

Non-Operating and Capital Projects RFA **Questions & Responses**

Question 1:

Is the purchase of passenger vans an eligible use of these funds?

Answer:

Yes

Question 2:

Our COSA Program is spread across different locations. Can these be combined or are we restricted to focusing on one location?

Answer:

The project can span multiple locations as long as the purchases are for one project that includes related items. For example, constructing bathroom at multiple early childhood education sites would be considered one project. However, the construction of a bathroom at one site and installation of a playground at a different site would not be considered one project.

Question 3:

We have 3 JWB funded programs, can we combine them under our request?

Answer:

Yes, you can combine the programs as long as it is one project. Please identify the most applicable program so that if awarded, the awarded amount is added to the most applicable program in GEMS. Note that JWB reserves the right to award partial funding for any application.

Question 4:

When are quotes required?

Answer:

Quotes are required for all items requested for JWB funding. However, written quotes must be included in the application for items that total over \$5,000. Items totaling less than \$5,000 may be supported by either written quotes or documented oral quotes.

Question 5:

Who will be on the evaluation committee?

Answer:

John Ondrovic, Jennifer Artiaga, Shannon Phillips, and Saba Arzola.

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Question 6:

“Company” name on the quote sheet is our agency or the company making the quotes?

Answer:

The “Company” name is the Agency submitting the Application.

Question 7:

When considering geographic distribution, would you use the location of our facility (Largo) or our service area (county-wide)?

Answer:

The geographic area of the participants that will be impacted by the project.

Question 8:

On page 3 of the instruction, 1.10 are you saying that any signed addenda, Form 1, Form 2, Form 4, Form 5 should be submitted as a single PDF file and the Capital RFA form(s) attached as separate file(s)? Also, where is the Capital RFA Application (Applicant Name) PDF referenced? If we include, photos, drawings, maps, etc., should they be part of the file?

Answer:

There are two separate documents that are submitted. One is the Capital RFA-Application(Applicant Name) which is a pdf file that includes the Form 1, Form 2 and any attached maps, pictures, and drawings (if applicable), Form 4, and Form 5 which should be assembled in the order identified in section 1.10 of the RFA. The second document is Form 3 that is to be attached as an excel file. The “Capital RFA – Application [Applicant Name].pdf is the naming convention for the document that you will submit.

Question 9:

Can a project be for more than one agency program if the requested items are grouped appropriately? If so, can Form 1 be expanded to include more than one Program in the chart? For example IT Asset Replacement and Upgrades?

Answer:

Please see the answer in Question 3 above.

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Question 10:

On Form 5, questions 4 and 5, if either is Not Applicable, should it be left blank?

Answer:

Please check “Comply” to #'s 4 and 5 if they are not applicable.

Question 11:

Can we purchase a building outright?

Answer:

No, purchasing real property is not an allowable expense per JWB Board Policy

Question 12:

Can we use it for mortgages?

Answer:

No, that is considered an operating expense.

Question 13:

Can we purchase a technology vehicle (van)?

Answer:

Yes

Question 14:

Can we do a partial project through these funds and other funds to complete the project?

Answer:

Yes, the project does not have to be funded solely by JWB. The project can be partially funded by Other Sources.

Question 15:

Do you prefer statistics or stories (success stories etc) in Project description?

Answer:

Whatever is most appropriate for your project..

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Question 16:

Can facility improvements include multiple buildings on one campus and include more than one upgrade per building example, AC and roof?

Answer:

The project can span multiple buildings as long as the purchases are for one project that includes related items. See the Facility Repair or Enhancement example in section 2.2 of the RFP that includes roof replacement and air conditioners as one project.

Question 17:

Location of facility or location of services provided by people at facility?

Answer:

The Area of Pinellas Served should be the geographic area that the participants are from.

Question 18:

If we are contracted with 1 IT company to perform all labor for technology/IT projects, do you need a copy of the contract as well as 3 quotes for hardware?

Answer:

The IT labor would require a sole source justification attached to the Vendor Quote Summary Form. The hardware would require 3 quotes.

Question 19:

If our organization has an ongoing capital project that will begin prior to the execution of an agreement for this grant, can we apply for the portion of the project that will take place between 2/1 and 9/30?

Answer:

No, this would be considered supplanting which is against JWB's Special Act.

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Question 20:

Would programming consulting expenses be eligible for this RFA if we already have the existing database platform but want to add a module (which needs programming) to automate a process for internal efficiencies?

Answer:

Yes, if a module is added.

Question 21:

Is building a bridge between an agency database and JWB fundable?

Answer:

Yes

Question 22:

Is floor and painting one project if it is in the same building?

Answer:

Yes

Question 22:

If you are not a current recipient of funds from JWB, you can't apply for Non-Operating and Capital Projects RFA, am I understanding this?

Answer:

Yes, Only 501(c)(3) agencies that currently receive program funding from JWB are eligible.

Question 23:

Can you give me some guidance as to what the money from this grant can be used for? Could it help fund security cameras or computers?

Answer:

See section 2.2 of the RFA. Security cameras and computers are eligible under this RFA.

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Question 24:

On page 3 of the instructions, you indicate that Capital RFA--Application and Capital RFA-- Form 3 should be submitted as attachments. At the Tech workshop, I believe you said that these two docs should be submitted as one attached file. My understanding is that the remaining Addenda (if any) and forms would be another attached file (unless too large to be just one). On page 3, prior to listing the order of those docs for the second file, you indicate that all pages should be numbered including the attachments. My question is if those docs in file 1 should also be numbered, and if so, should they be the start of the pagination that would continue with the docs in file 2?

Answer:

At a minimum, the following two documents must be submitted, as listed in section 1.10 of the RFA: 1) Capital RFA – Application[Applicant Name].pdf and 2) Capital RFA – Form 3: Non-Operating and Capital RFA Budget[Applicant Name].xlsx. If either of these documents exceed JWB’s maximum email size of 10MB, it may be necessary to split the documents and send multiple separate emails which are less than the 10MB maximum. If you need to split the document, please continue the pagination so that we can reassemble them into one document once we receive them.
