

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*

Missio Dei Community, Inc.

Project Name*

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

Missio Dei Kitchen Improvement

EIN*

26-1427817

Incorporation Year*

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

2007

Organizational Mission Statement*

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

Missio Dei's mission statement is: Holistic, Missional, Christian, Community.

We seek to be holistic: addressing the needs of whole people

Missional: reaching beyond ourselves

Christian: embodying Jesus' radical welcome (including for those who are not religious)

Community: not only serving but also inviting people to become part of the community

Serving food has always been a key component of our mission.

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.

\$53,100.00

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.

\$70,000.00

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?

Missio Dei is a church that focuses on vulnerable members of the St. Petersburg community, particularly people who are homeless or precariously housed. We serve a meal on Sunday evening with an optional worship service before the meal. We have been serving this meal since 2015 but have offered similar community ministries on a smaller scale since 2007. Food has always been at the center of our service to the community, which we connect to Jesus' practice of welcoming people with food.

While the worship is very much optional and many people participate in the meal who do not worship with us, worship embodies the welcome and inclusion we seek to provide in everything we do. People who are homeless or otherwise marginalized do not just suffer economic difficulty, but also isolation and exclusion from mainstream society. By welcoming everyone's voice and offering belonging as well as services, we hope to provide a measure of healing. The meals we serve offer not only physical nourishment, but also opportunities for people we serve to participate in preparing, serving and cleaning up, thus nurturing their sense of self-efficacy and community.

In addition to serving the meal, we host a monthly laundry ministry called Laundry Love at a local laundromat. At Laundry Love we provide detergent, dryer sheets, quarters and pizza. We also offer small amounts of financial assistance to help people buy work clothes, pay utilities or meet other urgent needs. Financial assistance is complemented by informal guidance for people in need to connect with resources. This guidance is provided by Rev. Gregory Rolle, Missio Dei's pastor for social justice, who was homeless himself for 7 years. Additionally, both Rev. Rolle and Rev. Sam Picard, Missio Dei's lead pastor, participate in the Pinellas County Homeless Continuum of Care Board to engage in the broader approach to ending homelessness.

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.

Missio Dei's services have been offered at several different locations in downtown St. Pete with a focus on people who are homeless. Many of the participants of our ministries are chronically homeless with multiple,

complex needs. The people we serve, from 30-70 people each week, struggle with food insecurity, job instability, physical and behavioral health concerns and the impacts of isolation, injustice and trauma.

Since 2020 we have been located at Dr. MLK Jr. St. and 9th Ave. S., a community facing high rates of poverty and racial oppression. Our location sits at the border of zip codes 33701 and 33705, the latter of which is one of the zip codes most impacted by racism, poverty and multiple markers of inequity in Pinellas County. According to Unite Pinellas's study of the region, 55.5% and 46.3% (respectively) of occupied rental units in these zip codes is substandard. Nearly 70% of renters in 33705 are classified as cost burdened and 48% of the people in that zip code are Black, facing disproportionate impact from the pandemic.

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.

Our organization has faced four key areas of negative economic impact from the COVID-19 pandemic: increased need, increased isolation, decreased connection to financially stable supporters and increased cost. First, and most importantly, people who were economically marginalized before the pandemic have been further impacted by job instability, food insecurity and rising prices. This confluence of factors has increased the need for our meals and laundry services, without bringing in additional revenue to meet that demand.

Less tangibly, the isolation and disruption of the pandemic have made access to services, community and work more difficult. While the job market is objectively strong, opportunities are not evenly distributed. Our participants report feeling unstable and having difficulty meeting their needs. Additionally, many of the people we serve have criminal backgrounds that put most employment opportunities out of reach. In prior spaces we rented we had a commercial style kitchen available, which allowed us to provide marketable job training opportunities for volunteers, even for people whose background makes them difficult to employ. The need for this kind of community participation and job training opportunity is greater than ever after two years of pandemic strain.

The stress and isolation of the pandemic also took a toll on several of our key volunteers and the relationships binding them to us. Most concretely, that meant the loss of a key donor and friend, but more broadly it has

made many volunteers hesitant to engage with a hands on opportunity, which has kept those volunteers from offering financial and practical support. We hope that a better cooking space will encourage greater and more diverse volunteer participation and connection to people and organizations in a position to offer financial support to our organization.

In addition to the increased need for services, our costs have increased because of inflation and the need for COVID precautions. We have had to spend more money on cleaning supplies and food packaging as more people are taking meals to go. We have also faced increased utility costs. Our average weekly food cost before the pandemic was \$150 and now is closer to \$250. Overall our costs have gone up \$10-15,000/year since before the pandemic while our revenue has remained flat. In addition to these financial impacts, we bore the cost of quarantining our pastor for social justice at a cost of \$18,000, of which only half was absorbed by outside grant funding.

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?

We are building a new kitchen with these funds. Currently, we are serving 40-70 meals a week with two regular domestic stoves, functional but leaking plumbing and limited and aging refrigerators and freezers. The new kitchen will not only improve our ability to cook and serve meals. It will also facilitate inclusion of more volunteers in a safe and comfortable way. Volunteering improves participants' sense of purpose, contribution and inclusion, which is healing in itself. It also offers more financially stable volunteers the opportunity to share experiences with people on the margins, which encourages financial support.

Additionally, Rev. Rolle has been a professional chef for many years. Having a professional kitchen will strengthen his ability to teach cooking and food safety skills to people who have limited employment skills. Jobs in the hospitality industry are anecdotally less limited by background checks than other industries and thus provide key opportunities to our community members to build employable skills.

The kitchen has a lifespan of 10 years or more.

A commercial stove will allow us to meet the increased need for food by cooking in larger batches. Currently, cooking for the people we serve takes a long time because the facilities are not adequate. While we can accommodate some volunteers, a better work space would allow more inclusion, better meeting the need for purpose and participation that has been exacerbated by the pandemic. By improving our refrigerators and freezers we will better be able to take advantage of donated food and bulk purchasing. Additionally, newer units will be more reliable, reducing the occasional, but still harmful loss of food due to refrigerator malfunction. These improvements will reduce our costs and improve predictability of operations.

Our greatest single asset is Rev. Rolle, Missio Dei's pastor for social justice. Rev. Rolle has been impacted substantially by COVID as his own health is precarious and his social network, which overlaps significantly with the community we serve, has been pushed further to the edge of survival by this pandemic. Rev. Rolle was encouraged to quarantine during the first year of the pandemic, which, while intended to protect his

health, was harmful to his sense of purpose and efficacy. Having a professional kitchen where both his cooking and mentorship ministries can fully blossom will support this crucial member of our team as he supports the broader community.

Number Served*

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

350

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?

Most of the community we serve is very low income and many are homeless or precariously housed. In addition, our community is about 50% Black. Both low income and Black members of the community have been disproportionately impacted by COVID. This purchase will improve current services for these members of the community. It will also increase opportunities to participate in the work we do and learn employable skills like food safety and preparation.

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/>

900 Dr. MLK St. S., Suite C

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.

900 Dr. MLK St. S., Suite C

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.

Our headquarters (which is also the location we offer most of our services) is at the border of a QCT. Many of our clients live in the neighboring QCT or are homeless or precariously housed in or near that QCT.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

Yes

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

Rev. Rolle, Missio Dei's only paid staff member and the longest-serving member of the community is Black, physically disabled and formerly homeless. He is widely known in the community and is the connection point

for many of our volunteers. Many of these volunteers are also homeless or marginally housed; some live immediately in the neighborhood and others walk from slightly further away. Participants find out about our community primarily by word of mouth, and those clients are the key source of new volunteers. Thus our ministry is deeply rooted in the community we serve.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

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

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.

Missio Dei rents from Praise the Lord Outreach Ministries, which in turn rents from Dick Martin. Praise the Lord Outreach Ministries has rented at this location for approximately 7 years, during which time their leadership has borne most of the burden of renovations and repairs to their units. Like Missio Dei, Praise the Lord Outreach Ministries is financially constrained and serves a disproportionately impacted community.

Mr. Martin has kept the rent reasonable for Praise the Lord Outreach Ministries, which has allowed Missio Dei to rent affordably as well. The condition of this affordability is that Mr. Martin leaves repairs and management of the facilities to Praise the Lord. Neither Praise the Lord Outreach Ministries nor Missio Dei can undertake such significant and helpful kitchen renovation without grant funding.

Mr. Martin has previously given written permission for repairs and renovation and is open to projects like this.

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.

New flooring, ceiling and wall covering will need to be installed and the roof will need repairs to ensure stability: \$16,000

Plumbing work to the hand sink, wash sink and mop sink will need to be replaced or repaired, including excavation to complete the appropriate sink drainage and grease trap: \$10,000

An exhaust hood is in place, but not complete. This will need to be completed with fire suppression: \$8,000

New or high quality used commercial stove, refrigerator, freezers and shelving/storage units will need to be purchased: \$9,000

Gas piping and electrical work: \$8,000

Other building, permitting and design expenses: \$ 13,500

Two outdoor shower units to improve hygiene for volunteers and other clients: \$2,000

5% indirect cost, primarily additional time on site to ensure efficient project completion: \$3,500

Total: \$70,000

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.

Missio Dei obtained a bid for a similar project a year ago when we thought other grant funding might be available. As a result, we have a strong connection with a contractor and a sense for baseline costs, though costs have risen significantly since then. Our estimates are based on that bid with upward adjustments based on increased material and labor costs. We feel comfortable with this contractor based on track record and personal recommendation, but would seek additional bids if possible to ensure the best value.

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 will on balance decrease operational costs by allowing us to store larger amounts of food, thus enabling greater use of donation and bulk purchases. While the use of a gas stove will add cost, several of our current refrigerators and freezers are old and thus less energy efficient, so the impact on utilities is expected to be minimal.

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.

Missio Dei handles our accounting using Excel and would manage these funds in the same way. We do not currently have sufficient reserves to manage this project on a reimbursement basis and would need either advance funding or to make use of the Race Equity Loan Fund.

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.

Thank you for the opportunity to apply for these funds.

File Attachment Summary

Applicant File Uploads

No files were uploaded