

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*

Hope Villages of America

Project Name*

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

HVAC Replacement - Affordable Housing and Food Bank

EIN*

59-1309186

Incorporation Year*

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

1967

Organizational Mission Statement*

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

To provide hope restoration with dignity through innovative programs and services.

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

626-364-889

Annual Operating Budget Size*

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

\$11,488,567.00

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.

\$248,259.00

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?

Hope Villages provides three categories of services in Pinellas County. Category 1 is the Abuse Services Division. This division operates programs that assist victims of domestic violence - this would include both shelter services and outreach into the community. More specifically, the program offers shelter services for up to 30 days, financial support including dollars to relocate, safety planning, counseling and support groups in the community. The Abuse Services Division includes victims experiencing physical abuse, mental abuse, economic abuse, and human trafficking. The population served includes both men and women as well as children. In addition, a unique program called Peacemakers is operated in the Abuse Services Division - this program provides education to the middle school population on handling conflict.

The second category is the Foods Services and Basic Needs Division - these services include a centrally located Food Bank that supplies food to over 80 food pantries in Pinellas County, a mobile food pantry that serves the food insecure in Pinellas County that may lack transportation, and finally the provision of basic need items delivered through the Express Center in St. Petersburg.

Our third category is Affordable Housing Services. There are two prongs of services - Hope Villages owns and operates an affordable housing apartment complex, Goldsmith Gardens and property located on Myrtle Street (formerly Grace House) with the plans to expand to more properties in Pinellas County. In addition, housing navigation, provision for utilities and rent assistance.

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.

Community Need Food Bank- In 2020, 123,660 were food insecure which represents 14% of the population (July 2020, Feeding America). This has been exacerbated by the pandemic leading to higher unemployment rates, poverty and limited access to school nutrition programs. During the pandemic, Pinellas County soared in unemployment rates to 13.9 percent in May of 2020 (Pinellas County FL unemployment rates - YCharts), schools closed in March of 2020 and families had had no access to nutrition programs, and finally supply chain issues driving cost and availability of critical items up in prices. Mobile food pantries experienced growth to meet the community need as many families had no access to transportation.

Community Need Affordable Housing Pinellas County is currently experiencing an Affordable Housing Crisis - data supports a substantial growth in population in Tampa Bay at the rate of 5.5% (Pinellas County, FL, population 2022, worldpopulationreview.com). Pinellas County is the most densely populated county in the State leaving very little room for growth. Although the crisis did not begin at the time of the pandemic, the

virus increased the need in several ways (1) the moratorium on rental payments ended resulting in families facing eviction and seeking alternate housing, (2) federal/state dollars available provided difficult for many to understand, and the availability of shelter beds was reduced to ensure the safety of the clients

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 request speaks to two distinct areas of need (1) a need for capital assets to offset community need for which the organization doesn't have the resources to purchase AND a need for capital assets to adapt operations to accommodate health and safety guidelines.

ASHREA, whose mission is to serve humanity by advancing the arts and sciences of heating, ventilation and air condition(also know as HVAC), put forth two statements regarding the link to COVID-19 and the HVAC systems. The two statements are (1) the transmission of SARS CoV-2 through the air is sufficiently likely that air born exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating and air conditioning systems (HVAC), can reduce airborne exposures. The second statement is that Ventilation and filtration provided by and HVAC systems can reduce airborne concentration and thus of SARS- COV-2 and thus transmission through the air. HVAC system that are older/not adapting to the high need for full operation of the HVAC system that is highly functioning. Systems in all locations are operating HVAC) systems that exceed their projected lifespan.

Second, Hope Villages does not have the resources due to economic hardship through the pandemic. There are several contributing factors in the reduction of resources - due to a high demand for food HVA spent increased dollars on meeting the needs of the community. In the Affordable Housing category, the division experience a high demand for services - both in the shelter and for rent and utility assistance forcing HVA to seek reserves to again support the growing needs of the community.

Finally, the agency experienced loss in traditional streams of fund raising due to cancellation of special events and donors impacted by costs related to the pandemic.

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 organization will use the dollars to purchase high functioning HVAC systems that will deter the spread of the virus at Goldsmith Gardens, Myrtle location (formerly Grace House) and the Food Bank

The life span of the HVAC is 15-20 years.

The new HVAC will reduce the spread of the virus in the designated locations AND will offset the costs incurred due to the pandemic which include purchasing of food and use of additional dollars for rental and utility assistance).

Number Served*

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

90000

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**.

Duplicated

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.

[Unanswered]

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?

The clients served by the organization are 16% Black and 17% Hispanic exceeding the demographics of the county which is comprised of 9.98% black and 10.6% Hispanic. The highest percent of the population served by age is the elderly at 34% and the disabled represent approximately 10% of the population served. The Food Bank distributes food throughout 80 plus Food Pantries located in Qualified Track Zones. Moreover the mobile food pantry provides food to communities of color that are food insecure.

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/>

503 South Martin Luther King Avenue

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.

(1)1152 South Myrtle Avenue, Clearwater 33756. (2) Goldsmith Gardens-1520 Saturn Ave, Clearwater 33755 and (3)Food Bank 700 Druid Ave, Clearwater 33756

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.

Both the Food Bank and the Myrtle property are located in the QCT areas. Over 95% are served through the Food Bank and 3.5% served by the Myrtle Property.

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.

The organization has authentic representation in the community in multiple ways - the CEO and President is black, the Executive Team is 66% black, the Vice Presidents are 33% black and the Board Chairs is of color. The organization has a large number of partners through the Food Bank including 80 smaller food pantries throughout the county, Boys and Girls Club (8 sites), local businesses (BIZCO, Baycare, Health Systems, as an example), the Affordable Housing Division partners with HUD, United Way and Duke Energy). Publix provided support to both housing and the Food Bank). The Abuse Services division partners with local businesses. Law enforcement is all jurisdictions, the State Attorney, Public Defender and the Circuit Court.

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

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.

The agency will not be seeking indirect costs. The cost of the HVAC systems are as follows - Grace House \$109,100, Goldsmith Gardens \$69,373 and Food Bank is \$70,110. Bids have already been sought - these are the lowest in cost.

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.

Hope Villages of America has received three bids per site and is prepared to seek the lowest bidder to install the HVAAC.

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.

The organization is pursuing multiple foundation grant to provide unrestricted dollars to offset the cost of the HVAC - the Spurlino, Sierra and Walker Foundations. ,

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.

The projects will not increase the operating costs as Hope Villages is currently incurring the cost. The price will decrease due to efficiencies the new HVAC systems will provide.

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 organization is staffed with a Chief Financial Officer, Director of Finance and a Finance and Accounting Specialist. The organization contracts with PDR to conduct the annual audit - the past three years have put forth clean audits. The organization manages grants including a federal grant (VOCA) at \$600,000, and accounts for an in-kind budget of over 8M and over 1M dollars in fundraising activities. HVA adheres to their financial policies and demonstrates clear separation of powers when recording incoming funds. In addition, the organization has reserves covering three months of operating costs. The Board of Directors review the financials at each meeting and has a finance committee which reviews specifics of the budget, expenditures and audit.

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.

No addition information -

File Attachment Summary

Applicant File Uploads

No files were uploaded