

# 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\*

Parc Center for Disabilities

### Project Name\*

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

Workforce Transition Training Program Enhancement

### EIN\*

59-0791038

### Incorporation Year\*

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

1953

### Organizational Mission Statement\*

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

Our mission is to provide opportunities for children and adults with developmental disabilities to exercise their independence and experience life to the fullest. Our vision is a community where all individuals live with dignity and are treated with respect.

### 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

XE5YXHKBHLA7

### Annual Operating Budget Size\*

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

\$18,360,000.00

### 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.**

\$950,000.00

### 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?

Parc Center for Disabilities provides more than 40 programs and services to 543 children and adults with intellectual and developmental disabilities. Parc is wholly dedicated to ensuring that every individual we serve is valued, respected, and embraced by our community for their uniqueness and the joy they bring to everyone they touch.

Our Children's Services department is renowned for 4 distinct Early Experiences Informed Childcare programs: Discovery Learning Center Preschool; Onsite Therapy (physical, speech and occupational) Family Focus early intervention services; and Caregiver Relief services. All services are provided by our highly trained team of interdisciplinary, trauma informed care teachers, social workers, behavior analysts, and therapists. Parc is the hub of expertise for early learning and school readiness education in Pinellas County.

Parc's adult programs embrace a "person-centered" approach that allows participants to make their own choices in an inclusive and nurturing environment. Programs include Life Skills Development; Supported Employment (a program where 51 adults are employed by over 30 businesses in the community); and the Inspired Artist Studios to name a few.

Residential services include 4 separate facilities: Curry Villa (a 15-bed group home), Burkett Villa (a 15-bed group home), The Cottages (a 16-bed Intermediate Care Facility for teens and young adults), and the Bert Muller Home (a 48-bed residential Intermediate Care Facility for adults, 33 of whom are age 50 or older and some up to 80 years of age. The Bert Muller Home has some of the county's most frail elderly, with no alternative housing who are aging-in-place at Parc, with 100 percent of the residents considered extremely low income and fortunate they are not one of the 22,759 individuals currently on a state waiting list (reported by the Florida Center for Inclusive Communities at USF, 2022) for residents with developmental disabilities awaiting services.

### 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.

Compared to the general population, people with disabilities have fewer friends, less social support and are more socially isolated. The underlying principle of this program fosters community connections among individuals who are from different ages, abilities, backgrounds, and life experiences. Working together creates a shared experience that builds a community which connects and bonds this vulnerable population, while improving their social connectedness, overall well-being, and independence. Parc's Workforce Transition Training Program currently has a waiting list of over 100 individuals with Developmental Disabilities.

According to the 2016 American Community Survey, 5 Year Estimate, 28.1% of individuals with disabilities in Pinellas County are living in poverty. This program serves to reduce the number of individuals relying on the full Federal Benefit Rate by allowing them to secure and maintain employment to supplement their benefits, thereby increasing their financial independence and becoming productive members of their community.

Due to the lingering effects of Covid-19, hundreds of local businesses are still struggling to hire and retain a reliable workforce to fill low-paying jobs. Parc's Workforce Transition Training program fills this need through job skills training, transportation support and other supports designed to ensure participants sustain long-term community employment.

### 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 pandemic created at least four distinct yet related negative impacts within Parc's Workforce Transition Training program. First, our ability to hire and retain qualified employees to continue providing training and supervision to developmentally disabled adults already enrolled in the program. Secondly, we have a waiting list of over 100 individuals with disabilities in the community eager to secure job skills and employment offered through the program; third, the extensive waiting list has limited our ability to secure additional community employer contracts; finally, our capacity to address the above needs is hampered by insufficient space and capital resources.

A fifth negative impact is a severe organizational budget deficit of \$2 million created by Parc's Living Wage campaign. The Living Wage initiative was created to address the loss of employees as a result of the pandemic and our inability to recruit and retain employees at pre-inflation pay rates. This resulted in severe staffing shortage of direct support employees. Providing much needed wage increases will ensure Parc is able to recruit and retain highly qualified and dedicated employees for decades to come. However, this unbudgeted expense was funded through reserves, thereby preventing Parc from investing in this capital project that will allow us to expand our program and meet the community need of employing individuals with developmental disabilities, while at the same time fulfilling hiring needs of businesses within Pinellas County.

## 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 Workforce Transition Training enhancement project includes reconfiguring and expanding the existing production staging, preparation, and warehousing areas, as well as retrofitting and purchasing updated equipment. These enhancements allow for additional space to welcome new community partners, participants, and staff thereby addressing the negative impact of Covid-19.

The below scope of work includes several areas to be addressed within a project timeline of approximately two years. This timeline will not encroach on or exceed the allotted grant funding parameters requiring completion prior to 2026.

1. Purchase of a standalone 1,600 sq. ft. pre-fabricated metal production unit to accommodate an increased capacity of contract work.
2. Replacement of original windows and doors on the existing building from 1973 where participants are working on current manufacturing contracts.  
New doors and windows will provide a secure location for participants to work, and the upgraded material will help to decrease organizational utility costs.
3. Repurposing of an existing 1,500 sq. ft. space into an area for production preparation and participant programs.
4. Purchase of equipment and materials for production, transportation, and storage to accommodate new and existing workforce production contracts.

## Number Served\*

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

229

## 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.**

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?**

Prior to Covid-19, our Workforce Training Transition program operated with 343 participants. During the pandemic, Parc experienced a tremendous loss of staff to supervise and train participants; CDC social distancing recommendations also forced a reduction in the number of participants in our program, resulting in just 130 participants in 2021. Since that time, Parc has hired more staff and enrollment has increased to 229 participants, with a waiting list of over 100 individuals with developmental disabilities in the community. These individuals have been forced to stay home, have no social interaction, have no purpose and no ability to earn an income. In an effort to increase participation levels, Parc is pursuing new contracts with local businesses. However, our existing facility is not equipped to handle additional production and assembly

contracts that we are negotiating, thus hampering our ability to expand the program. The capital enhancements requested in this grant will directly support Parc's efforts to partner with additional community employers resulting in a reduction of individuals on the waitlist for our Workforce Transition Training program.

## *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/>

3190 Tyrone Blvd. St. Petersburg, FL 33710

### 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.

3100 75th Street North, St. Petersburg FL 33710

### 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.

Parc Center for Disabilities' main office, located in Pinellas County, is not physically positioned within the specified QCT areas. However, Parc transports residents from the specified QCT locations to the main campus so that these individuals may participate in Parc's programs. The proportion of those in the specified QCT areas represents 27% of our Workforce Transition Training participants.

### 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.

For 70 years, Parc Center for Disabilities has been a progressive leader in providing the widest breadth of disability programs and services in Pinellas County. Our Workforce Training Transition program has been in existence for 40 years and currently serves 229 individuals with developmental disabilities and has a waitlist of over 100 individuals. This program collaborates with the State Agency for Persons with Disabilities and will contribute to the State's Employment Enhancement Program along with developing additional opportunities for placement with the Division of Vocational Rehabilitation. The requested funding will also allow us to enhance our program's visibility throughout the community, increasing the number of business partners we collaborate with who are desperately seeking employees because of the pandemic. The program will also continue to partner with financial institutions such as GTE Federal Credit Union, Grow Financial and Truist who provide a variety of financial literacy workshops for program participants. On a civic level, program participants recently formed their own Civitan Charter club sponsored by the St. Petersburg Civitan Club, which allows them the opportunity to give back to their community.

### 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

### 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.**

Site preparation and construction of 1,600 sq. ft. prefabricated production unit	\$300,000
Replacement of windows and doors on existing building from 1953	\$150,000
Repurposing of 1,500 sq. ft. participant work and programming area	\$400,000
Equipment and Materials Purchase for additional contracts	\$ 50,000
Indirect costs (5%)	\$ 50,000
<b>Total Project Cost:</b>	<b>\$950,000</b>

### 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.

Parc Center for Disabilities is in the design stages of this project. Parc has assessed the needs of the program, its current facility capabilities, and the necessary additions and/or changes to incorporate in order to create a productive space and environment for the Workforce Transition Training program to be successful.

Parc has initially communicated with two different contractors to secure cost estimates for different portions of the above outlined scope of work. If awarded these grant funds, Parc Center for Disabilities will re-confirm previously submitted quotes, secure additional quotes, and chose the best contractors to complete the work.

### 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 enhancement to Parc Center for Disabilities Workforce Transition Training program will increase operational costs that will be compensated by alleviating unnecessary waste of damaged product; increased revenues as result of securing additional community contracts; and decreased energy costs.

### 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.

Parc Center for Disabilities utilizes Abila MIP, an accounting system that is an industry standard for non-profits. It has full capacity to track multiple projects and funding sources. Parc Center for Disabilities has substantial liquidity to allow it to accommodate working on projects that are 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*