

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*

Chi Chi Rodriguez Youth Foundation, Inc.

Project Name*

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

Restroom Renovations

EIN*

59-2017124

Incorporation Year*

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

1982

Organizational Mission Statement*

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

To educate students in a public-private partnership and improve their academic performance, self-esteem, and character using the golf course as a living classroom.

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

applied

Annual Operating Budget Size*

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

\$3,306,338.00

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.

\$72,200.00

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.

Yes

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?

Founded in 1979, the Chi Chi Rodriguez Youth Foundation is the principal operator of two educational programs: the Chi Chi Rodriguez Academy and First Tee – Clearwater, as well as two public businesses: the Chi Chi Rodriguez Golf Club and Chi Chi Rodriguez Driving Range.

The target group for Academy's activities is children ranging in ages from 5 to 17. We currently serve more than 3,600 children in our programs. Up to ninety of those are students that attend the Chi Chi Academy, a privately supported public school in partnership with the Pinellas County School Board for students who have been identified as at risk of dropping out of school.

Underperforming student candidates are typically identified and referred to the Academy by Pinellas County School District guidance counselors. Students mostly live north of Ulmerton Road in Largo to Tarpon Springs.

To be accepted into the program, a child must meet two or more of the following requirements: (1) have poor grades; (2) perform below state expectations on standardized testing; (3) be socially withdrawn; (4) have poor school attendance; (5) from a single parent home; (6) on some form of government assistance.

First Tee - Clearwater is one of three Tampa Bay area chapters and serves over 3,600 participants. Life Skills Experience programs are offered in seven local elementary schools, as well as at the Chi Chi Rodriguez Golf Club and Driving Range. At First Tee – Clearwater, we're Building Game Changers by empowering kids and teens to be the best version of themselves. By seamlessly integrating the game of golf with character-building, we create learning experiences that help kids uncover their inner strength, self-confidence, and resilience that they can carry to everything they do.

The 170 acre campus (including the golf club and driving range) makes these two educational programs so unique and serve as a living classroom to students. This grant would provide additional access to expand their classroom.

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.

The focus of the Foundation is improving graduation rates and providing an alternative to students who need it most.

"Students tell us they need: dedicated teachers, options to pursue lessons in ways that work for them. They need advocates and mentors, people they know they can turn too..." ~Tampa Bay Times "Listening to students to raise graduation rates" March 22, 2016

"...we've accepted the fact that high-performing students need more options to reach their full Potential. It's only a matter of time before we fully realize the same is true for the students who struggle. In fact, in all probability, they're the ones that need the most options." ~ Tampa Bay Times "School options spur student achievement" April 16, 2014

"Graduation Rates: Total 81%, Black 68% & White 85%" ~National Center for Education Statistics June 2014

Recent Outcomes:

- 79% of Academy students are graduating high school – all were deemed at-risk for dropping out of high school. This includes 9 classes of 8th graders completing Chi Chi's and attending Pinellas County High Schools and all were deemed at-risk for dropping out.

- 2021 December Midterms Class Average compared to Pinellas County District Average:

HISTORY:

6th grade: 8% higher than the District

7th grade: 10% higher than the District

8th grade: 15% higher than the District

SCIENCE:

6th grade: 12% higher than the District

7th grade: 3% higher than the District

8th grade: 2% higher than the District

- 7th grader Korbin received a perfect score on the History Exam – only 11 students in the entire District earned this (approximately 2,000 take the exam).

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.

The Foundation is experiencing severe inflationary pressures and a need for capital assets due to negative economic harm from the pandemic.

In 2015, the Foundation had a Reserve Study done to prepare for future needs of the campus, the campus was nearing 30 years old. For yearly capital expenditures, a 5% yearly inflation number was added to help plan for additional costs. Based on this, the Foundation was prepared to spend approximately \$29,800 on the restroom renovation in 2022. Following receiving 3 different bids from contractors, the middle bid and one the Foundation would most likely use is \$101,945.45, over \$72,000 more than what was originally planned.

The costs of not only labor but parts have caused a huge pressure to our capital expense budget for the foreseeable future. This is happening in all departments of our Foundation.

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?

This project will be renovating the restrooms on the Foundation campus, including two hallway bathrooms (for the entire Academy school), four individual bathrooms in the elementary school classrooms and the Pro Shop bathrooms (used by the students as well as the general public as needed). These restrooms have not received a major renovation since being built in the early 1990s and are in need of floor to ceiling renovations and upgrades, including ADA compliance.

These upgrades should be good for an additional 20 years with minor repairs and maintenance as needed.

The students in our school treat the campus more as their second home, a safe place not only for the educational growth but social and life skills as well. The current hallway bathrooms are in constant need of repairs and maintenance due to old equipment and dividers. This renovation is needed for safety and upgrade to ADA compliance, as well as continuing to give the students a nice place to be proud of and call home.

Number Served*

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

90

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.

Rent

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?

This restroom renovation is specifically for the campus the Chi Chi Academy students are located, the majority are in classrooms or directly adjacent in hallways the students use multiple times every day.

This grant would impact the 90 students at the Chi Chi Academy. The affect of COVID on our youth has been devastating to their education and we will probably not know the extent of this damage for many years. The National Center for Education Statistics surveyed a nationally representative sample of 2,400 public elementary, middle, and high schools, nearly 870 of which fully reported in May 2022 as part of the School Pulse Panel, an ongoing study of school instruction and operations since the pandemic began. More than 80 percent of schools report "stunted behavioral and socioemotional development in their students because of the COVID-19 pandemic."

Though our campus is located in North Pinellas County, our students come from as far south as Ulmerton Road, all the way to Tarpon Springs, hitting many “pockets” of low-income areas.

All students at the Chi Chi Academy are at-risk for dropping out of school in the future. 75% of them are considered economically disadvantaged (on free or reduced lunch) and 52.3% are non-Caucasian. Though we do not ask our students if they consider themselves LGBTQ+, some of them have informed us they identify this way.

Gender:

- Male 66%
- Female 34%

Ethnicity:

- Caucasian 47.7%
- African-American 30.8%
- Hispanic 15.4%
- Multi-Racial 4.6%
- Asian-American 1.5%
- Native American 0%

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/>
3030 N McMullen Booth Road Clearwater, FL 33761

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.

3030 N McMullen Booth Road Clearwater, FL 33761

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.

Though our campus is located in North Pinellas County, our students come from as far south as Ulmerton Road, all the way to Tarpon Springs, hitting many low-income areas.

All students at the Chi Chi Academy are at-risk for dropping out of school in the future. 75% of them are considered economically disadvantaged (on free or reduced lunch) and 52.3% are non-Caucasian. Though we do not ask our students if they consider themselves LGBTQ+, some of them have informed us they identify this way.

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.

The Foundation has three major partners in the community to bring this programming to life.

- Pinellas County School Board: The school board provides the teachers/assistants, food services, as well as transportation for the Academy. The Foundation maintains the entire campus and provides additional support services, such as the Director, Counselor, golf and any needs for the teachers.
- First Tee: The Foundation is the Clearwater chapter of First Tee, providing over 3,600 youth in the community with life skills programs through golf.
- City of Clearwater: The 170 acre living classroom campus includes a Golf Club and Driving Range that supports Foundation educational programs.

The Foundation, City & School Board have renewed operation agreements of this land for recreational and educational space through 2035.

The Foundation is also a member of three local Chambers of Commerce (Upper Tampa Bay, Safety Harbor and Amplify), work with many local Rotary and Kiwanis Clubs, as well as other local non-profits. Currently, we are working closely with Clearwater for Youth on bringing more programming to low-income areas in Clearwater.

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

None of the above

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

LGBTQ+

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

BIPOC

Rented Property

Tenant Responsibility*

Please explain how your organization is responsible for modifying the building despite being rented. Be sure to describe the length of your organization's lease and to indicate whether or not you have obtained permission from the landlord for the proposed project.

Our campus is on City of Clearwater land. We operate and maintain the facilities, while paying only a \$1 lease per year to the City. This agreement has been utilized since building and operating this campus in the 1980s and is currently through 2035.

All modifications and improvements are to be done by the Foundation and the City of Clearwater is informed of any major renovations.

Cost Difference

Estimated Total Project Cost*

Please specify the total cost of this capital project.

Example: ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$20,000 for certain equipment, and will seek other funding and donations for the remaining \$150,000 of the playground, for a total project cost of \$170,000. ABC Childcare would put \$170,000 below.

\$101,945.45

Cost Difference*

How does your organization plan to cover the cost of this project beyond the amount requested in this LOI? Please also specify if your organization can carry out the potential ARPA-funded portion of this project without other funding being secured.

The Foundation did a reserve study in 2015, and all future renovations were planned based on a 5% inflation per year. Originally, the project for renovating all bathrooms (Academy main bathrooms for all classes in the hallway, 4 bathrooms inside the elementary classes and Pro Shop bathrooms) was just \$29,762.51 in 2022. We received 3 quotes and we would most likely choose the \$101,945.45. This request is the difference between what we already planned for and the inflationary costs that have impacted this industry. The \$29,762.51 will be paid for through reserves planned for this project.

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 budget includes the costs of floors to ceiling replacement and upgrades in all bathrooms.

Bids include replacement of: tiles, drywall, toilets, partitions, handicap grab bars, sinks and faucets, mirrors, soap/paper towel dispensers, suspended ceiling tiles, vanity, counter tops and labor for the entire project.

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 Foundation has already received 3 different bids from contractors for this project and if additional funding is secured, the Board has approved the use of the \$29k from reserves. The Foundation is ready to carry out this project as early as the winter break.

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.

\$29,762.51 will be paid for through Foundation reserves already planned for this project.

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 purchase should not affect operating costs.

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.

The Foundation utilizes Quickbooks online for all of accounting for the Foundation, including the two educational programs and two operating businesses. All reimbursements would be tracked as needed for this project.

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