

LOI Form

LOI

Brief Project Descriptor

Please briefly describe this organization's request.

Updated Carpet/Flooring

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*

The Shirley Proctor Puller Foundation (SPPF)

Project Name*

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

Installing a Safe Ground For Learning

EIN*

464930592

Incorporation Year*

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

2014

Organizational Mission Statement*

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

The Shirley Proctor Puller Foundation (SPPF) was founded to address the deterioration of educational outcomes experienced by the children of south St. Petersburg. Our mission is to advance reading, math & science literacy, helping to close the achievement gap for children in the "at-risk" communities of St. Petersburg. We start with south St. Pete!

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

WN7TJJW7HTD3

Annual Operating Budget Size*

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

\$1,532,862.00

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.

\$37,768.00

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?

Since 2014 the Shirley Proctor Puller Foundation (SPPF) has been bridging the educational equity gap and improving the academic success for lower performing students, grades K-8, in the St. Petersburg community. SPPF's M.A.S.T.R. Kids program provided academic interventions, enrichment, and advancement to 239 unduplicated students during the 2021/2022 school year through its' After School and Summer Camp Programs. Each program embeds daily curriculum focused on literacy and STEAM (Science, Technology, Engineering, Arts, & Mathematics) and their academic journey with us is tailored to the individual needs of each student.

SPPF has evolved from a summer-only program in 2016 serving 50 students at one site, into a year-round, after-school and summer program serving 239 students across two sites — increasing our capacity by 320% in just eight years. The scholars we serve come from "working poor" families primarily in zip codes 33705, 33711, 33712 (low/very low overall census tracts per Pinellas Child Opportunity Index). They hail from 23 different area schools, most qualify for free/reduced lunch.

SPPF's M.A.S.T.R. Kids model has proven to be highly effective. From 2016 to 2022, 70-80% of scholars who had 80% or higher in summer program attendance, consistently avoided the summer slide. Scholars attending January 2020 thru May 2021 (including new after-school program) experienced significant learning gains while their peers (who didn't attend) suffered devastating learning losses due to COVID-related impacts (remote learning, staff turnover, absenteeism). In pre- vs. post-assessments, 88% of our scholars posted gains in reading, and students reading at grade level doubled from 18% to 36% (i-Ready data). During the 2021/2022 school year, students reading at grade level grew from 8% in Aug'21 to 40% in July'22 (per i-Ready). As a result, SPPF M.A.S.T.R. Kids Program has a strong reputation within the community and a consistent waiting list (25-50 students).

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 children served by SPPF come to us from the largest African American community in all of Pinellas County and from families that have faced generations of inequity. The pandemic exacerbated these inequities as online learning and missed classroom time was followed by a notable drop in reading and math scores. In Pinellas County, 21% of students read proficiently (level 4 or level 5) while 52% of students were reading at a satisfactory level (score of 3 or higher) per Spring'22 testing, a significant drop vs. pre-pandemic levels. Data by race confirms historical disparity in scores - black students from SPPF community schools posted scores 50%-60% below those of white students. The need for interventions like those provided by SPPF has increased significantly. Without targeted intervention, the inability to read on grade level for a significant majority of these students is predictive of their success later in school and their economic well-being later in life.

In addition, communities of color, like the one served by SPPF, are under more stress as we emerge from the pandemic. According to the Foundation for a Healthy St. Petersburg, the Pandemic has affected black and brown communities at a disproportionate rate, three times greater than white communities (2020 Foundation for Healthy St. Petersburg website). Recent data on economic loss suggest that the impact of increased financial stress on families is commonly seen in higher rates of homelessness, child abuse and higher rates of anxiety and withdrawal in children (2020 University of Florida Health, Randall Alexander M.D., PhD). Again, the pandemic has left us with an increased need for academic intervention for the children of south St. Pete. These students are on track to become our communities' lowest income, least skilled citizens. SPPF represents a bridge to academic success which begins to address the inequity by providing free, safe, and reliable educational assistance our students need.

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.

SPPF has grown to meet the community's increased need/demand for services as a direct result of the pandemic. Fundraising over the last two years focused on paying for incremental staff, curriculum, and other materials needed to cover the growth in students served. Capital needs, were placed on hold despite the pressing need for improvements such as flooring and air-conditioning repairs for the rooms leased for Site 1 (Friendship Missionary Baptist Church).

The pandemic has impacted SPPF finances/economics in many ways, including:

- Doubled students served in June'21: added a second site, budget increased 49% reflecting increases in salaries, transportation, rent, and other operating costs.
- Program salaries were up 75% - Juvenile Welfare Board (JWB) funded 65% of the increase, SPPF had to raise funds for remaining 35%.
- United Way Suncoast funding was reduced (\$30,000) due to high area demand.
- Higher staff vacancy rates due to COVID illness and COVID related burnout resulted in higher overtime coverage costs
- PPE costs rose 30% due to continuing enforcement of CDC's health and safety mandates -- mask wearing, cleaning protocols for sites and buses – ongoing replenishment of supplies while prices of supplies increased.
- Food costs rose 45% due to suppliers, pricing, availability, and demand.
- Transportation costs rose 15% due to inflation and supply chain issues for vehicle maintenance/service and gas.

The negative economic impact to the community will undoubtedly continue for years to come. New academic reports are only now beginning to surface showing the devastating demand for increased out of school services. For example, the 2022 National Assessment of Educational Progress (NAEP) showed that the pandemic set students' reading levels back two decades with the biggest drop recorded among lower-performing students. The results reflect a 5-point drop in reading in Florida as well as in Pinellas County in just two years (2019 to 2022). For perspective, a one-point loss translates to three weeks of learning. A 5-point drop will take almost four months to make up, in addition to the typical school day. Critical out of school programming has not properly been properly funded through new national, state, and local revenue streams.

SPPF ended FY22 with a small surplus which is critical for cash flow management in summer months when payroll increases by 250%. SPPF received \$94,592 in government funding for COVID-19 economic relief (Paycheck Protection Program and Employee Retention Tax Credit). While these non-renewable funds helped us to survive, there is a gap in 2023. SPPF also needs to identify funding for growth to alleviate the constant waiting list of nearly 50 students.

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?

SPPF is requesting capital funding to replace the carpet in the classrooms, hallways, and on the stairs (approximately 4000 square feet total) within our SPPF M.A.S.T.R. Kids Program facility located at 3300 31st Street South in St. Petersburg. The facility is owned by Friendship Missionary Baptist Church with SPPF as a leasing tenant. The estimated cost of the project is \$37,768. The subsequent flooring is estimated to have a life of 15-20 years even with aggressive year-round use by school-age children attending both our after-school and summer programs. This capital improvement enables SPPF to optimize the environmental health and safety of this facility as we continue to serve school age children for 46 weeks during the year.

The current carpet is 23 years old and significantly worn, far beyond the end of life. The new flooring enables us to continue meeting the high demand for academic enrichment programming in this specific facility. Over the last year we have served 143 unique students in this facility across the two program sessions for three hours five days per week during the school year and for up to eleven hours daily during the summer. The facility is licensed by the Pinellas County Licensing Board. The new flooring installation would enable us to better deliver against the safety standards of our licensing agreement removing trip hazards, decreasing ongoing temporary fixes such as the metal seam protectors, etc.

The replacement represents a one-time capital outlay. There are no significant cost increases associated with maintaining the new flooring as we anticipate only a minor increase in maintenance (labor and cleaning supplies). There is also no significant decrease in operating costs. Temporary carpet repairs amounted to less than \$1000 last year.

As noted above, SPPF successfully responded to the increase in community need created by the pandemic. This resulted in an increase in total program costs of \$420,331 in 2021 vs. 2022. All incremental revenue generated has been utilized to offset increased pandemic related costs and to grow and expand programs to help bridge the learning gap for students which has been further exacerbated by the pandemic. This has left little to no funds available for necessary facilities improvements.

Number Served*

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

143

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?

The demographics of students served by SPPF last year speaks to the way in which the agency strives to address inequity in education. Our program is targeted to students disproportionately impacted by the pandemic – predominantly black, brown, and mixed-race children living in South St. Pete. But educational inequity for these students did not start with the pandemic. Educational inequity here reflects the cyclical pattern of decades/generations with higher poverty levels, lower access to health care, higher crime, lower high school graduation rates, and lower post-high school economic/earnings achievement (Pinellas County Economic Impact of Poverty Report, 2013). The complexity of educational equity in the community is detailed in the Pulitzer Prize winning “Failure Factories” series published by the Tampa Times 2015-2017.

The mission of SPPF is rooted in addressing inequity and underperformance of these students. We strive to help break the cycle noted above, improving earning potential and sustainability of families in our community, by assisting scholars in building a strong education foundation. We firmly believe that when the foundational playing field is leveled, our scholars can compete in any career field they choose.

SPPF student/Family Demographics:

- 91.6% Black/African American, Non-Hispanic or Latino, 1.7% Black/African American, Hispanic or Latino, 6.7% Multi-Racial
- 93% of scholars are from ALICE Households -- 45% of scholars are from households with less than \$20,000 in income (below federal poverty level), 67% from households with less than \$30,000 in income
- 61% are from single parent homes, 19% are from dual parent homes, the remaining 20% of Households are typically multi-generational adults living in the home
- All scholars are from Pinellas County with 80% coming from the most targeted zip codes of inequity -- 33705 (27%), 33712 (38%), 33711 (15%)
- 100% of public schools served qualify for the free and reduced lunch program.

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/>
4133 Cortez Way South, St. Petersburg, FL 33712

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.

3300 31st Street South, St. Petersburg, FL 33712

QCT Determination - Project*

Is this organization's project in a QCT?

No

QCT Impact*

PCF understands that just because a project may not be located in a Qualified Census Tract, those who reside in one may access your services and may come to the location where your organization's project will take place.

- If applicable, please describe if you have clients that reside in a QCT as indicated on the map linked above, and the proportion of your clients that come from these areas.
- If your organization does not serve clients from a QCT, you can write "Not Applicable" below.

A significant majority (70% to 80%) of the scholars served live in households (HH's) within the QCT, which appears to cover much of the area in the most targeted zip codes -- 33705 (27%), 33712 (38%), 33711 (15%). Surprisingly, a very small portion of 33705 (including the area around Lakewood Elementary school) and 33712 (areas feeding Maximo Elementary) appears to be excluded from the QCT though we know that students from these areas are coming from very low income homes. The facility itself is located at the very edge of the QCT at 31st street and 33rd Avenue, a few blocks off the 26th/28th Avenue border.

- 93% of SPPF family HH's would be described as ALICE (Asset Limited, Income Constrained, Employed) HH's.
- 45% of scholars are from HH's with less than \$20,000 in income (below the Federal Poverty Line), 67% from HH's with less than \$30,000 in income
- On average, there are 1.3 adults and 2.5 children living in each HH
- 100% of public schools served qualify for free or reduced lunch

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.

From its inception, SPPF has listened to and leveraged the voice of community. In 2014, founders held focus groups with community members – teachers, parents, church leaders, business owners, and community organizers, to hear their views around the problems leading to inequitable education and underperformance for community children, as well as potential solutions. We have established authentic partnerships within the community to enhance learning, exposure, and self-esteem for our scholars, and to maximize our impact. In addition, SPPF engages individual elders in a program entitled "Read with Our Elders" where scholars and elders read out loud together and discuss their favorites parts of a story. It is very popular in the community. Finally, SPPF participates in various community literacy events, providing free books to children of all ages. Our robust network of partners includes:

- Artz4Life
- Carter G. Woodson Museum,
- Innovation District
- Friends of Johnson Library
- Friendship Missionary Church
- Gulf Coast Jewish Family and Community Services
- James Museum
- Morean Arts Center
- Mount Zion Progressive Baptist Church
- Museum of Fine Art
- National Council of Negro Women (St. Pete Chapter)
- Pass-a-grille Community Church
- Phyllis Wheatley Rise to Read
- Pinellas County Schools
- Seniors in Service
- SHINE Mural Festival
- Sizemore Productions Mindful Movement
- St. Pete College
- St. Pete Free Clinic
- United Way Suncoast

SPPF also ensures inclusivity by engaging and employing people with lived experience of poverty, trauma, and educational inequity at every level of the organization. SPPF leadership and most staff are from South St. Petersburg. We have found that this intentional method of inclusion helps guide our work and program evaluation for a more meaningful impact with the highly under-resourced population of students we work with and allows us to build trust with students, parents and families more quickly.

Demographics of our Board:

- Gender — 3 Male, 8 Female -- 27%/73%
- Black, Non-Hispanic — 46%
- Latina, Hispanic— 27%
- White, Non-Hispanic — 27%

Demographics of our Staff:

- Leadership — 8 members
 - o 75% Women, 25% Men
 - o 75% Black Non-Hispanic, 25% White Non-Hispanic
- Other Staff — 55 members
 - o 67% Women, 31% Men, 2% Non-Binary
 - o 6% White Non-Hispanic, 2% Mixed Race, 92% Black Non-Hispanic

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.

The Shirley Proctor Puller Foundation and the Friendship Missionary Baptist Church (FMBC) entered into a Memorandum of Understanding in March 2020 to enable the implementation of the SPPF M.A.S.T.R. Kids Program at this location. The MOU included a facility use agreement allowing SPPF to utilize the educational wing of the church building, the upstairs multi-purpose space, and two buses. It was agreed that any required modifications to the space for SPPF purposes (Pinellas County Licensing Board or otherwise) would be primarily the responsibility of SPPF with approval by the church board. The cost of the lease is \$25,000/year and the agreement currently runs through 2030 with cap of 3% increase annually. We completed an analysis of comparable space (approx. 5000 square feet) in the area and discovered very few offerings in the target area. Available offerings on Loop.net and Propertyshark.com start at \$20 per square foot (\$100,000) per year. We currently pay \$25,750 per year, about 1/4 of the lowest comparable price we found on the market.

The relationship between SPPF and FMBC has been very symbiotic. SPPF managed a capital project in this church environment, in late 2020, in preparation for licensing approval by the Pinellas County Licensing Board (PCLB), as it was determined that fire sprinklers and a fire alarm system must be added to spaces used by SPPF to enable compliance with the code for school age children. SPPF undertook this project with church approval and grant assistance. The project was completed in Spring of 2022 at a cost of \$154,471. As a result of the sprinkler investment, the time-period of the lease agreement was extended from 2025 to 2030.

The church board is aware and supportive of this proposed flooring project as the carpeting in the area is 23 years old (installed 1999) and heavily worn. In some places the carpet is torn and/or repaired using a raised metal seam binder which creates a trip hazard for little ones.

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.

The project calls for the removal of old carpeting, preparing the sub-floors, installation of new laminate flooring in approximately 4000 square feet of classroom space including the hallways. SPPF is proposing to work with a general contractor to complete the project given prior experience with fire sprinklers which demonstrated that this level of oversight is imperative to ensure the work is done right the first time and that one organization is accountable to the church for ensuring the project runs as planned. We are exploring a range of materials from commercial grade carpet to vinyl laminate to select the safest, most durable, most cost-effective option for the area given the intended use.

Expenses	Estimated Cost (\$)
Demolition and removal of current flooring	2,000

Surface Prep	2,000 - 4,000
Flooring Materials	15,000 - 20,000
Baseboard Materials	3,000 - 4,000
Installation (flooring and baseboards)	12,000
General Contractor (10%)	3,400 - 4200
Contingency (10%)	3,400 - 4200
<hr/>	<hr/>
Total.	40,800 - 50,400

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.

SPPF is prepared to implement the project as outlined and to meet the RFP timelines. We have approached St. Pete Construction as a preferred General Contractor. This organization stepped in with very little notice to help us execute and negotiate supplier details with the sprinkler project when execution slowed, and a few issues arose in permitting. Given their knowledge of the space, we feel they would be the most efficient and effective option. In addition, the contractor is willing to discount the usual service fee of 15% by one third. Based on the contractor's recommendation, we have reached out to initiate bidding and put in place a schedule to ensure we are able to respond to the RFP in a timely fashion and to move forward with implementation once approved. We have also looked at carpeting and laminate plank flooring that would be within the materials range to satisfy ourselves that we would be comfortable with the affordable options.

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.

SPPF has not obtained any funding to date for the project and we have no applications pending. Last year, for a different capital project, we considered applying for a City Block Grant but were advised that the likelihood of rejection was very high as the funding was primarily intended for COVID-19 specific capital improvements delivering incremental housing availability. We also explored other funding through the City of St. Petersburg and through the Foundation for Healthy St. Pete. without success. The Foundation for Healthy St. Pete. was not considering capital funding requests at the time. The City recognized that we unfortunately are among a small group of organizations ineligible for CRA or CRP funds due to falling just barely outside the designated area. They are reportedly working to address this issue. Finally, as a JWB service provider, we considered applying for a capital grant through JWB, however, that process has been placed on hold indefinitely.

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.

The proposed project enhances the safety and usability of the classroom space for the SPPF M.A.S.T.R. Kids Program without a material increase in operating cost. There may be a small increase in cleaning cost associated with laminate flooring vs carpet, but this is estimate at less than \$200 annually and manageable within our current operating budget.

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.

SPPF has the ability to segregate funds and expenditures by use within our general ledger and our balance sheet is healthy enough to manage this project on a reimbursement basis (as long as it is not undertaken during the summer session when our cash flow is very tight). Our largest funder is the Juvenile Welfare Board of Pinellas County (JWB). We have worked with JWB as a funded agency partner since 2019 and always been able to deliver on the reporting requirements of the agency. They are also a reimbursement-basis funder and we have managed our cash flow proactively to accommodate this.

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