

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

### **Question 1:**

If we are going to apply for a facility improvement but we don't own the facility, will the project be considered?

#### **Answer:**

Yes. Please see the updated Form 2-Project Narrative in Addendum #1. The new form contains a revised Question #1, which includes additional information required for a leased facility. This new Form 2-Project Narrative will also be sent to all Applicants that requested the RFA.

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### **Question 2:**

Our JWB program is county-wide. The project in question serves the South Pinellas area. What do we put on Form 1?

#### **Answer:**

You would indicate *South* in *Area of Pinellas County Served* if that is the area where the participants within your program are impacted by the project.

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### **Question 3:**

What are character limits for the fillable areas especially for the narratives, descriptions, and statement of need?

#### **Answer:**

A word version of Form 2-Project Narrative was sent with the RFA documents. There are no character limits; however, the narrative must follow the requirements as described in directions found on the top of the Form.

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### **Question 4:**

Please make your PowerPoint available online.

#### **Answer:**

The PowerPoint is available online, the document name is Funding Information Workshop-PowerPoint Presentation, and can be found within the View Files of the Non-Operating and Capital Projects RFA at <https://www.jwbpinellas.org/about/funding-opportunities/>.

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### **Question 5:**

How will multiple sites be handled? Should one overall vendor list be acceptable or will a separate vendor list be needed for each site? How about the timeline for multiple sites? How should this be handled?

#### **Answer:**

In Form 1, select the area of Pinellas County Served where the participants of each site will be impacted by the project as a whole. The multiple sites will also be included in your responses for Form 2-Project Narrative.

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Only 1 Form 4-Vendor Quote Summary should be submitted for the entire project; however, include in the project item which site the project item is for. Please follow the same process for your Form 3-RFA Budget as well.

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### **Question 6:**

How will in-kind donations be handled?

#### **Answer:**

Ensure that you capture all revenue for the project in Form 3-RFA Budget, including in-kind contributions. Include the amount of the Other Revenue Column F and the name of the Other Revenue Source in column H of the Budget.

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### **Question 7:**

Are items eligible for funding if they support a JWB-funded project, yet will be located outside of Pinellas? E.g. Our main office is in Tampa, but we provide services in Pinellas.

#### **Answer:**

Yes, items are eligible as long as they support a JWB-funded program in Pinellas County. However, you will need to justify how the items impact the JWB participants in Pinellas County.

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### **Question 8:**

Hope to ask for 2 vehicles:

1. Cars vs. SUVs, any issues
2. Foreign vs. American cars, any issues
3. Insurance Concerns specific to JWB?
4. Can you include the 1<sup>st</sup> year's insurance cost if paid up front?
5. Can you include extended warranty?
6. Any JWB specific caveats with cars?

#### **Answer:**

Answers to above, in order:

1. Whichever is appropriate for the program and participants
2. JWB has no preference.
3. See Attachment 1-Insurance Requirements, of this document related to the JWB insurance requirements for vehicles which your agency will be responsible to adhere to, should your project be awarded.
4. No, insurance premiums are an operating cost and are not eligible for reimbursement under this RFA. However, your agency will need to address this cost in the narrative and budget for the project.
5. Yes, as long as the warranty is paid up-front with the vehicle.

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6. The only caveats are that the vehicles must be for the benefit of JWB participants and that the purchase of the vehicles may require new insurance requirements which must be addressed in your project.
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### **Question 9:**

We have been unable to get more than 1 company to give us a bid for our project (leaking exterior windows). Can we sole source a company in this situation?

### **Answer:**

No, this would not be considered a sole source. You must contact 3 vendors, after 9/25/19, for the items. If only 1 vendor responds, record which vendors your agency contacted for quotes in Form 4. In the comment section, state that your agency contacted 3 vendors, but only received 1 quote.

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### **Question 10:**

Our JWB funded program is on the second floor of our building. Are we able to request window repair for the entire building?

### **Answer:**

Yes, as long as there is a benefit to the JWB funded program. Note that the strength of the application will be determined by the justification of need, benefit to the JWB funded program, and any other sources of revenue for the project.

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### **Question 11:**

Can the COO sign the application?

### **Answer:**

See section 1.9 in the RFA document for requirements for signing the application. Note the last sentence of the section, where it states that authority to sign must be granted by an official document from the entity authorizing him/her to sign and must be submitted with the Application.

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### **Question 12:**

If we have maintenance projects at one (JWB-funded) site such as a roof and electrical repair, would those be considered under the RFA or would they be considered two separate projects?

### **Answer:**

See examples of eligible capital project requests in section 2.2. The connection of different items must be tied together as one project in your agency's narrative. Any items that are clearly not one project, as described in

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section 2.2 under the examples of what are not considered related items for one project, will result in the agency splitting their request with only one clear project moving forward.

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### **Question 13:**

USF is not a 501(c)(3). The USF Research Foundation is a 501(c)(3). Can the USF Research Foundation apply for this grant on behalf of the funded project located at USFSP?

### **Answer:**

No, the agency that is contracted for the program must be the agency applying for the RFA. If that agency is not a 501(c)(3) organization, then the agency is not eligible under this RFA. No organization can apply on behalf of another agency.

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### **Question 14:**

On Form 2 – Project Narrative, are applicants permitted to remove/delete the text on the first page outlining the directions/format guidelines in order to make more room for responses to the prompts/questions?

### **Answer:**

No, the Form must be submitted with all properties of the original Form.

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### **Question 15:**

Form 4 – Agency Name – The “click here to enter text” lettering does not go away once you enter text. Can we get this form in word?

### **Answer:**

An updated fillable PDF will be sent to all Potential Applicants that requested the RFA. There have also been more rows added for Applicants who may have more items than what the previous pdf allowed.

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## Attachment 1-Automobile Insurance Requirements

Passenger Capacity of Transportation	Limits
1-5 passengers per vehicle (including driver)	\$2,000,000
6-10 passengers per vehicle (including driver)	\$3,000,000
11-20 passengers per vehicle (including driver)	\$5,000,000
21 or more passengers per vehicle (including driver)	\$5,000,000