

# LOI Form

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## *LOI*

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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\*

Life-skills, Empowerment, and Development Services, Inc. (LEADS)

### Project Name\*

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

HOME

### EIN\*

81-5249931

### Incorporation Year\*

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

2017

### Organizational Mission Statement\*

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

It is our mission to Educate Children, Empower Families, Enable Equitable Communities, and Embrace Diversity

### 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

RRUJK4VD2GB5

### Annual Operating Budget Size\*

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

\$1,015,000.00

### 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.**

\$420,000.00

### 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*

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### 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?

LEADS was incorporated in 2017 and in September of 2019 we opened our Child and Adult Montessori Preschool Services (CHAMPS) program. The free program allowed parents/grandparents to attend with their child(ren) ages 3 months-4 years. The program was attended primarily by grandparents caring for their grandchildren and it was conducted at a Black American Church in S. St. Petersburg. Due to Covid, we were forced to close in February 2020, just six months after starting the program. July 2019, we received our first federal grant, Teen Pregnancy Prevention (TPP19). The grant was from the HHS Office of Population Affairs, and it allowed us to implement our program entitled Health, Education and Relationship Training Services (HEARTS) in St. Petersburg, Florida. This grant was followed by the TPP20 grant, as well as two Sexual Risk Avoidance Education (SRAE) grants from the Family and Youth Services Bureau (FYSB). Our current services address the problem of teen pregnancy, HIV/STIs. To date, LEADS has provided a nationally recognized, abstinence and evidence-based curriculum, to over 1200 primarily African American youth ages 11-19 living in Pinellas County and 300 parents.

LEADS implements healthy relationships programs in community settings. Youths meet with our professionally trained facilitators in black churches, recreation centers, small African American schools such as Mt. Moriah Fundamental Christian Academy and Academy Prep, as well as at other black youth serving organizations. We provide 12 hours of curriculum over 2 days, along with lunch, T-shirts, snacks, curriculum materials, swag bags, and gift card incentives for participants. We also provide the Effective Black Parenting Program, (EBPP), a parent skill-building program created specifically for parents of African-American children using African American language expressions and African proverbs. LEADS has been strengthening families since 2017. USFSP evaluators oversee the efficacy of our program.

### 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 2021 Pinellas was listed by the federal government as among 48 "areas of concern" in the nation based on HIV infection rates. ([www.hiv.gov/federal-response/ending-the-hiv-epidemic/jurisdictions/phase-one](http://www.hiv.gov/federal-response/ending-the-hiv-epidemic/jurisdictions/phase-one)). According to [pinellasfloridahealth.gov](http://pinellasfloridahealth.gov) the average prevalence of HIV in Pinellas was 491.9 per 100,000 residents, and according to [floridahealth.gov](http://floridahealth.gov), Florida ranked 10 in the nation for Syphilis, and 11 in the nation for Congenital Syphilis. Both were above the national average. Florida Health Department's statistics for

2019 show the infection rate for all STIs in Pinellas was 679 per 100,000. Between 2012 and 2019, STI diagnoses increased by 3.4 % annually. Chlamydia, gonorrhea, and syphilis are the most common STIs in St. Petersburg.

Pinellas County has high rates of teen pregnancy, HIV/STIs. The Florida Health 2020 Pregnancy and Young Child Profile shows Total Births to Unwed Mothers ages 15-19 looking at County Quartiles. In this report, a low quartile (1) always represents more favorable health situations while (4) represent less favorable situations.) Pinellas had quartiles of 4. The 2019 Florida Youth Risk Behavior Survey (YRBS) shows the following: Blacks had a higher percent of youth ever having sexual intercourse and having intercourse with four or more partners. (It is well known that sex with multiple people is associated with a higher incidence of sexually transmitted infections.) While black youth were more likely to have used a condom during their last intercourse, they were also the most likely to not use any method of prevention before last sexual intercourse. CDC data shows that lesbian, gay, and bisexual high school students are at substantial risk for serious health outcomes. Our programs target communities in which many LGBTQ youths struggle due to challenges such as stigma, discrimination, family disapproval, social rejection, and violence. Our programs are inclusive and non-judgemental in both their recruitment and delivery.

## 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.**

As of July 14, 2020, over 4,400 Floridians had died due to COVID. Sadly, one of our youngest board members, an African American woman due to deliver her first child, was among this number. All of LEADS was heartbroken. She had been a beloved member of the BOD and she led our fund-raising efforts. Our fund-raising came to a halt, and we have not been able to do any fund-raising since. One of our founding board members developed long COVID which forced her to resign. Our CEO, who is elderly and high risk, left the state and began to administer remotely reducing our administrative capacity. The number of youth we were able to serve dropped dramatically. We transitioned to virtual classes but youth were pretty much "zoomed out" having to do school classes online so enrollment plummeted. Our first program, prior to our current work with youth and their parents, was our Child/Adult Montessori Preschool Services (CHAMPS) Program.

The child and parent/grandparent came to our fully equipped Montessori classroom, and we worked with both adult and child, helping the adult learn to be their child's first teacher. We had received a small grant from PNC, and a large donation from a private donor giving us the funds to run the FREE program. We planned to add a tuition-based daycare the next year that would support this free program. However, CHAMPS opened in September 2019, and we were forced to close in February 2020 because our mostly grandparent, African American participants were at high risk. We eventually had to sell the equipment and furniture at a great loss because all preschools were suffering or closed, and we were unable to open our daycare in 2021.

LEADS has been staggering under the weight of inflationary pressures. Costs for everything have skyrocketed, and particularly for building renovation, which we were hoping to start in 2022. There is a demand for our CHAMPS program, daycare, and youth/parent healthy relationship programs that has not been compensated for through new revenue. We have not been able to reopen CHAMPS, start the daycare, or serve all youth and parents needing services. We have been unable to fund-raise for capital assets and granted funds are restricted. Our quantified losses are 1) \$35,000 loss on CHAMPS 2) Loss of Daycare income @ \$572 per child per CareLulu for 50 kids=\$ 353,200 annually x 2 years=\$686,400. 3) Fund-raising loss for 3 years @ \$20,000 per year=\$60,000. Total Economic Loss due to COVID: 781,400. This does not show up on our bottom line because we were awarded 4 federal grants during this period for our healthy relationships programs. (one finished December, 2021). We still have three substantial grants but their funds are highly restricted.

## 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 HOME project will provide LEADS with a permanent home-base from which to implement services. Currently, due to lack of funds for better space, our office staff is spread out on different floors of a hotel built in 1919. Internet is sometime "iffy." Parking is difficult for our staff and participants, and we are unable to offer any services at our site. This reduces our administrative capacity as well as our service delivery. We are seeking to renovate a building that is available to us with a long-term lease and that will allow all staff to be in near proximity with parking available. It would include a community meeting space that could be used by other non-profits, and it will give us a site to provide our healthy relationship program for youth and their parents. We will reopen our CHAMPS program at our HOME. CHAMPS was closed due to COVID. According to Florida Grandfamilies Data, 139,542 grandparents are responsible for grandkids in Florida. In Pinellas County, about 17,000 children are being brought up by relatives other than their parents, ( Kinship Services Network of Pinellas County). Once CHAMPS is again serving this community need, and we are again able to do significant fund-raising, we will be able to open a tuition-based daycare center that will provide on-going funding for the FREE CHAMPS Program as well as other agency expenses not covered by restricted funds. As of April 13, 2022, the Early Learning Coalition of Pinellas County estimates more than 3,000 children are currently on waiting lists for childcare. We will not be starting a new program with this funding. HOME will allow us to increase our ability to provide family strengthening services and raise funds. LEADS enjoys a solid reputation in the community we serve, but having a permanent location and reopening CHAMPS will give us greater community presence. This will increase our fund-raising ability so we can eventually open a daycare. (However, this will be in a rented site, not at our HOME). HOME will be for staff offices, a community meeting

space, and a room for the CHAMPS program. The lifespan of the property will be at least 20 years. Our HOME will address the negative economic harm we have experienced by increasing our fund-raising ability, increasing our ability to provide support services to black youth 11-19 and their parents, and allow us to reopen CHAMPS and plan for a daycare, as we were doing prior to COVID. Our request is proportional to our loss.

### Number Served\*

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

1500

### 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 mission is to Educate Children, Empower Families, Ensure Equitable Communities, and Embrace Diversity. LEADS is an agency with 98% Black American Staff and 67% Black American Board of Directors. While we serve all those who wish to avail themselves of our services, over 95% of our participants are Black Americans. This is primarily because we hire and recruit from communities of color who are most in need of our services. According to the National Institute of Health: Approximately 97.9 out of every 100,000 African Americans have died from COVID-19, a mortality rate that is a third higher than that for Latinos (64.7 per 100,000), and more than double than that for whites (46.6 per 100,000) and Asians (40.4 per 100,000). Our CHAMPS program will help support grandparents who are watching their grandchildren so that their adult children (parents of the grandchildren) can return to work. Many parents still cannot afford daycare, and rely on their baby's grandparents to provide care during the day.

According to the NIH National Library of Medicine 2022, Black adolescents are among the most vulnerable to COVID-19. They have high mental health service needs, and have low mental health services utilization. During this time of great physical threat due to COVID-19, it is equally important to understand and support the mental health of Black adolescents. The majority of LEADS youth facilitators in our HEARTS programs have been certified in Youth Mental Health First Aid. They know how to identify and respond to youth who may be experiencing negative mental health impacts of COVID and provide appropriate referrals.

Social distancing and limited access to contraceptive and abortion care during the COVID-19 pandemic is affecting the sexual and reproductive health of adolescents and young adults according to a June 2020 study by Columbia University's Mailman School of Public Health. LEADS HEARTS programs work to promote optimal youth reproductive health.

## *Community Connection*

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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/>  
535 Central Ave. #409 St. Petersburg, FL 33701

### 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.

1501 16th St. S. S. St. Petersburg, FL 33705

### 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.

The Census Bureau's 5-year estimates indicate that 106,758, people live at or below the Federal Poverty Level in Pinellas County. 5 At-Risk Zones within Pinellas have higher concentrations of poverty than the County as a whole: East Tarpon Springs, North Greenwood, Lealman Corridor, and South St. Petersburg particularly Child's Park and Midtown. Approximately 80% of our youth/parent participants come from these QCTs. Our project is located in a QCT track.

### 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.

Our active network of partners and community stakeholders with whom we collaborate to offer coordinated, multimodal, youth-friendly and trauma-informed services were identified through meetings with local churches, black schools and youth-serving agencies in Pinellas County. We have 15 MOUs with local community agencies. Examples include: Union Baptist Church, Mt. Moriah Fundamental Christian Church and Academy, Mt. Zion Missionary Baptist Church, Bethel Community Baptist Church, Academy Prep, We Support Youth, and the Next Stepp Pregnancy Center. We have also worked with the Urban League of St. Petersburg, as well as Job Corp. We leased space from Mt. Zion Missionary Baptist Church to offer our CHAMPS Program. We also partner with black philanthropic fraternities and sororities in St. Petersburg, as well as black dance troupes. Our staff participated in the Great American Teach In visiting three Pinellas schools. We also partnered with the Gibbs High School Drama Club, prior to COVID, to present our Cotton Club Fund-raiser. LEADS attends community events such as the Collards Festival in St. Petersburg, and we worked with the predominately African American community of Ridgecrest to help staff their Halloween Alternative Night. We brought the Buffalo Soldiers to the Ridgecrest YMCA to help celebrate Juneteenth, and we sponsored the Maya Angela Poetry Contest for Ridgecrest Elementary School. LEADS belongs to Friends of Ridgecrest and the Chamber of Commerce. We also partnered with the R' Club of St. Petersburg, doing staff development for their HIPPIY Program, and joining with them to host a Healthy Nutrition Workshop for their parents and children.

Each year we host a Dialogue Dissemination Community Celebration. The community-at-large, parents, youth, partners and interested community members are invited to a celebration at which we provide information about our programs, what we accomplished during the year, successes, challenges, and lessons learned. However, this isn't a one-way flow of information as we collect feedback and input from those in attendance to inform our Continued Quality Improvement plan. Additionally, we conduct community focus groups with youth and parents to gather additional community input relative to our services.

## 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

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 have obtained permission from the black church that owns the property to renovate it according to our specifications. The church was donated the property by the Urban League, but it has sat empty and idle for more than two years due to the amount of renovation needed to make it habitable. It is zoned "charitable organization" and is over 3,400 square feet on just over a quarter of an acre in a QCT. It is ideal for our project if we are funded for the renovations. We will have a 20 year lease on the property. LEADS will have total responsibility for modifying the building. The church that owns the building has been a LEADS partner for the past four years, and we have an excellent working relationship.

## *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.**

1. Asbestos Inspection: 900
  2. Asbestos Removal if Asbestos if found: 22,000
  3. Plans: 2,500
  4. Permits: 1,200
  5. Dumpster: 4,500
  6. New Roof: 45,000
  7. Framing Lumber: 12,000
  8. Interior Trim: 5,500
  9. Framing Labor: 25,000
  10. Windows: 19,000
  11. Door Hardware: 1,000
  - Interior doors: 5,500
  - Electrical: 38,000
  - HVAC: 19,000
  - Plumbing: 20,000
  - Dry Wall Hang/Finish/ Ceiling 35,000
  - Vinyl Wood Flooring with installation 21,000
  - PreFab Cabinets: 22,000
  - Appliances: 16,000
  - Lighting: 18,000
  - Counters: 9,000
  - Elec. trim: 5,000
  - Plumbing trim: 8,000
  - Tile Backsplash: 3,500
  - Cleaning: 3,500
  - Painting: 15,000
  - Trim Carpenter: 9,000
  - Crane: 8,000
  - Security System: 4,000
  - Fencing: 25,000
  - Contractor:
    - A. Office Admin: 20,200
    - B. Overhead: 10,000
    - C. Expected Return: \$55,000
- Subtotal: 508,300.00  
 5% Indirect: 25,415  
 Total: 533,715.00

\*These are "guestimates" as we do not yet have a contractor or vendors, plus the cost of building materials has risen dramatically due to inflation.

### **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.

LEADS is in the process of speaking with contractors for our HOME project. To date we have no proposals. Upon submitting this LOI we have identified a staff member who will be responsible for obtaining three bids for this renovation project. After considering all of the needs of the HOME project, we will ask each contractor under consideration for a construction schedule and research the credibility of their company by requesting three references relating to the quality and cost efficiency of their work and we will look at reviews. We will check their insurance and licenses and learn more about their team and subcontractors. We will ask about their billing practices and make sure we are comfortable with their billing schedule. We will consider the contractors' communication style as well as their availability. All of the information collected during this evaluation process will be collated into packages and presented to our leadership staff and Board of Directors. They will make the final decision regarding our choice of a contractor. We will be interested in seeing how close their bid comes to our initial cost projections.

### **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.

Once the project is completed it will decrease our operating costs, as we will no longer be paying rent. However, it will not be a total saving on rent because we will be setting aside funds currently being used to pay rent, as an on-going maintenance fund. We have seen that "deferred maintenance" has become a major

problem down the road for many non-profits, and we don't want this to happen to us. Once we are an even stronger community presence due to having a permanent location, and we are able to reopen our CHAMPS program, offer other non-profits a place to meet in our Community Meeting Room, and provide direct services to youth and their parents at our HOME, we will be in a much better position to do significant fund-raising, and perhaps, in the future, start a tuition-based daycare center.

## 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.

LEADS has the capacity to oversee the funding for this project, as we are currently overseeing three substantial federal grants. We adhere to applicable federal and programmatic regulations, cost principles for non-profit organizations. We are in good standing professionally and financially with all State, Federal and Local standards. LEADS has written policies and procedures for Administration and Accounting, Operation Manuals for every program within the organization. These are used to support compliance by staff, partners, vendors and contracts. Checks and balances are in place through our regular reporting of budget expenditures from Quick Books, our computer accounting software. LEADS CEO, COO and CFO meet weekly to go over financial issues relating to our programs. We quarterly report on our finances through the Federal Payment Management System Federal Finance Reports for each of our grants. We do not have sufficient discretionary funds to work on a reimbursement-basis.

## *Additional Information*

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### Additional Upload

If you have something else to share, you can upload it here in PDF format.

**Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.**

### Anything else to share?

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

## File Attachment Summary

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### *Applicant File Uploads*

*No files were uploaded*