

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*

Daystar Life Center

Project Name*

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

Pantry Shelter

EIN*

65-0523539

Incorporation Year*

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

1995

Organizational Mission Statement*

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

Daystar fights hunger, poverty, and hopelessness by providing the necessities of life to our neighbors in need. We engage, educate, and empower the community by promoting the value of nutrition, good health, and financial literacy.

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

Annual Operating Budget Size*

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

\$2,720,321.00

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.

\$100,000.00

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?

Since 1982, Daystar has been providing food, financial assistance, clothing, and basic necessities, such as hygiene products, to the residents in need of Pinellas County. This is achieved through an on-site pantry, clothes closet, client services interviewers, and an urban garden. All services are provided through the generosity of volunteers and managed by a small staff of 4.5 FTEs. All recipients of Daystar pantry and tangible items services must appear in-person at the center between 8:30am and 3:00pm Monday, Tuesday, Thursday, or Friday.

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.

In 2019 Daystar assisted 8447 unique individuals through food pantry services. In 2020 the total impact of Daystar's pantry services was 14,040 individuals. This is a 66% increase in assistance requests contributed to the COVID pandemic. The demand for services continued in 2021 and Daystar served 14,514 individuals with pantry services. A recent study by the USDA has demonstrated a 0.5% increase in food insecurity for every 1% increase in inflation. Daystar is on target to assist approximately 20,000 individuals with pantry services by the end of 2022, an additional increase of 38%. Since the onset of COVID, Daystar has experienced a 137% total increase in food and pantry requests.

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.

Daystar was unable to hold several in-person fundraiser events which amounted in an estimated loss of \$98,000 in anticipated revenue. Third party fundraising was reduced or modified, resulting in a loss of \$56,000 in revenue to Daystar. Daystar also suffered a negative impact through the loss of volunteers who were primarily senior in age. The reduction of volunteers by approximately 60% meant Daystar had to shift its priorities and sacrifice program expansion and outreach to meet the 66% increase in demand. For safety and efficiency, the indoor personal shopping experience was abandoned when COVID came and all services were moved outdoors. The outdoor pantry service proves to be efficient but not sustainable because it must be suspended or significantly modified due to extreme weather such as rain and high winds. Clients must also stand in line unprotected from the heat, creating anxiety and at times negative behaviors. Daystar has had to call the police or an ambulance to intervene with negative behaviors or medical emergencies several times a week. The cost to the community emergency services is adversely affected and Daystar believes providing covered shelter would reduce this problem. Also the indoor pantry is no longer large enough to provide a sufficient personal shopping experience and the loss of volunteer shopping assistants has been unrecoverable. This has forced Daystar to keep the pantry services outdoors. The unbudgeted cost to the organization to accommodate the COVID pivot to outdoor services was approximately \$2000 including tents, tables, and PPE. In 2021 Daystar received bids to install permanent awnings; however the increase in inflation, organizational expenses, and program demand forced the organization to abandon this building enhancement. Daystar's rental assistance program demand has also increased by 34% since 2019 which is causing financial strain to the organization.

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?

Daystar wishes to install permanent awnings around the walkways of the food pantry. The awnings will allow Daystar to keep the pantry services outside and grow with consumer demand as needed. The awnings will also keep the clients and associates of Daystar safe and protected from the elements and allow services to continue even during adverse weather events. The pantry clients will continue to be served in an efficient way. The outdoor pantry line allows Daystar to work within the smaller human resource footprint created by COVID.

Number Served*

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

20800

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?

Daystar serves all neighbors who are in need, and does not discriminate based on age, race, creed, color, orientation, or religious affiliation. Our very organization is designed to serve the underserved, those in poverty, or those who are at risk for homelessness, poverty, and are adversely affected by inequality. 100% of Daystar's clients meet the criteria set by ARPA. Installation of awnings allows the clients of Daystar to receive

necessary life services in a dignified manner. Protecting neighbors from the elements is compassionate, and in-line with other organizations who provide services to neighbors who have means, demonstrating equity.

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/>
1055 28th Street South St. Petersburg, Florida 33712

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

Yes

Project Location*

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

1055 28th Street South, St. Petersburg, Florida 33712

QCT Determination - Project*

Is this organization's project in a QCT?

Yes

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.

100% of Daystar's Food Pantry clients reside in a Pinellas County QCT.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

Yes

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.

Daystar is located in the 33712 zip-code. Daystar has paid staff, volunteers, and board members who identify as those who represent and live in this diverse community. Many former and current clients are associates at Daystar. Diversity is celebrated at Daystar and critical to 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

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

BIPOC

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

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.

Costs for the construction of covered walkways/awnings include fabrication and installation, materials, clear coat finishing, concrete footers, stainless steel anchors and fasteners, shop drawings and engineering, MEP accommodations, permits and inspections, and a manufacturer's and construction warranty. Daystar received bids in 2021 and asked the companies to submit a re-bid. The repeat bids range from \$74,000- \$80,000 which is a 21% increase in one year. The current bids are only guaranteed for 30 days and the project would not be begin for 4-5 months after contract is accepted. Inflation has been figured into the request for this grant proposal.

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.

Daystar Life Center has begun accepting bids for this project and is prepared to submit upon acceptance of the LOI.

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.

Does Not Affect

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.

Daystar utilizes Quickbooks accounting management and has a dedicated treasurer, accountant, and executive director who will manage the dedicated funds.

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.

Daystar Life Center has always followed a client first model. The installation of these covered walkways demonstrates the organizations ability to meet client's health and wellbeing needs while addressing food insecurities.

File Attachment Summary

Applicant File Uploads

No files were uploaded