

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*

Tweety BS Inc

Project Name*

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

Building Purchase and Modification

EIN*

84-4755272

Incorporation Year*

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

2020

Organizational Mission Statement*

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

TweetyB's Activity Center stimulates and cares for children who attend Kindergarten through 11 years of age by providing educational experiences that promote social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind knowing their child is cared for in a safe, fun environment.

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

QH49U7P3Y8X6

Annual Operating Budget Size*

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

\$207,720.00

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.

\$2,625,000.00

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?

Our dedicated staff provides parents comfort in knowing their child(ren) are having fun while being cared for in our safe environment. Since February 2021, we offer childcares during non-traditional work hours. Our center is open Monday through Friday, from 3pm to 10pm, and Saturday and Sunday, from 7am - 7pm. We also provide before and after school care with transportation options.

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.

As you may know, COVID-19 created a significant influx of childcare center closures throughout the US. A recent study conducted by the US Chamber of Chamber Foundation reports that 50% of parents have not returned to work due to inadequate childcare, and 60% of parents will need to change their childcare arrangement within the next year. While these numbers address a growing national need, essential workers in South St. Petersburg are represented at an alarming rate. 98% of our clientele are essential workers, and 90% are still recovering from the economic effects of COVID. Without affordable childcare, parents would be forced to find childcare during working hours. TweetyB's caters to essential workers by providing childcare services at under-market rates during non-traditional work hours, allowing parents to work the hours necessary to support our community and their individual family needs. With schools and business opening back up, our services are in high demand. Purchasing a building provides the space needed to serve more children in CRA and QCT areas.

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.

Reduction in revenue: In June 2020, TweetyB's entered our lease. Initially, only cosmetic changes were needed, which we were responsible for. Once the Child Care Licensing Division came out to do their initial visit, we were informed that we needed a hard-wired fire alarm with a pull throb, such as what you would see in assisted-living facilities. To get this installed, we needed permits via the St. Petersburg City Permitting office. Due to the pandemic, their offices were shut down, and their workers worked from home. All applications and documents needed to be submitted electronically, which caused major delays. Once the staff was allowed back in the office, they were on an alternating schedule, which caused an additional delay of 60 to 90 days behind the normal processing time of 6-12 weeks. TweetyB's could not open or operate for nine months and lost \$67,500 of revenue. The reduction in revenue continues to hinder our ability to purchase a building and to expand services to parents and students that rely on our services.

Use of reserves for unbudgeted expenses: From June 2020 until February 2021, we exhausted all savings paying for overhead on the building designed to create revenue. This consisted of \$2,780 per month in rent, \$300 for Duke Energy, and \$150 for utilities, for a total of about \$29,000. This did not include the cost of the initial build-out totaling about \$50,000 for materials and labor. Once open in February 2021, enrollment was low because schools had not gone back into a full session. With the employment requirements deemed by the licensing entities, although we were running at low capacity, we still had to hire staff to meet requirements. We also had to outsource transportation from a private contractor who charged us anywhere from \$450 a week to \$650 per week (depending on the number of children) to get the children to and from school and back to the center. Seeing and noticing the need for the families in our community, we continued our service at under-market rates, providing scholarships for tuition to low-income households, even before receiving donations. We then ran our summer session at under-market rates as well.

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?

Funds from this grant will be used to purchase a building in southside St. Petersburg. We are at capacity at our current location. Although there is a building right behind our current property that could be rented out to expand our services, the amount of rent for our current property and the rent of the new property would exceed \$8,000 monthly, which is more than we can afford. We have identified two properties that would allow us to expand comfortably. We would also use funds from this grant to modify the property to meet the needs of staff and the increase in students and to cover indirect project management expenses. Once modified, the lifespan of the property is more than 30 years, with proper maintenance. Purchasing a new facility would decrease the monthly amount paid for rent, allow us to serve more students, and provide more services to the community.

Number Served*

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

600

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.

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?

We are currently servicing children that attend the following school:

Our drop-off locations are New Heights, Pinellas Park, Maximo, Jamerson, Midtown, and Perkins

Our pick-up locations are Maximo, Jamerson, Fairmount Park, Midtown St Pate Christian, and Perkins

Most of these schools are in the heart of a CRA or QCT. Historically, these schools have a lower rating due to students testing below average on standardized tests. Most students attending these schools are from underserved, underprivileged BIPOC communities. The purchase of a new facility allows us to serve more students, where they receive homework assistance and the opportunity to participate in other after-school activities

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/>
4905 34TH STREET, SOUTH SUITE 146 ST. PETERSBURG, FL 33711

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.

4000 34th Street South, St. Petersburg FL 33711

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.

We are currently servicing children that attend the following schools, New Heights, Pinellas Park, Maximo, Jamerson, Midtown, and Perkins

Our pick-up locations are Maximo, Jamerson, Fairmount Park, Midtown St Pate Christian, and Perkins. Most of these schools are in the heart of a CRA or QCT. Historically, these schools have a lower rating due to students testing below average on standardized tests. Most students attending these schools are from underserved, underprivileged BIPOC communities.

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.

TweetyB's provides service in the same community where our board members reside. We provide before and aftercare services to low-income families at under-market rates. We also are taking on the responsibility of inflation on fuel costs instead of passing it on to the families transported by our center's current vehicle. This is helping address the visible needs we see with our families while they are attempting to get back to a sense of normalcy in their day-to-day lives.

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+

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.

TweetyB's is seeking funds to cover the \$2MM to acquire a building, \$500,00 to make the necessary modifications to the building, and \$125,00 to hire a project manager to oversee the project.

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.

TweetyB's is seeking funds to cover the \$2MM to acquire a building, \$500,00 to make the necessary modifications to the building, and \$125,00 to hire a project manager to oversee the project.

TweetyB's is currently working with a realtor about the building acquisition. Guided by a realtor, we would be prepared to make an offer on the property noted above or search for another property if that property has sold before we could secure funding. Additionally, we will use the same contractor that completed the modifications to our current rental property.

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 property would increase the ongoing operational cost as the mortgage on the building would exceed the current amount of rent. We will compensate for the difference by increasing the number of students that we service, therefore

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.

To manage funds from the grant, we will use Quickbooks to track expenditures. We also have an accounting that currently manages finances and will be used to manage the grant post-award

Additional Information

Additional Upload

If you have something else to share, you can upload it here in PDF format.

Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.

Anything else to share?

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

File Attachment Summary

Applicant File Uploads

No files were uploaded