

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*

Prayer Tower Church of God in Christ, INC.

Project Name*

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

Prayer Tower Church of God in Christ Food Pantry

EIN*

84-2854517

Incorporation Year*

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

2019

Organizational Mission Statement*

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

Prayer Tower Church of God in Christ goal is to provide a public place of worship to Jesus Christ. The Prayer Tower Food Bank will assist in providing food to those in need who live within the city of Saint Petersburg in order to combat hunger.

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.

\$130,000.00

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.

\$4,000,000.00

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?

The Prayer Tower Food Bank was established in 2009. The Food Bank has been operating out of the main sanctuary of the church since that time. The Food Bank operates on Wednesday afternoons and relies on volunteers from the church and community to transport, organize and distribute the various type of food items to the community. Food items vary from fresh fruits, vegetables, meats, juices, milk, snacks, desserts, perishable and non-perishable items. Initially the Food Pantry was operating as a walk up service , however since 2020 the Food Pantry has progressed to a drive thru distribution process. The food is obtained from various food distribution centers in the city of Saint Petersburg. The food is usually obtained/transported to the church on Wednesday mornings, organized by volunteers and ready for distribution to the public by Wednesday at noon.

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.

The church is located in a Qualified Census Tract area of south Saint Petersburg where 80% of the population live below the poverty level. Many of the individuals come from low income households, are homeless, disabled and/or qualify for public assistance. The onset of recent inflation and increase in food prices have led to a increased demand for food that is distributed by the Prayer Tower Food Pantry.

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 Prayer Tower Church Food Pantry has seen a 1000% fold increase in service demand for food items due to rising food cost (9% over the past year), increased rent cost, job loss, home-schooling and inflationary pressure for the citizens of Saint Petersburg amid the COVID-19 Pandemic. The pantry has had a increased demand for service by servicing 50 families/week (pre-pandemic) to over 600 families/week (current). This increased service demand has led to a need for additional capital to offset the increase in food demand in the community and households. The church does not have the necessary assets to contribute to this increased service demand. The church does not have the adequate space for storage of these food products/equipment (dollies,electrical devices,tents etc.) , lacks the necessary refrigeration equipment for various refrigerated food items and the necessary parking to address the increase in weekly traffic that is present at the food bank. Weekly at the Food Bank, the cars are wrapped around the block impeding traffic on 37th Street South. Many weeks the food pantry has to dispose of undistributed perishable food items because of the lack of storage space and available refrigeration equipment inside the church.

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 proposal is to develop a 50,000 square foot air conditioned facility that can act as a free standing food bank/pantry. The proposed building will be able to store refrigerated and other food items, and act as a distribution site for for the weekly food pantry. The building will allow the food pantry to store larger quantities of food products and alleviate wasting of food due to increased storage space and larger refrigeration systems. Additional driveway paving is needed to enter the 7 acre property which leads to the food pantry and additional parking spaces are needed to accommodate the vehicles . This will help to alleviate the weekly traffic jams that occur on 37th street south. Having a stand alone facility will also allow the Food Pantry to operate during harsh weather conditions such as rain, cold and heat.The proposed facility will sit on 1.5 acres (which the church currently owns) that is adjacent to the main church sanctuary. The estimated lifespan of the project/property improvement is approximately 2 years. The proposed building/site improvements will allow the Prayer Tower Food Pantry to service a greater number of families/individuals in the south St.Petersburg area. The disproportionately impacted area where the Food Pantry is located will have improved facilities that will aid in combating hunger and malnutrition in South Pinellas County.

Number Served*

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

50000

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Duplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

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?

Yes the project will benefit all members of our community. Because we a religious institution and believe in God, we don't discriminate against any individual(s) based on race, religion or sexual orientation. We will continue to serve all individuals in the future as we have in the past.

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/>
1137 37th Street South St.Petersburg, Florida 33711

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

Yes

Project Location*

Please provide the address or intersection where the property being modified is.

1137 37th Street South St.Petersburg, Florida 33711

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.

Most of our clients reside in a QCT area. I would estimate that 80% of our clients come from our QCT area.

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.

Prayer Tower Church of God in Christ has been in St.Petersburg for over 100 years.The church relocated to its current location over 30 years ago. We have had other community based programs such as student tutoring programs, children Summer camps , Neighbor to Neighbor Programs, Homeless Out Reach Programs, Back to

School Giveaways, and Thanksgiving and Christmas food Giveaways. Many of our members live within the area where we serve. Our church members are very diverse and come from all walks of life. We have blue collar workers to college educated professionals who are members.

Leadership Demographics - CEO/Executive Director*

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

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

BIPOC

Leadership Demographics - Executive Level Leadership Team*

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

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

BIPOC

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

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

BIPOC

Financial Overview

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

Commercial Freezers \$20,000. Commercial Refrigeration \$10,000. Building HVAC \$75,000. Paving Cost \$100,000. Building construction \$3,500,000 . Plumbing cost \$150,000. Flooring \$100,000. Electrical \$75,000. Other bids/proposals will be submitted as needed.

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.

Prayer Tower Church of God in Christ has the blueprints for the proposed Food Pantry. We also have drawings for the driveway and additional parking lot. We have spoken to various contractors about their interest in the building project but have not solicited bids/estimates at this time. We have estimates on the proposed parking lot/paving that will be necessary for the project. Our Trustee Board is able to quickly obtain estimates/bids in a expedient manner.

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 does not affect operating cost.

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.

Our Prayer Tower Trustee Board consist of 7 members. One of the members acts as the church Treasurer. She utilizes Quicken for our accounting software. We also have a outside CPA/accountant who we have on retainer who we consult with about our church finances.

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.

File Attachment Summary

Applicant File Uploads

No files were uploaded