

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*

Clearwater Neighborhood Housing Services dba Tampa Bay Neighborhood Housing Services

Project Name*

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

TBNHS Office Renovations

EIN*

59-1898543

Incorporation Year*

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

1982

Organizational Mission Statement*

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

The mission of Clearwater Neighborhood Housing Services doing business as Tampa Bay Neighborhood Housing Services (TBNHS) is to improve the quality of life in the neighborhoods which it serves by promoting revitalization through Home Ownership, Rehabilitation, Economic Development, and Education.

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

GKCQJZ5P2SM9

Annual Operating Budget Size*

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

\$2,269,546.00

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.

\$82,000.00

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding for a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

Yes

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Request Specifics

Organization Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. That is, what does your organization **do** and **how long** has it been doing it?

Over the past 43 years, TBNHS' homeownership programs have provided pre-purchase educational classes and individual one-on-one counseling primarily to low and moderate-income persons who intended to purchase a home. The program's services include helping clients understand mortgage documents, credit repair, budgeting, how to work with a Realtor, home inspections, the closing process, fair housing rights, and other topics related to purchasing a home.

TBNHS also provides post-purchase counseling services to determine if clients who purchased a home are experiencing any problems with the new home, and/or need additional information or training to maintain the home. TBNHS programs further provide counseling and assistance to homeowners at risk of foreclosure, including assistance in identifying housing problems, one-on-one financial counseling, negotiating workout plans with lenders, and emergency loans (when funding is available).

TBNHS further has extensive experience working with families that are not immediately able to purchase a home. TBNHS' offers one-on-one housing counseling to help families understand the reasons for the delay in purchasing a home, methods to overcome obstacles to purchasing a home, and provides referral services to appropriate agencies to assist clients in overcoming obstacles to homeownership. Furthermore, over the past year, TBNHS has expanded its services to also include Fair Housing Pre-Purchase Education Workshops; Financial, Budget and Credit Workshops; Predatory Lending Education Workshops; and Rental Housing Workshops.

In addition, TBNHS also has extensive experience administering down payment and closing cost assistance programs, homeowner housing rehabilitation programs, providing rental and utility assistance for renters utilizing ARPA funds, completing the rehabilitation of distressed existing residential properties, developing new construction in-fill affordable housing, and managing commercial building renovations.

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 TBNHS main office is located within the N. Greenwood Neighborhood Revitalization Strategy Area (NGNRSA) of Clearwater. NGNRSA is known as one of the poorest neighborhoods in the City. According to the City of Clearwater's most recent Consolidated Plan, there are approximately 50,000 persons of low or

moderate income within the City – 43% of the City’s population are low to moderate income. The City’s Neighborhood Revitalization Strategy 2020 states that “according to 2020 HUD Low/Mod Data, and the 2014-2018 American Community Survey (ACS) the NGNRSA has a combined population of 5,651 people of which 58% is considered low- to moderate-income.” Additionally, the NGNRSA experiences a much higher level of poverty than the rest of the City. The 2014-2018 ACS reported that persons living below the poverty level in tracts 261.01, 261.02, and 262.00 were 23.9%, 15.6%, and 34.8%, respectively.

The NGNRSA also has some of the oldest lower-income housing/commercial units in the City of Clearwater. In census tracts 261 and 262, the average home was built in 1958 making buildings in the area over 60 years old. The TBNHS main office falls into this age statistic. The building was constructed in 1950 making the facility 72 years old. By providing funding to TBNHS to make improvements to the main office, TBNHS will be able to achieve its mission of helping low to moderate-income households with their housing needs. The office improvements will create a better environment for the clients TBNHS serves as well as the staff of the agency. The grant assistance will allow the organization to continue to provide uninterrupted services to the residents of Pinellas County at its current location. In addition, it will allow the agency to utilize its programmatic funds for services to underserved community residents rather than building improvements.

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.

Covid-19 has caused inflationary pressures that have caused a negative economic impact on TBNHS and its ability to complete this project. While many industries have suffered challenges during the pandemic, the one sector that was hit especially hard by the pandemic is the construction industry. As a result, the cost of the office improvements that TBNHS is seeking to have completed has risen so dramatically since the beginning of the pandemic that the agency will struggle to afford the construction costs without additional financial grant assistance.

Early on in the pandemic, contractors were impacted by travel and transportation restrictions for materials, increased operating costs, and a significant increase in demand as individuals began working from home, staying home instead of going on vacations, and wanting to make improvements to their homes where they

were spending more and more time. These problems, plus the fact that most businesses had to end operations at some point due to government guidelines and health and safety risks, further resulted in canceled or postponed projects that eventually needed to be rescheduled or resumed. In addition, construction businesses (like all businesses) were experiencing a decrease in staff since the virus was so severe and highly contagious causing many employees to shield and self-isolate, so there have been fewer people available to complete the construction projects.

As the pandemic continues, and the world is trying to get to a new normal, the impacts are still being felt in the construction industry. The rate of inflation reached 8.5% in March 2022, continuing at a 40-year high and showing few signs of relief for consumers. Higher prices for food, gas and housing costs have fueled the consumer price index's jump. On top of labor shortages, the cost of materials such as windows, doors, HVAC, etc. continues to rise almost daily, wreaking havoc on not only projects that were previously canceled or postponed, but future projects like the project TBNHS is proposing under this Letter of Intent.

Until consumer demand for construction projects wanes, the supply chain obstacles are resolved, and the workforce numbers return to pre-pandemic figures, inflation will remain high and the cost of the TBNHS office improvements will remain unaffordable. This will have a negative economic impact on TBNHS and the services that the agency will be able to provide to the residents of Pinellas County.

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?

TBNHS will utilize the requested funding to make improvements at the TBNHS main office. The improvements that will be completed will increase the livable conditions at the facility and extend the useful life of the office for at least fifteen years. The activity proposed is to re-roof the building and trim the tree branches above the office, replace 22 existing windows with new hurricane impact windows, install new exterior doors, install new soffit, fascia and gutters, replace the exterior wood deck in the rear of the building, paint the exterior of the building, install two new HVAC unit condensers and air handlers, enlarge bathroom 1 to convert to meet ADA standards, and gut bathrooms 2 and 3 and install new drywall (all baths will have new toilets, vanities, and exhaust fans).

TBNHS staff will oversee the entire project. Planning working will include the development of a scope of work along with the advertisement for the bid. TBNHS will prepare the environmental assessment of the project to identify any possible environmental effects. TBNHS will also contact the State Historical Preservation Office for a review of historical significance. Once the TBNHS staff is ready to proceed, the project will be presented to the Board of Directors for final approval.

After project funding is secured, TBNHS will advertise the project in the local newspaper to solicit bids. Local contractors and minority and woman-owned businesses will be encouraged to apply. An open house will be held for contractors that are interested in bidding on the project to review the scope of work and ask questions of the staff.

After the contractor is selected, TBNHS will prepare the notice of award and contract documents. After all the signed contract documents are received, along with the certificate of insurance, workers' compensation, and the bond, if applicable, the notice to proceed will be issued. Contractors will secure all permits from the City. During construction, TBNHS will monitor and inspect the ongoing work to make sure the work is being completed properly and in a timely manner. Upon project completion, TBNHS will complete a final inspection and secure the warranty and release of liens prior to the final payout.

Funding received for this project will help address the negative economic harm TBNHS experienced as a result of inflation pressures that were caused by the pandemic. The funds will help reduce the costs to be paid by TBNHS to near pre-pandemic rates.

Number Served*

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

850

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.

Not applicable

Rent vs. Own*

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

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

Own

Guiding Principles - Client Impact*

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

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

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

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

This project will benefit community members that have experienced disproportionate negative impacts from the COVID-19 pandemic. All the programs and services provided by TBNHS at the main office benefit all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, 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.

TBNHS has largely focused its initiatives on individuals with low to moderate incomes in its target areas of North Greenwood and Lake Bellevue. As a result, the majority of the program beneficiaries have historically been low-income, African American females largely due to the organization's location in North Greenwood. As I am sure you know, low-income individuals were the hardest hit during the pandemic. Low-income earners were not able to stock up on groceries and medications when the lockdown hit, let alone save for a home or even pay basic rent and utilities. In addition, low-income individuals are more likely to work low-wage jobs without benefits; they are also more likely to work in retail or service jobs, which means they were more likely to be at risk of exposure to the virus and/or more likely to either lose their jobs or be laid off.

Since no one is denied services by TBNHS, everyone who works with the agency will benefit from the programs being offered at the main office. The funding being requested will greatly assist TBNHS in completing the much-needed improvements to the office to allow the agency to remain at its current location and continue to provide affordable housing services to the whole community.

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/>

608 North Garden Avenue Clearwater, FL 33755

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.

608 North Garden Avenue Clearwater, FL 33755

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.

Although the TBNHS office (project location) is right outside of the QCT, most of the clients that are served by TBNHS reside in a QCT and access the services provided by the agency. TBNHS provides its services throughout Pinellas County, but its specific target areas include the City of Clearwater Revitalization Areas of North Greenwood, Lake Bellevue (formerly South Greenwood) and the Downtown Gateway, and the Union Academy area of Tarpon Springs. All TBNHS target areas are located in QCTs.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

Further determination required

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.

TBNHS is very representative of the community in which it serves. To begin with, the organization's by-laws dictate the make-up of the board of directors. The by-laws state that a "majority of the members shall at all times be residents of, or owners of property within, the geographic boundary of the particular neighborhood or neighborhoods selected by the directors to be the focus of this corporation's purposes." The particular neighborhoods of focus for TBNHS have been North Greenwood and Lake Bellevue which are known as the poorest communities within the City of Clearwater and are largely African American.

Due to this policy, the majority of the board of directors actually reside or own businesses in either the North Greenwood or Lake Bellevue communities. In addition, 40 percent of the board of directors are low-income, 9 members of the board identify as a race other than white, 8 members are women, and one identifies as LGBTQ+.

Furthermore, the President/CEO is Hispanic and two new staff members are also Hispanic. The new bilingual staff enables TBNHS to provide its programs, services, and materials in both English and Spanish. Three additional staff members are African American, one of whom also resides in the North Greenwood neighborhood. In addition, the former President/CEO of TBNHS who served the organization for over 40 years is a lifelong resident of the North Greenwood community. Her well-established commitment to the community has enabled the current staff to continue its connection to the residents and valuable partnerships that were formed throughout Pinellas County. It further assists the staff in forming new relationships in the communities it serves.

And finally, TBNHS has been an active housing organization operating in either Lake Bellevue or North Greenwood for over 43 years. Over the years, TBNHS has established numerous partners in the community such as local churches, businesses, government officials, and other local non-profit organizations. The organization, staff, and board are truly members of the community. The agency is very diverse and is representative of, and has authentic connections to, the community where it is located and the people it serves.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

LGBTQ+

Cost Difference

Estimated Total Project Cost*

Please specify the total cost of this capital project.

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

\$148,380.00

Cost Difference*

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

TBNHS has committed NeighborWorks America funding to implement this project. In addition, the City of Clearwater has committed Community Development Block Grant (CDBG) funding. It is anticipated that the CDBG funds will be used for the roof. The TBNHS NeighborWorks America funds will be utilized for a portion of the construction costs, staff salaries, operating costs, and construction contingencies. It is important to note that TBNHS has included a fifteen percent construction contingency in the budget as part of the agency's committed funds. The higher-than-usual contingency is due to the uncertainty of what may be found once construction begins. For example, since the frame of the building is wood, there could be unseen damage from termites. In addition, the cost of materials due to supply chain issues, inflation, and labor shortages could cause increases in pricing from the estimate.

Since the other funding is already secured, TBNHS can carry out the nonpotential ARPA-funded portion of this project. However, if this project is not funded by Pinellas Community Foundation, TBNHS will need to seek other funding sources such as grants and partnership donations to complete the work that is anticipated to be completed using ARPA funds. If TBNHS is unable to secure those other sources of funding, the Board may consider selling the building and relocating to another site that does not need quite as much work. In the past, the Board and administration considered the lease-purchase of property on Drew Street rather than making the improvement to 608 N. Garden Avenue. However, due to the costs associated with that endeavor, the Board and new administration opted to make the improvements to the current building instead. Further, the current office has a great location. It is in close proximity to downtown, it is close to public transportation, it is easily accessible by walking, and it has an excellent location in North Greenwood (the agency's primary target area).

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.

Re-Roof 30 years dimensional shingles including up to 5 sheets of plywood. Remove gutters and haul the old shingles. Trimming of tree branches on top of the roof. \$23,925.00

Removal of existing 22 windows including the wood frames and installation of new hurricane impact windows with new wood framing. Installation of 3 new exterior doors. \$23,800.00

Installation of new soffit, fascia, and gutters. \$11,550.00

New exterior wood deck for door entrance. \$1,375.00

Exterior painting. \$3,750.00

Install 2 new HVAC unit condensers and air handler. \$21,500.00

Enlarge 1st bath and convert it to ADA accessible. Gut 2nd bath, drywall it, rough in the plumbing, and move the electrical light switch into the bath. Gut 3rd bath, drywall it. All baths will have new toilets, vanities, and fan exhausts. \$14,750.00

Estimate 3% increase in the event Davis Bacon or prevailing wages is required. \$23,150.00

It is anticipated the below costs will be funded by TBNHS NeighborWorks America funding.

Management Staff - \$5,000 - Funding for President/CEO and Construction Specialist to oversee the project (bidding, contracts, inspections, closeout, etc.).

Finance Officer - \$400 – Finance Officer will process all payments to the contractor, request reimbursement from the City of Clearwater and complete financial reporting.

Contract Support - \$200 - These funds are allocated for possible legal fees and a portion of the cost of the agency's annual audit.

Supplies - \$100 - This is to cover the cost of office supplies and postage.

Advertising - \$160 - This is the cost for advertising the request for proposals.

Other Miscellaneous - \$150 - To cover any unexpected program costs that may arise.

Construction Contingency - \$18,570.00 - fifteen percent of the construction total allocated to construction change orders.

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.

TBNHS is prepared to begin this project as soon as additional funding sources are identified. Since TBNHS owns the property, site control is not an issue. The staff has been planning for this project since the beginning of 2022. A grant request was submitted to the City of Clearwater in March of 2022, and we have been informed a portion of our request will be funded. In order for TBNHS to submit that grant request, the staff obtained a rough estimate from a general contractor to prepare the project budget.

As stated above, TBNHS staff will oversee the entire project. Planning work that already is underway includes the development of a detailed scope of work along with the advertisement(s) for the bid. Since funding for the project is coming from multiple sources, TBNHS is working through determining if bidding portions of the project separately will be necessary. TBNHS is also preparing the environmental assessment of the project to identify any possible environmental effects. TBNHS will contact the State Historical Preservation Office for a review of historical significance. Once the TBNHS staff is ready to proceed, the project will be presented to the Board of Directors for final approval.

Since partial funding is already secured, TBNHS would like to start work on the roof in the last quarter of this year and anticipates continuing with the rest of the scope of work at the beginning of 2023. We have several

general contractors that work with TBNHS that are insured, licensed, and have a good track record for completing projects professionally. TBNHS hopes to have those contractors, and others who see the advertisement, submit competitive bids for the project later this year.

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.

All other funding sources have already been mentioned in other sections of this Letter of Intent.

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.

A portion of the requested funds will be used to replace 22 old, drafty windows and two existing HVAC systems. The new energy-efficient windows and HVAC units will result in a decrease in the organizational operating costs for utilities and repairs. The agency's current HVAC system is very old and has frequent breakdowns which are costly to TBNHS. The new HVAC system will run more efficiently with fewer to no immediate breakdowns which will save TBNHS on operating and maintenance costs. In addition, the old, drafty windows allow heat to escape in the winter and cold air to enter. In the summer, the cool air escapes, and heat enters the office. The new windows will seal properly which will lower energy costs to heat and cool the building. Overall, the proposed improvements will make the building more energy efficient and will reduce maintenance costs thereby decreasing operating costs and allowing TBNHS to spend more funds on programs rather than utilities and maintenance.

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.

TBNHS utilizes QuickBooks Pro as its financial reporting system. The system features bank account tracking and reconciliation, expense management, budgeting, payment processing, invoicing, accounts receivable and accounts payable management, and reporting. This software has been used by TBNHS staff successfully for many years to manage numerous Federal, State, and local grants including ARPA funds, HUD Counseling

grants, CDBG, HOME, and SHIP grants/loans from the City of Clearwater and Pinellas County, as well as grants and donations from the private sector and foundations.

Janice Miller serves as the agency's Finance Officer. Ms. Miller has been with TBNHS since December 2019 and manages all fund-related accounts and financial activities. She is responsible for accounts payable/receivable, assisting with agency audits, and grant financial reporting. Ms. Miller is assisted by Steven Sorrells, CPA Support. She has 30 years of experience in bookkeeping and accounting.

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.

OFFICE PROPOSAL - CNHS.pdf

Anything else to share?

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

Attached is the construction estimate from E.B.S Construction & Renovation Services, LLC. Please note that TBNHS obtained this estimate in March of 2022. If TBNHS is invited to submit a full application, staff will obtain an updated estimate since it is anticipated that the costs now may be higher due to inflation and supply chain issues.

File Attachment Summary

Applicant File Uploads

- OFFICE PROPOSAL - CNHS.pdf

E.B.S. Construction & Renovation Services, LLC.

Lic # RR282812012

E.B.S. Painting & Services, LLC.

Lic # PA2751

E.B.S. HVAC, LLC.

Lic # CMC1249715

Phone: 813-545-3382

Fax: 813-302-9637

Email: pons.ebed@yahoo.com



Submitted to:
FRANK CORNIER

Work to be performed at:
608 N GARDEN AVE.
CLEARWATER, FL 33755

OFFICE PROPOSAL / CONTRACT

Description of Labor

- 1) Re-Roof 30 years dimensional shingles including up to 5 sheets of plywood. Remove gutters and hauling the old shingles. Trimming of tree branches in top of roof. **\$23,925.00**
- 2) Removal of existing 22 windows including the wood frames and installation of new hurricane impact windows with new wood framing. Installation of 3 new exterior doors. **\$23,800.00**
- 3) Installation of new soffit, fascia, and gutters. **\$11,550.00**
- 4) New exterior wood deck for door entrance. **\$1,375.00**
- 5) Exterior painting. **\$3,750.00**

- 6) Install 2 new HVAC units condenser and air handler. **\$21,500.00**
- 7) Enlarge 1st bath and convert it to ADA accessible. Gut 2nd bath, drywall it, rough in the plumbing and move electrical light switch into the bath. Gut 3rd bath, drywall it. All baths will have new toilets, vanities, and fan exhausts. **\$14,750.00**

LABOR AND MATERIALS TOTAL: \$100,650.00

With 23% increase for Davis Bacon: \$123,800.00

Payments are to be made to E.B.S. Construction & Renovation Services, LLC. as follows: If the job is accepted the deposit in the amount of 50 % of total and the other 50% upon completion of the project.

NOTE: Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate.

Respectfully submitted: E.B.S. Construction & Renovation Services, LLC.
Per: Ebed Pons/CONTRACTOR

Acceptance of Proposal/Contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. E.B.S. Construction & Renovation Services, LLC. is authorized to do the above work as specified. Payments will be made as outlined above.

Owner

Date: _____

Owner Print Name

Owner Signature

Contractor

Date: _____

Contractor Print Name

Contractor Signature