Center and or experience, or to restore a historic structure. –** Term would be for the construction and/or restoration period. The applicant must provide, at a minimum, a letter of agreement from the property owner that demonstrates (1) the property owner will agree to a project management agreement for the construction / restoration period and (2) the property owner has the ability to manage and maintain the property and any programs/goals the applicant has included in Tab 4 and Tab 5 of their application and, (3) that the property owner understands the scope of the project and the commitments of this application. The grantee shall be responsible for submitting required reports including an annual report over the grant agreement period.
- 3) **Acquisition projects only:** Applicants will be considered exempt from this ownership eligibility requirement and undisturbed use requirement at the time of application if the application is for an acquisition of real property. The applicant must provide (a) a legal description of the real property, (b) the purchase price, (c) an appraisal by a State Certified or MAI Appraiser if the sale price is greater than \$250,000 (see definition for State Certified and MAI Appraiser, appendix A-3), or a certified general appraisal including narrative analysis for acquisitions with a sale price of \$250,000 or less (see definition for certified general appraisal, appendix A-1), and (d) a notarized letter of intent to sell signed by the property owner. Remember that the Volusia ECHO Program will not reimburse a grantee for an expense that was incurred prior to the execution of the Grant Award Agreement unless the project is a historical or off-beach parking property reimbursement project. Therefore, the purchase of (closing on) most real property (an expense) may not take place prior to the execution of the final Grant Award Agreement although a purchase agreement may be negotiated. The grantee must meet the ownership or undisturbed use requirements immediately upon acquisition or, if an eligible reimbursement project, immediately upon grant award by processing a Restrictive Covenants unless the subject project is on State or Federal lands (see section 4, below). Applicants that operate on less than \$100,000 per year and request less than \$150,000 in grant award, may request that the County provide a check for the grant amount at closing but will be required to include the Restrictive Covenants as part of the closing agreement and must: (a) document that they have provided a minimum of ten years of important public service in Volusia County at the end Tab 4, (b) provide three years of Annual Financial Statements at the end of Tab 4; and (c) demonstrate they have the means to restore and/or maintain the facility that is being purchased in Tab 4, section 4.1.
- 4) **Trails and projects on public lands not owned by the applicant:** In lieu of the Restrictive Covenants and unrestricted ownership, for trails projects that are part of the County's Trails Master Plan approved by the County Council or projects on State or Federal lands, the public right of continuing access and undisturbed use shall be provided by a Use Permit, Land Management Agreement, or Project Management Agreement to which the applicant is party. Agreements between the owner and applicant shall meet the time period requirements stated in section 1.6 (2) of this Guide. If the Agreement between the owner and the applicant is dissolved prior to the end of the time period stated within the Agreement, the grantee shall repay the County in the manner set forth in the Restrictive Covenants, page 25 of the ECHO Guide, section 3, which is also stated in the final ECHO Grant Agreement.

■ **1.7 RESTRICTIVE COVENANTS**

**The applicant must insert a statement agreeing to the requirement of the Restrictive Covenants. If the applicant has requested and received from the County comments relative to an alternative document or a waiver of this requirement, that document must be inserted at the end of Tab 1 and the narrative should direct the reviewer to the document at the end of the tab.** Applicants with projects on State or Federally owned land are automatically exempt from this requirement, but are held to the same liquidated damages cited within the Restrictive Covenants through language in the final ECHO Agreement for which the grantee is held responsible (See Appendix C).

The purpose of the Restrictive Covenants provision is to ensure that all facilities that have been built, renovated, improved, or purchased with ECHO funds continue to be used as an ECHO facility and open for public use. The Covenants provide for certain restrictions on such facilities and for liquidated damages should the owner of the facility violate the provisions of the Covenants within the grant period.

- 1) Applicants requesting funds for projects on mortgaged property or leased property, other than those applying for projects of the County's Trails Master Plan, historic restoration projects, or projects on County, State, or Federal public land, must insert a letter from the mortgage holder, property owner, or Lessor agreeing to sign a Restrictive Covenants if a grant is awarded. If a final Agreement is only available after a grant is awarded, those projects that may use Management Agreements may provide, in lieu of a Management Agreement, a letter from the owner stating their intent to provide a Management Agreement for a minimum of 10 years with an automatic renewal period of at least 10 years, a statement of intent to issue a Use Permit for trails, and/or a letter stating their intent to enter into a Project Management Agreement for the period of construction, and that the property owner understands that the project should be available for the public use period as noted within section 1.6 (2) of this guide.
- 2) The County shall provide Restrictive Covenants to the appropriate applicants recommended for grants by the ECHO Advisory Board. The Restrictive Covenants must be signed and returned to the County prior to County Council award.
- 3) Upon award of a grant, the Restrictive Covenants and the project property's complete legal description, which generally may be found on the survey and/or deed, must be registered with the Clerk of the Court of Volusia County as a single document. (The shorthand notes used on the Property Appraisers website to describe a piece of property may not be used as the legal description of a property. However, the parcel number, as it appears on the Property Appraiser's website, should be included in the documentation). Once registered, a copy of the filed Restrictive Covenants including the complete legal description of the property, stamped with the Book and Page numbers, must be provided to the ECHO office in order to receive a Notice-To-Proceed.

***Read each provision of the following Restrictive Covenants carefully (See page 25).*** If your project is funded and the project is not located on State or Federal public land, as part of the ECHO Grants-In-Aid Agreement, you and the owner of the property and/or building(s) will be required to complete and sign the Restrictive Covenants and record them with the Clerk of the Circuit Court, County of Volusia, along with the project property's complete legal description. County projects or projects on County, State, or Federal lands are exempt.

▪ **1.7 (cont.):**

**The following is an example of Restrictive Covenants:**

THESE COVENANTS are entered into this <enter day> day of <enter month>, <enter year>, by the <name of organization>, <organization's complete address>, hereinafter referred to as "the Owner" and "the Grantee/Lessee," and shall be effective for a period of <insert number of years> years from the date of recordation by the Clerk of the Circuit Court of Volusia County, Florida.

WHEREAS, the Owner is the fee simple title holder of the Property located on <complete address of project location>, in the County of Volusia, Florida, as described as Exhibit A (legal description), attached to and made a part hereof, and

WHEREAS, the Grantee/Lessee is to receive ECHO Grant Program funds administered by the County of Volusia, Florida, 123 W. Indiana Avenue, DeLand, FL 32720, hereinafter referred to as "the County," in the amount of <insert grant amount>, to be used for the construction of the facility for public used specifically described in the ECHO Grant Agreement and its attached documents, situated on the property of the Owner as described as Exhibit A, and

Now THEREFORE, as part of the consideration for the County grant, the Owner and the Grantee/Lessee hereby make and declare the following restrictive covenants which shall run with the title to said Property and be binding on the Owner and its successors in interest, if any, for the period stated in the preamble above:

1. The Owner and the Grantee/Lessee agree to maintain the property so that it continues to be used for as an ECHO facility as defined in the ECHO application definition and described in the grantee's application No. GY <enter grant number>.
2. The Owner and the Grantee/Lessee agree that the County of Volusia, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
3. The Owner and the Grantee/Lessee agree that these restrictions shall encumber the property for a period of <enter number of years> years from the date of recordation, and that if the restrictions are violated within the <enter number of years> -year period, the County of Volusia shall be entitled to liquidated damages pursuant to the following schedule:
  - a. If the violation occurs within the first half of the effective time period of these covenants, the County shall be entitled to return of the entire grant amount.
  - b. If the violation occurs after the first half of the effective time period, the County shall be entitled to return of the entire grant amount, less the quotient of 2 divided by the number of years in the time period times each year past the mid period of the effective time period times the grant amount. For instance, if the effective period is for forty (40) years and the violation occurs after the thirtieth anniversary of the effective date of these covenants, but prior to the thirty-first anniversary, the County shall be entitled to return of 50% of the original grant amount.
4. The Owner and Grantee/Lessee are liable to the County of Volusia for the amount of the grant if the Owner or Grantee/Lessee breach these Restrictive Covenants and/or the Grant Award Agreement dated <insert date>. To insure the ability to repay the grant, the Owner and Grantee/Lessee have agreed that they will maintain unencumbered equitable value in the property of at least the amount, and for at least the period of time provided in paragraph three (3) above. The Owner and Grantee/Lessee will not secure with a mortgage or otherwise hypothecate that equitable value in the property.
5. The Owner agrees to file these covenants with the Clerk of the Circuit Court of Volusia County, Florida, and shall pay any and all expenses associated with their filings and recording.
6. The Owner and Grantee/Lessee agree that the County of Volusia shall incur no tax liability as a result of these restrictive covenants.

IN WITNESS WHEREOF, the Owner and Grant Recipient have read these Restrictive Covenants and have hereto affixed their signatures.

(APPROPRIATE SIGNATURES WILL BE ADDED BASED ON OWNERSHIP OF PROPERTY)

■ **1.8 FORM – CERTIFICATION OF INFORMATION AND COMPLIANCE:**

This is the signature form of the Application certifying that all information within the application and accompanying materials is true and correct and that the organization will comply with the provisions of the Grant Award Agreement, including the Restrictive Covenants if required (See page 24, section 1.7 of this Guide), should the project be funded. The signers must be those with official authority within the organization. Complete all spaces with appropriate answers.

■ **1.9 FORM – PROFESSIONAL CERTIFICATION AND RÉSUMÉ:**

- 1) **Insert a completed and signed Form 1.9.** At least one of the two certificates on Form 1.9 must be signed for the application to be eligible unless the applicant requested and received a written exemption notification from the County (see number 3 below, for exemption information). In case of an exemption, the applicant must insert the letter from the County approving the exemption. The project architect/engineer and/or the contractor by his/her signature is certifying their review of the following sections of the application: Tab 2 (2.1, 2.2, 2.3, and 2.4) and Tab 3 (3.1).
- 2) **Insert the Résumé of Experience** of the person who signed Form 1.9 or, if exempt from having to provide Form 1.9, you must insert the résumé of the individual(s) providing project construction management listed in section 1.3 of your application. It is expected that the résumé will demonstrate the architect/engineer/contractors experience in constructing projects similar to the project of this application.
- 3) **Exemptions for Form 1.9:**
  - (a) Unimproved land acquisition projects and acquisition projects that do not require improvements in order for the facility to provide optimum public use are automatically exempt. Projects that include improvements must complete Form 1.9 and provide a résumé of experience unless they receive an exemption from the County. Most acquisition projects that include any improvements will not be exempt. Exemption from Form 1.9 is possible for some projects that may not require an architect/engineer or contractor due to the nature of the project; however, the applicant must provide a résumé of the individual(s) managing the project to demonstrate they have the expertise to complete the project.
  - (b) To receive an exemption, applicants must send a written request to the ECHO Program Coordinator no later than 60 days prior to the final application deadline in order to receive a written response. A written response approving exemption status must be inserted in place of Form 1.9 and the résumé.

■ **TAB 2: SCOPE OF WORK** (Up to 15 Points):

■ **2.1 SCOPE OF PRIOR & CURRENT PHASES** (½ page maximum):

- 1) **Describe prior completed phases** of this project including feasibility studies, fundraising efforts, public hearings, permitting, conceptual design, and any construction phases. *This is any action that occurred or will occur prior to the grant application deadline.* Be sure to include the completion date of each phase. Be sure these are included in the flow chart of section 2.2 (c). Be sure that you clearly describe the percentage of completion for each item you use as Match for the project of this application.
- 2) **Describe any current phases** of this project that are in process including permits and not complete at the time of grant application deadline. State the **proposed schedule** for completion of these phases. Be sure these are indicated in the flow chart of section 2.2(c). Be sure that you clearly describe the percentage of completion for items you use as Match for the project of this application.

■ **2.2 SCOPE OF ECHO AND MATCH EXPENSE AND TIMELINE** (3 double sided page limit):

1) **Describe your project facility and construction sequence in detail. Note: You are not ready to submit an application under this deadline if you cannot be reasonably assured that the grant and match funds will be encumbered and construction complete within the periods required.**

- (a) **Explain the physical description** (1) Describe what currently exists on the site and (2) Describe what will change or be added as a result of this project. Be sure that your Budget Detail Chart (section 3.1) includes what you describe in this section. Be sure that what you describe in this section is reflected on the drawings you provide in section 2.4 of this Tab. Include all pertinent construction elements of the project that are necessary to the success of the expected use of the project as described in Tab 5.

**Your answer shall be completed in narrative form but may also include a bulleted list comparing the current site conditions to the proposed site conditions.** Examples of elements you would want to discuss are items such as the following: The size of the project site and square footage of the facility; restoration or demolition of the existing structure or expansion in size of a facility; current number of bathroom stalls versus the new number of stalls; current number of parking spaces and handicap parking spaces versus the estimated parking spaces of the proposed project; width and length of a trail system including construction material of the trail; etc.

- (b) **Describe expenditures** and separate how (1) ECHO funds and (2) applicant matching and overmatch funds will be/were spent (include overmatch when appropriate). The narrative generally should discuss major items as noted in the Budget Detail Chart of section 3.1 and the Construction Activity Flow Chart of section 2.2 (c).

- (c) **Provide a construction sequence flow chart and include estimation of expenditures for both ECHO and Match within the chart.** The chart information is relative to the total design and construction of this project and is to include a column for activity/expenditures prior to a grant award when applicable. Awards are expected to be made in March 2012. The following items are examples of what might be included in the list: land acquisition, design period, permit period (all permit types), site work period including earth work/demolition, building construction period, parking area construction, landscaping installation, etc.

■ **TAB 2.2** (cont.)

2.2 (1)c		Construction Activity / Expense Flow Chart*									
Description	PSC-5	Jan - Mar 2012	Apr - Jun 2012	July - Sep 2012	Oct - Dec 2012	Jan - Mar 2013	Apr - Jun 2013	July - Sep 2013	October 2013	Nov 2013 - Mar 2014	
Land Acquisition / Donation											
Architectural Svcs., General Req., Site Const.	\$26,175.00										
General Requirements											
ECHO Temporary Sign			\$298.00								
Architectural Services		\$16,608.00	\$50,000.00								
Site Construction				\$26,000.00							
Building Construction						\$548,946.00					
Parking Lot / Landscape							\$47,000.00				
Install Playground									\$10,000.00		
Install Final ECHO Sign									\$2,500.00		

\* Flow chart shall include only cash and in-kind value amounts and may include land purchase. Flow chart is **not** to include land lease values.

Funds must be encumbered by March 2013.

■ **TAB 2.2** (cont.)

- 2) **Provide information on how you will protect the current infrastructure.** (Specifically, if applicable, the ecological/environmental and heritage/historic facilities) and the possible impact on neighboring facilities or residential units.
- 3) Provide information on project/operation sustainability:
  - a. **Complete the sustainability form (2.2 Form) in the application.** Include information on your total facility. Mark the “G” column if the element is part of this Grant Project or “E” if the element currently exists. Mark both “g and E” columns if both are applicable and then provide details in the Additional Comments column explaining the differences. When neither is applicable, leave the “G and E” columns unmarked. Mark the “Partial” box on the form for that item if the element relates to only a portion of the total facility. Mark the N/A box for the item only when the element is not applicable to the type of facility.

Example: There are two existing solar lights – you mark column E; the grant funds would allow you to add three solar lights – you mark G. All solar lights are on the exterior of the building and not used in the parking lot – you mark the column “Partial” and explain in the Additional Comments that the parking lot does not have solar lights. If you plan to convert the parking lot to solar lighting, state that and include the timeframe in which you plan to have this accomplished. Example: Green roof is not applicable to a park that has no building structures.

**Applications must have evidence that the construction design and operations use “green” and sustainable standards or they may be found ineligible by the County.**

- b. **Using your entries in the sustainability form (a. above), identify in a narrative, how the project facility is designed (existing facility and the project of this construction), and how existing or future operation procedures of the project are designed with the environment in mind, such as: what steps have you taken or will you take to reduce/recycle waste, conserve resources/energy, or utilize/reuse-recycled products during (a) the construction phase and (b) the operational phase.**
- 4) **Describe when the public will have access.** Include partial access and full access through each phase, if appropriate, even if the project is a single phase within a multiphase complex. During the construction phases, consider “virtual” public access through a webcam. Remember, each grant must result in a project which is physically open to the public within two years of the grant award and without additional ECHO grants to make it whole.

■ **2.3 SCOPE OF FUTURE AND/OR CONCURRENT PHASES OF THE PROJECT OR THE PROJECT SITE COMPLEX** (If applicable - One double sided page maximum):

***THIS INFORMATION IS NOT ABOUT THE PROJECT OF THIS APPLICATION***

**Required for all projects that have future or concurrent phases including, but not limited to, restoration and acquisition projects that require future improvements for optimum public use as described by the applicant in Tab 5.** Applicants must demonstrate that vacant land acquisition projects will be developed for public use within 4 years of the acquisition grant. The ECHO Advisory Committee prefers that improvements on vacant land acquisition projects and restoration of Historic Acquisition projects be completed within 3 years of acquisition in order to provide for public access. It is understood by the ECHO committee and the County that future phases are visionary and are subject to change.

- 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 these phases.**

- 4) Describe the total project costs (phase of the application plus concurrent and future phases) and actual funding sources that are currently available. Do not include ECHO as a source. Identify the estimated funding that has no source.

■ **2.4 DESIGN DEVELOPMENT AND/OR EXCAVATION DRAWINGS** (Unlimited pages):

- 1) Applicants must provide a locator map indicating the physical location of the project within the local area. (a) Road names must be legible and, (b) “North” must be indicated for directional reference.
- 2) All applicants must submit current design development drawings and/or excavation plans for the facility and a drawing showing how the project of this application fits within the project site or complex. All drawings must be to scale and the scale must be indicated with a bar graph and a legend that identifies existing site conditions and proposed changes. DO NOT send full size drawings. Drawings must fold to 8 ½ x 11 and fit securely and neatly into the application binders. If the project site is large, the applicant should send in several drawings in order to provide a complete overview of the project as a whole, as well as details of phases or project elements.
  - a) The following drawings are required for all projects:
    - Existing conditions
    - Proposed conditions (Vacant land acquisition projects shall include conceptual drawings of planned improvements to the property.)
  - b) The following drawings are required for projects with structures:
    - Elevations
  - c) The following drawings are required if the project has expected future phases:
    - Site plan of future phases including the footprint for proposed structures (it is understood that these are conceptual).
  - d) Architectural features, landscaping, and other features:

Applicants are encouraged to insert details to show aesthetics and usability of the project. Project elements such as park benches, bike racks: Applicants are required to provide documentation of the durability of the product and that the items are permanently installed when the items are being used for match or are requested to be reimbursed by ECHO.
- 3) Consider adding “Other drawings.”

■ **TAB 3: BUDGET DETAIL/MATCHING FUNDS** (Up To 15 Points – no page limit):

■ **3.1 PROJECT BUDGET DETAIL CHART** (Unlimited pages):

- 1) **Detail the Budget for the ECHO and Match line items here.** Use the required format shown on pages 34 & 35. The budget detail should be a break down of each line item using the required line items (pages 31-32) and budget definitions (pages 35-38) where applicable. The Budget Detail of Chart 3.1 describes the expenses and the revenues associated with the project phase described in Tab 2: Scope of Work – ECHO and Match. Please round to the nearest dollar.
- 2) Vacant land acquisition projects, Historic and Off-Beach Parking reimbursement projects, and acquisition projects that require improvements for optimum public use shall provide: (1) a 3.1 Budget Chart for the acquisition and (2) a simplified estimated Budget Chart for the project improvements as described in Tab 2, 2(3).
- 3) **The required format is shown on pages 34-35 and includes an example budget.**
- 4) **Construction bids are required.** If awarded a grant, when contracting for an architectural and architect construction contractor, the grantee shall:
  - a) Submit the bid to a minimum of three companies. Bid documents and all results shall be provided to the County.
  - b) Your approved contractor shall use **AIA (American Institute of Architects) forms G702 and G703** to track the project and expenses and the grantee shall use this as backup documentation.
  - c) A grantee, acting as their own contractor, shall use construction activity and expense tracking forms that function similar to the G702 and G703 forms.
  - d) Time and Material contracts are not allowed. Grantees are encouraged to seek “not to exceed” contracts.

**Chart 3.1, EXPENSES Section** shall include line items that are the activity of the project of this application and will include cash expenditures or future in-kind values relative to Match and ECHO usage only.

**Chart 3.1, INCOME/FUTURE IN-KIND Section** shall include all items that are cash or future in-kind services that will be used to support the construction activity of the project of this grant application only.

**REQUIRED IN CHART 3.1** – The following line items and match codes (1-4) are required to be included in the Expense section of Budget Chart 3.1 or must be discussed in section 3.2. **Do not include General Conditions/Requirements or Contingency funds** within any other expense line item. General Conditions/Requirements must be dealt with separately from all other line items. Contingency funds may not be included in this budget.

- 1) **General Requirements MATCH Only** – Required in the 3.1 chart or discussed in 3.2(1).
- 2) **Contingency Funds NO MATCH & NO ECHO** – Required to be discussed in section 3.2.
- 3) **Contractor Fees** are not required to be shown separate from other line items in 3.1 unless they are to be invoiced separate from the other line items. A statement regarding the funding of Contractor Fees must be included in 3.2 if it is not budgeted as a separate line item in 3.1.
- 4) **Required Signage:** include funding for the required signs in the budget chart or discuss in 3.2(1). One temporary sign and one permanent sign are required (see below).

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- a) **One Temporary Sign (ECHO may pay up to 50%)** - The sign shall be installed in a prominent public location within 90 days of the grant award and remain installed through completion of the project. The sign shall be budgeted, at a minimum, as a 32 sq. ft. sign and the design shall be in the format described in the ECHO Grants-In-Aid Agreement unless the County pre-approves an alternative sign (see appendix C-4, below).
  - b) **One Permanent Sign (ECHO may pay up to 75%)** - This sign shall be installed upon completion of the project construction. This sign is required to receive “project complete” status and to receive the balance of the grant funds held by the County. The sign shall be budgeted as an 8 sq. ft. bronze, bronze finish over aluminum, or engraved granite sign and shall be placed on-site in a prominent public location. The design shall be in the format described in the ECHO Grants-In-Aid Agreement unless an alternative sign is approved by the County (see appendix C-5, below). **The County must approve the sign design prior to its manufacture. The County must approve the installation site and method. The final sign shall be placed in a prominent location highly visible to the public. The ECHO information may not be less than 75% of the sign if the grantee requests that additional major funding sources be included. Information other than ECHO is considered an “Alternative Sign” and must receive County Approval.**
  - c) **Request for Alternative signage** – If you plan to request alternative signage, include that comment in your narrative of 3.2(1) and explain why you will request the alternative and what the alternative sign might look like. A drawing of the proposed alternative sign may be submitted in writing to the ECHO Program Coordinator for approval. The ECHO Program Coordinator will respond within 14 days after receipt of the written or emailed request, approving or denying the request. Cost savings is not an appropriate reason to request alternative signage.
- 5) **Applicant shall identify “Match Codes”** in 3.1 (Budget Detail Chart) and 3.2(2) (Match Summary Chart). Chart 3.1 is dealing only with the expenditures relative to the elements described in section 2.2 as the project of this application. Chart 3.1 will not be used to demonstrate the 1:1 Match and so the expenditures in the Match column may not equal the expenditures in the ECHO column. The 1:1 Match will be demonstrated in the Match Summary Chart 3.2 only.

In order to identify the type of match funds, enter the appropriate code after each “match” line item in the Charts. Be sure to read page 40, MATCH COMPONENTS, for a more detailed explanation of what may be used for match.

■ **TAB 3.1** (cont.)

The codes are:

- ▶ **UC – Unencumbered Cash On Hand:** This code *will be* used in 3.1 and 3.2 as it relates to actual cash expenditures. UC means cash in the bank, grants, and irrevocable pledges from the applicant organization.
- ▶ **PSC-5 – Previously Spent Cash used as cash match:** This code can be used in Chart 3.2 only. PSC-5 means encumbrances or cash expenditures completed within the five (5) year period prior to the application deadline, used as part of the required cash match for eligible match items as listed on pages 34-38 of this guide, and which are documented appropriately.
- ▶ **OM-FI, Other Match – Future In-kind:** This code might be used in both Charts 3.1 and 3.2. OM-FI means future pledged in-kind services, which are clearly identified including their cost in an auditable document from the provider.
- ▶ **OM-C, Other Match – Irrevocable Pledge:** This code might be used in both Charts 3.1 and 3.2. These may not be used to meet the “cash” match in chart 3.2. OM-C means irrevocable pledges of cash from entities other than the applicant or a granting agency.
- ▶ **OM, Other Match:** This code may be used in Chart 3.2 only. OM means the value of eligible in-kind services or expenditures completed within the five (5) year period prior to the application deadline, which are not used as cash match. This match must be documented in a spreadsheet and backup available if requested. See page 42 for Documentation Details.

Collections used as Other Match are not bound by the 5 Year Match Rule.

- ▶ **OM-LV, Other Match – Lease or Land Value:** This code may be used in 3.2 only. OM-LV means leased property or real property value that is used as Other Match.
- ▶ **UC-LV – Land Value as Cash:** Means cash expenditures for land used as cash match. This code may be used in 3.2 only

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**3.1 EXAMPLE OF A TYPICAL BUDGET DETAIL CHART (required format):**

This budget is for describing the expenses and revenues of the project phase of this application and is not to demonstrate the 1:1 match. See chart 3.2 for the demonstration of 1:1 match.

<b>3.1 EXPENDITURES – CONSTRUCTION PHASE OF THIS GRANT PROJECT ONLY</b>				
		Match	ECHO	Total
<b>General Requirements</b>				
Mobilization, waste collection, etc.	UC	\$30,000.00	\$0.00	\$30,000.00
Contractor Fee	UC	\$36,825.00	\$0.00	\$36,825.00
<i>Subtotal</i>		\$66,825.00	\$0.00	\$66,825.00
<b>Architectural Services</b>				
Consultant Services	OM-FI 4,000/UC 12,608	\$16,608.00	\$0.00	\$16,608.00
Final Construction Drawings		\$0.00	\$50,000.00	\$50,000.00
<i>Subtotal</i>		\$16,608.00	\$50,000.00	\$66,608.00
<b>Site Construction</b>				
Earthwork	UC	\$26,000.00	\$0.00	\$26,000.00
Parking lot	UC	\$45,000.00	\$0.00	\$45,000.00
Landscaping	OM-FI	\$2,000.00	\$0.00	\$2,000.00
<i>Subtotal</i>		\$73,000.00	\$0.00	\$73,000.00
<b>Electric</b>				
Wiring throughout	UC 7,000/ OM-FI 3,000	\$10,000.00	\$96,715.00	\$106,715.00
Smoke Detectors, Security Alarms	UC	\$3,000.00	\$0.00	\$3,000.00
<i>Subtotal</i>		\$13,000.00	\$96,715.00	\$109,715.00
<b>Equipment</b>				
Stage lighting and sound	OM-FI	\$18,000.00	\$55,000.00	\$73,000.00
<i>Subtotal</i>		\$18,000.00	\$55,000.00	\$73,000.00
<b>Finishes</b>				
Floor Coverings	UC	\$4,000.00	\$6,000.00	\$10,000.00
Plaster	UC	\$6,000.00	\$62,000.00	\$68,000.00
Painting	UC 2,912/ OM-FI 1,588	\$4,500.00	\$4,500.00	\$9,000.00
<i>Subtotal</i>		\$14,500.00	\$72,500.00	\$87,000.00
<b>Metals</b>				
Structural	UC	\$62,040.00	\$114,406.00	\$176,446.00
<i>Subtotal</i>		\$62,040.00	\$114,406.00	\$176,446.00
<b>Wood and Plastic</b>				
Carpentry	UC	\$36,000.00	\$8,500.00	\$44,500.00
Plastic laminate	UC	\$5,000.00	\$0.00	\$5,000.00
<i>Subtotal</i>		\$41,000.00	\$8,500.00	\$49,500.00
<b>Specialties</b>				
ECHO temporary sign	OM-FI	\$150.00	\$148.00	\$298.00
ECHO permanent sign	OM-FI	\$1,250.00	\$1,250.00	\$2,500.00
<i>Subtotal</i>		\$1,400.00	\$1,398.00	\$2,798.00
<b>Thermal and Moisture Protection</b>				
Sealant, siding etc IP	OM-C	\$13,588.00	\$15,000.00	\$23,000.00
Roof	UC	\$22,000.00	\$35,000.00	\$57,000.00
<i>Subtotal</i>		\$35,588.00	\$50,000.00	\$85,588.00
<i>Total</i>		\$341,961.00	\$448,519.00	\$790,480.00

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<b>3.1 INCOME/FUTURE INKIND– CONSTRUCTION PHASE OF THIS GRANT PROJECT ONLY</b>			
<b>SOURCE</b>	<b>CODE</b>	<b>REVENUE BY SOURCE</b>	<b>TOTAL</b>
<b>Cash Government Support</b>			
ECHO Grant award 2007 (NO CODE)		\$448,519	
State Grant	UC	\$140,482	
<i>Subtotal</i>			\$589,001
<b>Cash Private Support</b>			
Festival fundraiser, Aug. 2003, 2004, 2005	UC	\$75,000	
Donations by members and memberships	UC	\$32,653	
<i>Subtotal</i>			\$107,653
<b>Cash Corporate Support</b>			
Spaghetti Joe Restaurant	UC	\$8,200	
Mary's Boutique	UC	\$10,050	
Community Bank	UC	\$32,000	
National Super Store	OM-C	\$13,588	
<i>Subtotal</i>			\$63,838
<b>In-Kind Corporate Support</b>			
Harvey the Architect Consultant Service	OM-FI	\$4,000	
City of Vision - landscaping	OM-FI	\$2,000	
Friendly Lighting and Sound Co.	OM-FI	\$21,000	
Patricia's Painting	OM-FI	\$1,588	
Sign Wise Services	OM-FI	\$1,400	
<i>Subtotal</i>			\$29,988
<b>TOTAL</b>			\$790,480

**NOTE: WHEN CASH AND IN-KIND CONTRIBUTIONS ARE USED, THEY MUST BE DETAILED IN THE FORM. INDICATE THE SOURCE AND FAIR MARKET VALUE OF EACH CONTRIBUTION.**

**When applicable, use the following definitions as you create your budget narratives and charts. You may use other definitions if they are more appropriate to your project type.**

■ **EXPENSES:**

**Real Property – MATCH AND/OR ECHO:** The documented current market value, sale price, or current leasehold value of real property used for the project may be eligible for match. *The following restrictions apply:*

- a. Land donated by the County is not eligible for match since applicants other than the County may not use County dollars to match ECHO funds.
- b. The fair market value of real property (other than of the County's Trails Master Plan or projects on State or Federal land discussed in the 10<sup>th</sup> bulleted item) may be used as in-kind or previously spent cash match regardless if the transaction occurred outside the five-year match period.
- c. The total value of the land, for the purpose of Match, is set at the value documented in the application whereby an initial grant is awarded to the project site.
- d. In the case of large tracts of land with multiple uses, including non-ECHO eligible property, only the value of land needed for the ECHO capital project and adjacent property required for access (including parking) and for reaching programming goals may be used for match.
- e. When the project site utilizes 100% of the parcel for ECHO mission purposes, the applicant may use the current assessed value from the Volusia County Property Appraiser, and/or Independent Appraised value, or the sale price to establish the property value. If the land value used for match is less than the full property value, the applicant may use the eligible amount needed and use the balance for future grants.

■ **TAB 3.1** (cont.)

- f. In the case of large tracts of land which include property not used for ECHO mission purposes, only the value of land needed for the ECHO capital project of the application is eligible for match. The value of the property used for this project must be demonstrated by a State Certified or MAI Appraisal. The applicant may use the actual foot print and other land related to accessibility.
- g. Acquisition projects and Historic or Off-beach Parking Reimbursement Projects, requesting funds from ECHO for projects with a sale price of greater than \$250,000, must provide an appraisal by a State Certified Appraiser or a Member of the Appraisers Institute (see definitions, State Certified Appraiser, Appendix A-2 and MAI Certified Appraiser, Appendix A-3). If the project sale price is \$250,000 or less, an appraisal by a certified general appraiser must be provided.
- h. Historic Reimbursement or Off-beach parking Reimbursement Projects may use mortgaged funds as match. If the grant amount is less than the actual purchase price, the balance of the purchase price (even when mortgaged) may be used as 100% of the required match. When a mortgage for an eligible Historical or Off Beach Parking Reimbursement project is used as match, the interest paid on the mortgage is considered to be the “cost of doing business,” and may not be used as match
- i. The acquisition value and/or fair market value of land, provided for the purpose of a historical restoration and/or environmental learning project on State or Federal land, may be used in lieu of up to 50% of the required cash match and 100% of the “other match” (or 75% of the total required match) regardless of when the property was donated, purchased, leased, or when a Land Management Agreement or Project Management Agreement was initiated, but may be used only once as match.
- j. The acquisition value and/or fair market value of land provided for the purpose of a trail project of the County’s Trails Master Plan, including land not owned by the applicant, may be used for 100% of the match regardless of when the property was donated, purchased, leased, or when a Land Management Agreement or Project Management Agreement was initiated, but may be used only once as match. **The applicant is reminded that ECHO is a reimbursement grant program. The applicant must discuss the ability to initiate the reimbursement program in 3.2.**
- k. For any linear trails crossing large tracts of land, the value will reflect the value of the total land available for public access. In lieu of using actual acquisition value of land for match, the value may be determined by the Property Appraiser value or a general appraisal by an independent appraiser or, if an appraisal method cannot adequately establish value due to unusual circumstances, an alternative method may be considered by the County. The alternative method must provide sufficient evidence as to the value of the land. An appraisal by a State Certified Appraiser or an MAI Appraiser will not be required to value public land not owned by the applicant.
- l. The current annual fair market value of an unencumbered lease may be used as match as demonstrated with a State Certified or MAI Appraisal.

**Grant project administration including cost of audits MATCH Only:** Audits and reviews are eligible as match (PSC-5/cash or other match) by applicants operating on less than \$200,000 annually.

**Grant Writer expenses MATCH Only**– Up to \$7500 of the expense of a grant writer may be used as cash or in-kind match by applicants operating on less than \$200,000 annually. This value may be only for preparation of the grant document and no other activities, including research or budgets. Cash expenditures must be documented with an invoice and check. In-kind services must be documented by a letter from the grant writer stating the value and service donation. The applicant must provide a document demonstrating the person is an experienced grant writer for match eligibility. Proof of Occupational License by the grant writer is required. Applicants and grant writers are hereby advised that they must comply with Chapter 496, Florida Statutes, when applicable.

■ **TAB 3.1** (cont.)

**Architectural/Engineering Services MATCH AND/OR ECHO:** Match items may include design work, schematics, design development, engineering, bidding and negotiation, consultant services, surveys necessary to develop the project (boundary, wetland, tree, historical, or archeological), and contract administration. Most architectural services may be used as match if they meet the five-year match rule with some exceptions, such as feasibility studies. Applicants may use ECHO grant dollars only for final construction drawings that are generated after a grant is awarded and after a Notice To Proceed has been issued by the County to the grantee.

**Additional funding restrictions are stated within the categories below.** The following categories are patterned after those funds found in MASTERSPEC; 1998, The American Institute of Architects. Use in your Budget Detail as appropriate. Expenses may include the actual amount to be paid or the value of the in-kind contribution

**General Requirements (Div. 1) MATCH**– May include these contractor services: field engineering, shop drawings, allowances, construction photographs, quality control, and contract closeout. It also may include mail service, equipment rental, office space, temporary toilets, and waste collection.

**Site Construction (Div. 2) MATCH AND/OR ECHO** – Items may include building demolition, site clearing, sewerage and drainage, underground ducts and utility structures, utility connection and structures, termite control, exterior irrigation systems, earthwork, landscaping, and parking surfaces.

**Concrete (Div. 3) MATCH AND/OR ECHO** – May include cast-in-place concrete, architectural cast-in-place concrete-form work, structural pre-cast concrete, and special concrete toppings/ finishes.

**Masonry (Div. 4) MATCH AND/OR ECHO** – May include unit masonry, stone masonry veneer, restoration and cleaning, and glass masonry assemblies.

**Metals (Div. 5) MATCH AND/OR ECHO** – May include structural steel, metal fabrication, metal stairs, pipe and tube railings, gratings, and ornamental metalwork.

**Wood and Plastic (Div. 6) MATCH AND/OR ECHO** – May include rough carpentry, finish carpentry, interior/exterior architectural woodwork, panel-work, or plastic fabrications.

**Thermal and Moisture Protection (Div. 7) MATCH AND/OR ECHO** – May include waterproofing, fireproofing, shingles and roofing, siding, and sealants.

**Doors and Windows (Div. 8) MATCH AND/OR ECHO** – May include steel, wood, glass, and aluminum doors; frames; automatic or revolving doors; steel, wood, glass, and aluminum windows; decorative or mirrored glass, and door and window hardware.

**Finishes (Div. 9) MATCH AND/OR ECHO** – May include plaster, sheathing, ceramic tile, wood/brick flooring, carpet, paint, and wall coverings. Acoustical treatments such as panel or tile ceilings apply only to theatres, performing art centers, auditoriums, or science centers.

**Specialties (Div. 10) MATCH AND/OR ECHO** – Match items may include louvers and vents, permanent signs, lockers, metal storage shelving, partitions, and mobile storage units. ECHO may fund 100% of permanently installed educational interpretive signs. ECHO may fund up to 50% of the ECHO temporary construction sign and up to 75% of permanent recognition signs, which are required in the ECHO Agreement.

**Equipment (Div. 11) MATCH AND/OR ECHO** – Eligible Match or ECHO items may include such items as theatre and stage equipment and playground equipment that is permanently installed. Note: Do not include expenses for office equipment in the ECHO or Match columns. Match funds that are spent on these items must be directly related to project public use such as computer equipment used to educate the public and not be administrative (see General Definitions / Appendix A – Furniture and Equipment).

**Furnishings (Div. 12) MATCH AND/OR ECHO** – Eligible Match or ECHO items may include casework and theatre seating or other items required for public use. Note: Do not include expenses for office furniture, window treatment hardware, or louver blinds in the ECHO or Match column (see General Definitions / Appendix A – Furniture and Equipment).

■ **TAB 3.1** (cont.)

**Special Construction (Div. 13) MATCH AND/OR ECHO** – May include X-ray protection and metal building systems.

**Conveying Systems (Div. 14) MATCH AND/OR ECHO** – May include elevators, moving walkways, wheelchair lifts, and vertical conveyors.

**Mechanical (Div. 15) MATCH AND/OR ECHO** – May include pumps, motors, interior fire protection sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers and evaporators, air-conditioning units, humidifiers, fans, metal ductwork, and air filters.

**Electrical (Div. 16) MATCH AND/OR ECHO** – May include wires, cables, transformers, switchgear, panel-boards, fuses, disconnect switches, circuit breakers, interior and exterior lighting (including theatrical lighting), fire alarm systems, public address systems, and lighting control equipment.

■ **REVENUE/CASH IN KIND:**

**COUNTY ECHO GRANTS-IN-AID (This grant request):** Enter the amount requested from the County ECHO program on this line.

■ **MATCHING FUNDS:**

**Total Cash Private Support** – Private donations, including foundation grants given for this project or a proportionate share of such grants allocated to this project, and cash donations.

**Total In-Kind\* Private Support** – All documented non-cash contributions provided to the applicant by individuals and non-corporate, non-governmental parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project.

**Total Cash Corporate Support** – Cash support derived from contributions given for this project by businesses, corporations, and corporate foundations or a proportionate share of such contributions allocated to this project.

**Total In-Kind\* Corporate Support** – All documented non-cash contributions provided to the applicant by corporate parties. The contributions may be in the form of fair market value of goods and services directly benefiting and specifically identifiable to the project.

**Total Cash Local Government Support** – Cash support derived from grants or appropriations given for this project by City, County, or other local government agencies, or a proportionate share of such grants or appropriations allocated to this project. Note: If the applicant is a City or the County, their cash support should be shown under Applicant Cash in the Budget Detail.

**Total In-Kind\* Local Government Support** – All documented non-cash contributions provided to the applicant by units of government. These contributions may be in the form of fair market value of goods and services directly benefiting and specifically identifiable to the project.

**Total Cash State/Federal Government Support** – Cash support derived from grants or appropriations given for this project by agencies of the State or Federal government or a proportionate share of such grants or appropriations allocated to this project.

**Total In-Kind\* State/Federal Government Support** – All documented non-cash contributions provided to the applicant by units of the State or Federal government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project.

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■ **TAB 3.1** (cont.)

**Total Cash Applicant Support** – This line item is often used to “balance the budget” when expenses exceed all other revenues listed. For the proposal budget, these are funds the applicant will dedicate to the project and will be set aside in a project account for specific use on the project. An official document such as official minutes of a meeting setting aside the money for the project must be included in the application.

**\*NOTE:** *The fair market value of any In-Kind contribution must be an auditable document to be eligible as matching funds. (See details on page 42)*

■ **3.2 MATCHING FUNDS STATEMENT & CHART**

(Up to one double sided page limit including the Match Summary Chart) :

- 1) **Compose a statement** that addresses:
  - (a) The availability and source of matching funds.
  - (b) How you will provide contingency funding.
  - (c) Discuss budget and payment of Contractor Fees if this is not a separate line item of the 3.1 chart.
  - (d) Discuss budget and payment of General Conditions/Requirements if this is not a separate line item of the 3.1 chart.
  - (e) If you are budgeting for an alternative final sign design, explain why. Cost is not an option for alternative signage.
  - (f) Applicants who use land value as 100% of the cash match for eligible projects must discuss their ability to maintain the ECHO reimbursement requirement as well as pay any mortgage due on the property-
  
- 2) **Match Summary Chart must be included in this section.** Insert a Match Summary Chart that demonstrates you have met the 50% cash match requirement (see Required Format with example summary below).

**REQUIRED FORMAT: EXAMPLE OF A MATCH SUMMARY CHART:**

The Budget Detail Chart on pages 34-35 was used to create this Match Summary Chart example.

<b>1:1 MATCH VERIFICATION / This match may not be used as match for future grant applications</b>				
TYPE OF MATCH	CODE	MATCH AMOUNT	Divide match by ECHO grant request	PERCENT OF TOTAL MATCH
<b>CASH MATCH</b>				
Unencumbered Cash-on-Hand	UC	\$298,385	448,519	66.53%
Previously Spend Cash as cash match	PSC-5	\$0	448,519	0.00 %
Land Value	LV - C	\$0	448,519	0.00 %
<b>TOTAL CASH</b>		<b>\$298,385</b>	448,519	<b>66.53%</b>
<b>OTHER MATCH</b>				
Irrevocable Cash Pledge	OM-C	\$13,588	448,519	3.03%
Future In-Kind Contribution	OM-FI	\$29,988	448,519	6.68%
Previously Spent Cash	PSC-5	\$106,558	448,519	23.76%
Land Value	OM-LV	\$0	448,519	0.00%
<b>TOTAL OTHER MATCH</b>		<b>\$150,134</b>	448,519	<b>33.47%</b>
<b>1:1 MATCH GRAND TOTAL</b>		<b>\$448,519</b>		<b>100.00%</b>
<b><u>OVERMATCH / When used this match may not be used as match for future applications</u></b>				
TYPE OF MATCH	CODE	AMOUNT		
Land Value	OM-LV	\$250,000		
<b>TOTAL OVERMATCH</b>		<b>\$250,000</b>		
<b>TOTAL ALL MATCH</b>		<b>\$698,519</b>		

■ **TAB 3.2** (cont.)

■ **MATCH COMPONENTS:**

(See required documentation, 3.3, page 43-45 of this Guide) please see the special match instructions for Historic Reimbursement Projects on page 44, included in “Previously encumbered/expended cash.”

■ **CASH MATCH (1/2 of total required match must come from available cash or expenditures):**

- 1) Unless the project is an eligible Historic or Off Beach Parking Reimbursement project or a trail section of the Trails Master Plan, at least half of the cash match (25% of the 1:1 total match) must be:
  - a) Cash on hand and in the bank dedicated to this project (UC) or;
  - b) Pledges from a government entity, such as a grant, that is payable during the ECHO grant period (UC) or;
  - c) Irrevocable pledged dollars from an applicant organization which are guaranteed to be on hand in the bank prior to the Grant Panel Review process (UC) or;
- 2) The balance of the Cash Match (25% of the 1:1 total match) may come from:
  - a) Eligible expenditures of cash by the applicant for the project of this application expended or encumbered within the 5 year period prior to the ECHO application deadline (PSC-5).

**OR**
  - b) If you are an applicant operating on less than \$100,000 a year and are requesting \$150,000 or less in ECHO funds, you may use up to 25% of the purchase price or real property value no matter when the property was purchased or donated (LV-C).

**OR**
  - c) Land value for a historical restoration project on State or Federal owned land (see page 35 for details) (PSC-5).
- 3) 100% of the cash match may be derived from the land value if the project is a section of the County’s Trails Master Plan including land not owned by the applicant or if the project is an eligible reimbursement project the cash may come from the purchase price and/or mortgage (See page 35 for details) (UC-LV).

■ **BALANCE OF MATCH:** The remaining 50% of the required 1:1 match may be:

- a) Previous cash expenditures (PSC-5) made toward eligible expenditures for the subject project of this grant application including the purchase price or current land value of real property if specifically acquired for this project. The time limit for claiming expenditures that are not real property acquisition shall be a maximum of five years prior to the application deadline. Real property purchases, lease value, or existing land value have no maximum time limit to be used but the land value may be used only once for the project and shall be that amount established at the time of the original grant request. For additional information on land value as match, see page 35-36.
- b) Future and/or Previously Provided In-Kind Contributions/Services (OM-FI, OM). In-kind goods and services must be itemized at the time of application (See page 43-44 for required documentation) and must be received/utilized by the end of the grant period if they were not previously provided within the five-year match rule period prior to application.
- c) Properly documented Irrevocable Pledges (OM-FI) by individuals or organizations other than the applicant. If a grant is awarded, the applicant must demonstrate receipt of these pledges before the County will issue a Notice to Proceed.

■ **TAB 3.2** (cont.)

■ **NON-ALLOWABLE MATCH AND/OR ECHO ITEMS:**

■ **MAY NOT BE USED FOR MATCH OR ECHO FUNDING:**

- 1) Expenses associated with lobbying or attempting to influence Federal, State, or local legislation, the judicial branch, and State agencies;
- 2) Fundraising, private entertainment, food, beverages, plaques, awards, or scholarships;
- 3) Projects which are restricted to private or exclusive participation, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, handicap, or marital status;
- 4) Debt reduction unless the project is a Historic or Off Beach Parking Reimbursement Project;
- 5) Loans or borrowed funds are not eligible unless the project is a Historic or Off Beach Parking Reimbursement Project;
- 6) Endowments may not be used as match;
- 7) Operational support (i.e., organizational salaries, programs, travel, supplies, furniture, fixtures, and equipment);
- 8) Permit preparation or fees with the exception of a level one environmental study;
- 9) Maintenance;
- 10) Legal fees or taxes;
- 11) Feasibility studies and conceptual drawings;
- 12) Projects whose main purpose is to provide environmental remediation or code compliance;
- 13) Contingency fees (these must be discussed in section 3.2);
- 14) Match from any other County source such as cash, land, or in-kind services unless the County is the applicant;
- 15) Revenue from bond issues that have not been passed (approved) at the time of this application;
- 16) Expenditures from tax increment financing districts or community redevelopment agencies unless pre-approved by the County Council for a project with County wide economic impact.
- 17) Items as listed on pages 41.

■ **MAY BE USED AS MATCH BUT NOT FOR ECHO FUNDING: Not to exceed 50% of Match where applicable and must meet the 5-year rule (see Appendix A).**

- 1) Expenditures for eligible items made prior to the execution of the Grant Award Agreement for the subject project of this application, unless the project is a Historic or Off Beach Parking Reimbursement;
- 2) Expenditures for architectural, engineering, and other technical services necessary *to initiate* the project, (construction drawing expenses incurred within the grant period, relative to the project phase which is funded, are permitted);
- 3) Environmental remediation or code compliance expenditures necessary to complete an eligible project;
- 4) Level I only of environmental assessments;
- 5) Items as listed on pages 35-38 and 41;
- 6) Applicant organizations operating on less than \$200,000 annually, averaged over a three year period, may use up to \$7500 of the expenditures for a grant writer (See page 36).
- 7) Not-For-Profit organizations operating on less than \$200,000 annually, averaged over a three year period, may use expenditures for Certified Audits or Reviews necessary for applying to ECHO for funding as either PSC-5 cash match or OM other match. Review or Audits must be performed within the 18 month period prior to the application deadline. If the same audit/review is used for two grant periods, its use as match is limited to the year an initial grant is awarded;

■ **TAB 3.2** (cont.)

- 8) When the grantee is acting as the general contractor, hourly wages of employees who work directly on physical construction of the project (not administrative), less benefits, are eligible for match only. Work and expenses must be clearly documented as it pertains to the project and as required by the County to include at a minimum location of work, type of work, date/time recorded daily, and record of payment – less benefits.
- 9) Contractors and subcontractors, even when grantee is acting as the contractor, must provide documentation of proper licenses and insurance as required by law. Grantees shall provide documentation in order to be reimbursed for eligible items.

■ **EXAMPLES OF MATCH:**

**Example 1:** Fast Feet Soccer, Inc. is requesting funding from Volusia ECHO to build a new soccer complex. The property was purchased seven years prior to the application deadline. The first phase of the construction project will cost \$1 million. The Not-For-Profit organization is submitting a request for \$500,000. They will match the request with \$500,000 in the following manner:

\$125,000 cash in the bank and dedicated to the project (UC)	25% of Total Match
\$125,000 cash already expended on the project (PSC--5)	25% of Total Match
\$200,000 documented net real property value (OM-LV)	40% of Total Match
\$ 50,000 documented future in-kind contribution (OM-FI)	10% of Total Match

In section 3.2 of the application the organization explains they have an irrevocable pledge in the amount of \$50,000 from We Support Soccer Bank that will be paid in the following year. Construction of the project will take 14 months from award. The funds are available within 8 months of the award date. The applicant has inserted the notarized letter from the bank at the end of Tab 3 as documentation.

**Example 2:** The Heritage Museum is adding a new wing to its facilities. This standard single-year project will cost \$300,000. The Not-For-Profit organization is requesting \$150,000 from Volusia ECHO. The local match of \$150,000 will be comprised of the following:

\$75,000 cash in the bank and dedicated to the project (UC)	50% of Total Match
\$55,000 cash already expended on the project within 5 years (OM)	37% of Total Match
\$14,000 documented irrevocable pledges (OM-FI)	9% of Total Match
\$ 6,000 documented in-kind contributions (OM-FI)	4% of Total Match

In section 3.2, the applicant states they have an annual fundraiser that will cover any unforeseen expenditures to meet contingency needs. They include the average amount of cash raised over the past several fundraisers and state that these funds are meant for the project of the application and not for operational needs. For additional support they have included records of the event in Tab 6. The ECHO review panel knows to find the documentation in Tab 6 because the applicant referenced where to find the documents within the text of section 3.2 in their application.

■ **TAB 3.2** (cont.)

**Example 3:** The City of Greenlawn is requesting funding from Volusia ECHO to restore a small historical house and establish an arboretum on property that is owned by the City. A Not For Profit organization will manage the facility and a management agreement is included in the application. The standard single-year project will cost \$300,000. The City is requesting \$150,000 from the ECHO Program and will provide a \$150,000 match according to the following:

\$125,000 from the City: The City Commission passed a resolution committing \$125,000 to the project and making the funds available throughout the grant period to maintain the 1:1 match to ECHO expenditure ratio. They further agree within the resolution that an additional \$20,000 for contingency funds is available in case there are unforeseen expenditures. A copy of the approved resolution is submitted with the application. A resolution or official minutes are documentation of unencumbered cash on hand. In section 3.2, the applicant states that “contingency funds” are taken care of in the resolution inserted as documentation of cash match.

\$25,000 is available from a State grant to complete the arboretum. The City has inserted a grant award letter from the State, which identifies the project, the award amount, and the time period the funds will be made available.

■ **3.3 MATCH DOCUMENTATION – REQUIRED:**

**At the end of Tab 3, insert documentation in the order it is listed in your Budget Detail. LEGAL NOTICE: The applicant is required to maintain files that include all backup documents used for match or for ECHO reimbursement for a minimum of seven years following a grant award.**

**Grant awards (as Unencumbered Cash or as Other Match)** – At the end of this Tab, the applicant must provide an official letter or agreement from the granting organization that states the grant purpose, the grant amount, and the grant period. Funds from grant awards used for match, that have not been previously expended, may be used for unencumbered Cash Match and be provided throughout the ECHO grant period and are not required to be in the bank prior to issuance of a Notice To Proceed by the County. Government grants must have an official letter of agreement or the grant document. If the applicant is using the unspent portion of a grant for unencumbered cash match, the applicant must provide an official document showing the remaining grant balance that is available for this project. ECHO staff will notify the ECHO Board prior to the ranking day and the Board will vote as to the eligibility of the applicant and the Boards’ acceptance to review and rank the application. If an award is recommended, the County Council will also be notified of the condition prior to their approval of any final award. Potential grants, that you have applied for are not eligible match but may be mentioned in the 3.2 narrative.

**In-Kind Services (Other Match only)** – An itemized list of products/services shall be included in the Budget Detail. Backup documentation shall include:

- 1) A list inserted at the end of the Tab 3, which provides the following:
  - a) Name of the person or organization making the in-kind contribution.
  - b) Description of the goods and/or services donated.
  - c) Fair market value of the in-kind contribution including total value of the goods and/or services, value amount of the donation, and basis for determination of the value. Sources of these services must be itemized at the time of the application and the donor must have signed the supporting document.
  - d) Date donation was or will be provided for the project.

■ **TAB 3.3** (cont.)

- 2) Future in-kind donations must be supported by a notarized letter or official minutes of a meeting from the donor that describes the donation in budgeted line item detail and the value of the donation is auditable. (Note: the applicant may wish to provide two or more bids).
- 3) Previously provided in-kind service or product donations do not require backup other than the list (see “1”) above) for the purpose of this application; however, official documentation must be available for review upon request by the County or the ECHO Advisory Board.

**Irrevocable Pledges (as Cash or as Other Match)** – At the end of Tab 3, the applicant must provide official minutes of their organization’s meeting which state the pledged amount, the purpose of the pledge, and the date the pledge will be available in order to use their pledge as cash match. Documentation of pledges by those other than the applicant shall be documented by a letter including an itemized budget of services if the pledge is other than cash. Pledges of \$10,000 or higher shall be documented by a notarized letter that includes an itemized budget for services when the pledge is for services and not cash. If used as Cash Match, the funds pledged by the applicant must be in the bank prior to the Grant Review Panel, and if used for Other Match, cash pledges by the applicant or another entity must be in the bank prior to the County issuing a Notice to Proceed.

**Unencumbered Cash On Hand ( as Cash - 25% of total 1:1 match or as Other Match)** – At the end of this Tab, the applicant must provide a current bank statement that demonstrates the funds are available and are set aside in an account for the purpose of the project of this application **OR** a copy of the approved resolution or minutes from an official meeting of the applicant that includes the pledged dollar amount, the project name, and the date the funds will be available. Cash in the bank must be documented to show that the account is solely for the purpose of the ECHO project. A construction contract does not represent encumbered funds for the purpose of match as long as the budgeted items identified in the grant (Chart 3.1, Match or ECHO columns) are not physically underway or completed per ECHO guidelines. ECHO items may not be underway prior to when a Notice to Proceed is issued from the County. Cash match items may not be underway prior to the application deadline).

**Previously encumbered/expended cash or land used for up to ½ of the Cash Match** – Expenditures and encumbrances that occurred up to five years prior to the deadline of this application may be used for up to ½ of the required cash match (50 cents on a dollar must be cash and ½ of that may not be encumbered and ½ may have been spent within the five year period), unless the project is a Historic or Off Beach Parking Reimbursement project or the project is a section of the Master Trail Plan, where up to 100% of the total 1:1 match may come from the property value over the grant request amount (i.e., the sale price is \$250,000 so the grant request amount could be \$125,000 and the balance of the sale price may be used for match). Copies of the work order, the invoice, and the front and back of the cancelled check are required documentation for this type match. If copies of canceled checks are not available at the time of the application, a statement must be made to that effect and official documentation of issuance must be provided in a format pre-approved by the ECHO Program Coordinator. Acquisition of real property must be demonstrated by a copy of the deed. Land value for trails of the County Trails Master Plan, including land not owned by the applicant or projects on publicly owned land, may provide a property appraisal assessment or a recent appraisal.

■ **TAB 3.3** (cont.)

**Documentation of all Previously Spent Cash or Previously Provided In-Kind or Overmatch not used as the required Cash Match** – Applicants shall provide a spreadsheet created from full backup documents in their records. The spreadsheet shall include: item description, date of service, vendor, invoice #, date of payment, and payment check number. The applicant is required to have the full backup documents available in a auditable format if requested from the County for a minimum of 7 years following the grant award.

**Physical Collections as Non-Cash Match only**- Eligible applicants, who wish to construct a facility solely for the purpose of exhibiting a physical collection to the public, may use the appraised value of the collection for up to ½ of the non-cash match. The applicant must demonstrate that the collection is owned by them or on loan to them for a period of time that runs concurrent with the Grant Agreement. When owned by the applicant, the collection must be accessioned, shown on the balance sheet or in the audit, or in an auditor’s Statement as an asset and be fully insured. The applicant must provide a complete list of the collection to be exhibited and a certified appraised value of the objects to be used as match. The Collection as match is not subject to the 5-Year match rule.

■ **TAB 4: OPERATING FORECAST DETAIL** (Up to 15 Points):

■ **4.1 FORECAST NARRATIVE** (Up to one double sided page limit):

- 1) Complete Form 4.1 in the application and insert it here. Insert your business plan and Feasibility Study if available **at the end of Tab 4.**
- 2) Provide a narrative that addresses five years of operating expenditures. The applicant is to demonstrate they have the ability to successfully operate and maintain the project after construction is completed. If the applicant has completed a business plan, insert the document at the end of Tab 4 and state that the supplemental document is inserted. Other documents supporting the narrative may be identified in the narrative and inserted in Tab 6.

**In your narrative, discuss how the facility** will be used and the related costs, including maintenance of the facility, administration, and personnel and incorporate budgetary figures, shown in the Budget Spreadsheet (see section 4, below) within the narrative: **(a) What new staff** will be needed (full-time paid professional staff, part-time staff, volunteers/docents, and/or local artists/artisans/educators) and the associated costs? **(b) What will be the additional maintenance expense** after the project is complete? **(c) What new programs** will be added and what are the additional costs for supplies and staffing? **(d) What new revenue sources** will be used to offset the added expenses? Address plans for community development, fundraising campaigns, operational grants, and endowment opportunities. ***Do not discuss program needs – these are Tab 5. Focus on operational costs and revenue sources here.***

- 3) **User Fees:** Projects that receive an ECHO award may not discriminate in the schedule of fees or other terms of use of the facility based on residential location of users who reside within Volusia County. Organizations that collect or plan to collect user fees must: (a) insert the fee schedule to demonstrate that fees do not restrict users living within Volusia County based on their place of residence and (b) include clarification as to whether use of the facility is for organized groups, for individual use only, or for both. If the intended use of the facility is for both individuals and organized groups, the availability should be explained for both users.
- 4) **Provide a five-year budget** projection spreadsheet similar to the example below but include the details appropriate to your organization’s activities including this project as stated in section 1 above. Projections can be achieved by estimating an annual fractional increase. Clarification of expenses and revenues is required. Organizations applying for Acquisition or Reimbursement projects must demonstrate they have the means to maintain the facility and the ability to construct, renovate, and/or restore the facility, if applicable.

2011/2012 GRANTS-IN-AID NOT-FOR-PROFIT APPLICATION GUIDE

**Example of a Five-Year Budget Spreadsheet:**

<u>Operational Periods</u>	<i>FY2012/13</i>	<i>FY2013/14</i>	<i>FY2014/15</i>	<i>FY20015/16</i>	<i>FY2013/2017</i>
<u>Revenue</u>					
Admission Fees	<b>75,000</b>	<b>160,000</b>	<b>170,000</b>	<b>185,000</b>	<b>185,000</b>
Fundraisers	<b>20,000</b>	<b>30,000</b>	<b>37,000</b>	<b>40,000</b>	<b>40,000</b>
Special Classes	<b>13,000</b>	<b>20,000</b>	<b>25,000</b>	<b>30,000</b>	<b>30,000</b>
	<b>\$108,000</b>	<b>\$210,000</b>	<b>\$232,000</b>	<b>\$255,000</b>	<b>\$258,000</b>

<u>Expenses</u>	<i>FY2012/13</i>	<i>FY2013/14</i>	<i>FY2014/15</i>	<i>FY20015/16</i>	<i>FY2013/2017</i>
Administration	<b>70,000</b>	<b>110,000</b>	<b>115,000</b>	<b>120,000</b>	<b>122,000</b>
Artistic Personnel	<b>30,000</b>	<b>54,000</b>	<b>58,000</b>	<b>90,000</b>	<b>62,000</b>
Utilities	<b>8,000</b>	<b>15,000</b>	<b>18,000</b>	<b>20,000</b>	<b>22,000</b>
Maintenance	<b>0</b>	<b>8,000</b>	<b>8,500</b>	<b>9,000</b>	<b>10,000</b>
	<b>\$108,000</b>	<b>\$187,000</b>	<b>\$199,500</b>	<b>\$209,000</b>	<b>\$216,000</b>

- 5) **Provide (a) two measurable operational goals and (b) state clearly how the goals will be tracked** over the grant agreement period. These will be included in the annual reports.

**See Appendix D for Examples of Goals**

■ **4.2 FISCAL STABILITY**

- 1) **Provide a statement on the organization’s *sustained* fiscal stability** from two years prior to through five years after the application deadline.
- 2) **Explain all deficits, losses, or negative trends or if there is nothing to remark on, include a statement relative to that fact.** It is the responsibility of the applicant to demonstrate why something that would normally be a cause for concern is not a problem for the applicant’s organization. The applicant must respond to questionable areas in their audit or Management Letter (see Tab 4, section 4.3 below).

■ **4.3 FINANCIAL**

The type of financial information an applicant must provide is determined by the amount of the grant being requested and by the annual operating revenues or expenses of the applicant. The applicant must provide documentation for the most recent fiscal year that was completed within eighteen (18) months of the grant application deadline.

**A Not-For-Profit organization with:**

- a) Operating revenues or expenses/expenditures annual average of the 3 fiscal years completed prior to the application deadline of \$100,000 or greater. **AND/OR**
- b) A grant request amount equal to or greater than \$150,000.

***Must provide:***

- 1) A **Certified Financial Audit** of its most recent completed fiscal year and completed within eighteen (18) months prior to the application deadline.
- 2) A **Management Letter** which is part of the audit.
- 3) The most recent **Response Letter** relative to the Management Letter. If no official response was provided, the applicant shall provide a statement to that effect and the applicant shall provide a response to comments made in the Management Letter.
- 4) Their most recent **Month-End Financial Statement**.

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**A Not-For-Profit organization with:**

- a) Operating revenues or expenses/expenditures annual average of the 3 fiscal years completed prior to the application deadline less than \$100,000 **AND**
- b) A grant request amount less than \$150,000.

***Must provide:***

- 1) A **Financial Statement Review** of its most recent completed fiscal year and completed within eighteen (18) months prior to the application deadline.
- 2) A **Management Letter** which is part of the review.
- 3) The most recent **Response Letter** relative to the Management Letter. If no official response was provided, the applicant shall provide a response.
- 4) Their most recent **Month-End Financial Statement**.

■ **PROJECT MANAGEMENT BY AN OUTSIDE ORGANIZATION (if 1.3(3) answered YES):**

**Applicants that will not be the principal management organization of a project, during or after construction, must comply with the financial reporting requirements as follows:**

- 1) If an applicant applies for a project that will be managed by another organization, the financial information as requested above is required of both the applicant and the organization(s) responsible for the management of the project.
- 2) Contractual agreements between the applicant and the management organization must be disclosed, including terms of compensation.

**NOTE:** *The County reserves the right to request additional financial information from applicants.*

**APPLICANTS REQUESTING A CHECK AT CLOSING OF AN ACQUISITION PROJECT**

must insert the required documents at the end of Tab 4 to include: (1) document that they have provided a minimum of ten years of important public service in Volusia County at the end Tab 4; (2) provide three years of Annual Financial Statements at the end of Tab 4; and (3) demonstrate they have the means to restore and/or maintain the facility at a minimum in section Tab 4.3.1(1) and (3).

**DOCUMENTATION OF THE 3-YEAR AVERAGE** shall be provided in a form of a copy of the year-end Financial Statement for three years prior to the application deadline approved in official minutes by the governing board of the organization for the purpose of applying to the ECHO Grants-In-Aid Program.

**NOTE:** *Under “Operating Revenues or Expenses/Expenditures,” do not include accrual accounts for construction, etc. If an organization’s average revenues over three years are equal to or higher than \$100,000 but expenses are less than \$100,000, the organization must provide a Certified Financial Audit and may not provide a Financial Statement Review.*

■ **TAB 5: PROJECT IMPACT / NEED** (Up To 30 Points/ two pages doubled sided limit):

- **5.1 DISCUSS HOW THE PROJECT WILL MEET THE GOALS SET BY RESOLUTION 2000-156 AS LISTED BELOW** – Applicants shall describe how the project meets the goals of ECHO as listed in the first line of each bulleted section in bold type below. Following the main goal are sub-topics that must be discussed in the narrative when relevant to the project. Applicants shall not include goals or discussion topics that are not relevant to their project.
- 1) **Provide environmental/ecological, cultural, historical/heritage, and/or outdoor recreational opportunities** – (1) Describe the opportunities in each ECHO element that is applicable to your project. The narrative should coincide with the ECHO elements you marked on the application form 1.1, section 8 and discussed in Tab 4, 4.1 (1-4), and (2) include who is served in each ECHO element and how they are served. Do you serve a variety of groups and provide opportunities for the physically or mentally challenged? Are you providing service to an un-served or underserved public? Will you have self-guided programs or scheduled programs? Describe how you know there is a need for your project. Insert documentation of all user or program agreements at the end of Tab 5 after the narrative section 5(2).
  - 2) **Preserve significant archaeological or historic resources and develop, enhance, and promote heritage tourism opportunities, experiences, and resources.** – Describe the importance of the facility and if it is on a National, State, or local registry. Include information on the historical importance/uniqueness of the project. State how the facility will be used to educate the public and promote heritage tourism. Insert supporting documents at the end of Tab 5 after the narrative section 5(2).
  - 3) **Foster public memory and community identity by promoting and providing access to destinations and experiences associated with past events, peoples, and places in the County of Volusia.** – Describe how your project will connect past to present or develop a sense of “community” connecting today with tomorrow. Insert supporting documents at the end of Tab 5 after the narrative in section 5(2).
  - 4) **Provide high quality, user oriented outdoor recreational opportunities including, but not limited to, access to the Atlantic Ocean Beach through the establishment of oceanfront parks and off-beach parking.** – Describe how your project brings the best of opportunities to those you serve and the need for the facility relative to the community of Volusia County. Explain how the project is unique, if it is, to the area. Explain if it has local or regional impact and if it is near or part of a major trail system. Insert documents supporting your narrative at the end of Tab 5 after the narrative section 5(2).
  - 5) **Improve the quality of life for Volusia citizens by providing: (1) access to the cultural arts, (2) increase culturally based tourism, and/or (3) encourage redevelopment and revitalization of downtown and urban areas through the provision of cultural arts facilities.** – Describe how your facility fills a void in access to the cultural arts and if it will impact culturally based tourism. Have you or your project received recognition on a regional, State, National, International level? Is it unique? If yes, then how is it unique? Describe if it is in a designated redevelopment area. Explain how you believe it improves the area in which it is located. Describe how local artists are involved. Insert documents supporting your narrative at the end of Tab 5 after the narrative section 5(2).
  - 6) **Stimulate investment in local projects by Regional, State, and National public and private sources through provision of local matching funds for grants.** – Describe how you have attempted to or have maximized your match with other resources and what future resources you are seeking or will seek if needed. If you have not received support, what do you believe is the reason? Do you believe your project will stimulate investment in the area? If yes, explain how it will stimulate investment. Insert supporting documents at the end of Tab 5 after the narrative section 5(2).

- **5.2 OF THE GOALS SELECTED FROM THE ABOVE LIST AND SUBSEQUENT DISCUSSION, APPLICANTS MUST:** (1) provide three program goals and (2) provide the method that will be used to measure achievement of the goals. If awarded a grant, the applicant will track the goals and include this information in an annual report, following completion of the project, for the duration of your grant period.

See Appendix D for Examples of Goals

- **TAB 6: APPENDICES**

This is where the applicant may submit support material that was referenced in the body of the application other than cover letters or support letters. **DO NOT INCLUDE THE DOCUMENTS REQUIRED IN TABS 1-5 IN TAB 6. REQUIRED MATERIAL MUST BE PLACED WITHIN THE TAB WHERE IT IS REQUESTED.**

Tab 6 can include supplemental budgets, expanded budgets, flyers, brochures, newspaper articles, etc. The Grant Review Panel is not obligated to read the material; however, this is where the Panel will go to find additional information.

**DO NOT** include materials that does not fit NEATLY AND SECURELY in the submittal binders. Material that cannot be secured on the binder rings must be placed in a plastic sleeve and secured on the rings. Electronic presentations, such as videos or audiotapes, are **NOT** acceptable.

**COVER LETTERS AND SUPPORT LETTERS ARE NOT ELIGIBLE DOCUMENTS FOR THIS APPLICATION AND ARE NOT TO BE INCLUDED IN ANY SECTIONS (TABS 1-6).** These documents will be removed from the application and not forwarded to the Grant Review Panel.

**LETTERS OR PETITIONS BY USERS OR SURVEYS ARE ACCEPTABLE.** User letters may be no more than one page in length and include the organizations name, number of members, comments on how often they would use the facility, and in what ways they would use it. User letters issued from an individual should be from a significant user (i.e. an educator) and not from general visitors who might use the facility one time per year as this should be captured in the data you provide in the narrative relative to the number of users. A “format” letter issued by the applicant just for signature is not appropriate. User letters should not be from individuals that work at the facility as it is reasonable to expect these people will participate in the programs at the facility. Petition lists may be included when the ECHO project was clearly the reason the individuals signed the user petition. This means the petition must include a detailed description of the ECHO project. Surveys should ask specific questions about the project and/or the need for the project. One copy of the survey with the survey result data is appropriate documentation.

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# ~APPENDICES~

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A – APPLICATION DEFINITIONS

B – EXCEPTIONAL PROJECT REQUIREMENTS

C – SAMPLE ECHO GRANT AGREEMENT AND  
BASIC REQUIRED ECHO SIGNS

D – SAMPLES OF GOAL SETTING

E – REPORTING FORMS

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**APPENDIX A – APPLICATION DEFINITIONS**

***~ECHO PROJECT CATEGORIES ~***

**ENVIRONMENTAL / ECOLOGICAL PROJECT** (Category “E” of ECHO) means a site, building, or facility that provides access to an environmental/ecological experience by the general public.

**CULTURAL PROJECT** (Category “C” of ECHO) means a site, building, or facility which shall be designed specifically for the programming, production, presentation, exhibition, or any combination of the above functions of any of the cultural disciplines, such as: music, dance, theatre, creative writing, literature, painting, sculpture, folk arts, photography, crafts, public media, and historical and science museums.

**HISTORIC / HERITAGE PROJECT** (Category “H” of ECHO) means a site, building, or facility which utilizes its own and other historical resources to provide historical and/or heritage opportunities to the public and/or the facility is eligible to be registered as a significant historic facility by Federal, State, or Local government and provides ECHO related programming by an ECHO eligible applicant. (Please see Historic Reimbursement Projects in the General Definitions section that follows.)

**OUTDOOR RECREATION PROJECT** (Category “O” of ECHO) means a project that provides capital improvement structures and/or amenities that can be used or supports use by the general public for outdoor recreational enjoyment. Amenity support can include outdoor athletic fields/athletic courts, boardwalks, trails, playgrounds, and other facilities that provide for outdoor recreational activity. It can also include capital facilities that support outdoor recreational use such as: bathrooms, parking areas, pavilions, signage, and other similar amenities.

***~GENERAL DEFINITIONS~***

**ADVISORY COMMITTEE** means the nine (9) member Board appointed by the County Council to oversee the ECHO program and make recommendations for funding of the ECHO grant dollars to the County Council.

**APPLICANT** means a qualifying 501(c)(3) organization incorporated in the State of Florida with its principal office located in Volusia County, a municipality of the County of Volusia, or a budgeted organization of Volusia County Government.

**ASSESSED VALUE OF PROPERTY** means an annual determination by the Volusia County Property Appraiser of the just or fair market value of a property.

**BUDGET** means the organization’s unrestricted operating revenue.

**CASH ON HAND** means unencumbered cash dedicated to the ECHO project listed in the application (see page 33).

**CERTIFIED GENERAL APPRAISAL** means a narrative appraisal, including a written analysis, opinion, or conclusion, issued by an appraiser relating to the nature, quality, value, or utility of a specified interest in, or aspect of, identified real property and includes a report communicating an appraisal analysis, opinion, or conclusion of value regardless of title.

**APPENDIX A – APPLICATION DEFINITIONS** (cont.)

**CERTIFIED GENERAL APPRAISER (not the County Property Appraiser)** means a person who is certified by the Florida Department of Business and Professional Regulations qualified to issue appraisal reports for any type of real property.

**CERTIFIED FINANCIAL AUDIT** means an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with generally accepted auditing standards and governmental auditing standards. (These audits should include a Management Letter and a Response Letter).

**COUNTY COUNCIL** means the seven (7) elected members of the Volusia County Council.

**COMPLEX** means a building or multiple buildings on the same site that share infrastructure and/or supporting facilities, amenities, signage, or designation, or has other attributes of actual or perceived linkage.

**ECO TOURISM** means responsible travel to natural, historical, cultural, and outdoor recreational areas that conserves the environment and sustains the well-being of the local people while providing a quality experience that connects the visitor to the unique assets of Volusia County (based on the Florida Commission on Tourism's Eco-tourism / Heritage Tourism Advisory Committee definition).

**ENCUMBRANCE PERIOD** means the period during which County ECHO dollars must be obligated to pay for the project expenses.

**ENVIRONMENTAL ASSESSMENT LEVEL I** means appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice and the provisions of CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) and ASTM E1527-05 (American Society for Testing and Materials). Information concerning CERCLA regulations may be found on the EPA website at: < <http://www.epa.gov/superfund/policy/remedy/sfremedy/regenfor.htm>>.

An overview of the scope of ASTM E1527-05 may be found at: <[http://www.astm.org/cgi-bin/SoftCart.exe/DATABASE.CART/REDLINE\\_PAGES/E1527.htm?L+mystore+pkrd4637+1160084826](http://www.astm.org/cgi-bin/SoftCart.exe/DATABASE.CART/REDLINE_PAGES/E1527.htm?L+mystore+pkrd4637+1160084826)>.

**ENVIRONMENTAL/ECOLOGICAL EDUCATION** means a process that leads to responsible individual and group actions. It should enhance critical thinking, problem solving, and effective decision-making skills. It also should engage and motivate individuals, enable them to weigh various sides of an environmental issue, make informed and responsible decisions, and take appropriate actions (based on the League of Environmental Educators of Florida Definition).

**EXCEPTIONAL PROJECT** means a project of paramount and crucial County-wide importance which provides for receipt of services by significantly large numbers of people in all areas of the County as demonstrated and determined by absolute ¾ majority of the ECHO Committee (7 of 9) and the County Council (6 of 7).

**FEES** means the financial sum charged by the applicant to the public for use of, or entrance into, the facility for which the applicant is applying for funds. Fees may include resident and non-resident charges.

**APPENDIX A – APPLICATION DEFINITIONS (cont.)**

**FINANCIAL STATEMENT REVIEW** means performing inquiry and analytical procedures that provide the accountant with a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with GAAP or, if applicable, OCBOA (Other Comprehensive Basis of Accounting). (Reviews should include a Management Letter and a Response Letter.)

**FISCAL STABILITY** means the financial results of operations, available resources, and the organizational plan to resolve deficit problems. A concern for fiscal stability would be indicated by multi-year operating deficits and declining fund balances.

**FIVE-YEAR MATCH PERIOD** means the five-year period prior to the final application deadline from which the applicant may derive some of the required match.

**FURNITURE AND EQUIPMENT** means items that are not used for public purposes and are generally used for the administration of the building. (Examples: tables, chairs, and computers which are used for administrative purposes; equipment that is leased; desks and other office equipment which are used for administrative purposes; refrigerators, rugs, planters, books, etc.)

**GRANT PERIOD** means the time period in which grant funds are used for the project as set forth in the grant agreement.

**HISTORIC REIMBURSEMENT PROJECT** means a project that is purchased within the 36 month period prior to the ECHO grant deadline for the purpose of restoration or preservation that is eligible for reimbursement due to the critical nature of the project to the community, its possible loss to the community if not purchased immediately, and the project is listed on the “critical historic preservation list” as identified by the County of Volusia Historical Preservation Board or is listed on the National or State Register as an important historic project.

**IN-KIND CONTRIBUTION** means the documented fair market value of non-cash contributions provided by the grantee or third parties that consist of real property or the value of goods and services directly benefiting and specifically identifiable to the project (see guidelines/ restrictions, pages 37 & 43).

**LEED, Leadership in Energy and Environmental Design (LEED) Green Building Rating System™** encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

**LEASE** means a contract that conveys unconditional use of real property for a specific period of time. The minimum period of time shall be consistent with requirements set forth in Tab 1 and the required length of the lease shall be determined from the Final Application Deadline date.

**LEARNING CENTER** means a building that shall be used to provide educational or learning opportunities to the public and will serve as a center for research focusing on Volusia County’s environmental/ecological, cultural, historical/heritage, and/or outdoor experiences.

**MAI CERTIFIED APPRAISER** means an appraiser who has completed the necessary training to achieve Membership in the Appraisal Institute.

**MANAGEMENT LETTER** is a formal, written document that conveys the CPA's findings and observations about particular aspects of the client's business. It may describe certain procedures that the CPA performed in an engagement and identify ideas and recommendations that can improve the entity's operations. (The management letter should address issues related to the client's accounting systems, procedures, and reports/issues, such as internal control environment, procurement practices, accounting policies, procedures, and financial reporting practices. The management letter might also be expanded to cover other observations.)

**APPENDIX A – APPLICATION DEFINITIONS (cont.)**

**MASTER TRAIL PROJECT** means a specific segment of the Trail Master Plan that was approved by the County Council.

**MATCHING FUNDS** means the value of in-kind or cash contributions provided by the applicant designated solely for the project. For every ECHO dollar the County provides for the project, the applicant will provide at least one dollar as match. Of these matching funds, at least 25% must be unencumbered cash in the bank (see pages 33, 38, and 43 for more detail).

**MEASURED GOALS AND OBJECTIVES** means a set of specific quantifiable and qualifiable accomplishments that can reasonably be anticipated to be achieved by the project and will be used for comparison to the expressed bases, standards, and criteria of the ECHO program (see Tabs 2, 4 and 5).

**MONTH END FINANCIAL REVIEW** the performance of inquiries and analytical procedures that provide the accountant with a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with GAAP.

**NEW APPLICATION** means an application that has not previously been recommended for funding or an application for which funding has been recommended, but requires a major change in project scope or venue. A new application must be submitted by the final grant application deadline.

**NEW CONSTRUCTION** means adding a facility for the purpose of meeting the goals of this grant program to a property where no building previously existed.

**OFF-BEACH PARKING REIMBURSEMENT PROJECT** means a project that is purchased within the 12 month period prior to the ECHO grant deadline for the purpose of providing off-beach parking and access to the beach by the general public and which is located on A1A or in close proximity to A1A making it eligible to apply for reimbursement by ECHO.

**PAYMENT & PERFORMANCE BOND** means surety insurance issued by a quality rated insurer authorized to issue in the face amount of the bond in the State of Florida, which guarantees the execution of the work under the construction contract.

**PERMITS** includes any building, zoning, use, excavation, fill, surface water, utility, or other official action of Federal, State, Regional, or local government having the effect of permitting development of land.

**PLANNING** means the preliminary development of architectural, engineering, and other technical services necessary to carry out the project.

**PROJECT** means the acquisition, construction, renovation, and/or improvement of buildings and appurtenances, site improvements (such as driveways, parking facilities, storm-water management facilities, landscaping, signage, and pedestrian facilities), and mandated off-site improvements that meet the requirements of an eligible ECHO project for the use and benefit of the general public. This definition specifically excludes furniture, fixtures, and equipment.

**PROJECT AGREEMENT** means an executed contract between Volusia County and a project sponsor setting forth mutual obligations regarding an approved ECHO funded project.

**REGRANTING** means using ECHO grant monies to fund grants to be given by the ECHO grantee to another entity including a related or affiliated entity.

**REHABILITATION** means the act or process of returning a site or property to a state of utility through repair or alteration, which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

**APPENDIX A – APPLICATION DEFINITIONS (cont.)**

**RENOVATION** means the act or process of giving a property a state of increased utility or returning a property to a state of utility through repair, addition, or alteration that makes possible more efficient use.

**RESPONSE LETTER** is a written response from the client to the CPA's management letter comments. The response should be a written statement of explanation or rebuttal concerning the deficiencies or recommendations, including any corrective action taken or to be taken, related to the auditor's observations.

**RESTORATION** means the act or process of accurately recovering the form and details of a site or property and its setting as it appeared at a particular period of time by means of the removal of later work or by replacement of missing earlier work.

**STANDARD SINGLE-YEAR PROJECT** means a project, which can be completed including the grant and match, expended within 730 days following the availability of grant funds (see additional detail information on page 16).

**UNDISTURBED USE** means that the building to be renovated, expanded, or constructed and the site of such building will be owned by, or will be under lease to, the applicant by the date of the application submission and that the use of the site and building will be unencumbered by covenants, easements, or other conditions contrary to the purpose of the project for a minimum length of time as required in Tab 1, page 22 of this Application Guide.

## **APPENDIX B – EXCEPTIONAL PROJECT ADDENDUM**

Applicants applying for an Exceptional grant (defined as in excess of the standard single-year maximum amount of \$400,000, in addition to completing standard requirements, must comply with the special application polices and requirements for Exceptional project requests that follow:

- **PROJECT SUPPORT PERIOD** (page 15 of the Application Guide)
  - ❖ **Organizations that receive an Exceptional Project** award shall encumber the annual grant and annual required matching fund amounts as described in Tab 3 of their application. (Example: If the award is \$600,000.00 annually for three (3) years the following encumbrance amount is required annually \$600,000.00 (ECHO) + \$2,400,000.00 (Match) = \$3,000,000.00. At least 50% of the \$2,400,000.00 annual match must be unencumbered cash.
- **EVALUATION PROCEDURES** (page 14 of the Application Guide)
  - ❖ **APPLICATION EVALUATION AND SCORING**  
*Exceptional Project Scoring:* The Grant Review Panel will review all applications at the same time and will determine if a project meets the Exceptional Project criteria by an absolute ¾ majority vote prior to the final scoring process. This initial determination does not rank the project. The project is scored in the sequence it was received by the County with the other applications and must rank as one of the top two projects in order to maintain Exceptional Project status. If the Grant Review Panel does not determine that the project meets the Exceptional Project criteria or the project does not rank in the top two projects, the grant request amount will automatically be reduced to the maximum amount available for non-Exceptional projects and the match will return to the standard 1:1 match.
- **EXCEPTIONAL PROJECT TIME LIMITS**
  - ❖ **EXCEPTIONAL PROJECTS:** Exceptional projects are projects that must encumber the grant and match at a 4:1 ratio annually over a maximum time period of three (3) years (three project phases). Construction of each annual project phase, as described within the grant application, must be completed within 730 days of the first day of the corresponding encumbrance period.
- **FUNDING AMOUNTS / CAPS AND RESTRICTIONS**
  - ❖ **GRANT FUNDING AMOUNTS**  
Exceptional project applicants may request up to \$600,000 annually for up to three consecutive years. The applicant must provide a 4:1 match. Fifty percent of the match must be Cash Match and up to ½ of the cash match may come from PSC-5 Match items.
  - ❖ **FUNDING CAPS**  
**Exceptional Projects may not receive more than the maximum Exceptional grant amount during the 5-year cycle.** Organizations applying for an Exceptional grant award may only request an Exceptional grant in an amount equal to the maximum allowable Exceptional award less any standard grant awards received prior to the Exceptional Grant request. Projects approved for Exceptional status may receive a maximum of \$2,400,000 over the life of ECHO. For example: 2006 the applicant received an award of \$300,000 and in 2008 an award for \$300,000. They can apply for a \$1.8 million dollar Exceptional Award with a match of \$6.4 million dollars. The award could be distributed at \$800,000 in years one and two and \$200,000 in year three.
  - ❖ **RESTRICTIONS**  
No project or facility complex may receive more than one Exceptional grant award throughout the life of the ECHO program.

**APPENDIX B – EXCEPTIONAL PROJECT ADDENDUM (cont.)**

Applicants applying for an Exceptional grant (defined as in excess of the standard single-year maximum amount of \$400,000), in addition to completing standard requirements, must comply with the special application policies and requirements for Exceptional project requests that follow:

- **TAB 1: Application Form; Project Team; Management Prospectus and Policy Statement; IRS Letter, Uniform Business Report, Occupational License and State License; Proof of Ownership or Undisturbed Use; Restrictive Covenants; Certification of Information & Compliance Form, and Professional Certification Form with Résumé.**

Exceptional Projects must complete numbers 1-13 of Form 1.1 as well as other sections of Tab 1.

- **TAB 2: SCOPE OF WORK**

EXCEPTIONAL PROJECTS must discuss the difference between what will be accomplished if they receive the Exceptional funding amount and what will be accomplished if they receive the maximum standard award amount of \$400,000 in all sections and subsections of Tab 2.

- **TAB 3: BUDGET DETAIL / MATCHING FUNDS**

EXCEPTIONAL PROJECTS must provide answers for both an Exceptional funding amount and the maximum standard award amount of \$400,000 in all sections and subsections of Tab 3.

**3.1 PROJECT BUDGET DETAIL**

EXCEPTIONAL PROJECT APPLICANTS must create two budget details to demonstrate the difference between receiving the standard award amount for one year with a 1:1 match and receiving an Exceptional grant award for up to three consecutive years with a 4:1 match. Insert the Exceptional Budget before the standard amount budget.

**3.2 MATCHING FUNDS STATEMENT**

EXCEPTIONAL PROJECTS shall provide two Summary Charts demonstrating the difference between receiving a standard award for one year with a 1:1 match and receiving the full Exceptional amount requested with 4:1 match over multiple years.

**3.3 MATCH DOCUMENTATION**

EXCEPTIONAL PROJECTS must provide a 4:1 Match (50% cash match – 25% unencumbered cash minimum). All match must be demonstrated as available at the time of the ECHO application although it may be encumbered over the term of the Exceptional grant period.

- **TAB 4: OPERATING FORECAST DETAIL**

**4.1 FORECAST NARRATIVE**

EXCEPTIONAL PROJECTS must provide two five-year Operating Forecast narratives and spreadsheets that explain the difference between receiving a standard award for one year and receiving the Exceptional amount requested by the applicant over multiple years.

- **TAB 5: PROJECT IMPACT / NEED**

EXCEPTIONAL PROJECTS must provide narratives for both an Exceptional funding amount and the maximum standard award amount of \$400,000 in all sections and subsections of Tab 5 and must clearly state how the project meets the definition of Exceptional Project (see Appendix A 2 – General Definitions).

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**APPENDIX C – SAMPLE ECHO GRANT AGREEMENT**

WHEREAS, the voters of Volusia County overwhelmingly approved the Volusia ECHO ballot initiative, as outlined in Resolution 2000-156, and affirmed their desire to have a long-term development program that funds projects that enhance the quality of life in Volusia County by ensuring the availability of environmental, cultural, historical, and outdoor recreational opportunities, and

WHEREAS, Resolution 2000-156 sets forth objectives, criteria, and procedures for implementation of the Volusia ECHO Program, and

WHEREAS, the County of Volusia Department of Growth and Resource Management has budgeted funds for eligible ECHO projects, and

WHEREAS, the County of Volusia has determined that Project No. GY <12– XX>, a project of the <Organization>, is eligible for Volusia ECHO funding.

**AGREEMENT**

The County of Volusia, 123 W. Indiana Avenue, DeLand, Florida (hereinafter referred to as the “County”), and <Organization> in the County of Volusia (hereinafter referred to as “Grantee”), agree as follows:

1. Within the **2011–2012** grant cycle, the County of Volusia shall designate funds not to exceed \$<dollars>, to be held for the Grantee, for the performance of items approved for funding which are described and attached hereto as “Exhibit A”, (Grantee’s application), and any other requirement made a part of this agreement.
2. The funds will be made available to the Grantee on a 1:1 match basis as detailed in “Exhibit A” and expenditures reimbursed on a quarterly basis, unless otherwise agreed upon by the County, only if the Grantee has maintained all grant requirements and upon the Grantee providing:
  - A Quarterly Project Report and a Reimbursement Request Form with backup documentation (Exhibit B - explaining encumbrances and expenditures and project status report).
  - Not-For- Profit Organizations shall provide Release of Liens.
3. Ten (10) percent of the grant funds will be withheld until the total project and final reports are completed as described in “Exhibit C” (ECHO application guide).
4. It is understood between the parties that the amount of funds designated in paragraph 1 above is the maximum amount the County will provide and the County shall only pay eligible expended costs, as they are concurrently matched 1:1 by the applicant, unless otherwise approved by the County.
5. The expiration date of this grant will be exactly 730 days after the execution of this agreement unless the County grants an extension as provided for in the grant application guide (Exhibit C). The ECHO funds and an equal value of corresponding match must be encumbered within the initial 365 days following the execution of this grant agreement but final payments for services and completion of the project construction may be extended up to another 365 day period. Extensions beyond the 730 day period may restrict the Grantee or any other organization from applying for additional ECHO grants for this project or phase of this project until this current grant agreement is concluded. To be considered for an extension, a written request must be sent to the Growth and Resource Management ECHO Program Coordinator prior to sixty days of the grant agreement expiration date and must state the reasons for the request and provide a new completion date. The County will notify the Grantee in writing within thirty days of receipt of the request for extension approving or denying said request.

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6. The Grantee agrees to conduct the project according to the plans and specifications provided in "Exhibit A." All major deviations and/or changes in scope or venue must receive prior written approval of the County Council and may result in the revocation of this grant. Minor changes may be approved through the ECHO Program Coordinator. Such approval shall not be unreasonably withheld.
  7. Understand that this is an annual grant of money only and that this agreement does not obligate the County to provide additional funds for the project or to be responsible for the completion of the project or the operation and maintenance of the project before or after the project is completed.
  8. The Grantee fully understands that there will be no reimbursement for obligations or expenditures made prior to the execution of this agreement or after the agreement has ended unless the project is a Historic or Off Beach Parking Reimbursement Grant.
  9. The Grantee shall provide all additional monies necessary to complete the project according to "Exhibit A" which shall include competent evidence, prior to the signing of the agreement, of its ability to complete the project. The Grantee shall have all matching funds on deposit in its account or valid contracts for grants from other entities prior to proceeding with the ECHO project. Grantee shall furnish the County with evidence of the matching funds in order to receive a Notice to Proceed. Grantee shall not encumber any ECHO project funds without a Notice to Proceed.
  10. To the extent allowed by law, the Grantee agrees to hold the County harmless from any and all claims, liabilities, rights, and obligations arising out of the development and operation of this project as described in "Exhibit A."
  11. Signage showing the County of Volusia involvement is required:
    - a. Within 90 days of award, one (1) 32 sq. ft. exterior sign shall be placed in a prominent public location. See "Exhibit D" for design and wording.
    - b. Upon completion of the project, one (1) permanent 8 sq. ft. bronze, engraved granite, or bronze over aluminum sign shall be placed on site in a prominent public location after County approval. See "Exhibit E" for design and wording.
- Note: Alternative signage and/or appropriate material other than described in 11b above, may be considered when the need or reasonableness for the alternative sign is proven. A written request with a drawing to scale of the proposed changes must be sent to the ECHO Program Coordinator for approval. The ECHO Program Coordinator will respond in writing within 14 days after receipt of the Grantee's written request.
12. The Grantee agrees to be bound to special conditions to the grant attached hereto and made a part of this agreement as "Exhibit F," the Restrictive Covenants.
  13. The Grantee agrees to provide a payment and performance bond, naming the County of Volusia as co-obligee, for all contracted work prior to expenditure of ECHO funds. All work performed prior to receiving proof of the bond may be determined by the County as ineligible for reimbursement. Governments acting as their own contractor, in lieu of the Bond, may provide proof that all cash funds, match and ECHO totals, are in a line item account solely for the project of this award.
  14. The Grantee agrees to be responsible for and comply with all local, State, and Federal permits and laws.
  15. The Grantee agrees that failure to comply with this agreement, and all attached documents which are part of this agreement (including the specific commitments made within the ECHO application), may result in the Grantee repaying the grant funds, in part or whole, to the County. In addition, the Grantee agrees that failure to comply with all requirements may result in its being denied future grant funds for other projects under the ECHO grant program. Appendix C-1.

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16. **Trails and projects on State and Federal lands not owned by the applicant:** In lieu of the Restrictive Covenants and unrestricted ownership, for trails projects that are part of the County's Trails Master Plan approved by the County Council or projects on State and Federal lands, the public right of continuing access and undisturbed use shall be provided by a Use Permit, Land Management Agreement, or Project Management Agreement to which the applicant is party. If the Agreement is dissolved prior to the end of the time period stated in the Agreement that is included as part of the ECHO Grant Agreement or the project is deconstructed or no longer available for public use for the time period required based on the type of project (section 1.5, 2 in the ECHO Guide), the grantee shall repay the County in the manner set forth in the Restrictive Covenants, as shown in section 1.6 of the ECHO Application Guide, section 3.

By their hands and seals, the duly authorized officers or representatives of these respective parties execute this document this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

---

**WITNESSES**

**COUNTY COUNCIL**  
**COUNTY OF VOLUSIA, FLORIDA**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
County Chair – Frank T. Bruno, Jr.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Attest County Manager – James T. Dinneen

---

GRANTEE SIGNATURES

**WITNESSES (Two):**

**GRANTEE**

\_\_\_\_\_  
Signature Witness

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Signature Authorized Official

\_\_\_\_\_  
Signature Witness


\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Title of Authorized Official

**EXHIBIT D**

***ECHO Grant Project Temporary Construction Sign***

	<p><b>Grantee Logo</b></p>
<p><b>County of Volusia and (Grantee Name)</b></p>	
<p><b>Image of Project</b></p>	<p>Working together to improve Environmental, Cultural, Historic, and Outdoor recreation opportunities for our residents and visitors. This project is funded in part by the voter-approved Volusia ECHO grant program.</p>
<p><b>Grant Award: (Project Name) / (Project Type)</b></p>	

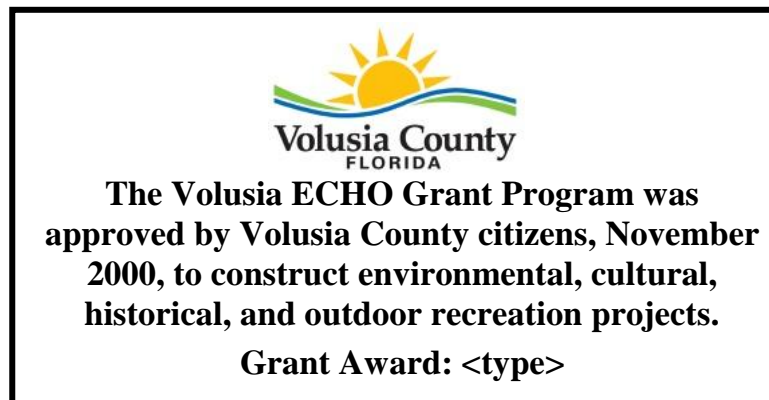
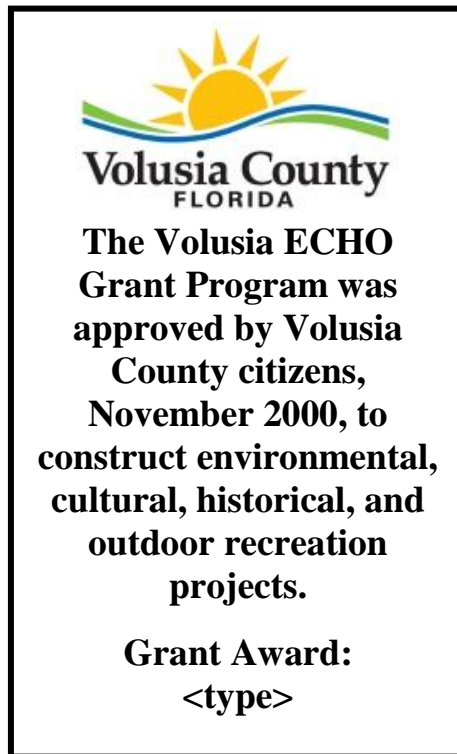
Required minimum 32 sq. ft. wood sign

**EXAMPLE**

	
<p><b>County of Volusia and Museum of Arts &amp; Sciences, Inc.</b> Working together to improve Environmental, Cultural, Historic, and Outdoor recreation opportunities for our residents and visitors. This project is funded partly by the voter-approved Volusia ECHO grant program.</p>	
	<p><b>Grant Award: \$600,000 Children's Museum</b></p>

***EXHIBIT E***  
***ECHO Grant Project Completion Sign***

- Required size: 8 sq. ft. Material: bronze, engraved granite, or bronze finish of aluminum.
- Permanently installed in a prominent, highly visible location.
- Final Design and installation site must be approved by the County.



**<type> = New Facilities, Expansion, Historic Restoration**

**Revised June, 2011**

**APPENDIX D – SAMPLE GOAL SETTING**

**Goal Setting involves setting specific, measurable, and time targeted objectives. Good project and program management technique states goals/objectives can be better defined by following the guidelines from using the SMART acronym:**

- ▶ Specific - Objective or goal should be precisely defined.
- ▶ Measurable - Define a method of measuring the objective/goal.
- ▶ Agreed-To/Achievable - All parties agree to the goal and it is achievable.
- ▶ Realistic/Rewarding/Relevant - It must be a realistic goal and make sense to do it!
- ▶ Time-related – It can be completed within an agreed time frame.

**ECHO goals** *Must be measurable and tracked for the three year time period after construction*  
(1) State the measurable goal and (2) Clearly define how the goal will be tracked.

**Tab 4 – TWO GOALS RELATIVE TO THE OPERATIONS**

**#1 Bad example:** The new manager will organize efforts to raise \$45,000 for programs.

**#1 Good example:** The new program manager, identified within section 4.1, will be hired by January 2012 and a fundraising campaign will begin by May 2011 to raise at least \$45,000 annually for programming. The campaign will consist of the Get'r Done Plumbers Social and Picnic (\$35,000) and new memberships (\$10,000). We will track the goal by recording the deposits made to our account and the use of those funds by individual specific programs.

**#2 Bad example:** The grant guys will get grants to increase funds the first two years and again the last year.

**#2 Good example:** The organization will put together a grant team to research and complete grants, headed up by the new Executive Director, who is identified in Tab 4.1. They will work together to increase our program/ operational funds by 50% in 2012, another 50% in 2013, and 25% in 2014. In 2011, we received one \$15,000 grant. Meeting this goal would result in funds of \$22,500 (2013), \$33,750 (2014), and \$42,187.50 (2015). These amounts are demonstrated on the revenue and expense sections of 4.1(3). We track the goals by keeping written records of the grants received.

**Tab 5 – THREE GOALS RELATIVE TO PROGRAMS AND ECHO'S MISSION**

**#1 Bad example:** We are going to serve 100 more people each month with our programs.

**#1 Good example:** Over the three years following the expansion of our facility and due to the addition of two new program types discussed on pages 36 (Tab 4) and pages 55-57 (Tab 5), our goal is to increase the number of individuals served to at least 100 monthly. Currently we serve 55 individuals per month. We estimate an increase of approximately 25% per year (Year 1= 69 served, Year 2 = 85 served, Year 3 = 107 served). The individuals served will be tracked through program sign-in forms. We will also conduct a survey of program participants to evaluate additional program needs, which will help us to maintain and increase program user levels.

**#2 Bad example:** We will keep the place clean and safe for use so many will use it. Tracking will be done through “windshield surveys.”

**#2 Good example:** For this new park, we will put together an “Enjoy the Park” safety team including a representatives from the City Park Services Department, Neighborhood Watch, and the City Police Department who will meet monthly to monitor activities and implement safety measures. Our goal is to reduce crime to zero at the park within 3 years of it opening. Currently, at the undeveloped park site, police records demonstrate that drug activity occurs nightly. The City will provide an annual report of the Enjoy the Park safety team activities including an analysis of actual crime activity. Increased use of the park by the general public for outdoor recreation will be measured by the rental of park amenities such as pavilions and camp sites. The park is not completed so there is no bench mark for rentals; however, a similarly designed park five miles away rents both of its pavilions every weekend and the one building ten times per year. Our goal is to reach 100% of the user level seen at the existing park five miles away within three years after construction is completed at the new park.

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**APPENDIX E – REPORTING FORM-QUARTERLY**

INSTRUCTIONS: Fill out all information and return this form to the ECHO department by email to [sharris@co.volusia.fl.us](mailto:sharris@co.volusia.fl.us). You may type your answers directly into this document. If you are submitting a budget change request, all forms must be signed and sent to Sedrick Harris at [sharris@co.volusia.fl.us](mailto:sharris@co.volusia.fl.us).

**For 2011 Reporting Period (please check one):**

Quarter 1	_____	January 1 through March 31	Due April 15
Quarter 2	_____	April 1 through June 30	Due July 15
Quarter 3	_____	July 1 through September 30	Due October 16
Quarter 4	_____	October 1 through December 31	Due January 16

Grant Number: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

- 1) The completion percentage of the project design is \_\_%, construction is \_\_%.
  
- 2) In a narrative explain what progress has been made since last quarter.
  
- 3) Y or N Has there been a change in the **construction timeline** since last quarter? If so, attach a chart that shows the old timeline compared to the new timeline, and a narrative explaining why the change was necessary and what the differences will be.
  
- 4) Y or N Has there been a change in the **project information** (description or scope of the project) since last quarter? If so, please explain.
  
- 5) Y or N Has there been a change in the **budget detail**? If so, complete the Budget Request Change Form (<http://volusiaforever-echo-echo.com/echo/> under the heading “Grantees”). Include a cover letter officially requesting the County to approve the change and send to Sedrick Harris at [sharris@co.volusia.fl.us](mailto:sharris@co.volusia.fl.us) **before you proceed with construction.**
  
- 6) Y or N Has there been a change in the **design** of the project? If so, you must provide a drawing showing the change (current vs. proposed) and a cover letter officially requesting the County to approve the change **before you proceed with construction.**

\_\_\_\_\_  
**Signature of Grant Project Contact**

\_\_\_\_\_  
**Date**

**APPENDIX E – REPORTING FORM-ANNUAL**



**County of Volusia  
ECHO Grants-in-Aid  
2011 Annual Report Request Form**

**INSTRUCTIONS:** You have received this letter because your project is either 99% or 100% complete. Please fill in the contact information and complete all the questions below. You may key your answers into the form directly. **Annual reports track from July 1 to June 30 of each year.**

This Annual Report meets the reporting requirement set forth in the ECHO Grant Agreement. This report is **due to the ECHO office on or before July 15, 2011.**

You may email the completed form to [sharris@co.volusia.fl.us](mailto:sharris@co.volusia.fl.us). Should you have any questions, please call Sedrick Harris at 386-740-5210.

<b>GRANT #:</b>	<b>MAILING ADDRESS:</b>
<b>FACILITY NAME:</b>	<b>EMAIL:</b>
<b>SITE ADDRESS:</b>	<b>PHONE NUMBER:</b>
<b>NAME OF PERSON COMPLETING THIS REPORT:</b>	

**I. HOURS OF OPERATION / PUBLIC ACCESS**

1. Is the facility fully open to the public (Yes or No)? If not, state when you plan to open (month/year).
2. What are the regularly scheduled days/times this facility is open (Do not include special events)?
3. Are the regularly scheduled hours of operation seasonal (yes/no)? If yes, state the time periods your facility was closed.

**II. PROGRAMS**

1. Does your facility offer classes or other scheduled programming (Yes or No)? If yes, please explain in the space below or attach a schedule to this form, including the age group(s) your programming serves.

2010 – 2011	
-------------	--

2. How many special events were held (festivals, tournaments, community meetings, weddings, or other events)? Of the total, what number was ECHO related?

	# Total Events	# ECHO
2010 – 2011		

**III. POPULATION SERVED - for this section, include only ECHO related events / programs.**

Due to the varied nature of the ECHO facilities, staff has developed a preferred methodology of determining population served. These methodologies are listed in order of preference by the ECHO staff with the most accurate listed first and the least accurate listed last. You will use the methods listed here to answer questions 1-4 of this section. If you have any question as to which method to use or which table to use for your facility please do not hesitate to call the office to discuss your options. **Include only ECHO related activities held at the project facility in your customer counts.**

1. Admission, Ticket Sales, Clicker Count, Registration (**Table A**)
2. Members/League (**Table A and/or Table B**)

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3. Sign-In Sheet (unattended) (**Table A**)

4. Scheduled Periodic Head Count (4 times per year) (**Table C & A**)

• Outdoor Active Parks should include players in all leagues scheduled for play at your facility in **Table B**, all spectators entering the complex and special event customers should be accounted for in **Table A** under “Event Attendees.” Private rentals should be included under “Event Attendees.”

• Outdoor Passive Parks, Beach Parks, and Trail facilities should pick the busiest day/hour for each quarter, January, April, July and October. Use a similar day/time each quarter, such as the 1<sup>st</sup> Wednesday from 1pm to 2 pm. These counts should be averaged for the quarter and used as a daily count for all days the facility was open to the public during that quarter (**Table C**). If the facility rented space for events or for a festival, put those counts in **Table A** under “Event Attendees.”

1. What method(s) do you use to track the number of customers coming into your facility from the list above?

2. Determine your customer count using tables A, B, C, or combination (if appropriate) and put the total customers in the space labeled “**Box D.**” Please read all tables before beginning in order to better understand this section. Only provide counts relative to ECHO related events.

<b>A</b>	Memberships		Walk-ins (non-members)		Special Event Attendees (non-members)		Total
2010 – 2011		+		+		=	

(Treat tour groups as walk-ins)

**Outdoor Active Sports Parks (add more rows as needed)**

<b>B</b>	League Type	# Members		Plays Per Month		# Months Played		Total
2010 - 2011			X		X		=	
2010 - 2011			X		X		=	
2010 - 2011			X		X		=	
2010 - 2011			X		X		=	

(Spectators for Outdoor Sports Parks should be reflected in “Event Attendees,” Table A.)

**Outdoor Passive Parks, Beach Parks, & Trail Facilities**

<b>C</b>	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		Total
2010 - 2011		+		+		+		=	

**Total Customers 2010-2011 Fiscal Year:    **Box D****

3. What percentage (%) of customers (Box D) are repeat customers?

Year	Percentage	Estimated? Y/N
2010 – 2011	%	

4. What percentages (%) of customers (Box D) are low income or underserved populations?

Year	Percentage	Estimated? Y/N
2010 – 2011	%	

5. How do you accommodate low income households/individuals? Check method(s) and/or describe “Other.”

Free days	
Sliding scale based on income	
Scholarships	
Other/ <input style="width: 150px;" type="text"/>	

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**IV. OPERATIONS / BUDGET**

The purpose of this section is to understand the financial outlook of the organization. Include all categories of your organization’s income in the table below. Use the ‘Other’ category to identify your organizations unique line items, including Endowments. Add lines for “Other” categories as needed. The Revenue section should be completed for all facilities receiving income. The “Operational Expenses” section should be completed by all facilities, including Cities and Municipalities.

1.

<b>Budget – Questions are related to the period of July 1, 2010 - June 30, 2011</b>	
<b>Expenses:</b>	<b>2010 / 2011</b>
<b>Total Operational Expenses:</b>	
<b>Revenues:</b>	
Fundraising:	
Membership Fees:	
Cash Donations:	
Operational Grants:	
Other/	
Other/	
<b>Total Revenues:</b>	
Total number of volunteers:	
Total number of volunteered hours:	
Total number of paid full time employees:	
Total number of paid part time employees:	
Total number of contracted service providers (lawn care, caterers...):	
Total value in-kind services:	

2. For pre-existing facilities, how did the ECHO project effect your operational costs? Check one.

Increased Expenses	<input type="checkbox"/>
Decreased Expenses	<input type="checkbox"/>

**V. PARTNERSHIPS**

On a separate page, attach to this report a list of all partnerships that this facility/organization has with local groups, including other non-profit groups, civic groups, or tourist development entities. Also include a brief explanation of each partnership.

*Examples:*

*Little League of Town USA: sponsored \_\_ # of seasonal games for a rate of \$\_\_\_\_\_.*

*Local Chamber of Commerce: shares cost of promotional materials.*

*Town USA Theater Troupe: co-hosts one show a season, shares an administrative staff person.*

*Town USA Municipality: shares grant writing staff and 1/2 of facility maintenance costs.*

*Friends of Town USA Park: coordinates volunteer litter clean up once a month.*

**VI. OUTLOOK**

1. Does your organization have plans for increasing or decreasing total employees at this facility in the upcoming year? Please mark an X in the box that describes your intentions:

<b>Reduce</b>	<b>Add</b>	<b>Maintain</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does your organization have plans for increasing or decreasing total contracted services at this facility in the upcoming year? Please mark an X in the box that describes your intentions:

<b>Reduce</b>	<b>Add</b>	<b>Maintain</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>