

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*

St. Petersburg Free Clinic

Project Name*

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

SPFC ARPA Large Capital

EIN*

23-7208280

Incorporation Year*

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

1970

Organizational Mission Statement*

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

With compassion and respect, St. Petersburg Free Clinic changes lives by providing nutritious food, supportive housing, health care, and education for our neighbors in need.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on [SAM.gov](https://sam.gov) and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

32LNMGMXWJ7

Annual Operating Budget Size*

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

\$40,700,904.00

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.

\$3,000,000.00

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.

Yes

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?

Founded in 1970, the St. Petersburg Free Clinic provides food, healthcare, and shelter to the people of Pinellas County. Each of our programs respond to critical social determinants of health, and everything we do is through a "health in all programs" approach. This approach ensures that we focus on reducing barriers to stable housing, healthcare, and food equity for all individuals. Our overarching goal is to promote health equity and advance economic stability for our community. The Jared S. Hechtkopf Community Food Bank is the largest food bank in Pinellas County, delivering to over 60 partner agencies throughout the county. Our We Help FRESH Pantry provides fresh, nutritious food to approximately 30,000 people per month. Our We Help client advocates, additionally assist clients in navigating often cumbersome public services, and connect them to other community resources that fit individualized family need. Our health and dental centers provide quality healthcare free of charge to our neighbors without health insurance, thus reducing the number of people who utilize emergency rooms for non-emergency care. Finally, our Baldwin Women's Residence (BWR) and SPFC Men's Residence provide stable transitional housing and recovery support for our clients who are experiencing homelessness and recovering from substance use. Given the staggering inflation and wage stagnation we have been witnessing in recent years, SPFC's programs are now more vital than ever.

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 Pinellas County, our neighbors, nearly half of whom were already having trouble making ends meet before the pandemic, have been hit hard by the economic impacts of COVID. The demand for our food programs has now skyrocketed. As a result, We Help FRESH Pantry has expanded exponentially in the past two years due to sharply increased need. In March of 2020, the number of FRESH pantry customers jumped from 6,000 to 18,000 per month. Two years later in April of 2022, 21,452 individuals were served. Last month, our individuals exceeded over 30,000, a fivefold increase in individuals served since early 2020. Over 50% of those served through the FRESH Pantry have never visited a food pantry before. The expectation is that many in the new population served will continue to rely on us, knowing that they now do not have to make a choice between paying rent and feeding their families. Data from the 2022 Pinellas County Community Health Needs Assessment indicates access to healthy food and nutrition is ranked within the top three most important health needs that Pinellas County is facing. Nutrition security is correlated with where someone lives, family income, transportation, and other factors. Black/African-American families are more than twice as likely to report food insecurity in the last year than their white counterparts (CHNA, 2022). In Pinellas, we know that

46% of families are part of the Asset Limited, Income Constrained, Employed (ALICE) population, or “working poor.” According to ALICE data, a Pinellas County family of four must earn \$66,000 per year to be at the “survival threshold,” meaning able to afford the bare minimum costs of living and working in the modern economy. The 2020 Census data indicates that the median household income in Pinellas County is \$54,090, well below the survival threshold. This means that for many families there is a \$12,000 annual gap between the capability to adequately feed one’s family and the ability to receive support to do so.

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.

When COVID hit our community in early 2020, emergency food relief was the leading need among our neighbors. In recent months, COVID-related funding has diminished, yet worsening economic conditions have increased the need for basic supports and services. At SPFC, we are serving more people now than we were when the economy shut down in the early months of the pandemic. In 2019, We Help served 71,000 individuals. As we close fiscal year 2022, that number has nearly quadrupled to a total of approximately 280,000 individuals served. This is, in part, due to increased inflation as a result of the pandemic. According to the U.S. Bureau of labor statistics, area prices for Pinellas County have sharply climbed 11.2% over the past 12 months. To keep up with the increased demand, our Food Bank substantially increased the amount of food it purchased. Because of our purchasing capacity and ability to buy by the truckload, we are able to negotiate extremely competitive rates and stretch our dollars, paying a fraction of retail prices. However, these costs have significantly increased since 2020. For example, prices for frozen chicken have risen from \$.43/lb to .99/lb. Overall, the cost of bulk food has risen 41% over the past two years. As our food distribution has doubled with no indication that our community’s need for nutritious food will decline, we are in need of expanded food bank space. SPFC is on the frontlines of community need, the acquisition and distribution of food has been a primary fundraising priority. Our existing resources have been dedicated to our organization’s future sustainability, to ensure funding for ongoing staffing and operating costs. We are aware that we may need to reallocate these restricted sustainability funds as a result of worsening economic conditions precipitating the increase demand for food. With the support of the Pinellas Community Foundation, investment in capital would allow us to focus our funds on sustained operating at this unprecedented level. Our food programs reduce the economic burdens of our clients by providing groceries

at no-cost and lowering monthly out-of-pocket expenditures, with both prices and demand on the rise, our infrastructure must keep pace.

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?

Funds will be used towards renovation of the new South St. Petersburg Food Warehouse. The building is 36,000 square feet, 8,000 will be devoted to administrative office space, and 28,000 will be dedicated warehouse and refrigerated food storage space. Our initial lease term of this warehouse is 7 years, with four, five-year options solidifying our tenancy for up to 27 years on this contract alone. This warehouse will triple our capacity over our existing food bank. With our current set-up, and with the sharp increase in food demand, we are extremely space constrained. SPFC Food Bank distributed 20M pounds of food last year, up from 11.3M pounds in the year prior to the pandemic. SPFC's expanded food bank will provide the space necessary to maintain this level of food support for our community. With both increased floor space and taller ceiling heights, the broader space will allow us room to continue to meet the growing need while also providing space needed to organize effectively. An organized warehouse facilitates stronger connections with our community partners, due to our increased ability to curate our food donations to the specific needs of our various partner organizations. We are also building walk-in coolers and freezers to accommodate the increase in fresh, perishable food. 75% of the food we distribute is fresh – meats, produce, dairy and bread. Proper storage is critical to our ability to receive and distribute fresh, healthy food in our community. Minimum estimated lifespan of walk-in refrigeration units is 15 years, and with proper maintenance they can last much longer. Historically, SPFC walk-in refrigeration units have lasted up to 30 years. At SPFC, we value and prioritize nutrition equity, individualized and curated food donations will support providing our various community partners with healthy, culturally relevant foods. With inflationary pressures affecting both prices of food and construction materials, procuring funding for this new food bank is crucial to offset negative economic impacts of the pandemic.

Number Served*

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

1300000

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.

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?

Due to centuries of systemic discrimination, Black and Brown communities are more likely to be excluded from the benefits of a modern economy and struggle to make ends meet. As a result, our clientele are disproportionately people of color, making a focus on equity extremely necessary. We are committed to ensuring fresh and nutritious food is available to the most vulnerable areas of the county with a focus on need in South St. Petersburg zip code 33705, and zip codes 33710, 33711, 33712, 33713, 33714, although we serve partners throughout Pinellas County and people come from every zip code in the County. Zip codes listed are areas of the county our data shows were hit hard by the effects of the pandemic and continue to be most impacted as a result of skyrocketing cost of living, almost all of which are located in Qualified Census Tracts (QCTs). In fact, over half of clients served through We Help in FY22 live in zip codes that fall within an QCT. Additionally, the Pinellas County 2018 Community Health Assessment estimates that while LGBTQ+ young people account for approximately 7% of the youth population, they account for 40% of the youth population experiencing homelessness (FDOH Pinellas, 2018). The number of children we serve has increased significantly since the pandemic, and our partnerships with high schools in Pinellas allow us to reach youth where they are and provide nutritious food. With the inability to expand our services at our existing food bank location, the new warehouse will be located directly in a QCT, which will continue to support serving communities who were disproportionately affected by the pandemic. As expanded upon above, increased

space will also allow us to streamline our processes with our community partners, including our school-based partnerships.

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/>

863 3rd Ave N St. Petersburg, FL 33701. Once this capital project is complete, our administration will relocate to the project address, which is in a QCT.

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.

3010 22nd Avenue South, #2392, St. Petersburg, FL 33712

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.

All activities related to this project will take place at our new South St. Petersburg Food Warehouse, 3010 22nd Avenue South, #2392, located in a QCT. Over half (51%) of clients served through We Help in FY22 live in zip codes that fall within a QCT. When taking into account clients served through We Help and our community partners, about 21% of clients fall within the 33712 zip code, which was indicated as the highest index value of food insecurity in Pinellas County (CHNA, 2022).

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.

As the community we serve is highly diverse, prioritizing health equity, diversity, and inclusion is essential to serving our clients as effectively as possible. By employing people that reflect the diversity of the community we serve, SPFC can better anticipate and fulfill the needs of our neighbors. We hired our first internal Human Resources Director this summer who has significantly improved our focus on equity, diversity, and inclusion (EDI) in recruitment and hiring of diverse team members. Currently 52% of our staff leaders (managers and directors) identify as Black/African-American, Hispanic/Latinx, Asian/Pacific Islander, and Multi-Racial and 44% of our total staff identify as such. On our incoming Board of Directors for fiscal year 2023 (which begins on 10/1/22) 26% of members will be individuals of color with an expectation that this ratio will increase to one-third of members in the coming year. Additionally, our Board is diverse with respect to LGBTQ representation (% 21% of members), age diversity, and representation of those who are immigrants to the US. In addition to our internal commitment to EDI, our partnerships with community-based organizations and authentic connections with those whom we serve are of critical importance. We have grown a network of more than 60 organizations throughout Pinellas County. Examples of partners include other food banks in the county, churches, residential facilities, and other nonprofit organizations. While prioritizing keeping our neighbors fed and healthy, we also want to ensure that the food we provide is culturally relevant. We share one recipe per month that celebrates the various cultural heritages of our clients. Along with celebrating diversity through food, visitors to our website can now utilize a translate button to view content in Spanish or utilize our accessibility feature which includes dyslexia-friendly choices as well as other features that provide a comfortable reading experience for those with disabilities. In addition to all that has been described above, SPFC is committed to ongoing and evolving initiatives to continue fostering and strengthening authentic community connection. This commitment is strengthened by our continued collaboration with EDI partners, like Inclusivity LLC, and support and guidance of community leaders like Rev. Louis Murphy, Elihu and Carolyn Brayboy, and SPFC Board members Nadine Smith, Bemetra Simmons, and Lisa Brody.

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
LGBTQ+

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.

As part of our executed lease, we received permission from the landlord on the most significant modifications required in order to operate the warehouse space as we need. (Section 11.2) Upon entering the lease agreement, we submitted high level plans and explanations for these projected modifications, including the installation of a refrigeration system, which is the largest modification to the property. We have secured clearance from the owner to complete the proposed project. The costs of these improvements is our sole responsibility. The lease specifies the premises is accepted on an “as-is, where-is” basis. It further provides, “Tenant may, from time to time, at its expense, make alterations or improvements in and to the Premises... Tenant, at Tenant’s sole cost and expense, shall be required to perform all work necessary to prepare the Premises for Tenant’s use and occupancy.” (Sections 5.1, 11.1). Our initial lease term is 7 years, with four, five-year , options solidifying our tenancy for up to 27 years on this contract alone.

Cost Difference

Estimated Total Project Cost*

Please specify the total cost of this capital project.

Example: ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$20,000 for certain equipment, and will seek other funding and donations for the remaining \$150,000 of the playground, for a total project cost of \$170,000. ABC Childcare would put \$170,000 below.

\$3,200,000.00

Cost Difference*

How does your organization plan to cover the cost of this project beyond the amount requested in this LOI? Please also specify if your organization can carry out the potential ARPA-funded portion of this project without other funding being secured.

The total cost of the project is \$3.2M. SPFC is requesting funding of \$3M for the warehouse renovation through this grant opportunity and has secured \$200,000 for the renovation of the administrative portion of the building from private donations.

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.

SPFC requests \$3,000,000 to complete this large capital project. This total includes \$2,970,000 for the cost of the entire capital project, which includes renovation of the warehouse and installation of required equipment including dock levelers, lighting, ADA upgrades and walk-in refrigerated storage. SPFC requests \$30,000 in administrative costs (1% of the request), which includes the time of SPFC's Facility Manager and SPFC's Accountant. SPFC's Facility Manager will be the organization's project manager and will serve as the lead point of contact for all contractors involved in the capital project. SPFC's accountant will handle all grant administration, ensuring compliance with all financial guidelines, submittals, and reimbursements. We request \$15,000 per employee, which represents a portion of their wages and benefits related to this project.

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.

SPFC has secured a lease for the new food warehouse, with plans to begin construction in March 2023. Therefore, a contractor has already been selected and SPFC is looking to obtain funding necessary to complete the dedicated food warehouse space. SPFC has a longstanding historical relationship with Hennessy Construction, and Hennessy has demonstrated expertise with complex projects. Due to Hennessy's strong reputation in the community, the owner of the space voiced instant trust in the proposed modifications. Both SPFC and Hennessy are prepared to carry out the rest of the proposed project, and if funding is rewarded the food bank could be fully operational within six months of beginning construction, which would mean completion of the project by the end of 2023.

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please write N/A.

The total cost of the project is \$3.2M. SPFC is requesting funding of \$3M for the warehouse renovation through this grant opportunity and has secured \$200,000 for the renovation of the administrative portion of the building from private donations.

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.

Due to the sizeable increase in space, there will be associated increases in operational costs of about 4%. However, we have been laying the groundwork with our donors for the past year and have received a favorable response from our donors and funders. Specifically, a donor who has historically given \$100,000-\$150,000 increased their gift to \$250,000 to apply towards operating costs for the new food warehouse. We have every confidence that after having the opportunity to tour and understand the importance of moving in this direction, additional donors and funders will see the benefit to the community. At SPFC, each year we review the previous year's budgets, prepare fiscally conservative new budgets, and create comprehensive fundraising plans. We rely on our development and grants teams to help us ensure we are cultivating existing donors and reaching new donors. We also have an engaged and informed Board of Directors, who ensure our plans for growth do not extend beyond our means.

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.

SPFC manages revenues and donations, including in-kind, that exceed \$40M annually. The finance department is headed by the CFO who manages an accountant and an accounting clerk. Financial statements are reviewed by the finance committee and approved by the Board of Directors monthly. The accounting software records revenue from multiple funders and keeps it separated by individual funding source. Separate GL accounts are used to record expenses and revenue from different funders and for different cost centers and projects. Strong internal controls are in place including separation between individuals receiving and recording revenues and multiple levels of approvals for the recording and payment of company expenses. Original documentation for expenses related to each grant is maintained in accordance with funder and audit requirements. SPFC administers multiple cost reimbursed grants that total about \$3.5M. SPFC's financial statements are audited annually by an independent CPA firm.

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.

We are grateful for and value our existing partnership with PCF and look forward to our continued work together striving for food equity for all individuals. Individuals like Colleen, a FRESH pantry client, who shared "The food from this pantry gives my family peace. We didn't eat yesterday, and without this food we would not be eating today."

File Attachment Summary

Applicant File Uploads

No files were uploaded