

LOI Form

LOI

If you would like to complete this Letter of Intent in Word first and copy your answers over later, use the following link: [Download LOI](#)

The rubric that will be used to score your Letter of Intent can be found here: [Download LOI Rubric](#)

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

The Beach Community Food Pantry (BCFP)

Project Name*

Create a brief name for this large capital project. This is how it will appear throughout the PCF grant portal.

Replacement of 7 Access Doors with Hurricane Resistant ones 2 w/adjoining windows for ADA compliance

EIN*

59-1003101

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

2002

Organizational Mission Statement*

What is your organization's mission statement? This should be no longer than one or two sentences.

To provide food and necessary household supplies, from the heart, that fights food insecurity and builds strong healthy communities.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on SAM.gov and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

pending

Annual Operating Budget Size*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$55,536.00

Amount Requested*

The maximum grant amount is \$5 million. You may request up to 5% for grant administration, project management, and other indirect costs. Please be sure your indirect cost rate is represented in the figure you put below.

Note: You will be required to upload a more detailed budget if you are approved for the full application stage. You will need to also attach any bids, estimates, and agreements with contractors or other vendors in relation to the proposed project.

\$62,925.00

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding for a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

No

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Request Specifics

Organization Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. That is, what does your organization **do** and **how long** has it been doing it?

BCFP established in 2002, provides fresh, frozen, non-perishable and USDA food supplies to 700+ families/individuals twice/week. We also provide nonfood items e.g., laundry detergent, sanitizing, personal hygiene products, and adult/infant diapers. BCFP is also a Pet Food Pantry serving a vital component of family life. Our Executive Director & Administrator receive a minimal stipend, and all other Staff are 100% Volunteer. Our 2022 budget for Revenue is \$56,400, for Expenses is \$ 55,536 and our Fund Balance is \$ 93,068. Our projections reveal a large deficit by 3rd quarter which would deplete 50% of our fund balance.

The number of clients we serve has increased dramatically since 2021 by 62%.

Our revenues are down 61%, for a total of \$ 24,095. This shortage reduces the number of bags of food available for distribution by 535.

Covid-19 has greatly increased our operating expenses for food acquisition (up 158% over 2021). Since 2020 we are not able to get bulk food from our major previous suppliers - Feeding Tampa Bay and Feeding America. BCFP is forced to "bargain shop" at retail locations. Our distribution mode (trolley cart purchase \$ 400), sanitizing (PPE/housekeeping up \$350/month), and increased recycling fees (Post Covid-19 bulk food is now shrink wrapped/in cardboard) of \$ 350/month. This annualized cost equates to supplying 168 bags of food (aver. cost of food/bag \$45.) to our clients.

We anticipate a worsening economy and have plans to expand our offerings in late 2022 to include weekly hot meals. Our facility is housed within the campus of Calvary Episcopal Church (CECIRB), affording BCFP the use of a large banquet hall and commercial kitchen at no additional operating expense.

BCFP will be in a deficit situation by 3rd qtr., so we will be reaching out to the community for additional funding and using our reserve funds.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

BCFP assists in increasing Household Food Security by providing fresh, frozen, non-perishable and USDA food packages as well as other household necessities (adult/infant diapers, laundry detergent, personal hygiene

products and Pet Food) to over 700+ Pinellas County residents twice/week, which is an increase of 62% over 2021. The largest percentages of our clients reside in: 15% Clearwater, 48% Largo, 9% Seminole and 9% in St. Petersburg. Demographics include 18% Disabled, 33% unemployed and 50% over 60 years of age.

Double digit inflation is forcing many families to choose either 3 meals/day or pay rent/utilities etc. Food insecurity is increasing. Some clients are not eligible for EBT/SNAP. The cost of items to maintain a healthy existence e.g., laundry detergent, sanitary products and diapers have risen substantially forcing our families to choose between clean clothes and 3 meals a day.

We are committed to serving our community with the highest satisfaction possible. Therefore, we periodically perform 2 types of surveys:

"Client Satisfaction and Food Nutritional Value" Often times food pantries receive excessive donations of certain categories of food such as pastas, high sodium canned and REMs, and high refined sugars. To support a healthy lifestyle, these foods are always on our radar. Achieving nutritional balance increases our food acquisition costs.

BCFP is very accessible because we are on a PSTA bus route (bus stop is 1 block away from us). This is helpful for our clients that rely on public transportation. Other food pantries may be less accessible via public transportation.

Our 2021 Client Satisfaction survey recorded that 91% were "Happy/Very Happy", and their visit to the BCFP was "Worthwhile" at 82%.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

Note: If you are applying for both a Small Purchase and Large Project, you may reuse the answer for this question PROVIDED THAT the negative economic impact is relevant to both requests.

BCFP realized 4 of the 7 negative Pandemic related circumstances listed above - a major reduction in monetary revenues, increased supply costs from inflationary pressures, increases in demand for services not compensated through revenues and a need for capital assets from lack of grant funding and substantial declines in contributions:

62% Increase in Number of Clients

61% YTD Decrease in Contributions/revenue (est. to reach 69% annualized), which equates to 535 less bags of food for distribution

158% Increase in Food Acquisition Costs

42% Decrease in Grant Awards, last 2 years. In detail:

Four (4) reasons that our Food acquisition cost increased: (1) Increased Demand, (2) The change by Feeding Tampa Eliminating Bulk Food Purchases (forcing BCFP to purchase at Retail Cost until more economical sources are found), (3) Loss of major egg donor due to poultry disease that decimated the flock, (4) Inflationary rising cost of food and supplies.

Other Operating Cost Increases are explained by: (1) Increase in PPE and frequency of housekeeping services, (2) Additional Dumpster Expense because palletized donations, {post covid 19} are shrink wrapped/in cardboard versus loose pack.

YTD Business, Congregational and Community donations are down 36%, 66%, and 82% respectively. We received only 1 grant which is designated for resurfacing the BCFP parking lot (a necessity to accept palletized food donations - the preferred donation mode). Therefore, this lot is subject to heavy truck deliveries from Publix etc. creating excessive wear and maintenance expense.

Projections for year-end, based on the 1st six months of 2022, are forecasting that the BCFP will have to use 50% of our reserve funds to cover expenses. When a deficit is looming, we do reach out for more community funding. Our operating costs for use of the building remain, fortunately, very stable since we operate out of the Campus of CECIRB in a separate designated area, locked and contained. BCFP does not have funding for Capital Improvements. All our revenue supports our operating expenses.

Seven (7) doors are not up to Hurricane Protection Code or ADA accessible compliance or have a Panic Exit Bar. We have chosen to take the risk of a potential catastrophic loss of Food Supply, Equipment, and other damage that could be caused by Hurricane /flood waters instead of supplying less food to our community. This project expense equates to BCFP's ability to provide 1,398 bags of food to our clients.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

BCFP is located on the Intercoastal Waterway. Our (3) access doors and (4) sliding doors need to be replaced for 5 reasons: (1) None of the 7 doors are Hurricane Resistant, (2) No Doors are ADA compliant or have a Panic Exit Bar, (3) Sliding Doors that are in the Meal Hall/Commercial Kitchen areas are only slightly above intercoastal water levels, (4) Three access doors w/adjoining windows are single pane and are also level with the ground, and (5) None of the doors/windows are Rated for Energy Efficiency.

As previously mentioned, all monetary donations from the community and local businesses support our food expenses. To date, no other grant opportunities have become available, as many foundations do not award

grants to religious organizations. Since the BCFP is not a separate 501 3-C we are very often considered ineligible and are subsequently disqualified.

What is very important but non quantifiable is the potential loss of our food inventory if Hurricane/flood waters invade our premise. Our monthly food inventory is valued at \$ 25,000. Closing BCFP due to flood/hurricane damage means that 700+ families will go without food staples, severely impacting both their physical and mental health status and increasing Food Insecurity. Clients would be forced to patronize other food pantries putting a strain on food supplies available. Also, the lack of transportation or the ability to afford transportation is an issue for some of our clients.

Total Project Cost \$ 62,925 (incl. \$ 500 for administrative fees- (1) Four sliding doors, 1 w/ADA accessibility and a Panic Exit Bar \$ 40,000 (2) Three Access Doors two w/adjoining windows \$ 22,425.
The delineation of Labor cost vs. Materials is 35/65.

The cost of door replacements equates to providing 1,398 bags of food to our clients. Therefore, we have accepted the potential risk of flood water damage in order to provide the highest level of assistance with Food Insecurity.

Number Served*

How many people will directly benefit from this capital project annually?

700

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Unduplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Note: Selecting "Rent" will cause more questions to load below.

Own

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. The term “equity” is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this project benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

Yes, it will by reducing Food Insecurity among our community families, therefore increasing mental and physical health. Families and individuals will have to make choices less often on whether to eat 3 meals/day, wash their clothes, perform personal hygiene or pay their rent/utilities. Incomes are not maintaining growth to outpace or meet inflation growth. Our 2021 Client Satisfaction survey recorded open-ended responses on "Why they like coming to the food pantry". Among 80 participants, 46 % provided responses such as:

"Great Healthy Food"

"They are helping me in my time of need"

"I can keep my pet because I can get pet food"

"Quantity and quality of the food is good"

"Choice of food available is wonderful"

We do not gather data regarding LGBTQ+ status, black, indigenous or any other classification, just client name and address.

Community Connection

The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying communities with a large proportion of low-income residents. The U.S. Department of Housing and Urban Development determines what areas qualify as QCT.

To assess if your organization serves or is headquartered in a QCT, use the following link:

https://www.huduser.gov/portal/sadda/sadda_qct.html

In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to “Color QCT Qualified Tracts.” The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Below, please provide the location of your operations and the location of your headquarters, if different.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>

1615 1st Street Indian Rocks Beach Florida 33785

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

No

Project Location*

Please provide the address or intersection where the property being modified is.

1615 1st Street Indian Rocks Beach Florida 33785

QCT Determination - Project*

Is this organization's project in a QCT?

No

QCT Impact*

PCF understands that just because a project may not be located in a Qualified Census Tract, those who reside in one may access your services and may come to the location where your organization's project will take place.

- If applicable, please describe if you have clients that reside in a QCT as indicated on the map linked above, and the proportion of your clients that come from these areas.
- If your organization does not serve clients from a QCT, you can write "Not Applicable" below.

It may be logical to assume that the majority of our clients reside near or within a QCT. We capture each client's address; however, we do not have the resources to verify QCT designation for each client. A recent sampling of addresses revealed client QCT designation as:

4% Clearwater, 1% Largo and 2% St. Petersburg.

If BCFP is awarded the opportunity to apply for an ARPA Grant, it is likely that further quantification of our clients' QCT status will be available.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

No

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

We decline to share detailed individual demographic information. However, BCFP is closely aligned with our community through strong relationships with the Chamber of Commerce and local Kiwanis. These relationships afford the BCFP the opportunity to solicit donations, monetary and non-perishable food at their sponsored events, sponsor an annual Food Drive, and create overall awareness of our operations/offerings. BCFP has over 60 volunteers working in the Food Pantry. Our Executive Director oversees all operations.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

Declined to State

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

Neurodiverse/physically disabled

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

Neurodiverse/physically disabled

Financial Overview

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

The cost to replace three doors with 2 adjoining windows is \$ 22,425. The cost for replacement of 4 sliding doors is \$ 40,000. This includes parts, special order doors, and labor. The category is Capital Expenditures with appropriate depreciation schedule designated in our accounting system. An additional \$ 500. is designated for administrative fees.

We currently have 1 bid and will be obtaining 2 additional bids.

Project Preparedness*

If your letter of intent is approved, you will have 30 days to submit a full proposal. This will require multiple estimates/bids for your project that detail the costs you've sketched out above from potential contractors that would do the actual work.

Where are you in the planning process for the implementation of this project? Please describe your organization's readiness for this project including your ability to collect bids and select contractors and/or vendors. **If you have already selected a contractor for the project, you will need to describe how that contractor was chosen.**

Example

Better Tomorrow has spoken with contractors about their counseling center expansion project, but has only sought one proposal from a contractor. Better Tomorrow would describe so below, having sketched out the costs in the previous question. Better Tomorrow would indicate its plan to obtain more quotes/bids upon submitting this LOI.

Community Arts 'R Us has begun construction on its new arts center, as it had secured 75% of the funding for it before the pandemic. Therefore, a contractor has already been selected, and is looking to obtain the funding necessary to complete the project. Below, Community Arts 'R Us would explain it has a cost proposal ready to upload from their selected contractor, and is ready to carry out the rest of the project if funding is awarded.

The three (3) access doors/adjoining windows and (4) four sliding doors are intact and provide adequate security for the BCFP at this time. ADA access is not available nor is there a Panic Exit Bar for Emergency exiting.

However, with the impending Hurricane season, potential for flood waters and catastrophic damage to the food supply, equipment and building are still a high risk for us.

BCFP has acquired one bid to date from the contractor that recently performed a similar service for the church. BCFP is in the process of obtaining 2 additional bids to meet the grant qualifications.

We do have a temporary source of funding to initially pay for the total cost (until reimbursement is received), the ability to submit proof of project completion, and dedicated staff to oversee the construction process.

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please write N/A.

N/A

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

This Capital Project will decrease ongoing operating costs for:

Electricity - Energy efficient rated doors/windows will generally reduce electric cost by 5-10% annually (for \$ 700 est.). However, due to the yearly increases in cost/kilowatt hour, replacing these doors will most likely result in a stabilization of annual electric costs instead.

Insurance Premiums - Flood water mitigation, reducing costs by 2-5% annually for \$ 212 est.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-basis grant does not disqualify your organization from applying.

BCFP is equipped to handle a reimbursement-based grant award. Our accounting software will handle the single line item of "Door Replacement Capital Expense".

In addition to our bookkeeper, our Treasurer Mr. Rick Schock will monitor the fiscal management. Our BCFP Director, Ms. Connie Curran and our CECIRB Jr. Warden, Mr. Peter Chobot will oversee the installation process.

Additional Information

Additional Upload

If you have something else to share, you can upload it here in PDF format.

Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.

Anything else to share?

If you have any details to share regarding this grant request, you may do so below.

File Attachment Summary

Applicant File Uploads

No files were uploaded