

# 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 Resources, Inc.

### Project Name\*

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

Project HVAC and Curb Appeal

### EIN\*

23-7146873

### Incorporation Year\*

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

1970

### Organizational Mission Statement\*

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

To inspire well-being and success in the lives of vulnerable children, youth and families through responsive quality programs and safe places.

### 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](https://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

YMY9CT4TLJN5

### Annual Operating Budget Size\*

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

\$9,000,469.00

### 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.**

\$234,555.00

### 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?

Established in 1970, Family Resources, Inc. is a private, not-for-profit 501(c)(3) corporation, deeply rooted in issues relating to runaway and homeless youth. Our mission is to inspire well-being and success in the lives of vulnerable children, youth, and families through responsive, quality programs and safe places. Family Resources has a 52-year history and reputation for providing quality services to runaway and homeless youth and their families. Family Resources currently operates three runaway, homeless, crisis youth shelters (2 of which are in Pinellas County) as well as street outreach and a youth drop-in center program for youth, family counseling, truancy intervention, out of school time programs, and relationship education programming throughout Pinellas. All of our programs are 100% free for families to access and participate in. One of our main goals is to keep children and youth from entering the child welfare or juvenile justice system by stabilizing home environments. Our programs utilize individualized screening and assessment, harm reduction, access to emergency shelter, crisis stabilization, counseling and case management with evidenced based curriculums, service planning, and follow-up/aftercare to include referrals to community linkages. The expected results of these activities are to increase young people's personal safety, social and emotional well-being, self-sufficiency, and permanent connections with supportive adults, and to reduce the likelihood of abuse, sexual exploitation, and other harmful outcomes for our youth and families.

### 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 2020, the National Runaway Safeline received 2,295 crisis contacts from runaway and homeless youth in Florida, 92 of which were from Pinellas County. During the 2019/20 school year, Pinellas County Schools reported 4,244 enrolled students identified as homeless, of which 11%, or 452, were "unaccompanied". Family Resources' SafePlace2B shelters in St. Petersburg and Clearwater provide safe shelter for up to 24 youth ages 10-17 on any given night and we average approximately 150 youth served at each shelter annually. Our shelters offer immediate help for basic needs, referrals to community providers, as well as advocacy with schools and families.

## 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.**

Family Resources has experienced inflationary pressures as well as the use of reserves for unbudgeted expenses since the onset of the pandemic. Over the last year, consumer prices rose almost 8% according to the latest data from the U.S. Bureau of Labor Statistics, which is the highest 12-month increase since 1982. Inflationary pressures have included the rising cost of gas (our shelters provide transportation for youth to and from school and our staff have to get to and from work, as remote work is not an option when running youth crisis shelters) and the rising cost of food, as each of our shelters provides 3 meals a day plus 2 healthy snacks for all youth and the staff on shift at meal time. Our shelters served less youth in FY21 due to reduced staffing, with a total bed day count that was 1,025 less days than FY20 (1 bed day = 1 youth in the shelter for 1 day), which totals 341 less meals served in FY21 than FY20, yet our spending on food was almost exactly the same amount during those two years because of inflation.

Additionally, we have raised wages to attract and retain quality and committed staff during a time that has been referred to by many as the "Great Resignation". Our retention rate has been at an all time low this last FY, with a 12% reduction from FY 2019-2020 and ongoing vacancies in positions that have been difficult to fill. The use of reserves for such unbudgeted expenses has prevented us from moving forward with the projects mentioned in this LOI, as we have prioritized incentivizing staff, raising salaries, and restructuring to add more support positions to programs to improve employee morale and work/life balance.

Painting, replacing carpet, and even replacing HVAC units before they completely fail feel like luxuries during this trying time but are important to the daily operations, and overall experience, in our programs.

## 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?

Project HVAC and Curb Appeal will include the following:

1. Interior Painting, Carpet Replacement, and HVAC Units at our headquarters office in Pinellas Park which also provides programming to youth and families through group settings.
2. Exterior Painting and HVAC replacement at our Clearwater campus, which provides a variety of programming to include shelter, outpatient counseling, and intensive case management services.
3. HVAC replacement at our St. Petersburg shelter, which serves youth ages 10-17, and operates 365/24/7 even throughout the COVID-19 pandemic when other programs had to temporarily shut down or move to remote services.

The estimated lifespan of the project improvement varies from 15 to 20 years.

This project addresses the negative economic harm we have experienced by increasing our ability to present and maintain a welcoming and comfortable environment for both clients and our employees. It has been said that the outside of a building and the surrounding property is a direct reflection of a business and exhibiting pride in one's property leads to employees also feeling pride and overall improved morale. Our CEO regularly reminds staff of her favorite quote, "Kids don't care how much you know, until they know how much you care." The same can be said for prospective employees. We hope that by investing in our physical space it will show potential and current employees, as well as youth and families, that we will take as good care of them as we do our environment.

## Number Served\*

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

300

## 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.

N/A

## 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?**

This project includes our St. Petersburg shelter and our Clearwater campus, which serves the community members defined above. In our most recent FY, 2021-2022, 35% of the youth and families served at these locations identified as one or more of the following: Black, Latino, LGBTQ+, Persons with Disabilities, and/or Adversely Affected by Persistent Poverty/Inequality (i.e., homelessness, unemployment).

## 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](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/>

5180 62ND AVENUE NORTH PINELLAS PARK, FL 33781

### 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.

5180 62ND AVENUE NORTH PINELLAS PARK, FL 33781

### 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.

While Family Resources headquarters does not reside in a QCT, our programs serve many clients that do as indicated on the map referenced in this LOI. An estimated average of our Pinellas clients who reside in a QCT is approximately 35%.

### 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.



Family Resources aims to recruit both staff and Board members that represent the communities we serve. We also collaborate with other organizations and programs whenever possible to enhance and broaden services that can be provided. Currently our shelters work closely with the McKinney-Vento staff at the local schools, HEAT (Helping Educate All in Transition), to connect with students who are identified as housing insecure and offer our services to the youth and their family.

Our shelter and outreach teams have built relationships with local adult shelters to identify those young adults, ages 18-24, who would benefit from accessing our resource center during the day and early evening hours instead of roaming the streets or waiting for the local shelters to open/reopen.

Lastly, our staff serve on, and attend, many community committees, and meetings. Family Resources is a member of the local CoC (Homeless Leadership Alliance) and enters client data into their system to assist in collecting accurate and timely data on homeless and runaway youth in the county. We currently hold a voting membership in good standing on the CoC's Provider's Council and are only of only three homeless youth serving agencies at the table. These Council meetings are attended bi-monthly and through this collaboration we participate in critical committees and work groups that coordinate homeless services, data management, strategic planning, and emerging issues.

### 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

LGBTQ+

### 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

Declined to State

## *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 total for this project is \$234,555. Below is a breakdown for each location as well as each vendor estimate (all received within the last 14 days).

1. Headquarters Office in Pinellas Park = \$186,160.

a. Interior Painting, \$42,856 – Includes preparing the interior for painting with caulking and patching where needed. Estimate includes the following in addition to the main parts of the building: kitchen, bathroom, doors, door jams, and baseboards.

b. Carpet Replacement, 2 estimates received – 1 for \$63,000 and 1 for \$94,600. Our plan would be to go with the lowest estimate for this project.

c. HVAC replacement, \$80,304 – 6 total (all 7.5 ton) with a 5-year compressor warranty, 1-year parts and labor warranty, and 1-year free maintenance service. Estimate includes hauling away old equipment and all service, material, and labor.

2. Clearwater Campus = \$41,800.

a. Exterior Painting, \$9,925 – Includes pressure washing and preparing the exterior for painting with caulking and patching where needed. Exterior painting includes the following in addition to the main parts of the building: ceilings, soffits, fascia, wood siding, doors and shutters.

b. HVAC replacement, \$31,875 - 5 total (Four 5-ton splits and One 2.5-ton split) with a 5-year compressor warranty, 1-year parts and labor warranty, and 1-year free maintenance service. Estimate includes hauling away old equipment and all service, material, and labor.

3. St. Petersburg Shelter = \$6,595.

a. HVAC replacement, \$6,595 – One 5-ton split unit with a 5-year compressor warranty, 1-year parts and labor warranty, and 1-year free maintenance service. Estimate includes hauling away old equipment and all service, material, and labor.

### **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.

Family Resources has spoken with multiple contractors about the planned HVAC and curb appeal project and has received seven (7) recent estimates from a total of four (4) vendors thus far (Two for carpet replacement; three for HVAC replacements - 1 for each location; and two for painting - 1 for each location). We plan to obtain an additional estimate for painting if required, though our preferred vendor (Munyan) has a longstanding relationship with our agency and has continuously provide reasonably priced, quality, and reliable services over the years.

For HVAC units we have a long-standing relationship with Liberty Air Heating & Cooling, as they have both replaced and serviced the units at the majority of our agency buildings. They offer us competitive and quality pricing and have consistently provided quotes and services at a lower cost than other vendors. Additionally, they offer reliable and around the clock services which is especially crucial for our shelters because of their 24/7 operations. If an additional quote was required for these units, we would absolutely work to obtain this to document a current comparison.

### 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 project would not affect operating costs for our agency.

## 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.

Family Resources has managed funding from federal, state, and local sources since 1978, including several reimbursement-basis grants. Our Finance Department currently handles over 20 different funding contracts with a budget of approximately \$9 million. Family Resources has strong governance from our Board of Directors who meet every other month, and our finance department has stringent fiscal controls as we adhere to accounting practices as provided for by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) and we follow Generally Accepted Accounting Practices (GAAP).

All Invoices are reviewed for accuracy, approved by the appropriate supervisor, and submitted for payment through a purchase order procedure. Accounts payable purchase orders are reviewed by the Accounting Specialist for accuracy, coding for cost center and account, receipt of merchandise and adequate approval levels before forwarding for payment.

## 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.

*[Unanswered]*

## File Attachment Summary

---

### *Applicant File Uploads*

*No files were uploaded*