

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*

Starting Right, Now

Project Name*

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

SRN House Manager Dormitory

EIN*

26-3725699

Incorporation Year*

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

2008

Organizational Mission Statement*

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

SRN ends homelessness for youth by providing stable housing, promoting educational achievement, securing employment, teaching financial literacy/life skills, and encouraging one-on-one mentoring.

Unique Entity ID (SAM)

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

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

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

Character Limit: 12

Annual Operating Budget Size*

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

\$1,689,817.64

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.

\$115,000.00

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?

"I sneak to the secluded alley behind my elementary school, pencil case full of drugs. I see customers – middle schoolers. In fifth grade, I envy other kids' chores. Born into my mother's gang life, I am selling drugs so we can eat." This quote comes from Jalisa.

Eventually Jalisa's mother's gang life results in incarceration. Her father is not stable. By her junior year in high school, Jalisa is homeless, couch hopping from one friend to another. When she confides in her school social worker, she is referred to Starting Right, Now (SRN).

Since 2008, SRN has been addressing the roots of poverty for unaccompanied homeless youth (UHY) - students unhoused and not living with a parent/guardian. UHY leave home because it is unsafe. Often DCF has investigated but taken no action. Because the youth was not forcibly removed from home, they are not considered for foster care. They have no safety net. UHY live without housing, food and healthcare, a caring adult, hygienic facilities, and transportation. They are at risk of school failure, incarceration, and death.

Jalisa moves into SRN's housing. Staff helps her access food stamps, Medicaid, and mental health counseling. SRN arranges academic support and helps her apply to college and scholarships, with case management through post-secondary education. Jalisa is matched with a mentor. SRN teaches her to budget and bank. She attends SRN's life skills training to build self-esteem. She benefits from the ten laws authored by SRN to protect UHY; for example, UHY are eligible for Medicaid independent of family.

Today, Jalisa is a college graduate working as a security engineer in cyber security. This previously at-risk homeless student has entered a career, a salaried job with benefits. Self-sufficient and contributing to her community, she is one of hundreds of SRN success stories. SRN's model aligns with the Social Determinants of Health, a CDC framework cultivating resilient citizens and building healthy communities.

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.

SRN serves unaccompanied homeless youth (UHY), a federal term defined in the McKinney-Vento Homeless Assistance Act as, "Youth not in the physical custody of a parent or guardian...who lack a fixed, regular, and adequate nighttime residence." Representing various racial backgrounds, all SRN participants are below the "extremely low (30%)" federal HUD income limit.

UHY report danger and instability at home. They flee issues related to blended families, pregnancy, sexual activity or orientation, domestic violence, parental neglect and abuse (physical, sexual, and/or substance), incarceration, illness, deportation, or death. Because they are not removed by the DCF but rather choose to leave for their own safety, UHY are not considered for foster care. Unhoused, traumatized, and alone, they are at risk of school failure, incarceration, and death.

In 2020, the National Center for Housing and Child Welfare estimated between 1 and 1.7 million homeless youth who have run away or been asked to leave home. Florida's Council on Homelessness 2019 Report counted 95,000 UHY in Florida. The Department of Education identified 4,711 UHY in Pinellas county. The

true rates of incidence are likely higher; it is difficult to collect data on this transient population, and youth are reluctant to admit to their precarious living conditions.

UHY lack consistent food, healthcare, and shelter, and struggle to secure work (due to age, inexperience, or lack of transportation). They resort to nonviolent offenses, such as stealing food, selling drugs, or survival sex work. These acts put UHY at greater risk for criminal convictions. The National Health Care for the Homeless Council's article, "Behavioral Health among Youth Experiencing Homelessness," lists depression, anxiety, and post-traumatic stress syndrome as common mental health issues. To cope with their pain, UHY likely resort to drugs and alcohol. These difficulties further inhibit the ability to transition out of homelessness.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

Note: If you are applying for both a Small Purchase and Large Project, you may reuse the answer for this question PROVIDED THAT the negative economic impact is relevant to both requests.

The headline from an NBC News article published March 30, 2022 reads, "A record spike in rents hits Tampa Bay after newcomers flocked to Florida during the pandemic." A 10 Tampa Bay WTSP article from February 21, 2022 cites a study conducted by Online Mortgage Advisor that found on average local renters are spending 42% of their income on rent. As recent as July 25, 2022, CBS News reported on the Tampa Bay rent surge, spotlighting how families cannot find affordable housing, pushing them toward homelessness.

The Negative Economic Impact SRN is experiencing associated with this request as a result of the COVID-19 pandemic can be classified as "a need for capital assets to offset community need." SRN is struggling to retain house managers because they cannot afford their own living quarters given the escalation in rent prices in the area.

To ensure the presence of a responsible adult at home at all times, SRN employs six house managers. The position is full time, live-in, requires on-call availability, and is considered "essential" personnel in times of emergencies. House managers provide crisis intervention and oversight of the daily operations of the house, including cleanliness. House managers ensure a safe, secure, and communal environment for the program participants.

When SRN expanded into Pinellas, we were granted the use of a former school campus. In order to stretch funds, we renovated former classrooms into dormitory buildings. Bedrooms were formed with walls that do not reach the ceiling to enable airflow and light from the existing air condition and light source.

Currently house managers occupy bedrooms within our two dormitories. An on-shift house manager sleeps in each dorm every night to be present for the kids' safety. When house managers are not on shift, they would previously return to their personal apartments off campus to experience a genuine break from work to recharge and rest for their next shift. However, recently because of the rent spike, house managers are unable to preserve their own housing, relying solely on SRN's accommodations.

This setup is not sustainable because employees living exclusively in SRN's dormitories never get a rest from work. There is no privacy and no quiet time. Even when they are not on shift, they are still woken up at 5 am when the on-shift manager turns on the light and the kids get ready for school. Being a house manager is a stressful job in any case, but in this scenario they have been feeling especially burnt out and resign. A revolving door is unhealthy for our students who need reliable and consistent adult figures.

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?

SRN proposes renovations to the "administrative" building on our Pinellas campus to create a House Manager Dormitory. SRN expanded into Pinellas county from Hillsborough in 2017. We partnered with Ajax Building Corporation to renovate the former Harris Tips school, rented to SRN by the Pinellas County School Board for \$10 annually. Two former classroom buildings were remodeled into student dormitories. In addition, the campus includes a common area, kitchen and dining, laundry room, and computer lab.

Offices were also constructed during renovation, but they have remained unused. SRN proposes renovating the un-utilized on-campus offices to create bedrooms and bathrooms (with showers) for house manager living quarters. They will be able to get the necessary respite to be fully present on shift.

Our model in Hillsborough, which accommodates private rooms for each manager, has not seen this employee turnover. Thus, this renovation will enable SRN to accommodate live-in staff at Pinellas in a sustainable arrangement indefinitely. Once completed, the building will be fastidiously maintained as we do with all of our facilities to prolong the lifespan.

Number Served*

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

25

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**.

Other (Explanation Required Below)

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.

Although this renovation will accommodate living quarters for house managers, the project really serves the unaccompanied homeless youth who access free, long-term, safe housing at SRN. Unaccompanied homeless youth can live in our transitional housing facility and access our wrap-around services for years while they work towards their high school graduation and progression to a post-secondary education goal (college, vocational training, or the military). The housing facility has the capacity to accommodate 36 residents (unaccompanied homeless youth), but we are gradually scaling up to full capacity to ensure we do not sacrifice quality of care.

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 the COVID pandemic, the prevalence of UHY is expected to rise. Increased unemployment and healthcare expenses, which interfered with funds for housing and food, and increased family separations and child neglect due to parental drug abuse, physical and/or mental health challenges, or death has increased the demand for services for UHY. In United Way's 2021 report, Tampa, FL had the seventh-most eviction filings of US cities during the pandemic.

Recognizing this need, in 2020 SRN expedited a capacity increase of our program in Pinellas. Without our support, and unable to access free breakfast and lunch because of school closures, UHY faced dire food insecurity. SRN pivoted to home-school our youth, still graduating all seniors and preparing them to progress

to their next education level. Without the means to access virtual learning, many UHY not in SRN fell further behind academically. Pinellas public schools are still missing thousands of students who didn't re-enroll when school re-opened. The past two years have intensified our conviction to cultivate equity in our community, providing wrap-around services to the growing number of unaccompanied homeless youths to remove barriers that keep them homeless and impoverished.

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.

Enter an Address, city, state or tract Florida

Map Options : Clear | Reset | Full Screen

QCT Legend: — Tract Outline ■ LIHTC Project ■ 2022 Qualified Census Tracts

SADDA Legend: — FMR Boundary ■ 2022 Small DDA ■ Non Metro DDA

Hide the overview

The 2022 Qualified Census Tracts (QCTs) and Difficult Development Areas (DDAs) are effective January 1, 2022. The 2022 designations use data from the 2010 Decennial census. The 2022 designation methodology is explained in the federal Register notice published September 9, 2021

Map Options

10 Current Zoom Level

Show Difficult Development Areas (Zoom 7+)

Color QCT Qualified Tracts (Zoom 7+) ←

Show Tracts Outline (Zoom 11+)

Show FMR Outlines (Zoom 4+)

Show LIHTC Projects (Zoom 11+)

[Click here for full screen map](#)

Select Year

2022

2021

Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use

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/>

1212 W Cass St, Tampa, FL 33606

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.

4600 Haines Rd N, St. Petersburg, FL 33714

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.

SRN serves unaccompanied homeless youth registered in Pinellas County high schools. Students are referred to the program by school personnel, thus it is possible some clients originally resided in a QCT.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

No

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.

SRN effects systemic change to reduce barriers faced by unaccompanied youth and to ease our service provision. Listening to the needs of our participants, SRN has amended ten Florida laws to protect

unaccompanied youth statewide: (1) unaccompanied youth can obtain their birth certificate, social security card, and state ID; (2) unaccompanied youth have the right to a 14-day expedited emancipation trial without fees; (3) unaccompanied youth are eligible for Medicaid and food stamps; (4) unaccompanied youth can consent for their own healthcare, including mental health, as minors; (5) homeless higher education tuition waivers are accepted at all post-secondary education; (6) unaccompanied youth can consent for their own psychiatric evaluation and treatment; (7) unaccompanied youth can consent for their own substance abuse evaluation and treatment; (8) unaccompanied youth qualify for Keys to Independence, which was formally limited to foster care youth, easing the process to become drivers; (9) school districts must provide identification cards proving student's status and rights as an unaccompanied youth; (10) state college campuses must have a homeless liaison and food bank. Funding will NOT be used for advocacy.

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+

Neurodiverse/physically disabled

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.

SRN's lease with the school board indicates:

"SRN shall, at its sole cost and expense, repair and maintain the Premises' improvements, and facilities, as well as all equipment...This obligation includes any improvements needed to bring the Premises into the condition SRN desires in order to begin its intended use, in SRN's sole discretion. Any and all improvements by SRN must be pre-approved by the School Board in accordance with Section 12.1."

"12.1 Improvements and Modifications to the Premises: No improvements, modifications or alterations shall be made to the Premises without the prior approval of the School Board's Associate Superintendent of Operational Services. All approved improvements to the Premises shall be completed in a commercially reasonable manner, properly permitted, in compliance with all governmental regulations and codes, and the work shall be performed by a properly licensed and insured contractor. All improvements made to the Premises shall be the property of the School Board. Notwithstanding the foregoing, any approval provided by School Board shall be accompanied with a statement of whether the approved alterations will be required to be removed at termination or expiration of this Agreement."

SRN has obtained permission for the remodel of this building and works closely with the school district real estate department. SRN was granted a lease that is renewable under the initial terms provided we exercise the option within 30 days of the year end renewal term.

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 following Budget Summary was estimated by Ajax Construction, with whom SRN previously partnered on our 2017 campus remodel. We are hoping to work with Ajax again on this project, but are happy to collect bids for the full proposal.

Administrative Requirements - \$6,000
 Demolition Work - \$4,000
 Rough Carpentry - \$3,000

Steel Doors and Frames - \$3,000
 Wood Doors - \$4,000
 Finished Hardware - \$3,000
 Gypsum Board - \$3,000
 Ceramic Tile - \$7,000
 Acoustical Ceilings - \$2,000
 Finished Flooring - \$3,000
 Paint - \$3,000
 Miscellaneous Building Specialties - \$7,000
 Plumbing Work - \$40,000
 Electrical Work - \$5,000
 Bonds and Insurance - \$2,000
 Escalation - \$6,000
 Contingency - \$10,000
 Overhead and Fees - \$4,000
 TOTAL - \$115,000

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.

Ajax Construction has provided us with a renovation plan (attached as an additional upload) and estimated budget. Our organization partnered with Ajax Construction for the 2017 overall campus remodel. We can easily obtain bids from various contractors but if possible, would like to continue working with Ajax. They have provided a lot of in-kind support in addition to their building services. Bill Byrne, the president of Ajax, is an active SRN board member supporting our mission to uplift unaccompanied homeless youth.

Other Funding Sources*

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

or in-kind contributions you may have obtained.

If none, please write N/A.

N/A

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

This capital project will likely increase the amount of our electric bill. SRN has been approved by a CDBG Public Facilities grant to install solar panels, thus reducing our electric expense. We will also continue to apply for grant funding to cover any difference.

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.

SRN manages accounts payable on a bi-monthly basis. Checks are processed every two weeks by our Administrative Support Service Coordinator. This position handles all accounts payable and processing. Checks are written and distributed to the Executive Director, with the itemized bill attached for reference for final signature.

All Accounts payable are paid within a 30-day window. The vendor is assigned in our Quickbooks account software. The grant associated with the vendor is listed. A check is processed. The check is given to the Executive Director for signature. The check is copied and placed in an AP file with the record of cost as a secondary source of information. Once the check has cleared the SRN bank, a copy of the bill and the cleared check is uploaded into the grant system for reimbursement. If the grant is not in an online portal, the copy of the cleared check and the receipt is sent via email or USPS.

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.

SRN House Manager Dormitory Renovation Rendering.pdf

Anything else to share?

If you have any details to share regarding this grant request, you may do so below.

File Attachment Summary

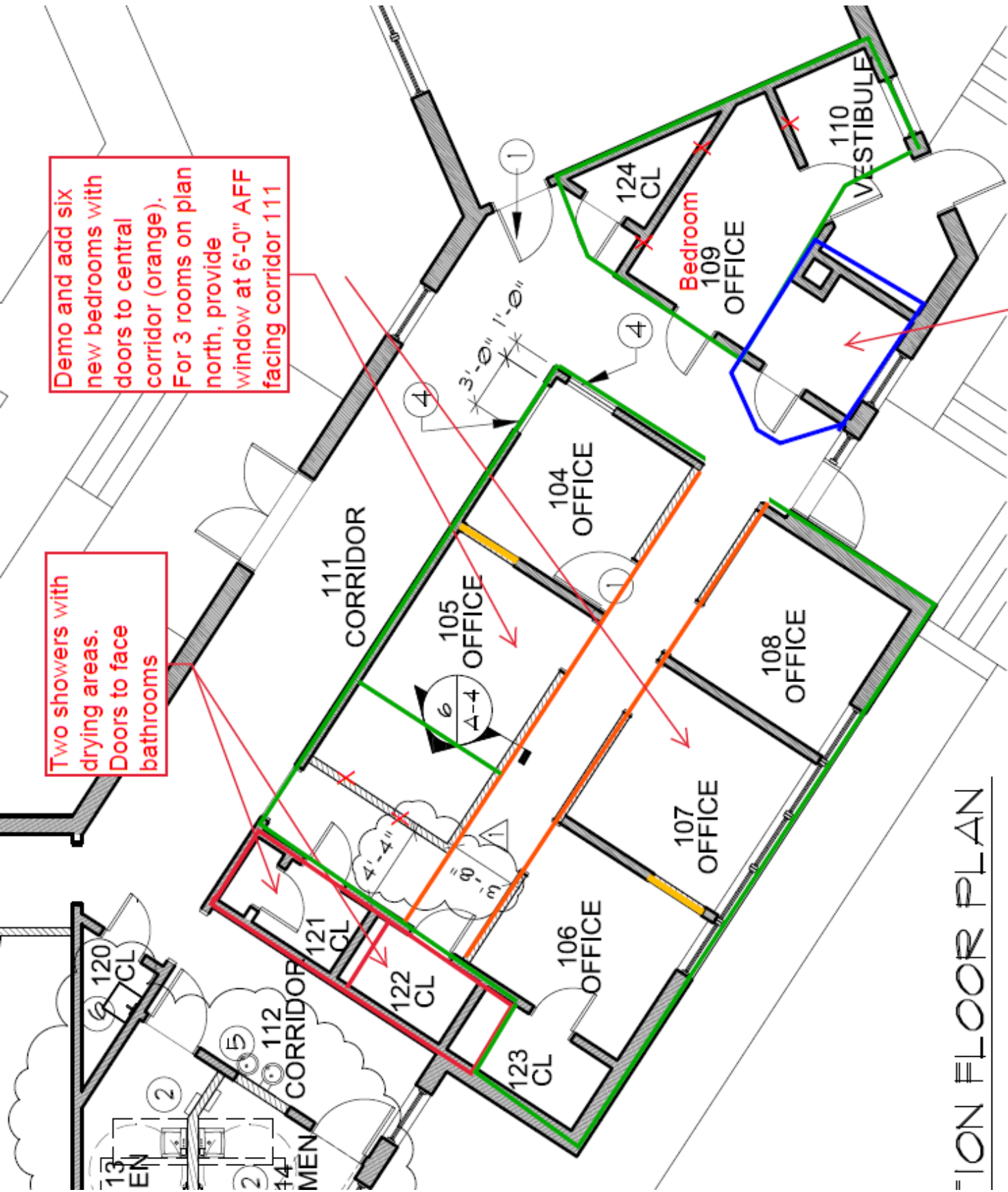
Applicant File Uploads

- SRN House Manager Dormitory Renovation Rendering.pdf

Demo and add six new bedrooms with doors to central corridor (orange). For 3 rooms on plan north, provide window at 6'-0" AFF facing corridor 111

Two showers with drying areas. Doors to face bathrooms

Demo



ION FLOOR PLAN