

# Application Form

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## *Organization Information*

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### Compiled Committee Comments

Below is a compilation of committee member comments from your Letter of Intent. This feedback may be positive, neutral, or negative. It is provided in aim to be transparent and offer guidance on where you may be able to strengthen your full proposal.

- It seems the economic loss experienced is smaller than the amount requested, so concern about proportionality. Also this building is used only one day per week.
- I'm not certain how much impact this project will have on the residents of the QCT
- Implies those in QCT areas are served. Numbers are not clear whether disproportionately impacted are beneficiaries.

**An informational webinar about this proposal is available here.**

**The rubric that will be used to score this proposal can be downloaded here.**

**If you would like to complete this application first in Microsoft Word, you may download a Word version here.**

### Brief Project Descriptor

Please briefly describe this organization's request.

kitchen, restroom, HVAC, painting

### Organization Name

Unitarian Universalist Church of St. Petersburg, FL

### Project Name\*

Please choose a short name to identify this project within the grant portal:

Little House Renovation

### EIN\*

59-0895916

### Incorporation Year\*

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

1966

### Organizational Mission Statement

What is your organization's mission statement?

**This has been copied from your Letter of Intent and cannot be changed.**

Our mission is to be an inclusive, evolving religious community that inspires spiritual and intellectual growth to make our world a better place.

We bring our mission to life through our wide range of shared ministries — social justice, religious education, pastoral care, and many more.

### 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

Y7MELLVEJMN4

### Annual Operating Budget Size

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

**This has been copied from your Letter of Intent.**

\$315,000.00

### Amount Requested\*

The maximum grant amount is \$5 million.

**This has been copied from your Letter of Intent and should not be changed. If your project cost has changed since submitting your Letter of Intent, please contact Rose Cervantes at [rcervantes@pinellascf.org](mailto:rcervantes@pinellascf.org).**

\$72,000.00

## 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 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

## *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?

#### **This has been copied from your LOI.**

The Friday Sunset Supper was originally located in Williams Park. After some discontent among City officials, a coalition of organizations including the Unitarian Universalist Church of St. Petersburg (UUSP), Society of Friends, Food not Bombs and others in the community sought a new location to serve the food insecure, which would be clean, safe, and have bathroom facilities. UUSP's Homeless Ministry, suggested their onsite playground. Although there was some trepidation among Church members about bringing a meal share program onsite, the Board of Trustees decided it was important to UUSP's mission to provide this service and approved the meal share program on a trial basis for 6 months. The Suppers began in April of 2009 and have continued since. The Supper has evolved over the years to meet the needs of our guests. The provision of personal products has grown from a few tables with supplies, to a group of volunteers offering guests clothes, sleeping bags, blankets, personal hygiene products, 1st aid supplies, laundry detergent, rain ponchos, and masks, etc. from the Little House. During the week, volunteers acquire inventory and spend days sorting. Volunteers have arranged for hair cutting services, bicycle repair by the St. Petersburg Bicycle Co-Op, vaccine administration by the Department of Health and health screening by EPIC. Volunteers modified practices to meet COVID-19 demands. Without missing a Friday, volunteers donned masks, kept 6' apart, brought in food packaged for assembly in paper bags for distribution and packaged personal products in baggies. Outdoor tables are used to create an outdoor 'market' environment. Now, guests are welcome to sit at the picnic tables again, resting, eating, etc.

UUSP now serves as a Cold Night Shelter beginning with the 2022/2023 winter season. It sheltered guests over the Christmas holiday weekend and most recently the nights of January 13 and 14th. Each night, guests have needed items available from the Little House.

## 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.

### **This has been copied from your LOI.**

St. Petersburg's unsheltered community is extremely vulnerable due to lack of shelter, health care, employment, household stability. COVID19 and the shutdown diminished access to clean potable water, sanitary facilities, and relief from extreme weather. UUSP volunteers worked to meet these needs when sites e.g. Starbucks and the library closed to indoor service and local shelters were unable to accommodate newcomers. Though restrictions have lifted, housing challenges have worsened due to a real estate boom resulting in a severe shortage of low income housing. Although the average number of guests at the UUSP Friday Sunset Suppers has not fluctuated much from an average of 78 guests each week in 2019 to 77 in 2022, volunteers have noticed many new faces on Fridays. The annual "Point in Time" (PIT) count of individuals facing homelessness provides data for one pre-determined day. In 2019, pre-pandemic, there were approximately 2,415 individuals in Pinellas County who met HUD's definition of 'homeless.' With the arrival of COVID19 Pandemic, 2020 saw a slight decrease in individuals counted, 2,226. Numbers increased in 2021 with 2,307 individuals counted. Affordable housing stock shrank; the percentage of homeless individuals who are sheltered vs. unsheltered has decreased from 65.47% in 2019 to 56.57% in 2021 (PIT). Pinellas County Coroner's data reveal an increased death rate. In 2019, there were 69 documented deaths; in 2020 there were 50; in 2021 there were over 100, and 96 in 2022. The guests we serve every Friday "live" in areas described in the QCT section and include under highway overpasses, Mirror Lake, Williams Park, around St. Vincent de Paul, PSTA hub on Central Avenue, and near hospitals. It is a transient group depending on conditions surrounding them e.g. violence, threat of violence, being chased from usual spot, weather. Some guests have just gotten off a bus, or walked from outside areas. Our guests, wherever they are, present the community need.

## Negative Economic Impact\*

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

**The more quantifiable your negative economic impact is, whether it be fiscal losses/pressures or increased service demand, the stronger your answer will be. The more specific your evidence, the better.**

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.**

**This has been copied from your LOI.**

The negative fiscal impact from the pandemic began in the last quarter of fiscal year 2019-20. In March 2020, the Church was closed to indoor services and events, in accordance with the public health emergency declared in Florida. Except for a brief reopening in December 2021, our facilities remained closed until March 2022. Our decision to remain closed after Florida instituted reopening programs was based on the ongoing high-risk level for Pinellas County as reported in the COVID ActNow database. A statement by the Board of Trustees in September 2021 explained:

"This policy is grounded in loving concern for one another and follows the science. It applies to members, staff and visitors — including renters, other users of our facilities and vendors performing services inside the facilities."

While we continued to provide outdoor gatherings for some activities, most notably the Friday Sunset Suppers, the negative fiscal impact of closing our facilities and suspending in-person services was significant. Total revenues dropped by 18% (\$46,891) between FY 2019-20 and FY 2020-21. Property rentals fell by 72% (\$5,337) while fundraising events – normally held in Church facilities – plummeted from nearly \$20 thousand to zero.

With our facilities closed and in-person services suspended, we were able to reduce operating expense by 16%. As Table 1 shows (PDF file attached), we incurred an operating deficit of \$4,500 in FY 2021. Aided by funds from a PPP loan, we were able to avoid depleting reserve funds.

For the fiscal year ending in July 2022, UUSP's operating income rebounded somewhat, but income from facilities rentals and fundraising events has not yet returned to pre-Covid levels. Meanwhile, operating expenses for re-opening facilities, expanding communication efforts to the community, and continuing our social justice programs have increased. As a result, we had an operating deficit in FY 2022, as shown in Table 2 (PDF file attached). Since we drew on reserve funds to cover the deficit, we had to defer several high-priority capital projects that were designed to make the Church more accessible to congregants and the community.

**Negative Impact on Individuals Served by UUSP**

UUSP leadership works to maintain a safe environment for its Friday Night volunteers and guests. It has acquired masks since the start of the Pandemic. Little House volunteers distribute personal products from one door, crowding flow of multiple people. These are tight quarters with windows that do not open. Our proposal requests new windows, air conditioning and fans. The requested accessible bathroom will provide our guests more space and better air circulation. UUSP does not have the resources to fund these capital improvements.

## Negative Economic Impact - Uploads

**You have the option to upload supporting documentation regarding negative economic impact. However, please limit your upload to no more than five pages. Word, Excel, JPG and PDF files are accepted.**

Table 1 and Table 2.pdf

## Pandemic Relief Funding\*

Please describe all government pandemic relief funding your organization has received since the onset of the pandemic. This includes but is not limited to the Pinellas CARES Nonprofit Partnership Fund, other ARPA funding, PPP (Paycheck Protection Program), and Community Block Development Grants specifically targeting COVID-19 relief.

**Explain why or how this pandemic-relief funding has not alleviated the negative economic impact you have described above.** Potential reasons include expiration dates on certain funding, inflationary pressures, restrictions prohibiting capital expenditures, or the funding simply not being enough to remedy the harm you've indicated above. **The more concrete your numbers, the better.**

**If you have not received government relief funding for your organization since the onset of the pandemic, write "No pandemic relief funding received" below.**

PPP (Paycheck Protection Program)

UUSP received a \$25,000 PPP loan in FY 20. The loan was instrumental in allowing the church to keep employees on payroll. The loan was forgiven in FY 21 in accordance with PPP guidelines.

Small Business Loan We received a \$129,000 EIDL loan from the Small Business Administration in May 2022. These funds will be used to cover a projected \$70,000 operating deficit this fiscal year and a likely deficit next year.

The PPP loan and SBA loan have provided essential, although temporary, relief from the economic injury suffered by UUSP due to the pandemic. However, the terms of the loan stipulate that they are to be used strictly for operating expenses. UUSP does not have funds to undertake capital projects, including the Little House Renovation. This project would benefit the population we serve that has suffered, and continues to suffer economic injury due to uncertain housing and food insecurity..

## 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?

**This has been copied from your LOI. While you are able to update this field, YOU SHOULD NOT CHANGE THE NATURE OF YOUR REQUEST. That is, this field should only be updated for clarity, not changing what you are requested funding for.**

The UUSP Little House Project entails the improvement of an existing detached building, adjacent to the UUSP main building from which the Friday Sunset Suppers are served. The building is used by UUSP primarily for its outreach ministry to people in need of a meal, basic hygiene supplies, clothing, items for daily living, and a restroom. The building has water and power but is unfinished, cramped and unsuitable air circulation. UUSP has a multi-year plan to improve the building to make it more accessible to guests but has only been able to

complete a portion of the work (structural repairs to roof, and Arlington door replacement for \$8,500) due to revenue shortages associated with the Pandemic.

UUSP's Facilities Master Plan, recognizing the significance of the Little House in its Outreach Ministry, recommended the following improvements:

- new windows
- improved drainage
- Installation of Mini Split HVAC
- kitchen e.g. plumbing, electrical, installation of donated cabinetry
- restroom e.g. plumbing, electrical, installation of ADA compliant toilet, sink and shower
- Painting of the interior

The UUSP Board of Trustees also approved installation of fans and lighting and of a storage system.

The estimated lifespan of the interior portion of the project is 25 years; the outdoor portion is expected to last 5 years.

The Friday Supper and Little House are entirely staffed by volunteers. UUSP members and volunteers have donated supplies e.g. face masks and vinyl gloves. UUSP members have also supported the Supper by way of a special Collection, three Sundays a year, "Share the Plate," where a portion of the collection targets a specific ministry. Typically ~\$100 is collected.

If funded, the project would enable the improvement of the Little House, which, in turn, would allow for improved operations and conditions for our volunteers. With new awareness of adequate air circulation for guests and volunteers, the project would provide air conditioning and movement. Lessons learned from the CDC's response to COVID-19 would be implemented in terms of layout, light and air. This project would also provide an ADA compliant toilet and sink and a roll-in shower for our guests. When the St. Petersburg area was first subject to the Pandemic shutdown, the few places that unsheltered guests could use a restroom were shuttered. Service providers stopped taking new clients. The shortage of resources to this population, already vulnerable to disease, presented a near crisis.

## Number Served

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

**This has been copied from your LOI. It cannot be changed.**

4000

## 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**.

**This has been copied from your LOI and cannot be changed.**

Duplicated

## 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.

**This has been copied from your LOI and cannot be changed.**

## Rent vs. Own

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

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 has been copied from your LOI.**

For over 10 years UUSP has been a consistent presence in St. Pete providing the Friday Sunset Supper and resources from the Little House to underserved individuals. Each week the program serves 60-100 people who are unhoused or experiencing food insecurity. With the dramatic increase in housing costs and inflation, more individuals are struggling to cover basic living expenses. In 2021 nationally 20 million adults were experiencing food insecurity, and 12 million were behind on their rent at risk of eviction (Census Bureau Pulse Survey). In St. Pete 11.6% of adults and 15.8% of kids are living in poverty, and 12% of families report not having enough food to eat (USDA Economic Research Service). St. Pete also has the highest number of unhoused individuals in the County with 53% of unhoused individuals reporting that they live in St. Pete (HUD PIT report). Black and Hispanic residents are disproportionately represented and significantly more likely to experience food insecurity or be unhoused. In St. Pete almost 20% of black families live in poverty compared to 8% of white families. In Pinellas, 21% of people experiencing food insecurity were black and 13% Hispanic; while over 35% of unhoused individuals are black or multiple races (HUD PIT report). This is despite the fact that 73% of Pinellas County residents are white. Additionally individuals with mental illness are also over-represented in Pinellas County’s unhoused population with almost 30% reporting a mental health diagnosis.

With a significant need in the community, UUSP’s program aims to assist underserved individuals in need within the community. UUSP’s work is guided by the seven principles of Unitarian Universalism including respecting “the inherent worth and dignity of every person” and practicing “justice, equity, and compassion in human relations.” Following these principles, we provide guests with access to resources each week in a safe, reliable, and non-judgmental environment.



## Organizational Sustainability\*

How does this purchase contribute to the long-term sustainability of your organization and the work it does? That is, what impact will this project have on your organization and/or its clients over the long-term?

Examples include increased service capacity, reduced cost of delivering services over time, higher-quality or more equitable service delivery, and increased lifespan/quality of property.

Quantifiable numbers will strengthen your answer.

The proposed project will enable UUSP to improve its ministry to people in need in our community and local environs (See Zip Code map). It would not be possible without the grant. From food, to back packs and hygiene kits to showers, the project would make a dramatic impact on the lives of our guests, some of whom work or are applying for jobs. This ministry has been in existence for 13 years. Over the years we have partnered with organizations e.g. Showered & Empowered, Department of Health, EPIC and St. Petersburg Bicycle Co-Op. Those relationships were placed on hold during the shutdown. The project would make our operations more sustainable. Constructing the planned accessible shower, toilet and sink, and the rest of the project, have been aspirational but out of reach, financially. This project would help this ministry increase service capacity. Being able to take a shower would be a significant enhancement to many of our guests' lives. The ARPA grant would help UUSP serve this vulnerable population more comprehensively (sanitary facilities) for the short and long term.

The new appliances and capital improvements will be energy and water efficient, which will be a significant help in reducing utility costs, projected to increase substantially in the next 10 years. Florida Public Service Commission (FPSC) approved a rate increase for Duke Energy to take affect during January 2023. The drainage on the exterior of the building would prevent erosion of the soil and protect the building's foundation. The new windows would allow more light and air circulation. The building would be sound, a healthier interior environment, with an improved layout increasing the quality of the building and its projected lifespan.

## Permits\*

Please describe any permits necessary for the successful completion of this proposed project. Be sure to include any permits already obtained or in progress, and/or what the timeline is to acquire permits.

The renovation project will require a City of St. Petersburg Building Permit. If awarded a grant, contractor will generate drawings and begin the permitting process.

Timeline:

Grant awarded

Enter into grant agreement with PCF - month 1

Enter into contractual agreement with contractor - month 2

Contractor will complete drawings - month 3

Contractor will begin permitting process, including completed drawings - month 4

Permit approved - month 5. As this is a renovation project, permitting is anticipated to be straightforward with a 2-week anticipated approval turnaround time.

## Plan Set\*

Do you have a plan set for this project?

A plan set refers to the "batch" of plans, drawings, prints, files, etc., that you receive from an architect that explains what needs to be built, how, and where. **Not all qualifying projects in this process require a plan set.**

**If you answer Yes, you will be required to upload the Plan Set later in the application.**

No

## Plan Set Upload\*

If you answered "Yes" above, please upload the Plan Set here. If you have trouble with file size limitations, please reach out to Rose Cervantes at [rcervantes@pinellascf.org](mailto:rcervantes@pinellascf.org). If you have any narrative to accompany the plan set, you may write it below.

**PDF files are permitted.**

Until we select the contractor who will then prepare the drawings, we are using current and proposed sketches; see attached.

## Timeline\*

Given a spending deadline of December 31, 2026, give a detailed **and realistic** timeline as to how this large capital project will be executed and completed. If there are phases to this project, indicate so in the narrative below. If you specified that permits were needed for this project above, ensure you include the acquisition time in the timeline.

**Please include the following:**

1. **How the timeline was developed**
2. **Timeline of planning and execution. Please include start and end dates by month and year. For example, April 2023 - June 2023.**

### Example

Better Tomorrow is proposing the expansion of their counseling center. This requires a 2-month planning phase, one month to obtain all necessary permits, and four months to build. Better Tomorrow would list each phase, a brief description of what takes place in each phase, and an estimated start and completion date for each phase.

**How the timeline was developed:** Volunteer Reggie Craig, licensed General Contractor, provided conceptual timeline based on decades of experience including current experience with the City of St. Petersburg as we are working on building a tiny home for a household facing homelessness (A Celebrate Outreach, Inc. project, which UUSP supports).

### **Timeline of Planning:**

1. Selection of contractor - Jan- Feb23
2. Execution of contractor agreement - Feb - March 23
3. Development of Drawings/Plan Set - April- May 23
4. Submission of permit application April- May 23
5. Windows and door acquisition - April- May 23

**Timeline of Execution:**

1. Demolition of interior - June -July 23
2. Exterior grade work - June -July 23
3. Exterior installation of concrete ramp - June -July 23
4. Installation of windows and doors - June -July 23
5. Rough-in plumbing - Aug -Sept 23
6. Rough-in electrical mechanical - Aug -Sept 23
7. Interior Framing - Aug -Sept 23
8. Insulation and covering of wall and ceiling coverings - Oct- Nov 23
9. Finish carpentry - Oct- Nov 23
10. Tile installation - Dec 23 -Jan 24
11. Paint - Dec 23 - Jan 24
12. Acquisition and Installation of fixtures - Jan- Feb 24
13. Project concluded after final permits - Jan- Feb 24

**Team Leadership\***

Please describe the following:

1. The team and leaders that will be overseeing this proposed project.
2. Their relationship to your organization
3. Their role in this project
4. Whether or not they have overseen similar projects

Rebecca Wilson - President, UUSP Board of Trustees - will execute agreement with Pinellas Community Foundation and contracts with contractor(s)

Trish Burch - Treasurer, UUSP Board of Trustees - will oversee requests for payment with associated back-up documentation to be made to vendors and contractor(s).

Reggie Craig - UUSP member - will provide limited oversight on contractor selection, work and performance. Reggie has 35+ years experience as a builder in the St.Petersburg market. He owns RJMC, Inc. a company specializing in building and remodeling homes.

Sabine von Aulock - UUSP member - will provide required reimbursement requests and reporting to Pinellas Community Foundation, serve as main contact with PCF, and with General Contractor, and process payment requests from contractor(s). Sabine has experience managing grants (HUD CDBG, HOME and ESG); most recently managing a CARES Act grant awarded to Celebrate Outreach, Inc.

***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](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/>

This has been copied from your LOI and cannot be changed.

719 Arlington Ave N, St. Petersburg, FL

### 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.

**This has been copied from your LOI and cannot be changed.**

719 Arlington Ave N. St. Petersburg, FL

### 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.

**This has been copied from your LOI.**

The guests we serve on Fridays “live” nearby: under highway overpasses, around Mirror Lake, Williams Park, across St. Vincent de Paul, PSTA hub on Central Avenue, etc. It is a transient group depending on conditions surrounding them e.g. violence, threat of violence, being chased from usual spot, weather. Some guests have just gotten off a bus, or walked from outside areas. Our guests, wherever they are, present the community need.

A survey conducted on January 13, 2023 resulted in locations where guests “reside.” Reside was defined as places individuals considered to be home, where they slept most nights or where they spent most of their time. Sixty-six percent of guests identified zip code 33701 which includes spots e.g. the overpass by Johns Hopkins All Children’s Hospital and the area around Bayfront Hospital, the Mirror Lake branch of the St. Petersburg Library, and Mirror Lake itself.

Nine Percent of guests “reside” in zip code 33705, which falls within the QCT. Another Nine Percent of guests “reside” in zip code 33712, which falls within the QCT. Two Percent of guests “reside” in zip code 33714, which falls within the QCT. The service area Zip Code map, and the QCT map showing location of guests, have been uploaded.

## 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.

**This has been copied from your LOI.**

Over the years there have been many organizations that founded and sustained the Friday Night Supper e.g. Food Not Bombs, the Society of Friends. Currently, the Friday Night Supper has relationships with the Department of Health, EPIC, Showered and Empowered, the St. Petersburg Bicycle Co-Op, and the Pinellas County Homeless Leadership Alliance. Each organization has brought its own specialization to supplement the meal and personal products offered to our guests every Friday.

UUSP is a partner and member of Celebrate Outreach, Inc. (CO) a local nonprofit working to end and prevent homelessness. Its Board consists of members who are both sheltered and unsheltered. Representation from the homeless community provides much needed perspective on actual needs. Eric, one of the unsheltered members of the Board, serves as a volunteer in the Little House on Friday nights, dispensing need items to guests. Most recently he joined the Homeless Leadership Alliance as a community representative, following in the footsteps of GW, another CO Board member who has experienced homelessness, and was involved in the Friday Supper for many years.

UUSP has provided space to Celebrate Outreach for its community educational forums, its "Still No Room at the Inn" annual caroling event, and for the annual Homeless Memorial Service. UUSP's ministry on homelessness, UU's Helping People, has worked to support agencies serving individuals and households facing homeless financially and with volunteer participation, e.g. Cara House, Daystar Life Center and Family Promise of Pinellas County. Most recently, the Homeless Leadership Alliance entered into a MOU with UUSP on its becoming a Cold Night Shelter. Volunteers came from UUSP, UUSP's neighborhood, the Homeless Leadership Alliance and Celebrate Outreach, Inc.

## 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

Neurodiverse/physically disabled

### 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

Neurodiverse/physically disabled

### Leadership Demographics - Board Membership

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

BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color

LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)

Neurodiverse/physically disabled

BIPOC

LGBTQ+

Neurodiverse/physically disabled

## *Financial Overview*

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**IF A CONTRACTOR HAS NOT BEEN SELECTED, BIDS MUST BE DATED AFTER 8/8/22. If you need assistance compressing files, please email Rose Cervantes at rcervantes@pinellascf.org.**

**The file attached below should contain current, verifiable bids, estimates, or price lists [from your potential vendor(s)]. Please ensure there is a date noted on the bid or some annotation as to when you obtained these estimates/bids.**

- If your project costs **LESS** than \$75,000, you must upload TWO verifiable bids or estimates for the proposed project.
- If your project is **EQUAL TO** or **MORE THAN** \$75,000, you must upload THREE verifiable bids or estimates for your proposed project.

If you have already selected a contractor for this process and do not have multiple bids to upload, please ensure you answer the narrative question below thoroughly.

### Bid/Estimate #1\*

PDF files are accepted.

RJMC Inc UU Church-PROPOSAL-CONTRACT.pdf

### Bid/Estimate #2

PDF files are accepted.

One Source Proposal.pdf

### Bid/Estimate #3

PDF files are accepted.

Northeast Jan 12 2023.pdf

### Selected Contractor\*

If you have not yet selected a contractor and have uploaded multiple bids above, please write N/A below or you will not be able to submit your application.

If your organization has already selected a contractor for this proposed capital project, please describe the process through which this contractor was chosen, and be sure to answer:

1. Was there a competitive bid process? That is, were multiple bids collected in order to evaluate multiple contractors? Describe this process (names of contractors, number of bids collected, prices, and why the contractor was chosen).
2. What personnel members at your organization selected the contractor?
3. Has a contract been executed with this contractor? **If yes, upload the contract here. If no, please describe the status of contract.**

*If a contractor has already been selected AND a competitive bidding process was not used, the project will lose points.*

N/A

### Minority/Woman-Owned Business

Is your selected contractor, or the bid you are going to choose if funded, one of the following:

- Small-business enterprise (SBE)
- Disadvantaged business enterprise (DBE)
- Minority and/or woman-owned business (MWBE)



Unknown

## Related Parties\*

Are any of the contractors/vendors that have provided bids/estimates a related party to your organization?

### Examples of Related Parties

- A board member that owns the contracting company that provided a bid
- The relative of a director, officer, or executive team member owns a company that provided an estimate
- The CEO of the applying organization has a financial interest in the construction company providing a bid

**If yes**, identify the vendor and describe the relationship.

**If no**, write "No related parties below."

Yes: Reggie Craig is a member of UUSP and a volunteer on the Little House Project Team.

Reggie has 35+ years experience as a builder in the St.Petersburg market. He owns RJMC, Inc. a company specializing in building and remodeling homes.

## Budget Detail\*

Please upload a clear, easily readable budget that breaks out costs for this proposed project. Ensure that it is clear what portion would be paid for through this grant funding and what would be paid for from other sources. **Be sure that the budget includes 10-20% for contingencies and any costs related to performance and payment bonds for construction projects.**

If you are going to request the permitted indirect cost of up to 5%, please be sure this is represented in your budget.

An example budget is available here.

If you have additional notes to add to your budget summary, you may do so in the text box below.

**PDF and Excel files are allowed.**

Little House Budget 1 17 23.pdf

## Other Funding Sources\*

Please describe any other funding 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 explain why no additional funding sources have been pursued.

**If this answer has changed since submitting your LOI, you may update it below. Please be sure all funding sources below are represented in the budget you have uploaded above.**

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.

**If this answer has changed since submitting your LOI, you may update it below.**

We may experience a small increase in utilities costs due to the project. The Little House is used mainly on Fridays with days during the week spent adding and sorting inventory. Although we anticipate increased use of water and electricity, the increase to our operating budget would be less than \$1,000 per year. We could absorb this increase to our operating budget, which is currently about \$315 thousand.

## 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-based grant does not disqualify your organization from applying.

**This has been copied from your LOI.**

UUSP uses Quickbooks Online software for fiscal management. All income and expense transactions are recorded and tracked in Quickbooks. We contract with a CPA who records approved transactions in Quickbooks, reconciles bank accounts, and produces financial reports.

Income and expense budgets are developed each year with input from Church members who serve as chairs of program committees. The operating budget is approved by Church membership at our annual meeting. Invoices and requests for payment require approval from the designated committee chair and the Treasurer or Assistant Treasurer. Approved expenses must be within budgeted amounts. Images of documents are stored in Quickbooks. We can track income and expenditures by program (e.g., Buildings and Grounds, Communications) and by class of funds (e.g., Operations, Capital Projects, Social Justice). Although we have the financial management capability to work on a reimbursement-basis, such a basis would strain our cash flow.

## Corrective and Investigative Action/Grant Recall\*

In the past three (3) years, has your organization had any of the following occur:

1. Been under legal investigation by a local, state, or federal institution?
2. Been placed on a corrective action plan by a funder?
3. Had grant funding recalled by a funder?

If yes, please describe the investigation, corrective action plan and/or grant recall, and the current status of such incidents. If no, write "N/A"

N/A

## *Organization Documentation*

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### **Organization Budget\***

Please upload your most recent, board-approved organizational budget for this fiscal year. PDF and Excel documents are accepted.

BudgetOverviewFY2022-23July2022-Jun20233518-FY23PLClasses.pdf

### **Board of Directors List\***

Please upload a current list of members of your organization's Board of Directors. Excel, Word, and PDF formats are acceptable.

UUSP BoT.pdf

### **IRS Form 990\***

Please upload a PDF copy of your most recently submitted IRS Form 990.

**If Form 990 from your most recent fiscal year is delayed or you have received an extension, please explain in the text space below. You may also explain if you don't have a Form 990 due to organization type.** You should still upload the most recent publicly available 990.

If you file a Form 990-EZ and do not have anything to attach, please note so below.

Because we are a religious organization, we are not required to file IRS Form 990.

### **Most Recent Financial Statements**

Upload a PDF version of your most recent financial statements. If you have audited financial statements, please upload the most recently conducted audit. If you do not have a recent audit, please explain why.

UUSP Financial Statements.pdf

UUSP is not required to have an outside audit. We have a CPA on retainer who monitors financial transactions and performs accounting functions.

## *Insurance*

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### **Evidence of Insurance Coverage\***

Grantees of the ARPA Nonprofit Capital Project Fund will be required to maintain appropriate insurance related to your operations and this project. PCF will determine whether this coverage is appropriate.

Please upload evidence of insurance.

**If your organization does not have evidence of insurance coverage, please provide an explanation as to why.**

COI\_0174283 02-508083\_PinellasCommunityFoundation-20230415518.pdf

### **Insurance Requirement\***

**If you are awarded a contract from the ARPA Nonprofit Capital Project Fund, you will be required to list Pinellas Community Foundation as an additional insured through your general liability insurance or other appropriate coverages for the duration of the contract. If you would like to check with your insurance carrier on how to do this, here is the information about PCF you will need:**

Pinellas Community Foundation  
17755 US Highway 19 N  
Suite 150  
Clearwater, FL 33764  
727-531-0058

**Please check the box below to indicate that you understand and will be able to comply with this requirement if you are awarded a contract.**

**PCF will not ask for a certificate naming us as additional insured until the contracting stage.**

Yes, I understand and will comply with this requirement if awarded a contract.

## *Post-Grant Requirements*

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### **Reporting Requirements Acknowledgment\***

Grantees will be required to submit a pre-award agreement within two weeks of receiving an award notice. In addition, grantees will be required to submit monthly expenditure reports until their project is completed and their contract is closed out.

Financial information justifying all expenditures will also need to be provided. This includes but is not limited to:

- Invoices
- Canceled checks
- Credit card statements, along with a record of paying the credit card.

If you have any questions, please contact Rose Cervantes, ARPA Program Officer at [rcervantes@pinellascf.org](mailto:rcervantes@pinellascf.org).  
Yes, I agree to submit this grant agreement and impact report within the specified timeframes.

## *Additional Information*

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### **Additional Upload**

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

Reduced Other combined 2 54.pdf

### **Anything else to share?**

Is there anything else that you would like Pinellas Community Foundation to know or other information your organization would like to share that isn't addressed elsewhere in this application?

The narrative referred to the following uploaded files:

Drawing of Existing Little House Layout

Drawing of Proposed Little House Layout

2022 and 2023 Small DDAs, in relation to UUSP location

Map showing Where Guests Reside by Zip Code

Friday Sunset Supper Survey

## File Attachment Summary

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### *Applicant File Uploads*

- Table 1 and Table 2.pdf
- RJMC Inc UU Church-PROPOSAL-CONTRACT.pdf
- One Source Proposal.pdf
- Northeast Jan 12 2023.pdf
- Little House Budget 1 17 23.pdf
- BudgetOverviewFY2022-23July2022-Jun20233518-FY23PLClasses.pdf
- UUSP BoT.pdf
- UUSP Financial Statements.pdf
- COI\_0174283 02-508083\_PinellasCommunityFoundation-20230415518.pdf
- Reduced Other combined 2 54.pdf

Table 1  
**Unitarian Universalist Church of St Petersburg**  
**Statement of Activity - Church Operations**  
July 2020 - June 2021 vs. July 2019 - June 2020

	Jul 2020 - Jun 2021		Jul 2019 - Jun 2020		Change	% Change
<b>Revenue</b>						
<b>42000 Church Income</b>						
<b>42100 Pledges</b>	\$	183,040	\$	197,468	\$ (14,429)	-7%
<b>42200 Contributions and Loose Offerings</b>	\$	7,957	\$	16,950	\$ (8,993)	-53%
<b>42300 Endowment Distribution</b>	\$	15,329	\$	13,800	\$ 1,529	11%
<b>42600 Property Rentals</b>	\$	2,062	\$	7,399	\$ (5,337)	-72%
<b>Total 42000 Church Income</b>	\$	<b>208,388</b>	\$	<b>235,618</b>	\$ (27,229)	-12%
<b>43000 Fundraising Projects</b>	\$	-	\$	19,662	\$ (19,662)	-100%
<b>Total Revenue</b>	\$	<b>208,388</b>	\$	<b>255,279</b>	\$ (46,891)	-18%
<b>Expenditures</b>						
<b>Total 61000 Administrative</b>	\$	29,120	\$	40,096	\$ (10,977)	-27%
<b>Total 61200 Communications</b>	\$	11,175	\$	1,026	\$ 10,149	990%
<b>Total 61300 Building &amp; Grounds</b>	\$	58,537	\$	76,517	\$ (17,980)	-23%
<b>Total 61400 Music Expenses</b>	\$	7,598	\$	21,221	\$ (13,623)	-64%
<b>Total 61500 Program Expenses</b>	\$	4,430	\$	9,577	\$ (5,146)	-54%
<b>Total 61700 RE Expenses</b>	\$	22,155	\$	29,740	\$ (7,585)	-26%
<b>Total 61800 Worship Expenses</b>	\$	79,822	\$	73,957	\$ 5,865	8%
<b>Total Expenditures</b>	\$	<b>212,837</b>	\$	<b>252,134</b>	\$ (39,297)	-16%
<b>Net Operating Results</b>	\$	<b>(4,449)</b>	\$	<b>3,145</b>	\$ (7,594)	-241%
<b>Other Income</b>						
<b>PPP Loan</b>	\$	25,544.0	\$	25,544.0		
<b>Net Income</b>	\$	<b>21,094.9</b>	\$	<b>3,145.3</b>	\$ 17,949.6	571%

Table 2  
**Unitarian Universalist Church of St Petersburg**  
**Statement of Activity - Church Operations**  
July 2021 - June 2022 vs. July 2020 - June 2021

	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021	Change	% Change
<b>Revenue</b>				
<b>42000 Church Income</b>				
42100 Pledges	205,593.07	\$ 183,040	\$ 22,553	12%
42200 Contributions and Loose Offerings	16,318.22	\$ 7,957	\$ 8,361	105%
42300 Endowment Distribution	17,428.00	\$ 15,329	\$ 2,099	14%
42600 Property Rentals	980.00	\$ 2,062	\$ (1,082)	-52%
<b>Total 42000 Church Income</b>	<b>\$ 240,319.29</b>	<b>\$ 208,388</b>	<b>\$ 31,931</b>	<b>15%</b>
<b>43000 Fundraising Projects</b>	<b>1,245.00</b>	<b>\$ -</b>	<b>\$ 1,245</b>	<b>#DIV/0!</b>
<b>Total Revenue</b>	<b>\$ 241,624.49</b>	<b>\$ 208,388</b>	<b>\$ 33,236</b>	<b>16%</b>
<b>Expenditures</b>				
<b>Total 61000 Administrative</b>	<b>\$ 48,524.29</b>	<b>\$ 29,120</b>	<b>\$ 19,404</b>	<b>67%</b>
<b>Total 61200 Communications</b>	<b>\$ 23,586.16</b>	<b>\$ 11,175</b>	<b>\$ 12,412</b>	<b>111%</b>
<b>Total 61300 Building &amp; Grounds</b>	<b>\$ 80,646.16</b>	<b>\$ 58,537</b>	<b>\$ 22,109</b>	<b>38%</b>
<b>Total 61400 Music Expenses</b>	<b>\$ 17,044.76</b>	<b>\$ 7,598</b>	<b>\$ 9,447</b>	<b>124%</b>
<b>Total 61500 Program Expenses</b>	<b>\$ 4,278.06</b>	<b>\$ 4,430</b>	<b>\$ (152)</b>	<b>-3%</b>
<b>Total 61700 Religious Education Expenses</b>	<b>\$ 18,403.69</b>	<b>\$ 22,155</b>	<b>\$ (3,752)</b>	<b>-17%</b>
<b>Total 61800 Worship Expenses</b>	<b>\$ 95,963.63</b>	<b>\$ 79,822</b>	<b>\$ 16,142</b>	<b>20%</b>
<b>Total Expenditures</b>	<b>\$ 288,446.75</b>	<b>\$ 212,837</b>	<b>\$ 75,609</b>	<b>36%</b>
<b>Net Operating Results</b>	<b>\$ (46,822)</b>	<b>\$ (4,449)</b>	<b>\$ (42,373)</b>	<b>952%</b>
<b>Other Income</b>				
Interest / Dividend Income	6,676.00	\$ -	\$ -	
PPP Loan		\$ 25,544.0	(25,544.0)	-100%
<b>Net Income</b>	<b>\$ (40,146)</b>	<b>\$ 21,095</b>	<b>\$ (61,241)</b>	<b>-290%</b>



# R. J. M. C. Inc., General Contracting

Reginald Craig ♦ License # CG-C059946 ♦ 4930 29<sup>th</sup> Ave. No. St. Pete. FL 33710 ♦ Tel. 727-631-1031

December 31, 2022

PROPOSAL SUBMITTED TO:

Unitarian Universalist Church of St. Petersburg  
100 Mirror Lake Dr  
ST. Petersburg, Florida 33701

We hereby propose to supply drawings & permits, furnish the materials and perform the labor necessary for the completion of:

## ADA BATH, RAMP & SMALL BUILDING IMPROVEMENTS

- Remove and dispose of existing windows, AC and north exterior door. (Demo slab approx. 70 square ft.) expand window opening to allow for new 3'0" door.
- Trench soil and grade 30' of perimeter to allow for proper drainage and construction of ADA ramp
- Infill wall area created by door relocation
- Furnish and install (7) new Impact windows and (1) door (Allowance \$4,000.00 including lock set)
- Rough in plumbing to allow for new ADA bath sink, toilet and shower
- Install new 150-amp service Wire to code,
- Back fill and slope new concrete floor in bath to allow for ("wet bath")
- Create walls for new bath include exhaust fan and lighting (Allowance \$150.00)
- Install 2x4 ledger plate install hurricane clips as required
- Insulate ceiling and new Bath walls
- Install new ½ drywall on ceiling, bath walls and durock on shower walls
- Tile floor and shower walls (tile allowance \$3.00 square ft.
- Install bath fixtures (allowance \$1000.00 toilet, sink, faucet, shower valve, 4 grab bars and plumbing protection)
- Install on demand hot water heater (allowance \$400.00)
- Install bath door and all trim as needed
- Install new 12000 BTU mini split (allowance \$1,500.00)
- Fill voids in floor and paint
- Paint all new work
- **All allowances include sales tax**

**R. J. M. C. Inc., General Contracting**

Reginald Craig ♦ License # CG-C059946 ♦ 4930 29<sup>th</sup> Ave. No. St. Pete. FL 33710 ♦ Tel. 727-631-1031

All material is guaranteed to be as specified, and completed in a substantial workmanlike manner for the sum of eighty thousand four hundred dollars (\$80,400.00) with payments to be made as follows: deposit at start, twelve thousand dollars (\$12,000.00). Demo, infill and ramp completed twenty thousand dollars (\$20,000.00).

Door & windows installed (15,000.00) fifteen thousand dollars Plumbing and wiring roughed in (15,000.00) fifteen thousand dollars Balance at completion (\$20,400.00) twenty thousand four hundred dollars.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements will be made in writing.

The Contractor agrees to carry all necessary Insurance, and pay all Sales Taxes upon the material furnished under this contract.

Respectfully submitted:

Reginald Craig, President  
R.J.M.C. Inc. FID # 59-3466421

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified, Payments will be made as outlined above.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_

# ONE SOURCE CONTRACTING

PO Box 22212  
Tampa, FL. 336212  
727-642-3605  
eugenesmiley@gmail.com

To: Universalist Church School  
100 Mirror Lake Dr  
St Petersburg, FL. 33701

## CONTRACT

=====

This Contract entered this 6<sup>th</sup> day of January 2022, by and between Unitarian Universalist Church School, referred to as the "Owner" and One Source Contracting LLC hereinafter referred to as the "Contractor." For the consideration hereafter set forth, the Owner and Contractor agree as follow:

**Scope of work:** The Contractor agrees manage and supervision the construction work and to employ all subcontractors necessary to complete the improvements described in this Contract Documents to property currently owned by Owner located at: 100 Mirror Lake Dr. St Petersburg, FL. 33701 as follow:

1. Rebuild/Repair the ceiling joist to comply with the Florida Standard Building Code.
2. Demo the existing bathroom to include cutting the slab to accommodate the new plumbing, demo all the interior walls and build new walls to make the bathroom ADA in accordance with the plans and specifications.
3. Block in one doorway on the north side of the building and finish the exterior to match.
4. Cut a new doorway where the north window is located that complies with the required wind load of the FBC.
5. Replace all windows with impact rated glass to comply with the FBC.
6. Pour a concrete walkway to the new door from the existing sidewalk complying with ADA 1/12 rule.
7. Install rough plumbing and water lines.
8. Fir the interior walls and frame the bathroom walls with metal studding.
9. Insulate the ceiling and walls
10. Install drywall on the walls and ceiling per SBC and paint the interior and exterior.
11. Install a 3.0 entry door into the bathroom.
12. Install ADA approved toilet and sink.
13. Install handrails around the sink and toilet per ADA requirements.
14. Install ceramic tile throughout.
15. Install 6 feet of base cabinets for a future sink.

# ONE SOURCE CONTRACTING

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Tampa, FL. 336212  
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eugenesmiley@gmail.com

16. Paint then install commercial grade baseboards.
17. Install a 1.5-ton central AC system minimum 16 SEER.
18. Install interior and exterior light fixtures.
19. Install
20. commercial grade lockset

Contract Sum and Payments: The Owner agrees to pay to the Contractor the sum of \$72,000.00 (Seventy-two thousand dollars payable as follows:

1. 20% upon inception for mobilization
2. 30% at rough in for the plumbing and framing
3. 25% at drywall
4. 25% upon completion

Owner's failure to make prompt payments will cause a financial hardship on the Contractor, it is necessary to impose a finance charge if payments are not promptly made. Accordingly, Owner agrees to pay a finance charge on amounts not paid within 30 days based on the following periodic rates: one and one-half percent (1.5%) per month on the unpaid adjusted balance. (Adjusted balance means previous balance less payments received at the time for the monthly billing). One and one-half percent (1.5%) per month is an annual percentage rate of eighteen percent (18%).

Commencement, Completion, and Acceptance: Provided all necessary materials are available, a building permit can be obtained, and the Owner has complied in full with the terms of this Contract, the Contractor shall commence construction on or before TBD. The estimated completion date is TBD. Owner acknowledges that this completion date is an estimate only and that Contractor shall not be responsible for delays caused by factors unknown or undisclosed to Contractor and any factors listed in paragraph 17 of this Contract. Contractor will provide a revised completion date if such factors are encountered. Contractor shall comply with all requirements of such permits. Contractor shall not be responsible for obtaining any variances should such variances be required to obtain a building permit.

Warranty: Contractor agrees to provide the warranty provided for in paragraph 23 at no cost to the Owner; provided, however, that the cost of the warranty call-backs for work performed by contractors or subcontractors not employed by or contracted for by Contractor shall be paid by Owner and performance of work by contractors or subcontractors not employed by or contracted for by Contractor shall void the warranty of the Contractor for the portion of the improvements on which such work is performed.

Addition Terms and Conditions: Owner and Contractor acknowledge and agree to be bound by the Terms and conditions in paragraphs 1-27. Owner's required to provide the

# ONE SOURCE CONTRACTING

PO Box 22212  
Tampa, FL. 336212  
727-642-3605  
eugenesmiley@gmail.com

Contract with a Notice of Commencement for any work over \$2500.00. Owner retain the 3 day right of rescission.

ACCEPTANCE:

One Source Contracting LLC

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Eugene Smiley, Contractor

Date: \_\_\_\_\_

## 1. EXTRA WORK

During progress of construction, Owner may order extra work. Such extra work shall be specified in a written change order signed by the Owner and Contractor and shall be paid for at time the change order is completed unless otherwise agreed to by the parties.

## 2. INSECTS AND MOISTURE DAMAGE

Contractor shall not be obligated to perform any work to correct damage caused by termites or other insects, moisture, mold, dry rot or decay and any work to be performed to correct such damage shall be covered by a change order. If any pretreatment for termites or other insects is required, it will be at Owner's expense.

## 3. MATCHING MATERIALS AND SUBSTITUTION OF MATERIALS IF ACCICABLE.

Contractor calls attention to the Owner to the limitations of matching building materials (included by not limited to plaster, drywall, stucco, concrete, masonry, siding, and roofing materials). While the Contractor shall make every effort to match existing materials, texture, colors, stains, finishes, and planes, exact duplication is not promised. Contractor shall have the right to substitute materials of similar quality, pattern, and design if unable to obtain the exact matching materials. Concrete will from time to time crack in one or more places, and contractor has no control over cracking concrete.

## 4. ELECTRICAL SERVICE

Unless specifically included, electrical work contemplates no change to existing service panel other than the addition of circuit breakers or fuse blocks to distribute electric current to new outlets. Cost incurred in changing point of service, main switch, or meter that may be required by inspector or the Owner shall pay serving utility to the Contractor the same as any other extra. Changes to existing wiring in areas undisturbed by alterations are not included.

## 5. PROPERTY LINES

The Owner is solely responsible for the location of all lot lines and shall, if requested, identify all corner posts of his lot for the Contractor. If any doubt exists as to the location of lot lines, the Owner shall at his own cost, order and pay for a survey. If the Owner

# ONE SOURCE CONTRACTING

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wrongly identifies the location of the lot lines of the property, any changes required by the Contractor shall be at the Owner's expense. Owner shall pay this cost to Contractor in cash prior to continuation of work.

## 6. CONDUITS, PIPES, AND DUCTS

Unless specifically indicated, agreed price does not include re-routing of vents, pipes, ducts, or wiring conduits that may be discovered in removal of walls or cutting of openings in walls, floors, or ceilings.

## 7. ACCESS TO WORK

Owner shall grant free access to work areas for workmen and vehicles, and shall allow areas for storage of materials and rubbish. Owner shall also provide utility services required by the Contractor at Owner's cost. Owner agrees to keep driveways clear and available for movement and parking of trucks during normal work hours. Contractors and workmen shall not be expected to keep gates closed for animals and children. Contractor shall protect adequately the property and adjacent property subject to this contract but shall not be held responsible for damage to driveways, walks, lawns, trees, and shrubs by movement of trucks unless due to Contractor's gross negligence.

## 8. REQUIREMENTS OF PUBLIC BODIES

Any changes, alterations, or extras from the drawings or specifications which may be required by any public body, utility, or inspector shall constitute an extra and shall be paid for the same as any other extra.

## 9. MATERIALS REMOVED-RUBBISH

Contractor except for Hazardous Materials as described in paragraph 27 and those items shall dispose of all materials removed from structure in course of alterations designated by Owner prior to commencement or during construction. All construction rubbish to be removed by Contractor at termination of work and premises left neat and in a broom-clean condition.

## 10. INSURANCE

Prior to commencement of construction, Owner shall have Contractor listed as loss-payee on Owner's hazard insurance policy by means of endorsement, or shall purchase separate policy to protect Contractor's interest. In event Owner fails to do so, Contractor may procure such insurance and Owner agrees to reimburse Contractor in cash for the cost thereof. Contractor may waive this requirement in its sole discretion. Contractor shall carry at his own expense general liability insurance.

## 11. TOILET FACILITIES

Owner agrees to make toilet facilities available to all workmen or compensate Contractor for cost of rented units.

## 12. PERMITS AND RESTRICTIONS

Owner shall obtain and pay for all permits required by Government bodies unless otherwise specified. Contractor shall comply with all requirements of such permits. Owner shall secure and pay for approval of Fine Arts groups, or any group, or groups, or organizations, society or association wherever such approval is required by covenant.

# ONE SOURCE CONTRACTING

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Owner shall secure and pay for easements or other necessary property interest for permanent structures or permanent changes in existing facilities. The Owner further covenants that there are no restrictions, easements of covenants restricting or requiring consent to the work to be performed. Contractor shall not be responsible for obtaining any variances should such variances be required to obtain a building permit.

## 13. CANCELLATION OF AGREEMENT

In event of cancellation of this agreement by the Owner prior to commencement of construction, the Contractor is to receive compensation from the Owner for all expenses incurred to that date plus 20% of the contract sum. The Contractor may cancel this agreement because of material shortages or errors in computing the contract sum within ten (10) days of acceptance of this agreement by Owner provided that: (i) no work has commenced; and (ii) all amounts paid to the Contractor are refunded to the Owner.

## 14. UNDERGROUND PIPES

Contractor shall not be held responsible for damage to, or removing of pipes, sprinkler lines, water or sewage disposal systems or conduits in areas of excavating, grading, paving, or construction.

## 15. DAMAGE TO PROPERTY

Contractor shall not be held responsible for damage caused by Owner or Owner's employees, Act of God, soil slippage, earthquake, fire, riot, or civil commotion or acts of public enemy.

## 16. EXTRA TIME

Contractor agrees to diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons: acts of neglect or omissions of Owner or Owner's employees or Owner's agent, acts of God, stormy or inclement weather, strikes, lockouts, boycotts or other labor union activities, extra work ordered by Owner, acts of public enemy, riots or civil commotion, inability to secure materials through regular recognized channels, imposition of government priority or allocation of materials, failure of Owner to make payments when due, or delays caused by inspections, or changes ordered by inspectors of governmental bodies concerned.

## 17. LICENSING

Contractor informs Owner that he is licensed under the laws and statutes of the State of Florida.

## 18. LIENS AND ASSESSMENTS

Unless specifically included in this agreement Contractor shall not be held responsible for any bonds, liens, or assessments on existing real estate, nor sewer or utility assessments not yet a lien on said property.

## 19. PROTECTION OF OWNER'S PROPERTY

Owner agrees to remove or protect any personal property, inside and out, including shrubs and flowers, which cannot be protected adequately by Contractor and Contractor, shall not be held responsible for damage to or loss of said items.

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PO Box 22212  
Tampa, FL. 336212  
727-642-3605  
eugenesmiley@gmail.com

## 20. WORK STOPPAGE

Should the work be stopped by public authority for a period of thirty days or more, though no fault of the Contractor, or should the work be stopped through the act of the Owner for a period of fifteen days, or should the Owner fail to pay the Contractor any payment within fifteen days after it is due, then the Contractor upon seven days written notice to the Owner, may stop work or terminate the contract and recover from the Owner payment for all work executed and any loss sustained and reasonable profit and damages (not less than 20% of contract sum).

## 21. CONTRACT

The Owner shall not sign a blank contract and is entitled to a copy at the time he signs it.

## 22. MARKETING

The Contractor is authorized to display a yard sign on the property until completion of work. The Contractor is authorized to photograph and video the work, and to publish the documentation (included but not limited to newspaper, magazine, and the internet). The Contractor will not use the name of the Owner unless given permission.

## 23. WARRANTY

Provided the Owner has complied with all terms and conditions of this contract and the relating documents and is not in default for the same, the Contractor warrants that all work shall conform to the requirements of the Contract and that any defects due to faulty materials or workmanship which the Owner gives written notice to Contractor within a period of one year from the date of 95% completion or occupancy by the Owner whichever will first occur, shall be corrected by the Contractor within a reasonable period of time at the Contractor's expense. In the event of any dispute as to whether or not any defect is acceptable workmanship under this contract, then the standards set forth in the Standard Building Code.

Council shall govern and shall be admissible in any proceeding involving this contract.

## 24. WORK BY OTHERS

Anything herein notwithstanding, Contractor shall not be responsible for work performed by contractors or individuals neither contracted nor employed by it.

## 25. DEFAULT

Owner agrees that upon signing this contract, either before or after acceptance by Contractor, to be bound thereby and in event of a breach of this contract by said Owner, Contractor shall be entitled to full compensation for work performed, loss of profits, and in event of a legal dispute, all costs and reasonable attorney's fees. In no event shall Contractor's recovery be less than 20% of the contract sum.

## 26. HAZARDOUS MATERIALS

Unless herein specifically provided for, the Contractor shall not be responsible for removal and for disposal of any "Hazardous Materials" as defined by any Federal, State or Local law, regulation, or ordinance, including without limitation, lead base paint, mold, asbestos and asbestos containing material, and if such "Hazardous Materials" are encountered in the course of the Contractor's work, then Owner shall pay any and all



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PO Box 22212  
Tampa, FL. 336212  
727-642-3605  
eugenesmiley@gmail.com

additional costs to remove and/or dispose of such "Hazardous Materials" in accordance with such Federal, State, and Local laws, regulations, and ordinances.

OWNER HERBY WAIVES AND RELEASES CONTRACTOR FROM ALL LIABILITY FOR ANY DAMAGES, BOTH TO PERSON AND PROPERTY, SUFFERED BY OWNER AS A RESULT OF CONTRACTOR'S REMOVAL OF HAZARDOUS WASTE INCLUDING LEAD BASED PAINT. OWNER AGREES TO INDEMNIFY AND HOLD CONTRACTOR HARMLESS FOR ANY DAMAGES SUFFERED BY CONTRACTOR AS A RESULT OF OWNER OR ANY THIRD PARTY MAKING A CLAIM FOR DAMAGES AGAINST CONTRACTOR IN CONNECTION WITH CONTRACTOR'S REMOVAL OF HAZARDOUS WASTE INCLUDING LEAD BASED PAINT. SHOULD A LEGAL ACTION BE FILED AGAINST CONTRACTOR FOR SUCH ACLAIM, OWNER SHALL INDEMNIFY CONTRACTOR FOR ALL DAMAGES AND COST SUFFERED BY CONTRACTOR INCLUDING REASONABLE ATTORNEY'S FEES.

## **CONSTRUCTION INDUSTRIES RECOVERY FUND**

**PAYMENT MAY BE AVAILABLE FROM THE CONSTRUCTION INDUSTRIES RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A STATE-LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM,**

**CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS:**

### **FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD**

**1940 N. Monroe St., Tallahassee, FL 32399-1039(850) 487-1395**

Acknowledge receipt:

\_\_\_\_\_

Owner

\_\_\_\_\_

Date



**NORTHEAST CONSTRUCTION, INC.**  
**CERTIFIED GENERAL CONTRACTOR**  
**LIC. #: CGC1507505**

CERTIFIED MOLD  
MRSA1336  
CERTIFIED MOLD  
MRSR813  
CERTIFIED LEAD PAINT



ASSESSOR  
REMEDIATION  
RENOVATOR RRP

CERTIFIED HOME INSPECTION HI2838

270 83<sup>rd</sup> Ave., N.  
St. Petersburg, Florida 33702

Cell: 727-423-3029  
[neconstructionfl@gmail.com](mailto:neconstructionfl@gmail.com)  
[www.neconstructionfl.com](http://www.neconstructionfl.com)  
[www.northeastconstructionfl.com](http://www.northeastconstructionfl.com)

## PROPOSAL/CONTRACT

**THIS PROPOSAL**, Made as of January 12, In the Year of 2023

Between the Owner: **Unitarian Universalist Church of St. Petersburg**  
**100 Mirror Lake Dr**  
**ST. Petersburg, Florida 33701**

And the Contractor: **Northeast Construction**  
**Lic. #CGC1507505**  
**270 83<sup>rd</sup> Ave., N.**  
**St. Petersburg, Florida 33702**

For the Project: **Unitarian Universalist Church of St. Petersburg**  
**100 Mirror Lake Dr**  
**St. Petersburg, Florida 33701**

### SCOPE OF WORK:

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS NECESSARY FOR THE COMPLETION OF:

1. Propose to develop Architectural drawings for a new layout of the little house.
2. Propose to submit drawings to building dept., for permitting.

Exterior:

1. Propose to remove and enclose existing front entry of the little house, to provide an area required for ADA bathroom, and apply stucco on the exterior to match existing walls.
2. Propose to remove existing Window unit A/C, and existing window. Cut existing block wall to provide a new entry to the little house.

**Unitarian Universalist Church of St. Petersburg  
100 Mirror Lake Dr  
St. Petersburg, Florida 33701**

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3. Propose to supply and install new 3'-0" entry door to the little house. (Builders grade)(refer to spec sheet)
4. Propose to remove existing dirt at the front for the new entry and provide a small retaining wall.
5. Propose to improve proper drainage at the left side of the little house, providing a wet and dry pound, and/or additional drainage leading to towards the street.
6. Propose to supply and install new windows (Builders grade)(refer to spec sheet)
7. Propose to enclose section of the existing bathroom window, supply and install new window approx 24"X24".
8. Propose to apply (1) one coat of primer and (2) two coats of finish color to match existing color. (new work)

**Interior:**

1. Propose to demo existing bathroom, cut the existing slab to relocate the main drain, and to provide slope for the shower area.
2. Propose to haul away all debris off the job site.
3. Propose to supply and install new plumbing to accommodate the new bathroom layout. (reflect the Architectural plans) (Contractor grade).
4. Propose to construct framing for the new bathroom per proposed Architectural plans.
5. Propose to remove and replace existing 4x4 supporting column, and install new hurricane connectors to the slab and to the existing beam. Fill voids in concrete and apply floor paint.
6. Propose to install new 2x4 ledger plate at the existing beam, as additional support to the existing 2x8 roofing structure.
7. Propose to install new face mount joist hanger at each 2x8, and H2.5 connector at the supporting beam.
8. Propose to update electrical panel to 150 Amp.
9. Propose to install electrical outlets and switches to accommodate the use of the little house.
10. Proposed to supply, and install new R-19 or R-30 on the existing ceiling.
11. Proposed to supply, and install new 1/2" drywall, on the ceiling, and supply, and install new cementation boards at the shower area.
12. Propose to supply, and install new A/C supply vents above the bathroom door, and fart vent.
13. Propose to install new floor tile and wall tile at the shower area.
14. Propose to apply (1) one coat of primer and (2) two coats of finish color, at new work only. (color selection by Owner)
15. Propose to install new baseboard in the bathroom area.

**Unitarian Universalist Church of St. Petersburg**  
**100 Mirror Lake Dr**  
**St. Petersburg, Florida 33701**

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16. Propose to install all plumbing fixtures, grab bars, new toilet, new vanity, and mirror. (Contractor grade)

17. Propose to supply, and install new A/C split unit.

**NOTE:**

**Any additional work requested by the Owner, or observed during the work and need to be addressed Northeast Construction shall notify the Owner prior to perform the work, and a change order shall be signed to reflect the work and the additional cost.**

**All permit fees shall be paid by Northeast Construction and re-reimbursed by the Owner.**

**ALL WORK SHALL COMPLY WITH FLORIDA BUILDING CODES.**

**ACCEPTANCE OF PROPOSAL/CONTRACT**

The estimated price, specifications and conditions are satisfactory and are accepted. Payments will be made as outlined below.

By signing this proposal this constitutes an agreed **CONTRACT** between the contractor and customer. All labor is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **77,560.00 Seventy Thousand Five Hundred Sixty and 00/100 dollars.**

The Owner and the Contractor acknowledge that the Owner will pay a sum of **Ten Thousand Dollars, (\$10,000.00)**, upon signing of this contract and before construction begins as a deposit and part of the mobilization price of the project.

Payment No: 1 <b>(\$10,000.00)</b>	TOTAL UPON SIGNING THE CONTRACT.
Payment No: 2 <b>(\$20,000.00)</b>	UPON STARTING THE WORK/OBTAIN THE PERMIT.
Payment No: 3 <b>(\$20,000.00)</b>	DURING WORKING.
Payment No: 4 <b>(\$20,000.00)</b>	DURING WORKING.
Payment No: 5 <b>(\$7,560.00)</b>	UPON COMPLETION.

**UNKNOWN CONDITIONS**

If conditions are encountered at the sites which are:

This Agreement is based solely on the observations Contractor was able to make with the structure in its current condition at the time this Agreement was bid. If additional concealed conditions are discovered once work has commenced which were not visible at the time the proposal was bid,

**Unitarian Universalist Church of St. Petersburg**  
**100 Mirror Lake Dr**  
**St. Petersburg, Florida 33701**

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Contractor will stop work and point out these unforeseen concealed conditions to Owner so that Owner and Contractor can execute a Change Order for any Additional Work.

ALL WORK SHALL BE COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER AND THE ABOVE WORK TO PERFORM IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK. ANY ALTERATION, ADDITIONAL, OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDER FROM OWNER OR HIS AUTHORIZED AGENT AND WILL BECOME AN EXTRACHARGE OVER THE ABOVE AGREED AMOUNT. AGREEMENTS MADE WITH MECHANICS OR SUBCONTRACTORS ON THE JOB ARE NOT RECOGNIZED. NO STATEMENT, ARRANGEMENT OR UNDERSTANDING, EXPRESSED OR IMPLIED NOT CONTAINED HEREIN WILL BE RECOGNIZED.

*ACCEPTANCE OF CONTRACT: This contract is approved and accepted by the undersigned*

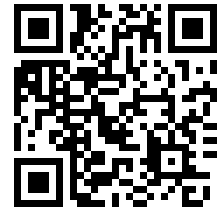
*Customers are partners for life*

\_\_\_\_\_  
Northeast Construction  
*(Signature of Contractor or Contractor's agent)*

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Owner/Owner Representative

\_\_\_\_\_  
Date:



**ATTACHMENT B-3 – CAPITAL BASED BUDGET  
SUMMARY**

PROJECT NAME: \_\_\_\_\_

CONTRACTOR SFS PAYEE NAME: \_\_\_\_\_

CONTRACT PERIOD: From: \_\_\_\_\_

To: \_\_\_\_\_

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Scoping and Pre-Development					
2. Design					
3. Acquisition					
4. Construction					
5. Administration					
6. Working Capital/Reserves					
7. Other					
<b>TOTAL</b>					

Contract Number: # \_\_\_\_\_

**ATTACHMENT B-3 – CAPITAL BASED BUDGET  
DETAIL**

SCOPING AND PRE DEVELOPMENT - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

DESIGN - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

Contract Number: # \_\_\_\_\_

ACQUISITION - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

CONSTRUCTION - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

Contract Number: # \_\_\_\_\_



ADMINISTRATION - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

WORKING CAPITAL/RESERVES - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

Contract Number: # \_\_\_\_\_

OTHER - TYPE/DESCRIPTION	ITEM # (IF APPLICABLE)	QUANTITY (IF APPLICABLE)	UNIT PRICE (IF APPLICABLE)	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
TOTAL				

Contract Number: # \_\_\_\_\_

# Unitarian Universalist Church of St Petersburg

Budget Overview: FY 2022-23 (July 2022 - Jun 2023)35+18 - FY23 P&L Classes

July 2022 - June 2023

	CHURCH OPERATIONS	TOTAL
Revenue		
42000 Church Income	220,037.04	\$220,037.04
47000 Special Events	21,999.96	\$21,999.96
<b>Total Revenue</b>	<b>\$242,037.00</b>	<b>\$242,037.00</b>
GROSS PROFIT	<b>\$242,037.00</b>	<b>\$242,037.00</b>
Expenditures		
61000 Administrative	44,581.88	\$44,581.88
61200 Communications	19,725.00	\$19,725.00
61300 Building & Grounds	81,339.76	\$81,339.76
61400 Music Expenses	21,524.96	\$21,524.96
61500 Program Expenses	7,500.08	\$7,500.08
61700 RE Expenses	30,639.84	\$30,639.84
61800 Worship Expenses	109,233.80	\$109,233.80
<b>Total Expenditures</b>	<b>\$314,545.32</b>	<b>\$314,545.32</b>
NET OPERATING REVENUE	<b>\$ -72,508.32</b>	<b>\$ -72,508.32</b>
Other Revenue		
Other Income	2,136.00	\$2,136.00
<b>Total Other Revenue</b>	<b>\$2,136.00</b>	<b>\$2,136.00</b>
NET OTHER REVENUE	<b>\$2,136.00</b>	<b>\$2,136.00</b>
NET REVENUE	<b>\$ -70,372.32</b>	<b>\$ -70,372.32</b>

<b>BOARD OF TRUSTEES and CHURCH OFFICERS</b>		
Ariana Drew, BoT	<a href="mailto:ariana.drew@uustpete.org">ariana.drew@uustpete.org</a>	631-327-0313
Ellen Hays, BoT	<a href="mailto:ellen.hays@uustpete.org">ellen.hays@uustpete.org</a>	202-531-5872
Bill Motter, Vice Pres. BoT	<a href="mailto:bill.motter@uustpete.org">bill.motter@uustpete.org</a>	503-381-8045
Beth Stombaugh, BoT	<a href="mailto:beth.stombaugh@uustpete.org">beth.stombaugh@uustpete.org</a>	614-286-0883
Karen White, Co Vice Pres, BoT	<a href="mailto:karen.white@uustpete.org">karen.white@uustpete.org</a>	518-524-1100
Rebecca Wilson, President, BoT	<a href="mailto:rebecca.wilson@uustpete.org">rebecca.wilson@uustpete.org</a>	202-549-6040
Trish Burch, Treasurer	<a href="mailto:trish.burch@uustpete.org">trish.burch@uustpete.org</a>	973-219-4187
Sabine von Aulock, Asst Treas.	<a href="mailto:sabine.vonaulock@uustpete.org">sabine.vonaulock@uustpete.org</a>	973-768-3256
Michael Pohl, BoT Clerk	<a href="mailto:michael.pohl@uustpete.org">michael.pohl@uustpete.org</a>	727-504-4727
John Motter, Financial Sec.	<a href="mailto:john.motter@uustpete.org">john.motter@uustpete.org</a>	503 -381-0501

# Unitarian Universalist Church of St Petersburg

## Statement of Activity by Class

July 2021 - June 2022

	TOTAL
Revenue	
42000 Church Income	240,319.29
45000 Program Income	60.00
47000 Special Events	1,245.00
49000 Uncategorized Revenue	0.20
<b>Total Revenue</b>	<b>\$241,624.49</b>
GROSS PROFIT	<b>\$241,624.49</b>
Expenditures	
61000 Administrative	48,214.65
61200 Communications	23,565.14
61300 Building & Grounds	77,983.44
61400 Music Expenses	16,644.76
61500 Program Expenses	5,049.08
61700 RE Expenses	17,975.56
61800 Worship Expenses	95,599.73
Uncategorized Expenditure	1,345.30
<b>Total Expenditures</b>	<b>\$286,377.66</b>
NET OPERATING REVENUE	<b>\$ -44,753.17</b>
Other Revenue	
Other Income	6,676.00
<b>Total Other Revenue</b>	<b>\$6,676.00</b>
NET OTHER REVENUE	<b>\$6,676.00</b>
NET REVENUE	<b>\$ -38,077.17</b>

# Unitarian Universalist Church of St Petersburg

## Statement of Financial Position

As of June 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 First Horizon Checking (4101)	159,447.61
10001 Iberia Bank 4101 CLOSED 2/22/22 (3808/5744)	17.68
<b>Total Bank Accounts</b>	<b>\$159,465.29</b>
Accounts Receivable	
13000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
12000 Undeposited Funds	0.00
15000 Employee Advance	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$159,465.29</b>
Other Assets	
19000 Endowment Receivables	5,013.17
19100 Investment with Endowment	131,676.00
19200 UUA Investment Fund	944.03
<b>Total Other Assets</b>	<b>\$137,633.20</b>
<b>TOTAL ASSETS</b>	<b>\$297,098.49</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	852.87
<b>Total Accounts Payable</b>	<b>\$852.87</b>
Credit Cards	
21000 Iberia CC	2,235.08
<b>Total Credit Cards</b>	<b>\$2,235.08</b>
Other Current Liabilities	
22000 Direct Deposit Liabilities	0.00
24000 Payroll Liabilities	2,865.71
24200 Accrued Expenses	50.33
24300 Pre-paid Property Usage	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,916.04</b>
<b>Total Current Liabilities</b>	<b>\$6,003.99</b>

# Unitarian Universalist Church of St Petersburg

## Statement of Financial Position

As of June 30, 2022

	TOTAL
Long-Term Liabilities	
25000 Board Designated B&G Reserve Accounts	42,744.13
26000 Donor Designated Funds	18,632.13
26500 Next FY Pledges	11,491.00
26600 PPP Loan	0.00
26650 SBA Loan 2.75% Fixed 30 Years	129,700.00
26700 Priority designated funds	99,427.77
<b>Total Long-Term Liabilities</b>	<b>\$301,995.03</b>
<b>Total Liabilities</b>	<b>\$307,999.02</b>
Equity	
30000 Opening Balance Equity	0.00
32000 Unrestricted Funds	34,576.64
Net Revenue	-45,477.17
<b>Total Equity</b>	<b>\$ -10,900.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$297,098.49</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

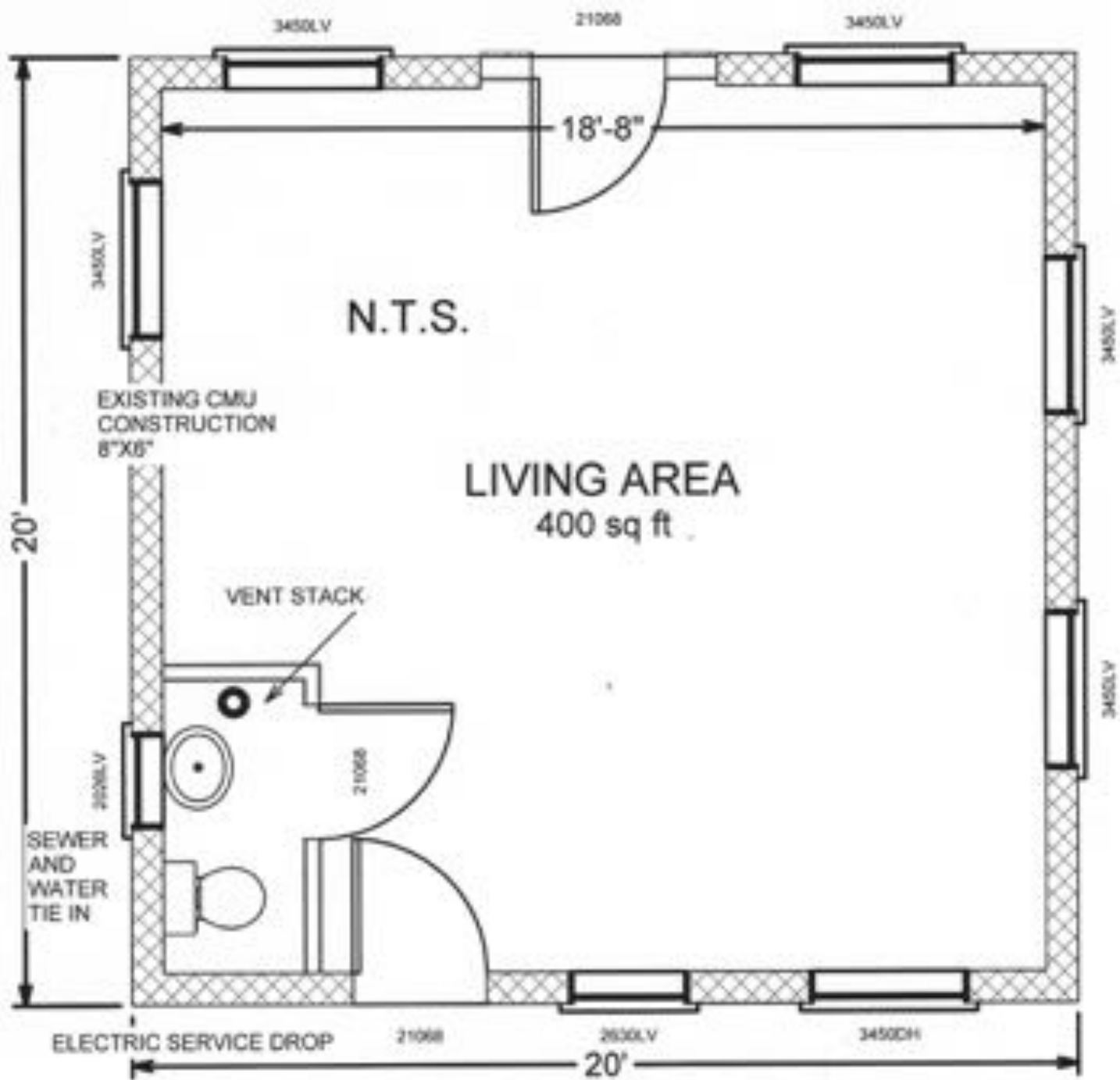
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--

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N.T.S.

LIVING AREA  
400 sq ft

VENT STACK

SEWER  
AND  
WATER  
TIE IN

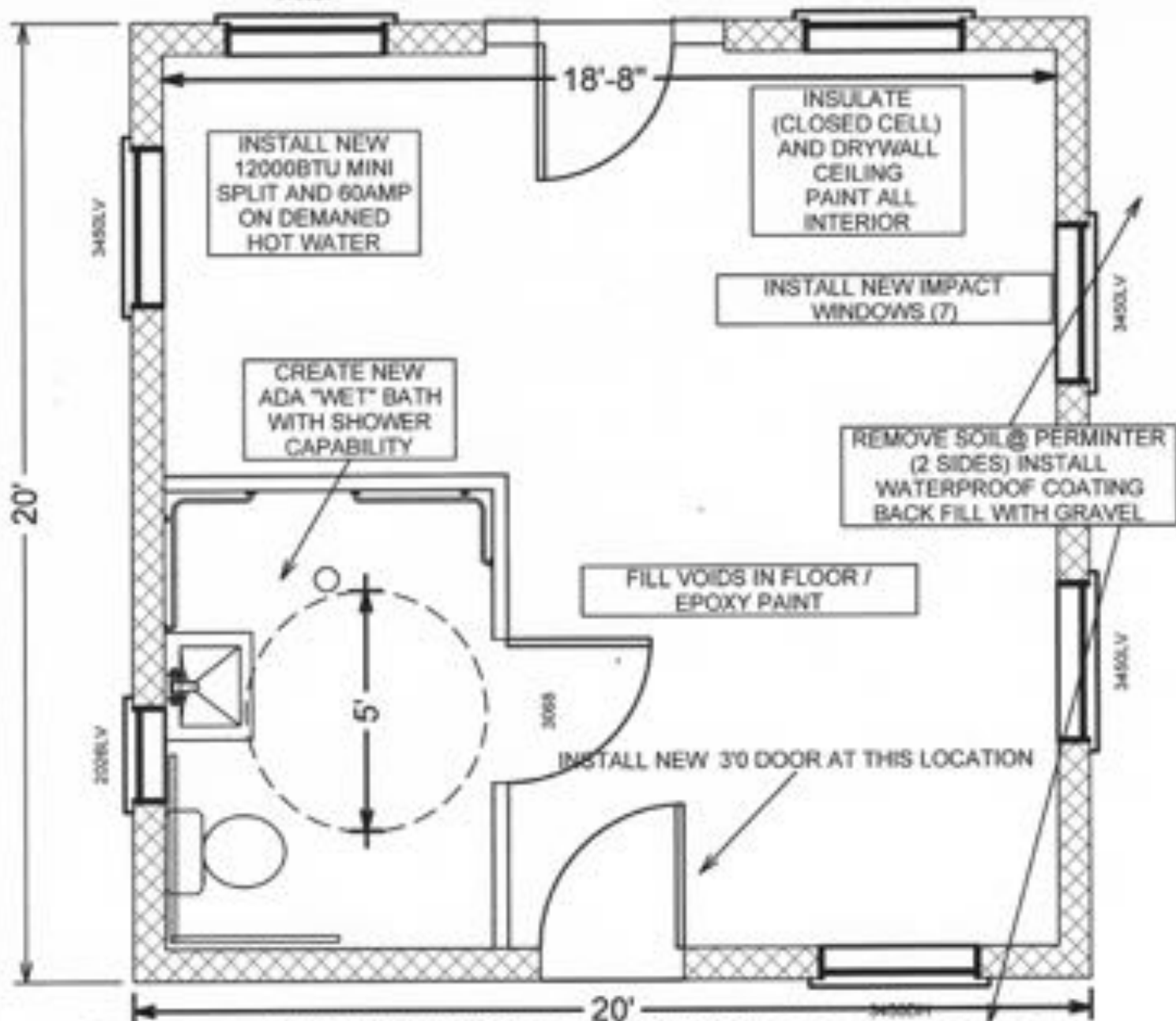
ELECTRIC SERVICE DROP

EXISTING

3450LV

21068

3450LV



INSTALL NEW 150 AMP SERVICE. ALL ELECTRIC TO CODE

INSTALL NEW CONCRETE PAD AND RAMP

PROPOSED  
N.T.S.



# 2022 and 2023 Small DDAs and QCTs

719 Arlington Ave St petersburg

Go

Select a State

Select a County

Go

Map Options : Clear | Reset | Full Screen

QCT Legend:

Tract Outline



LIHTC Project

2023 Qualified Census Tracts

SADDA Legend:

FMR Boundary



2023 Small DDA

Non Metro DDA

Hide the overview

The 2023 Qualified Census Tracts (QCTs) and Difficult Development Areas (DDAs) are effective January 1, 2023. The 2023 designations use population and tract boundaries from the 2020 Decennial census. The designation methodology is explained in the **Federal Register notice** published October 24, 2022.

### Map Options

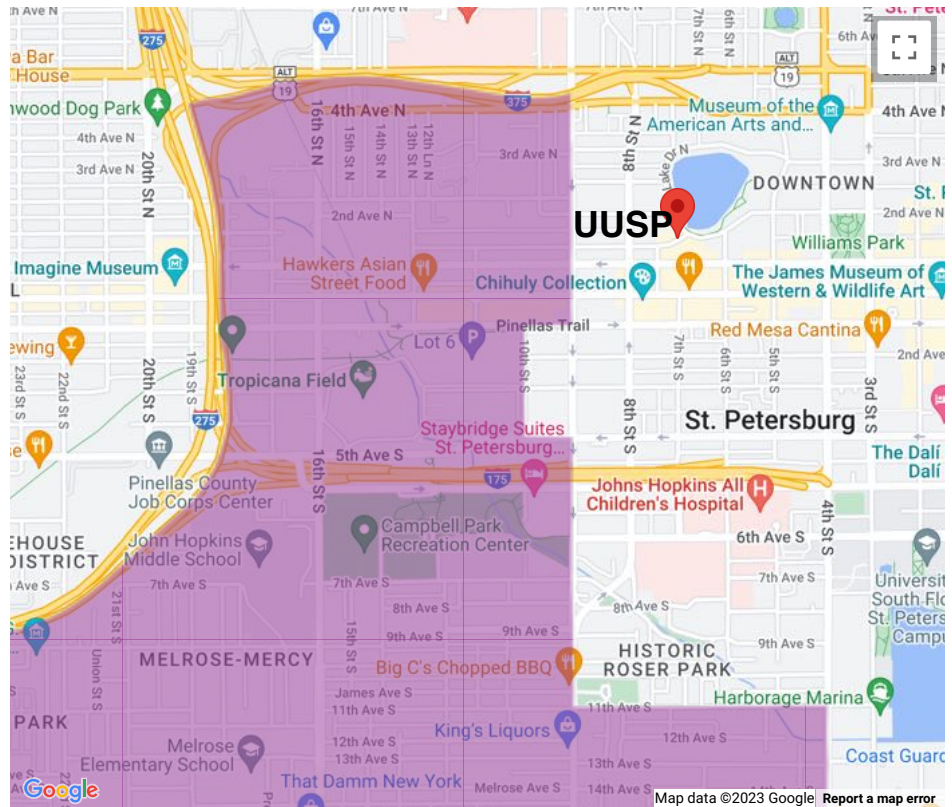
15 Current Zoom Level

- 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

- 2023
- 2022



2.3K

## About PD&R

- PD&R Mission
- Organization Chart
- PD&R Events
- HUD Secretary's Awards

## Reference

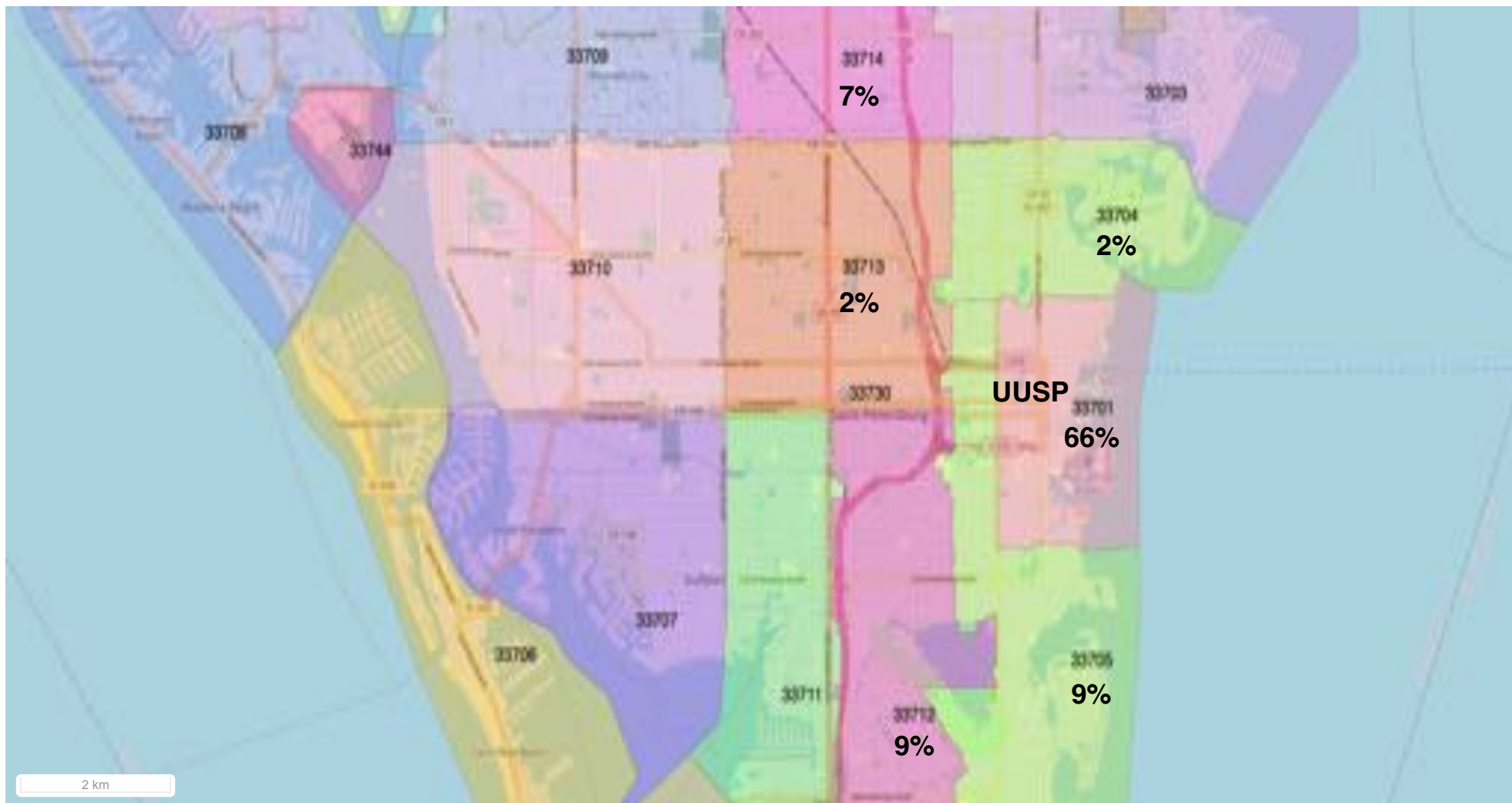
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## Research

- Case Studies
- Datasets
- Periodicals
- Regulatory Barriers Clearinghouse
- Reports
- PD&R Edge

Connect with HUD User





Click on zip code polygons for information or use search menu to find zip codes.

### Places Friday Sunset Supper Guests Identified as Home, Place to Sleep, Place to Be Pinellas County, FL Zip Code Boundary Map

#### See What is New

Open-concept Floor Plans in an Incredible Location from the mid \$400s David Weekley Homes



