

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*

James B. Sanderlin Family Service Center, Inc.

Project Name*

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

HVAC, Building Use Assessment and Phase 1 Construction

EIN*

59-3024059

Incorporation Year*

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

1991

Organizational Mission Statement*

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

Cultivating a community where children and families are valued, loved, and destined to succeed.

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

962767927

Annual Operating Budget Size*

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

\$1,115,797.00

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.

\$5,000,000.00

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.

Yes

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 James B. Sanderlin Neighborhood Family Center has strengthened families for over 30 years. Our founding fathers identified seven pillars that the agency would support to strengthen families: family, education, health, economics, employment, positive values, and the arts. We continue to support the same pillars today as we strive to fulfill our mission. Our most extensive service is our education program. We offer free aftercare services that are designed to improve academic success. The children receive tutoring, homework assistance, and enrichment activities like martial arts, gardening, yoga, and Girl Scouts. We also implement Winning Reading Boost, a research-based intervention designed to increase reading fluency and independence. The program incorporates, phonemic awareness, phonics, vocabulary, fluency, comprehension, and oral language development through its instructional lessons. We also provide deeply reduced spring and summer break camps where the academic interventions and enrichment continue. Our agency provides Family Support Services to clients by referring them to services and assisting them with meeting their self-sufficiency goals. Other services include a free food pantry and a free computer lab. We also collaborate with community agencies that provide additional services on campus including Dress for Success, Lakewood Adult Community School, The League of Women Voters, Mt. Bethel Human Services, Youth Unleashed, and SPIFFS to name a few.

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.

Research shows that there is a need for academic intervention for the children in our community. There are five schools within a ten-mile radius of the Center that were dubbed failure factories by the Tampa Bay Times. Ninety-five percent of the minority students tested at the schools are failing reading or math, thus making the neighborhoods in South St. Petersburg one of the most concentrated sites of academic failure in Florida. The school failure that began in elementary school begins a downward spiral of achievement that follows students into high school. Dr. Kunjufu, a prominent educational consultant and author coined the term 4th grade failure syndrome after studying the reading scores of minority students. He described the syndrome as a withdrawal of enthusiasm for learning which follows them into high school. In fact, 50% of marginalized students fail to graduate from high school in four years. The pandemic learning loss exasperated the academic failure for children in our community who were already struggling academically. The Florida Standard Assessments show that the reading scores for students across the state have dropped by 5% since 2019. ABC News (2022) found that children in every county in the Tampa Bay Area suffered pandemic learning loss as measured on the state assessment. In Pinellas, the reading proficiency scores were measured at 56% in 2019; In 2022 the scores were measured at 52%. The children in our community will benefit from year-round academic interventions designed to increase their school success. Replacing and installing the

HVAC systems at the Center will enable us to provide a comfortable atmosphere to the clients in the program and their parents during programming and parent engagement activities. Completing phase 1 of the construction project will enable us to increase the number of participants we serve in the education department from 118 to 250 or more duplicated participants.

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 agency suffered a negative economic impact due to the pandemic as evidenced in our financial records. The loss of income and increase in purchases impacted funding that would have otherwise gone to programming. The economic loss decreased the number of students who would have received academic intervention. In 2019, we collected over \$13,000 in programming fees as opposed to collecting only \$783 in 2020. Our financial records indicate that the agency lost over \$5000 in donations between 2019 and 2020 in addition to the loss in programming fees (pg. 1). Spring Break camp was canceled in March 2020, and the agency refunded over \$3000 in programming fees (pgs. 2-3). We purchased over \$11,000 in PPE to support our mitigation efforts when we reopened in April 2020 (pg. 4). Financial records show that we wrote off \$4,000 in bad debt in 2021 due to tenants who suffered from the inflationary pressures of the pandemic in 2019 and 2020 (pg. 5). The agency is also feeling the brunt of inflation. Insurance costs continue to increase, and we anticipate a minimum eight percent increase in insurance costs, operational costs, and utilities during the upcoming funding year (pg. 6). We paid WOW over \$15,000 in phone and internet fees during the pandemic. The wi-fi services enabled the community to connect virtually at the Center, attend meetings, and appointments and reapply for certifications. Board meetings and staff meetings were also conducted virtually to offset the spread of the virus (pgs. 7-9). There were increases in capital expenses and assets of over \$100,000 (pgs. 10-13). The cost was attributed to building construction and assets that were purchased to qualify for licensing regulations and to adhere to health and safety guidelines. Although we own our building, it is over 20,000 square feet and is over 70 years old. Due to the size and age of the building we faced challenges and barriers along our licensing journey that required the agency to utilize grant dollars and reserves to make capital repairs and purchases. For example, our HVAC systems are aging and in need of repair. We paid over \$20,000 to service or replace HVAC systems in the building during the pandemic (pgs. 14-15). We'd be remiss if we didn't mention the navigational wealth that was lost during the pandemic.

Navigational wealth is a form of cultural capital and is defined as a student's ability to successfully navigate the educational system. How do we put a price tag on our most precious commodity? How do we measure the economic impact of the pandemic learning loss on our children and our community? If education is the great equalizer, marginalized students will have a complicated future.

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?

Replace an HVAC system in the education wing. The estimated lifespan of the system is greater than 10 years.
 Replace the HVAC system in the auditorium. The estimated lifespan of the system is greater than 10 years.
 Install an HVAC system in the upstairs office area. The estimated lifespan of the system is greater than 10 years.

Conduct a building assessment. The estimated lifespan of the assessment is unlimited.

Architect Drawing with elevation. The estimated lifespan of the plan is unlimited.

Complete Phase I of the Construction Project (Education Wing). The estimated lifespan of the education wing is over 30 years.

Upgrading and installing the HVAC systems in the current building will enable us to provide a comfortable atmosphere for program participants.

Rebuilding the education wing will enable the agency to double the number of youth who receive academic assistance in the education programs thereby increasing their academic success.

Number Served*

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

300

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.

NA

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?

This final project will allow the agency to enroll over 250 duplicated children in the education department who suffered pandemic learning loss. The children will receive tutoring, homework assistance, and reading intervention to improve their academic success. The children and their parents will benefit from the HVAC system replacement and installation by providing a comfortable environment to those who receive services at the agency.

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/>

2335 22ND AVENUE SOUTH, ST. PETERSBURG, FL, 33712

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.

2335 22ND AVENUE SOUTH, 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.

Over 95% of the children in our program are African Americans who belong to underserved communities that represent the following zip codes; 33701, 33703, 33704, 33705, 33711, 33712, and 33713.

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.

Over 95% of the children in our program are African Americans who belong to underserved communities that represent the following zip codes; 33701, 33703, 33704, 33705, 33711, 33712, and 33713.

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

LGBTQ+

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.

Project Management \$125,000
 Grant Administration \$125,000
 HVAC Replacement Auditorium \$6000
 HVAC Replacement Education Wing \$6000
 HVAC Installation Admin Office \$17,000
 Building Assessment \$15,000
 Architect Drawing with Elevation \$50,000 for phase 1 (education wing)
 New Construction Phase 1 of the education wing \$4,656,000

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.

We are actively meeting with collecting bids for this project. If we are chosen we are confident that all bids will be submitted within 30 days.

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.

NA

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.

We anticipate an increase in operational costs for grant management. We included a 5% administrative cost in the LOI that will be paid over the course of the grant.

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 agency employs an ASO and an accountant. Both the ASO and accountant can track a general ledger and multiple accounts and have the ability to work on a reimbursement basis.

Subsidiaries Applying

Subsidiaries Applying*

Please list **IN ORDER OF PRIORITY** the name of the subsidiaries applying and a brief descriptor of the proposed project.

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Below, the organization would prioritize the requests and briefly describe what each is applying for. **On both applications, copy and paste the same answer or reach out to PCF for assistance in doing so.**

NA

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.

File Attachment Summary

Applicant File Uploads

No files were uploaded