

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*

The Arc Tampa Bay

Project Name*

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

Adult Day Training Program Redesign

EIN*

59-1056551

Incorporation Year*

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

1963

Organizational Mission Statement*

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

It is the mission of The Arc Tampa Bay "To support and empower people with intellectual and developmental disabilities." This mission is accomplished through a variety of residential, adult day training, applied behavior analysis, and vocational rehabilitation programs and services.

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

DKCLJKDA7GJ8

Annual Operating Budget Size*

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

\$13,480,898.00

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.

\$330,796.00

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?

The Arc Tampa Bay (TATB) has been providing services in Pinellas County, Florida, since its founding in 1958. Formal incorporation occurred in 1963. TATB is an affiliate of the state and national Arc Associations. TATB was initially established to fill a gap in services identified by parents of children with developmental disabilities. They were unable to find services for their children so established their own daycare and summer camps. In the 1950's and 60's, with the advent of de-institutionalization and federal programs such as Medicaid and Medicare, the need for residential services and adult day training programs became loud and clear, with TATB stepping in to add these services to its offerings. Demand for vocational rehabilitation followed closely behind and TATB began facilitating vocational assessments and job coaching in the 1980's. Growth remained steady until state-induced fiscal restraints in the early 2000's caused some brief setbacks to the organization. As of today, TATB operates 16 group homes, one apartment complex, 3 adult day training sites, a transitional youth services program, an applied behavior analysis clinic for children with autism, and a supported employment program. All facilities are located within Pinellas County, Florida. Through funding from the Agency for Persons with Disabilities, the Florida Division of Vocational Rehabilitation, and third-party payors, TATB receives reimbursement for services provided by paraprofessionals/direct support professionals (DSPs). Services are rendered according to each individual's level of need and based on supports chosen as part of their annual individual support planning. Presently, TATB provides services to 225-250 individuals on a daily basis. TATB employs approximately 170 DSP's who provide individualized care to help program participants achieve their goals.

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.

TATB is seeking funding in support of revamping its Adult Day Training (ADT) program, AKA Life Skills Development Level 3 (LSD3), an Agency for Persons with Disabilities (APD) funded service. LSD3 services support individuals in participating in valued experiences such as accessing community resources, self-advocacy, job and career interest exploration, and daily living skills. Services may be provided in a work-like setting that is age and culturally appropriate. Vatland et al. (2011), developed a practice guide for promoting self-advocacy and self-determination, noting that people with intellectual and developmental disabilities (IDD) experience positive outcomes when empowered to make decisions regarding daily living activities, leisure pursuits, employment, etc. Despite massive efforts aimed at deinstitutionalization over 40 years ago, many individuals with IDD still do not fully participate in their communities. Much of this can be attributed to

lack of opportunity, reliance on staff supports, and untapped resources and partnerships that have potential to create social connections. Even more concerning, APD has a waiting list of approximately 23,000 for Floridians who need their services but are currently not receiving any supports. The Arc Tampa Bay (TATB) is located in APD's Suncoast Region, which has a waiting list of approximately 4000. With the onset of the pandemic in March 2020, APD provided guidance to service providers related to social distancing and the limitation of large group activities. Many providers permanently or temporarily closed their ADT programs, causing even funded individuals to lose their services. As of August 2022, four ADT programs have permanently closed and two have temporarily closed. This number does not reflect the barriers that some families have encountered when trying to find ADT services as many providers that are still providing services may not have the capacity to accept new program participants.

Negative Economic Impact*

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

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

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

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

With the temporary closure of Adult Day Training (ADT) program services in March 2020, The Arc Tampa Bay (TATB) effectively stopped providing services to 101 individuals who did not reside in agency operated group homes. These individuals either reside in facilities operated by other providers or with their families. TATB is reimbursed by the Agency for Persons with Disabilities for the provision of ADT services on a daily rate of reimbursement. In January and February of 2020, TATB billed an average of 3537 units (or days) of service per month. For the remainder of 2020, an average of 1391 units (or days) of services were lost monthly. Ongoing revenue losses for ADT services have been calculated from March 2020 to May 2022, totaling \$901,051. Additionally, TATB served as transportation provider for many of these same individuals. Transportation services are reimbursed on a per trip basis, with each individual having a negotiated rate. TATB incurred a loss in transportation revenue of \$426,575 for the period of March 2020 to June 2022. While TATB has re-opened its day program to individuals residing outside of agency-operated group homes, the ADT has not rebounded to its previous operational capacity. Staffing shortages and space limitations based on APD re-opening guidelines have restricted TATB's expansion opportunities and ability to recover these losses in revenue. Staffing has been particularly challenging for TATB. At the start of the pandemic, in March 2020, TATB had 193 direct support professional (DSP) positions, of which 52 positions were vacant (27% vacancy rate). TATB experienced its highest vacancy rate (40%) in December 2021, with 71 vacancies out of 179

positions. With the closure of the ADT, TATB consolidated staffing but still experienced shortfalls. While numerous funding opportunities and hourly wage increases have enabled TATB to recoup some staffing vacancies, TATB has not been able to revise its existing programmatic space to better serve individuals by mitigating COVID-19 risk. Of consideration as well is the intangible impact of day program closures on the participants and their families. An example is ADT participant MD who lives at home with her mother. She has not been receiving services since March 2020 and is scheduled to return to ADT next month. During the interim, MD was confined to her home with her mother. Her mother is elderly and during the past year, required multiple surgeries and was therefore unable to care for MD. She was able to procure respite services for MD. However, MD who is wheelchair bound, experienced physical and emotional distress during the respite stay. MD's health and safety will remain of utmost concern during her return to ADT.

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?

The Arc Tampa Bay (TATB) is requesting funding for renovations to the Adult Day Training (ADT) site at the Long Center in Clearwater. Renovations will enable TATB to create 5 additional classrooms, 1 new bathroom, and add a hood for ventilation in an existing kitchen. These renovations will enable TATB to admit more ADT program participants and recoup lost revenue. TATB leases the space from the City of Clearwater.

TATB temporarily closed ADT operations in March 2020 and has been re-opening in phases. Overall, 101 ADT clients had their services suspended. Of these, only 46 have since returned to ADT. In Sept. 2020, the Agency for Persons with Disabilities (APD) issued guidance to ADT providers on re-opening activities, stressing protecting the health, safety and welfare of clients, visitors, and staff. These concerns remain paramount to TATB's leadership team, particularly as client cases have continued to rise, with the highest rates being recorded at 18 for Aug. 2022.

By renovating space at the Long Center, TATB will be able to maximize unused space and partition larger spaces into multiple classrooms. With the issuance of its re-opening guidance in Sept. 2020, APD required ADT program operators to submit operating plans using the Regional COVID-19 Programs Plan Review Checklist as guidance. Key components of the checklist included: staff training, health screenings, PPE, isolation areas, masking, sanitization procedures, social distancing, and group size limitations. In July 2021, CDC recommended the use of cohorts to limit the number of participant and staff encounters to decrease the spread of COVID-19 between cohorts. TATB has been operating ADT programs in cohorts. This has profoundly affected the spread of COVID-19 as cases have been limited to individuals within the groups with cross-contamination only occurring when staff have worked at multiple sites. TATB is seeking to add interior room partitions, or walls, to divide 2 large spaces into 3 separate spaces each. Presently, these large spaces (47'x75' each) are divided by plastic screens. There is ample room to install partitions or walls, creating smaller groups. TATB also plans to renovate an office space and storage space to convert into a classroom. Additionally, TATB envisions converting part of its warehouse space into another classroom. The estimated lifespan of the property improvements is 39 years based on the IRS depreciation type usage for commercial properties.

Number Served*

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

130

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?

This funding request will benefit individuals with disabilities, primarily intellectual and developmental disabilities (IDD). All individuals receiving Adult Day Training (ADT) services from The Arc Tampa Bay (TATB) are diagnosed with IDD. Additionally, the majority are also funded through the Florida Medicaid

Waiver program, which is a means tested program. COVID-19 has disproportionately impacted individuals with IDD. Ervin (2022) cites a New England Journal of Medicine Catalyst article stating that the population with IDD had higher rates of COVID-19 infection, hospitalization, ICU, and death than any other group of individuals. In fact, people with IDD are 8.6 times more likely to die from COVID-19 than people without IDD. Not only has COVID-19 had an impact on morbidity, but other areas of their lives have been adversely affected as well. Drum et al. (2020) stated in his study that 56% of people with IDD reported disruptions in their healthcare. TATB's internal review showed that there was a significant decrease in access to medical care from 2019 to 2020, particularly in dental services (decrease of 43%), imaging/radiology (decrease of 21%), lab (decrease of 11%), primary care (decrease of 14%), and psychiatry (decrease of 15%). Other less tangible variables were impacted. Individuals who had day programming suspended often lost other services such as PT and ST as service providers may have only been coming to the ADT to provide treatment, or else they also suspended services. Client AN is one such case. Prior to the pandemic, she was regularly receiving PT at the ADT to help with gait disturbance. Since she only returned to the ADT in July 2021, she was without PT for over a year. The re-initiation of PT has been challenging with gains having been lost during the hiatus. She now experiences extreme stress and resistance to therapy. Multiple staff have been engaged to provide crisis management to calm her and attempt to engage her in therapy.

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 Go Florida Pinellas

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

Map Satellite

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/>
1501 N. Belcher Road, Suite 249; Clearwater, FL 33765

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.

1501 N. Belcher Road, Suite 249; Clearwater, FL 33765

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.

TATB's Long Center adult day (ADT) program site is not located in a QCT. Approximately 15% of the individuals receiving ADT services at the Long Center reside in QCTs. 99% of the individuals in the ADT are funded through Medicaid Waiver, with a monthly income limit of \$2523/month. Most ADT participants maintain monthly incomes below that and qualify as very low income. TATB only documents income of residential clients, whose monthly incomes from SSI and SSA averages \$1700 or less.

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.

The Arc Tampa Bay (TATB) is a service provider for the Agency for Persons with Disabilities (APD) and the Florida Division of Vocational Rehabilitation (VR). All APD funded individuals are diagnosed with an intellectual or developmental disability. Presently TATB provides services to approximately 222 APD clients. APD clients are case managed by waiver support coordinators who help them find the services they wish to receive and engage service providers, such as TATB, in the plan to ensure that services are delivered accordingly. TATB individualizes supports and services for people being served in all programs. With diverse DSPs offering expertise in areas such as Special Olympics, technology, and art and design, program participants are able to choose from a variety of programming options.

TATB also provides employment services through a contract with VR. While the majority of individuals receiving VR services are diagnosed with IDD, individuals with other disabilities, such as mental health, are also eligible for VR services through TATB. Approximately 25 individuals are actively being case managed by TATB job coaches. Job coaches use the “Discovery” process to assist job seekers with learning about their strengths and interests to choose the career path for which they are suited. Discovery may even entail “trying” out various jobs, such as grocery bagging and graphic design printing. This helps them learn what tasks and skills are involved in different jobs and whether that type of job remains an employment goal. TATB also provides VR career camp services to transitional age youth. Students must have an active IEP plan to be eligible for career camp. TATB serves 25-50 students annually in the program. TATB offers a variety of career camp tracks, enabling students to choose the path that interests them most, such as “Tools of the Trade” and “Coding.” St. Pete College partners with TATB for the Coding Camp by providing facilities and student library privileges.

Individuals receiving supports and services from TATB participate in agency-related decision making through representation on the Board of Directors as well as organizations and special committees such as People First and the Advocacy Committee. For this project, TATB will enlist an advisory board of interested day program participants to help throughout the design process to ensure that their needs are being met and to provide suggestions for program implementation.

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

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.

The Arc Tampa Bay (TATB) leases the programmatic space at the Long Center from the City of Clearwater. During the construction of the Long Center, the City entered into the project with the anticipation that TATB (formerly UPARC) would be an occupant of the space and thus the entire eastern half of the building was designed keeping in mind the individuals who would be served by TATB. TATB's lease with the City does not have an end date. The agreement can be terminated by either party provided 60 days notice is given. Rate adjustments for utilities are amended every 5 years.

TATB must seek permission from the City for initiation of any interior and exterior renovations. The City of Clearwater has been a gracious partner throughout TATB's occupancy, approving multiple projects that have allowed TATB to convert or upgrade program space as the need arises. Recent projects include renovating an upstairs room for aging and medical clientele, including upgrading bathroom fixtures. Another project involved resurfacing approximately 7500 square feet as the existing vinyl flooring was gouged and discolored. City officials have been briefed about the project and are on board with the proposed renovations. Written consent from the City of Clearwater will be provided to the Executive Director for TATB.

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 Arc Tampa Bay used cost estimates obtained from Certus Builders to guide budget development. If the project is approved, TATB will move forward with obtaining multiple bids for the project. Project expenses are for capital improvements only and no additional funding for renovations is anticipated beyond the life of the contract. The budget includes the following main items: 1) installation of a kitchen hood for an upstairs classroom for cooking instruction. Cost: \$33,275; 2) removing a wall between a storage space and an office space to create a new classroom. Cost: \$25,452.35; 3) building in new built-in cabinets for storage of classroom materials. Cost: \$69,877.50; 4) glass walls or dividers to section off larger spaces into 3 smaller classrooms. Glass walls will enable staff to maintain line-of-sight to assist other staff members and clients as behavioral and medical issues arise. Cost: \$67,215.50; 5) adding a room to an existing warehouse space. Cost: \$31,030.45; 6) Adding a restroom on the second floor to increase accessibility and provide additional precautions to promote health and safety of program participants and staff. Cost: \$30,937.89. 7). Permitting fees calculated at \$2577.89; 8). Permit plans and architectural services, calculated at 10%. Cost: \$26,036.66; and 9). Owner contingency, calculated at 10%. Cost: \$28,640.32. Each project activity also includes estimated fees for general conditions (10%) and risk management (10%). 10) TATB has also added 5% to the procured estimate for change orders. Cost: \$15,752.18. TOTAL ESTIMATED PROJECT BUDGET: \$330,795.74.

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.

TATB has consulted with an architect who is in the process of preparing documents to develop the scope of work for the project, enabling TATB to send the project out to bid for general contracting services. TATB also met with a general contractor to procure an estimate for the cost of the project. The GC who was consulted

has completed several projects in the building and is familiar with the building plans and therefore assisted TATB with best options for walls, bathrooms, etc. TATB has obtained the current building plans from the City in order to assist the architect with the design. Once the scope of work is developed, TATB will send the project out to bid for general contracting services. TATB has worked with several vetted contractors in the past for major projects, some on the City's list of general contractors of record. TATB will follow the agency's procurement policies and procedures for obtaining project estimates. TATB typically has been able to close out projects within a year of contract execution, however, material and labor delays have resulted in lengthening overall project timelines. If awarded, TATB will provide regular updates to the project manager. TATB has successfully completed several renovation projects for the City of Clearwater, Pinellas County, and the Florida Division of Emergency Management.

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.

The proposed project does not affect operating costs as TATB does not anticipate any unforeseen changes in staffing patterns. Staffing patterns and ratios are determined based upon the number of program participants. Funding for staff positions is allocated from funding received from the Agency for Persons with Disabilities. While the project renovations will enable TATB to add more program participants for adult day training, this is calculated into our budget. As new clients continue to be enrolled beyond budget allocations, budget changes can be made throughout the process to reflect increased revenue and increased staffing to support newly enrolled clients.

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.

The Finance Director for The Arc Tampa Bay (TATB) utilizes a Grants Receivable account number to separate and keep track of project costs. Amounts are moved and recorded as revenue when funds are received. The Board of Directors (BOD) for TATB is ultimately responsible for budget decisions. As per BOD Bylaws, the accounts of the agency are audited at the close of each fiscal year by an independent certified public accountant. Financial reports are disseminated monthly and presented to the Finance Committee, Executive Committee, and the full BOD. The BOD has implemented an Investment Policy Statement requiring 3 months of funding to remain in reserve & to be replaced if used. TATB has managed several large capital reimbursement grants. For example, TATB recently closed out 2 contracts with the Florida Division of Emergency Management, totaling \$388,000. These projects required pre-inspections, state approval of cost plans for each property, and final inspections by the state inspector.

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.

TATB project cost estimate_Certus.pdf

Anything else to share?

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

TATB is attaching the project estimate obtained from Certus.

File Attachment Summary

Applicant File Uploads

- TATB project cost estimate_Certus.pdf



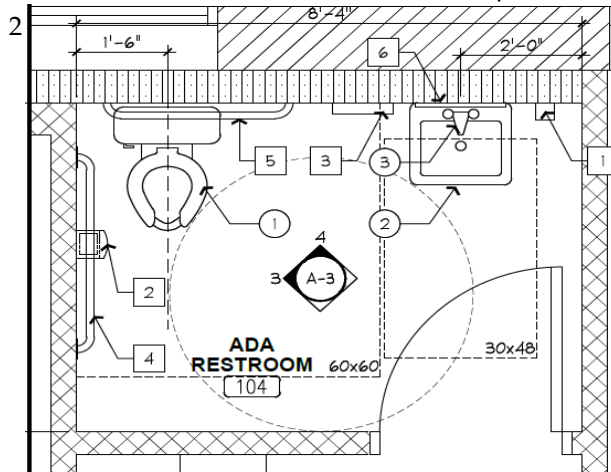
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CONCEPT ESTIMATE

Summary	COST
Second Floor Kitchen Hood	33,275.00
Remove Storage wall	25,452.35
Built in Cabinets	69,877.50
Glass walls (Storefront Style Temperd/impact glazing)	67,215.50
Add Room to First Floor Warehouse	31,030.45
Add restroom to 1st Floor	30,937.89
Permit Fees	\$ 2,577.89
Permit plans and architectural services 10%	\$ 26,036.66
Owner Contigency (10%)	\$ 28,640.32
Total	\$ 315,043.55

CERTUS BUILDERS, INC.
BID CLARIFICATIONS TO PROPOSAL

1 This is the best estimate of value of requested changes as understood by the author



3 Rest Room Type

4 Permit plans and architectural services estimate added to bottom line

5 Costs Based on Construction in year 2023

6 Bond costs are not included if needed add 2.5% about \$8,000.00



ARC at Long Center
Grant Construction Items

Second Floor Kitchen Hood		Certus Estimate			
		QTY	UNIT	UNIT \$	TOTAL
Base Bid					
Range Hood and roof vent L & M	1	ls	\$21,000.00	\$21,000.00	
Electric work	1	ls	\$2,000.00	\$2,000.00	
Roofing	1	ls	\$3,000.00	\$3,000.00	
Ceiling Repairs	1	ls	\$850.00	\$850.00	
Punch out, cleaning, protection & Trash	1	LS	\$650.00	\$650.00	
Sub total				\$27,500.00	
General contitions 10%				\$2,750.00	
At Risk Management Fee 10%				\$3,025.00	
TOTAL				\$33,275.00	

Number to Carry:

\$33,275.00



ARC at Long Center
Grant Construction Items

Remove Storage wall	Certus Estimate			
	QTY	UNIT	UNIT \$	TOTAL
Base Bid				
Concrete				
Block Demolition & removal	1	LS	\$5,683.00	\$ 5,683
Ceiling Demo & Replace	1	LS	\$5,500.00	\$ 5,500
HVAC Duct Remove & Replace	1	LS	\$2,000.00	\$ 2,000
Light removal & reset	2	Day	\$1,000.00	\$ 2,000
Fill floor at block removal area	1	LS	\$350.00	\$ 350
Floor Polishing	768	SF	\$1.50	\$ 1,152
Wall Painting	1200	SF	\$2.00	\$ 2,400
Punch out, cleaning, protection & Trash	1	LS	1950	\$ 1,950
Sub total				\$21,035.00
General contitions 10%				\$2,103.50
At Risk Management Fee 10%				\$2,313.85
TOTAL				\$25,452.35

Number to Carry: \$

\$25,452.35



ARC at Long Center
Grant Construction Items

Built in Cabinets	Certus Estimate			
	QTY	UNIT	UNIT \$	TOTAL
Base Bid				
				\$ -
18 LF Cabinets like Upstairs	6	EA	\$9,500.00	\$ 57,000.00
Punch out work & Clean up	6	EA	\$125.00	\$ 750.00
Sub total				\$57,750.00
General contitions 10%				\$5,775.00
At Risk Management Fee 10%				\$6,352.50
TOTAL				\$69,877.50

\$69,877.50



ARC at Long Center
Grant Construction Items

Glass Walls to devide work areas		Certus Estimate			
	QTY	UNIT	UNIT \$	TOTAL	
Base Bid					
8' X 24' Storefront Impact glass walls	4	ea	\$12,250.00	\$49,000.00	
Framing & Drywall at Angel wall & Ceiling R & R	4	ea	\$1,200.00	\$4,800.00	
Painting					
Punch out, cleaning, protection & Trash	1	LS	1750	\$ 1,750	
Sub total				\$55,550.00	
General conditions 10%				\$5,555.00	
At Risk Management Fee 10%				\$6,110.50	
TOTAL				\$67,215.50	

Number to Carry

\$67,215.50



ARC at Long Center
Grant Construction Items

Add Room to First Floor Warehouse		Certus Estimate			
	QTY	UNIT	UNIT \$	TOTAL	
Framing & Drywall	1	LS	8500	\$ 8,500	
Insulation walls & Ceiling	1	LS	3100	\$ 3,100	
Electric	1	LS	3000	\$ 3,000	
HVAC	1	LS	3500	\$ 3,500	
Ceiling Grid & Tiles	720	Sf	4.25	\$ 3,060	
Painting	1	LS	950	\$ 950	
Doors & Hardware	1	ea	1785	\$ 1,785	
Punch out, cleaning, protection & Trash	1	LS	1750	\$ 1,750	
Sub total				\$25,645.00	
General contitions 10%				\$2,564.50	
At Risk Management Fee 10%				\$2,820.95	
Total				\$31,030	

Number to Carry:

\$31,030.45



ARC at Long Center
Grant Construction Items

Add restroom to 1st Floor	Certus Estimate			
	QTY	UNIT	UNIT \$	TOTAL
Plumbing	1	LS	8500	\$ 8,500
Electric	1	LS	750	\$ 1,000
HVAC	1	LS	1,500.00	\$ 1,500
Concrete cutting & Removal (Front Sidewalk)	1	LS	5,900.00	\$ 5,900
Concrete placement	245	SF	9.50	\$ 2,328
Painting	1	LS	750.00	\$ 750
Ceramic Flooring	63	SF	12.00	\$ 756
Accessories	1	LS	1,250.00	\$ 1,250
Door & Hardware	1	LS	1,785.00	\$ 1,785
Ceiling	1	LS	550.00	\$ 550
Punch out, cleaning, protection & Trash	1	LS	1250	\$ 1,250
Sub total				\$25,568.50
General contitions 10%				\$2,556.85
At Risk Management Fee 10%				\$2,812.54
TOTAL				\$30,937.89

Number to Carry:

\$30,937.89