

LOI Form

LOI

If you would like to complete this Letter of Intent in Word first and copy your answers over later, use the following link: [Download LOI](#)

The rubric that will be used to score your Letter of Intent can be found here: [Download LOI Rubric](#)

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

Volunteers of America of Florida, Inc.

Project Name*

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

Tarpon Village Update

EIN*

58-1856992

Incorporation Year*

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

1988

Organizational Mission Statement*

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

Volunteers of America of Florida engages Floridians in need to create positive life changes through compassionate support services.

Unique Entity ID (SAM)

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

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

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

Character Limit: 12

NLDPMP8R7CH3

Annual Operating Budget Size*

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

\$20,600,000.00

Amount Requested*

The maximum grant amount is \$5 million. You may request up to 5% for grant administration, project management, and other indirect costs. Please be sure your indirect cost rate is represented in the figure you put below.

Note: You will be required to upload a more detailed budget if you are approved for the full application stage. You will need to also attach any bids, estimates, and agreements with contractors or other vendors in relation to the proposed project.

\$748,300.00

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

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

Examples

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

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

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

No

Parent Non-Profit/Subsidiaries*

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

Example

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

No

Request Specifics

Organization Programming Background*

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

Volunteers of America of Florida is a faith-based, human service organization that has served Florida communities for decades. We are the first to step forward and engage Floridians in need to create positive life changes through compassionate support services. We provide affordable housing and supportive services to homeless Veterans, families with children, and individuals coping with mental illness and disabilities, as well as vulnerable Seniors.

Volunteers of America of Florida provides health services, housing, and training, education and employment to our most needy residents. We are recognized as the largest provider of supportive housing for homeless veterans in Florida, serving 13 communities from Pensacola to Key West. Through our wide range of programs and services, we are able to reduce public expenditures for homelessness, hospitalization, and institutionalization. We focus on results, continually improving the delivery of services to ensure that those we serve thrive.

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.

Homelessness is a severe and pervasive problem in Pinellas County, Florida. The county's most recent Point-in-Time census (2021) reported 1,738 people in the crisis response system in Pinellas County - 938 are in shelter or transitional housing and 800 are unsheltered. Last fiscal year, 18,566 unduplicated residents were provided services to address or prevent homelessness. In fiscal year October 2020 - July 2021, 2,387 families and 4,962 individuals have called 211 seeking shelter services. Negative trends show that people are moving beyond looking for low-cost housing and are now facing homelessness. Additional investments for the crisis response system "front door" will be required to handle calls, assessments (VI-SPDAT, etc.), and navigation, especially now that the eviction moratorium has ended. 507 individuals have received hotel vouchers at a total cost to the system of \$4.4 million dollars. The Homeless Management Information System (HMIS) currently shows 165 homeless families in Pinellas County and connected to the system of care, with 76 of those families in hotel, 45 in congregate shelter, and 44 families on the street. Even with a historic level of investment, at our current rate of housing individuals (if no others entered the system), it would take more than 3 years to serve just those currently awaiting services.

In Pinellas County, the Fair Market Rent (FMR) for a 2 bedroom apartment is \$1,123. A household must earn \$3,743 a month to not pay more than 30% of their income. It would take an hourly wage of \$23.40 to afford a FMR 2 bedroom apartment. A household would need to have 2.7 FT minimum wage jobs just to pay rent and utilities. This is especially a problem for the 24% identified by the County's Health Improvement Plan as having a behavioral health disorder. PCF's funding will allow VOAF to maintain the safety and security to our residents while they focus on stability and independence.

Negative Economic Impact*

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

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

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

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

Due to rental delinquency, VOAF has \$53,570 loss due to COVID. Unable to hire maintenance personnel due to wage inflation, we have had to utilize a subcontractor which is exponentially more expensive and has resulted in unexpected expenses of \$25,000. Due to a loss in revenue, funders re-allocating funding and decreased ability to raise funding across VOAF programs, it was necessary to defer regular maintenance at Tarpon Village. In addition, inflation has drastically increased the cost of these tasks we are negatively impacted (\$60,000). A total loss of \$138,570 has been suffered as a result of COVID.

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?

Funding will support Tarpon Village which provides 36 affordable housing units to 19 families of which 12 are single-parent households. Among the residents, the average income is \$20,196 a year placing the majority of the families under 50% Area Median Income (AMI). Approximately one-third of the residents are considered extremely low income at or under 30% AMI. To ensure the housing remains affordable, no household pays more than 30% of their income as rent. Many of the residents have behavioral health needs and are uninsured or underinsured. The program offers housing and recently requested operational funding through PCF to provide telehealth behavioral health services. Our ability to provide housing and identify behavioral health issues via property staff allows us to target services to residents to ensure they maintain stability, independence, and self-sufficiency. Tarpon Village is an affordable place to live in a housing market that does not support low-income families as well as offering supportive services to maximize the residents' opportunity for success and self-sufficiency. The proposed capital funding request will improve the residents' safety and quality of life so they may focus on health, employment and positive relationships. Funds requested will provide the replacement and / or improvement of the following building components:

- Replace 36 doors (threshold, door installation, painting)
- Gutters system installation
- New AC units and installation for 36 units
- Carpet removal and new floor installation for 18 units
- Plumbing Shutoffs need replaced 4 total
- Replace Security Lightning
- Water Heaters (30)
- Seal and re-coat asphalt parking lot
- Cabinets and countertops
- Painting exterior of building

During COVID, loss of revenue directly impacted our ability to maintain regular facility updates and unfortunately, this impacted our housing the most. With rising costs and inflation as a result of COVID, our ability to proceed is even more drastically impacted.

Number Served*

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

63

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Unduplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

Rent vs. Own*

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

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

Own

Guiding Principles - Client Impact*

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

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

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

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

Everyone needs safe, decent, stable housing- including those discussed above. For some of the most vulnerable in our community — people with mental illness, chronic health conditions, histories of trauma, and other struggles — a home helps them to get adequate services and start on the path toward recovery. Living without stable housing can drastically worsen health. Homelessness can exacerbate mental illness, make ending substance abuse difficult, and prevent chronic physical health conditions from being addressed. Good, safe, affordable housing can help rebuild and maintain independence, day-to-day routines, confidence and social networks. Research shows that people living with a mental illness who live where they want to are more likely to have a job, social supports and a higher quality of life. A positive change in housing can help influence positive changes that affect well-being. VOAF's request will insure those living in our 36 units will receive safe, decent and stable housing so they can focus on what is most important.

VOAF values the rich diversity among all people to create a world of greater justice and hope. We:

- Affirm that all people are created equally while acknowledging that some have wrongly endured unfairness, discrimination and inequity.
- Celebrate our differences while recognizing the common humanity that unites us.
- Embrace diverse perspectives to deepen understanding provide innovative solutions, and strengthen our impact.
- Promote an inclusive environment where all people feel accepted and valued.
- Pursue equity as reflected in equal access, treatment and positive outcomes for all.
- Partner with others that share a commitment to diversity, equity, equality and inclusion.

Community Connection

The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying communities with a large proportion of low-income residents. The U.S. Department of Housing and Urban Development determines what areas qualify as QCT.

To assess if your organization serves or is headquartered in a QCT, use the following link:

https://www.huduser.gov/portal/sadda/sadda_qct.html

In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to “Color QCT Qualified Tracts.” The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Below, please provide the location of your operations and the location of your headquarters, if different.

Enter an Address, city, state or tract Go Florida Pinellas

Map Options : Clear | Reset | Full Screen

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

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

Hide the overview

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

Map Options

10 Current Zoom Level

- Show Difficult Development Areas (Zoom 7+)
- Color QCT Qualified Tracts (Zoom 7+) ←
- Show Tracts Outline (Zoom 11+)
- Show FMR Outlines (Zoom 4+)
- Show LIHTC Projects (Zoom 11+)

Click here for full screen map

Select Year

- 2022
- 2021

Map Satellite

Google

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

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>
405 Central Ave Ste 100, Saint Petersburg, FL 33701

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.

802 Mango St, Tarpon Springs, 34687

QCT Determination - Project*

Is this organization's project in a QCT?

Yes

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.

The location proposed is within a QCT and 90% or more of those served in the program are living in a QCT.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

Yes

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

VOAFL has an extensive history partnering with organizations to meet the needs of our residents and the greater good of the community. Tarpon Springs Good Shepherd Center provides a mobile food pantry to our

residents once a week along with rental assistance as needed throughout the year. In the last year, we partnered with Catholic Charities in Pinellas County by providing services to individuals with severe and persistent mental illness who are homeless at their Pinellas Hope Shelter. We have grown this partnership to include our recently awarded funding for Innovare, a 50-unit, permanent supportive affordable housing hybrid development in downtown St. Petersburg. An example of how our partnerships work:

Forrest is a black man raised by a single mom alongside his four brothers who struggled with poverty throughout his childhood. So, when as a high school senior he was offered a scholarship to play football. He saw this as an opportunity not only for himself but, also to help his mother. Unfortunately, Forrest suffered a significant injury after only one year. He decided that military service was his next best option.

After 10 years of military service he started working in the food service industry. He had returned to his birthplace in Tarpon Springs and was focused on his family and beginning a new career. Unfortunately, his marriage ended in divorce leaving him a single father of two daughters ages four and six. His challenges compounded in 2014 with a workplace injury. He was now unemployed, homeless and couch-surfing in homes of family members. This went on for a year as he pursued VA benefits, unemployment compensation and seeking medical treatment for his injury. His family's future changed one day as he was passing by Tarpon Village. After listening to his story, the Property Manager told Forrest to give her 30 minutes to make some calls. When he returned, he learned that she was going to be able to make a unit available to him and his two girls.

He is now 58 years old and he and his girls have lived there for five years. He feels that they are in a safe community and appreciates the little things like the playground on property where they can play safely nearby. The family benefits from local partners such as Tarpon Springs Good Shepherd Center who come every week with a food pantry truck stocked with fresh produce. PCF's capital grant will allow us to maintain the property as a safe place to raise children just like Forrest's little girls.

Leadership Demographics - CEO/Executive Director*

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

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

BIPOC

Leadership Demographics - Executive Level Leadership Team*

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

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

BIPOC

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

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

Tarpon Village Critical Needs List	Estimated Cost
Replace 36 doors (threshold, door installation, painting)	\$64,800.00
Gutters system installation	\$35,000.00
New AC units and intallation for 36 units	\$180,000.00
Carpet removal and new floor installation for 18 units	\$108,000.00
Plumbing Shutoffs need replaced 4 total	\$10,000.00
Replace Security Lightning	\$20,000.00
Water Heaters (30)	\$36,000.00
Seal and re-coat asphalt parking lot	\$7,500.00
Cabinets and countertops	\$252,000.00
Painting exterior of building	\$35,000.00
Total	\$748,300.00

Project Preparedness*

If your letter of intent is approved, you will have 30 days to submit a full proposal. This will require multiple estimates/bids for your project that detail the costs you've sketched out above from potential contractors that would do the actual work.

Where are you in the planning process for the implementation of this project? Please describe your organization's readiness for this project including your ability to collect bids and select contractors and/or vendors. **If you have already selected a contractor for the project, you will need to describe how that contractor was chosen.**

Example

Better Tomorrow has spoken with contractors about their counseling center expansion project, but has only sought one proposal from a contractor. Better Tomorrow would describe so below, having sketched out the costs in the previous question. Better Tomorrow would indicate its plan to obtain more quotes/bids upon submitting this LOI.

Community Arts 'R Us has begun construction on its new arts center, as it had secured 75% of the funding for it before the pandemic. Therefore, a contractor has already been selected, and is looking to obtain the funding necessary to complete the project. Below, Community Arts 'R Us would explain it has a cost proposal ready to upload from their selected contractor, and is ready to carry out the rest of the project if funding is awarded.

VOAF works with multiple contractors and can easily begin the needed activities upon award. Estimates were developed for the issue of this LOI.

Other Funding Sources*

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

If none, please write N/A.

NA

Changes in Operating Costs*

Please answer this question based on the descriptions below:

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

This project does not affect operating costs.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-basis grant does not disqualify your organization from applying.

VOAF is an experienced affordable housing developer, having been awarded funding for over 232 affordable housing in the last 7 years totaling over \$50 million. 169 units of those are for the development of new construction units similar to this development with the remaining units developed through acquisition and rehabilitation. We have also been awarded over \$5.9 million in City and County funds across the State of Florida in the last 12 months, with \$3.4 million of this in ARPA funds. VOAF has been Joint Commission accredited since 2002. Joint Commission standards focus on state-of-the-art performance improvement strategies that help health care organizations continuously improve the safety and quality of care, which can reduce the risk of error or low quality care.

Additional Information

Additional Upload

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

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

Anything else to share?

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

File Attachment Summary

Applicant File Uploads

No files were uploaded