

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*

Second Chance Empowerment Foundation

Project Name*

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

ARPA Funding for Storage and Security

EIN*

851962092

Incorporation Year*

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

2020

Organizational Mission Statement*

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

The mission of Second Chance Empowerment Foundation is to help historically excluded communities empower themselves.

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

FP8MCPRJNEM5

Annual Operating Budget Size*

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

\$77,600.00

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.

\$36,000.00

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?

Second Chance Empowerment Foundation (SCEF) provides programming and activities to youth from communities that have been historically underserved and excluded from access to skills and education that teach the life habits needed for successful futures. SCEF serves youth in elementary, middle, and high schools. We have been providing programming since 2010, however, we applied for and received our non-profit status in 2020.

The program areas SCEF focus on are health and wellness, workforce development, and financial literacy. SCEF chooses to focus on these areas because they are the backbone of successful futures. Students are grouped together by age and curriculum is taught at age-appropriate levels. Within these program focus areas, SCEF provides rehabilitative strategies, that is, empowerment and processes aimed at helping youth gain new skills, abilities, and knowledge.

Our current program offerings are:

Culinary Arts (Health & Wellness) - Teaching youth the basics of cooking healthy meals, how to use kitchen equipment, and why this is important for their futures. Our Culinary Arts classes are very well received and often the most popular among our students.

Financial Literacy - Ensuring students understand the importance of saving and investing as well as how far money goes (or does not go) in the "real world."

Job Skill/Trade Development (Workforce Development) - Currently, SCEF is offering classes in areas that teach youth a skill that can translate into valid career paths. We are introducing students to photography, audio production engineering, and graphic design to provide them with new ideas on potential careers. For most of the youth we serve, these types of careers have never really been considered so our classes open their eyes to new possibilities. With the help of this funding, we can add IT certifications and architecture planning to our workforce development offerings.

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 addition to our headquarters being located in a qualified census tract, SCEF serves youth who reside in south St. Petersburg, one of the city's three designated Community Redevelopment Areas (CRA). According to the City of St. Petersburg's Community Redevelopment Plan (Ord. No. 169-H), the south St. Petersburg CRA was established to promote reinvestment in the area including business development, education and workforce development, and non-profit capacity. The location is also identified in the Redevelopment Plan as a poverty zone based on the "demonstration of deteriorated properties, disproportionate fire and emergency medical responses, inadequate physical development patterns, and unsanitary and unsafe conditions."

According to the Foundation for a Healthy St. Petersburg, this area of the city, which is predominately African-American, finds 29% of its residents living below the poverty level, a significant increase as compared to the Pinellas County rate of 14% and the state of Florida rate of 16%. In addition, African-Americans (the majority demographic in this area) have the lowest median household income when compared to Caucasian, Asian, and "Other" races. (Source: Pinellas County Community Health Assessment via Foundation for a Healthy St. Petersburg).

Lastly, the south St. Petersburg CRA is the largest CRA of the three CRAs in St. Petersburg. The neighborhoods within these boundaries are the ones SCEF chooses to serve with its programming. This includes the Child's Park area as well as more than twenty neighborhoods such as Jordan Park and Wildwood, and two Florida Main Street Districts including The Deuces corridor on 22nd Street South. SCEF also serves Midtown and the neighborhoods surrounding Melrose Elementary School.

SCEF is working to help fill the gaps in education, job training, resource development, and healthy habits that have historically and chronically plagued these neighborhoods for over 50 years.

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 grant request focuses on projects needed so SCEF can improve our programming and impact in our three focus areas: health and wellness (culinary arts), financial literacy, and workforce development (job

skill/trade development). SCEF has a need for this work to help offset the community need, which SCEF does not have the resources to purchase due to the negative economic harm from the pandemic.

Prior to becoming an approved 501c3 in 2020, our program sustained itself because of in-kind donations of time and expertise from supporters. We also relied on the generosity of the SCEF Founder and other community members who would pay for materials, supplies, etc., out of their own pocket.

The decision to become a non-profit organization was a strategic choice so we could maximize various avenues of funding support such as grants and corporate sponsorships. With programming in place and already organized (and occurring in some neighborhoods), the pandemic disrupted our opportunity to roll out our strategic plan for resource development / fundraising. This lack of revenue has only allowed us to continue programming like we did during pre-pandemic times and not have the funds to make improvements or build our revenue resources like we had originally planned.

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?

This project consists of the following:

Repaving the parking lot at our facility, which has an infinite lifespan and would likely not need to be redone for years to come.

Installing a door to the kitchen and a roll up door/shutter in the kitchen, both of which should have a 10+ year lifespan with the appropriate maintenance.

As part of our health and wellness initiative, we see the parking lot as an underused space that we can activate for students to be outside and play while learning the value of exercise and physical activity in their day-to-day lives. The new door and roll down shutter will enclose the kitchen space where we provide our popular cooking classes. This is a security measure so that only SCEF staff and students have access to the space.

Each of these projects will allow SCEF to further its impact by improving upon current programming and outcomes which we will then leverage to secure new funding via grants, private donors, and corporate sponsors. Each of these resource development ideas were laid out in our 2020 strategy that we have not had the opportunity to implement. With these capital improvements added to our narrative as an organization, we are building our capacity to not only serve more students but find the necessary financial resources to do so.

Number Served*

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

110

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

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

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

Unduplicated

Other (Explanation Required)

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

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Note: Selecting "Rent" will cause more questions to load below.

Rent

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. The term "equity" is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this project benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

Given the community SCEF serves, we believe this purchase will benefit those disproportionately affected by the pandemic. Because of our physical location and how we recruit youth, SCEF is already serving these students. As previously mentioned, SCEF serves students who typically reside in the St. Petersburg CRA (also part of HUD's qualified census tract). We recruit students for our programs with the help of volunteers who canvas these neighborhoods and provide information to parents and families and encourage them to enroll their children in our activities. We also use our relationships with local churches and recreation centers to spread the word about our class offerings.

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/>

661 17TH AVENUE SOUTH - SAINT PETERSBURG, FL 33701

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.

2437 Irving Ave 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.

The facility where SCEF conducts its programming is located in the QCT. As previously described, we recruit students from all parts of the QCT area as well as any of the city's CRA sections that may fall outside of the QCT boundaries.

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.

In addition to our location in south St. Petersburg, which aligns with the city's CRA and HUD's QCT, SCEF is staffed with people who look like the students that take part in our programming. Our Founder as well as our CEO and our teachers are all African American, which is the primary demographic SCEF serves. This commonality helps SCEF build a rapport with students, and students come to trust us and the information we share with them.

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

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.

SCEF has had a long standing relationship with the Gardner Center. Because of this relationship, we entered into a lease beginning in January 2020 through January 2028. We do have permission for the proposed projects as our lease indicates SCEF has "exclusive rights" to the space; that is, no other non-profit organization will be allowed into the space to run its programming. As a 501c3 organization, SCEF has more access to funding that can renovate the space to fit our needs, which the owners do not take issue with. We are also fortunate that the space is donated to SCEF, so we are happy to do the work, apply for funding, and seek program donors that support our efforts.

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.

We have 1 bid currently in place for the repaving of the parking lot:

Materials - \$15,726
 Labor - \$14,500
 TOTAL - \$30,226

We also have 1 bid in place for the purchase of the door and shutter system along with installation:

Door - \$1,447
 Shutter - \$1,347
 Labor - \$900
 TOTAL: \$3,694

Indirect Cost s(5%): \$1,696

We will continue to secure more bids 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.

We have one bid each for the two parts of the project (kitchen security upgrade and parking lot paving.) We are working on getting additional bids during this initial review process of the LOI. Neither of the projects have begun, however, should we receive the grant, the facility is ready immediately, and the work can likely be completed within 4 - 6 months.

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.

This request does not change any of our operating 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.

SCEF works with a contracted bookkeeper and uses Quickbooks software for financial management. Given the small size of our organization, we would be unable to work on a reimbursement basis for this project.

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