

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*

Family Center on Deafness

Project Name*

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

Future Expanded Home for FCD

EIN*

32-0313956

Incorporation Year*

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

2012

Organizational Mission Statement*

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

The mission of the Family Center on Deafness is to empower the Pinellas County Deaf Community by providing opportunities to enhance communication, education, and independence.

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.

\$753,388.00

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.

\$2,500,000.00

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 2003, Family Center on Deafness (FCD) has been providing extensive programs for Pinellas County families with a deaf or hard of hearing member (birth to adult) in the household. Our programs include:

- PLAY (promoting language acquisition for youth). This 0-5 program includes enhancing parenting skills, resources, language development, and recreational outings.
- REACH – provides elementary and middle school tutoring/homework assistance, field trips, American Sign Language, life skills/manners, arts & discovery, sports/team activities, guest speakers, holiday events, Deaf culture/history, robotics, math competitions, etc.
- TEEN SCENE – includes socialization time, development of independent living, problem-solving, leadership skills, tutoring, field trips, Academic Bowl Team, etc.
- GIRL'S SQUAD – for middle and high school girls includes self-defense classes, Zumba/workouts, self-care, sports, life skills, etiquette, crafts, guest speakers, field trips, etc.
- GIRL SCOUTS – enriching experiences, such as field trips, skill-building sports clinics, community service projects, cultural exchanges, and environmental stewardships.
- ROBOTICS – middle and high school students build and program Vex Robots to compete in the Deaf/Hard of Hearing competition at the state and national levels. Teamwork, communication, computer programming, engineering principles, and mathematics are fostered during this process.
- ACADEMIC BOWL – annual competition for deaf and hard of hearing high school students, testing their knowledge in a variety of categories. The students get to meet other students just like them from all around the nation as they build confidence and teamwork.
- SUMMER ACTIVITIES – includes summer camps for all age groups, educational programs, VR camp, etc.
- PARENT NETWORK – provides support and shared experiences, information, resources, activities for children to build self-esteem, cultural identity, improved communication skills, etc.

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.

According to multiple sources, the Tampa Bay region is home to more than 300,000 individuals who are deaf or hard of hearing. Along with JABIL and St. Pete College we are currently in the process of updating this information through a statewide survey. Approximately, 96% of Deaf children are born to hearing parents (Mitchell & Karchmer, 2002) and only 23% of those parents know how to use sign language to communicate with their child. This means that 72% of homes are without sign language as a communication mode. There is no data for the other 5%. (Gallaudet Research Institute, 2009-2010). Since the majority of our students are in homes without dependable communication, they may not be competent in any language (spoken or signed) by the time they enter kindergarten (Johnson, R., Liddell, S., & Ertig, C. 1989). Despite routine newborn hearing screenings and efforts to provide timely intervention, many children with hearing loss in the USA do

not experience equal access to care, intervention, or follow-up services (Sacks, et.al., 2013). With this severe language deprivation, many students who are deaf have an average reading level of the 3rd/4th grade when they graduate from high school. This is where FCD comes into the picture. FCD is the only agency of its kind in the greater Tampa Bay area serving this marginalized population by providing the services listed above as supplements to what they are learning in school and/or not provided at home.

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 COVID-19 pandemic had a devastating economic impact on FCD. Prior to COVID, FCD housed a Vocational Rehabilitation (VR) staffing position who worked on finding jobs for our clientele. Because of COVID, companies were not hiring employees, much less employees with disabilities. Therefore, FCD had to suspend our VR staffing position as it was not bringing in clients leading to a loss in revenue of \$46,000.00 per year to date.

In addition, FCD has had a partnership with the Florida Telecommunications Relay, Inc. (FTRI) since 2011 to provide the Deaf/Hard of Hearing community with necessary communication equipment. This staff member was reimbursed by the state based on the number of clients requesting equipment. This provision requires quite a bit of in-person contact which was not possible during COVID. Therefore, in August of 2020, the contract between FCD and FTRI was (and continues to be) suspended due to the lack of state level funding. Because of the lack of funding from these two critical sources, our ability to project future growth and spending has been impacted. FCD has had to cover both losses of income by writing multiple grants and reallocating funds from other projects. It has also ceased any pursuance into a new space for FCD to provide services. A new space is critical as the space we are currently in does not meet childcare licensing requirements.

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?

The project that will be undertaken with these funds will be the relocation into a new space. We are working with Lighthouse (for the Blind) Pinellas to move into half of their building with a long-term lease agreement of at least 10 years. FCD agrees to complete renovations to meet the needs of childcare licensing and to install an accessible playground. We would renovate that space to make it "Deaf friendly" according to Gallaudet University Deaf Space Institute's research of making the space more visually accessible. The purpose of this new space is to meet the licensing requirements set forth by the Pinellas County Licensing Board. This is especially critical for us as our current space does not satisfy nor can it ever satisfy those requirements. To meet the licensing requirements temporarily, we are running our elementary programs in a building on a school campus rather than in our building with the middle and high school programs. This is not ideal for many reasons. Without this grant, a relocation would not be possible at this time. We are now seeing second generation clients coming through to take advantage of our services and to have our services all under one roof would solidify our services and the community that much better. Because of the negative impact mentioned above, FCD was forced to put all considerations of a new space on hold as we had to reallocate what funding we did have just to stay afloat.

Number Served*

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

200

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?

Our clients would benefit from a building that can serve the educational needs of students whose academic, life skill, and social/emotional development has suffered greatly during the pandemic. During COVID, schools were not fully open with most students having to learn virtually from home. However, as mentioned above under “Community Need”, most of our students were disproportionately impacted as they were isolated at home with family members who did not know how to effectively communicate with them. That means that these students did not have access to quality language for the duration of the pandemic.

This grant would allow us to provide an updated “Deaf-friendly” space to develop additional programs to address the needs of our students who thrive on live communication with peers and adults who know their language. As mentioned before, this space would also allow for programming to be under one roof for the provision of Deaf role models for all age groups and to meet childcare licensure requirements.

We also see this as an opportunity to collaborate with Lighthouse Pinellas to bring together services for two very under-served communities (deaf and blind).

Community Connection

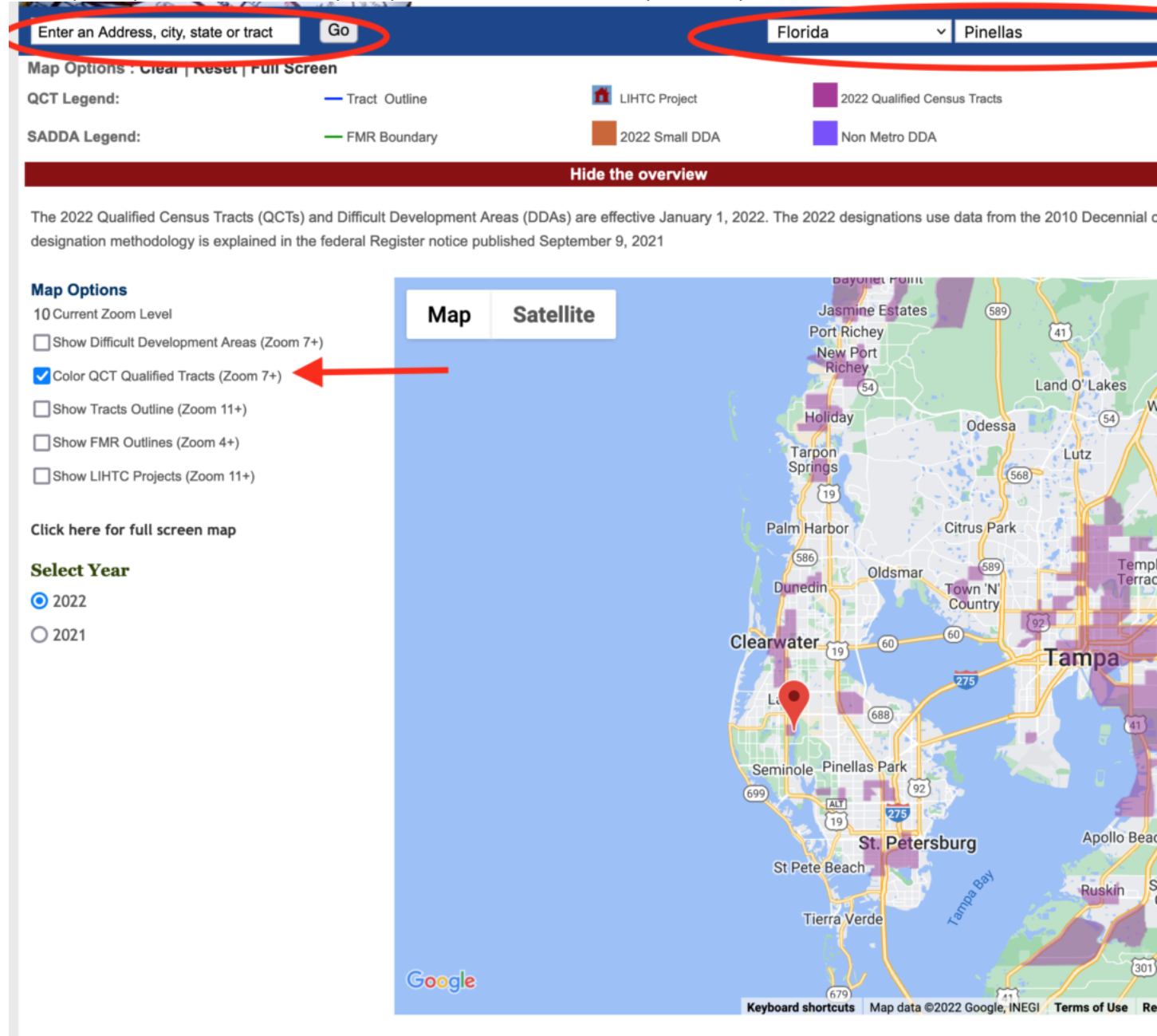
The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying communities with a large proportion of low-income residents. The U.S. Department of 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/>

12445 62nd St. N., #303, Largo, FL 33773

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.

6925 112th Cir. N., Largo, FL 33223

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.

Because FCD is the only agency of its kind serving the Deaf/Hard of Hearing community in the Tampa Bay area, our clients come from across the entirety of Pinellas County: Tarpon Springs to South St. Pete and Belleair to High Point. Because we serve adults as well as children, many of our adult clients are Deaf and collect SSDI which puts them out of the qualification for QCT designation. If those families were not on SSDI, they may be considered in an area of QCT.

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.

FCD considers itself a mirror representation of the community we serve. Most of our board members are fluent in sign language with several board members being deaf themselves. Among our board members we have current and former teachers of the Deaf, audiologists, and parents of students who are Deaf.

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

BIPOC

LGBTQ+

Neurodiverse/physically disabled

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+

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

BIPOC

LGBTQ+

Neurodiverse/physically disabled

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.

We are looking to collaborate with Lighthouse Pinellas in renting out half of their building with a proposal of a 10-year rental agreement to be paid up front and FCD covering all renovation costs. NAI Skyway National Partners submitted a Letter of Intent to Lighthouse Pinellas on our behalf with our terms listed (attached). Lighthouse Pinellas has until September 13, 2022, to respond to the proposed terms and renovations. We are in possession of an estimated renovation proposal from All Phase General Contractors, Inc. (attached). Another part of our agreement is to install a playground on the site that is accessible to both deaf and blind. The playground is a requirement of childcare licensing, but this playground would be mutually beneficial to both them and us.

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.

Rent for 10 years: 8,389 sq ft x \$11.50/sq ft x 12 mos = \$96,473.50; \$96,473.50 x 10 years = \$964,735

Renovation: interior renovation including contractor costs, HVAC, electrical, ADA compliance = \$562,500 + 20% cost of materials contingency = \$675,000

Inclusive/Accessible Playground: \$150,000

Project/Fiscal Manager: 5% x \$2,500,000 = \$125,000

Security System: \$3,000 (est.)

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.

If rewarded with this grant, FCD is prepared to move forward with a contract with Lighthouse of Pinellas to rent one-half of their building located at 6925 112th Cir. N., Largo, FL 33223 in the immediate future. The timing of this grant is favorable with a tenant moving out of that space by the end of the year 2022 and with FCD having to find a new space that meets child-care licensing requirements thus, allowing us to bring all our programming together under one roof. FCD sent a Letter of Intent to Lighthouse of Pinellas with a response date of September 13, 2022. While our renovation bid is slightly outdated (5/2022), we are prepared to seek out multiple bids for that project space.

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.

We anticipate that our operating costs will remain fairly static. At present, many of our operating costs are covered by current funding sources. This will continue to some degree upon acquisition of a new space. We have a dynamic board of directors who can meet to secure future unanticipated funding needs.

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.

Because of our small staff (10 total with 6 of them being youth specialists), FCD would not be able to manage a project of this magnitude. Therefore, we are asking for the 5% cost allocation for a project manager.

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.

LOILighthouse2022.pdf

Anything else to share?

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

With a new deaf-friendly home, we look forward to our agency becoming the premier center for programming, resources, and all Deaf-related events in Florida. Without this grant, the search for a new site would have to wait and we would be forced to continue to provide programming in two different locations due to licensing constraints at our current site.

File Attachment Summary

Applicant File Uploads

- LOILighthouse2022.pdf

September 8, 2022

Kimberly Church, CPA, MBA
Lighthouse of Pinellas, Inc.
6925 112th Circle North, Suite 103
Largo, FL 33773

RE: New Lease for Family Center on Deafness

Dear Kim:

Per our discussions to date, and on behalf of our client, Family Center on Deafness, the following is a Letter of Intent for your review and consideration. Time is of the essence, and please respond no later than Thursday, September 13th.

Property:	6925 112 th Circle North, Suite 103 Largo, FL 33773
Landlord:	Lighthouse of Pinellas, Inc.
Tenant:	Family Center on Deafness
Premises:	8,389 +/- square feet
Lease Term:	Seven (7), Ten (10) or Fifteen (15) years
Lease Commencement/Occupancy:	Lease commencing upon substantial completion of Tenant Improvements, and no later than September 1, 2023. Tenant shall have occupancy upon lease execution to perform its Tenant Specific Improvements, set up the space and to install equipment. Tenant will not be required to pay base rent, operating expenses or any cost or fee during the early occupancy period.
Base Rental Rate:	\$11.50 SF/yr (NNN). Tenant will consider paying Base Rent up front for a mutually agreed upon lease term.
Security Deposit:	Equal to the first months Base Rent.
Additional Expenses/Rent:	Tenant shall pay their proportionate share of Real Estate Taxes, Insurance and Common Area Maintenance. Please provide the estimated Operating Expenses for Year 2022. Please confirm Landlord shall pay for all capital expenses unless said expense reduces Operating Expenses. Tenant shall be responsible for the cost of utilities serving the Premises, data/internet, trash removal and in-suite janitorial service. Controllable Expenses shall be capped at 3% annually.
HVAC:	Landlord confirms the HVAC system and other mechanicals and plumbing will be in good working order upon Lease Execution.

Tenant Improvement Allowance: Tenant, at Tenant's expense, will build out the space and add an exterior, shared playground, per a mutually agreed upon space plan. See attached construction estimates.

Renewal Options: Two (2) five (5) year Renewal Options with 180 days' written notice, and lease rates to be determined at time of renewal.

Parking: Please provide the number of parking spaces available to Tenant.

Sublet & Assignment: Tenant shall have the right to sublease or assign the lease to any entities with Landlord's prior written consent, which shall not be unreasonably withheld.

Signage: Tenant shall have maximum allowable exterior signage. Confirming Please state what signage will be provided to Tenant.

Use: Premises will be used for a school for the deaf.

Miscellaneous: The economic terms of this Agreement are subject to the Tenant's approval of a federal grant application, and the Landlord's review and approval of Tenant's financials.

Brokerage: NAI Skyway National Partners represents the Tenant and shall be due a real estate commission from the Landlord per a separate written agreement based on 6% of the base rental rate for the term of the lease.

This is a non-binding Letter of Intent only. It is non-binding and fully contingent on a fully executed lease between both parties. Only a fully executed lease can bind the parties.

We are looking forward to working through this LOI with you, and please do not hesitate to contact us with any questions or comments.

Sincerely,



J.R. Rudicil
Broker Associate
NAI Skyway National Partners
813.687.8700

AGREED & ACCEPTED:

Company Name: _____

By: _____

Its: _____

Date: _____