

Non-Operating and Capital Projects RFA
Questions & Responses

Question 1:

For the JWB Capital Grant, would either of the following costs/projects be allowable:

1. Cost of a data management system (annual cost)
2. Website development (hiring someone to redo our website design)

Answer:

1. Yes, per section 2.2 of the RFA, *Eligible expenses include the costs to acquire (year one) and install capital IT projects for software systems.* However, recurring annual cost is considered operating and the Agency would be responsible for the future annual costs.
 2. Yes, see Website Development example in section 2.2 of the RFA.
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Question 2:

Page 10 of the Application under the heading Eligible Capital Project Requests specifies that funding is only available for JWB funded programs. Would there be allowance for administrative office needs – as an example, a capital need in Hope Villages of America’s Administrative Offices?

Answer:

Yes, if the capital project is for the direct benefit of a current JWB-funded program.

Question 3:

We are seeking funding for a new portable classroom to be used as a computer lab/classroom at our middle and high school facility. We currently have two older portables on our property that belong to Pinellas County Schools. These buildings are not up to required current building codes, and one of them has sustained fire damage making it not usable. The expense to bring these old portables up to current building codes is extremely costly, and we would still have very old structures. PAL would like to remove the existing portables, and purchase one new unit built to current building codes. We would like to know if this would be an eligible capital project request?

Answer:

Yes, that is eligible.

Question 4:

Improved ventilation and air purification has been recognized by the CDC as a key strategy for covid mitigation in child care settings. I would like to assist providers with capital purchases of HEPA filters or UV Germicidal Irradiation devices. Could ELC apply for a capital grant to in turn offer grants to providers for this purpose?

Answer:

No, this is not allowable since ELC will not retain ownership of the capital items.

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Question 5:

How do you define “project?” For example, we would like to do a safety update to our entire organization. Safety is inherent to our mission. That would mean buying equipment and installation of certain items, like cameras and locks, for several physical locations in Pinellas. Would this qualify as one project since it is a sequence of tasks to attain safety for all employees and clients served?

Answer: *Project* is defined in section 2.2

An eligible capital project shall include only related items that are purchased to acquire or improve a long-term asset such as equipment or buildings, are non-recurring, and have a useful life greater than one (1) year.

Related items can be grouped together into a project. For example, a computer lab, may include several computers, furniture, and labor for set up.

Further examples of what does and does not meet the definition of a project are provided in section 2.2.

Question 6:

If we have trouble getting quotes due to vendors not showing up (the COVID shortage of reliable contractors seems to be an ongoing issue) is there some leeway on submitting 3 quotes for items over \$5k?

Answer:

Yes, per Instructions in Form-4-Vendor Quote Summary: *If there is only one source for the requested item or service, a written justification must be attached explaining the reason it is a sole source; or, if the agency was unable to get three quotations for the requested item or service, a written explanation must be attached explaining the reason three quotes were unable to be procured.*

Question 7:

Are projects tied to a single location? For example, if we wanted to improve facilities for our Case Management program funded by JWB, but we have 2 locations – can we include improvements to both locations under 1 project?

Answer:

No, projects are not tied to a single location. Please see Answer to Question #5 for the definition of a project.

Question 8:

Are solar panels eligible for the funding under the RFA?

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Answer:

Yes, this is a capital expense. However, it must benefit a JWB-funded program

Question 9:

Documentation for survivors of domestic violence is confidential and even during audits, descriptive information about participants (i.e., Name, address, DOB, etc.) are omitted. In the direct data upload system JWB recommends, does it adhere to not disclosing this type of data?

Answer:

The disclosure of confidential participant data that is protected by Florida Law will not change with the direct data uploads. Confidential data will continue to be protected and omitted. JWB is able to get aggregate data now, but it does not need to be participant specific data.

Question 10:

What is the standard life for tape backup modules on servers?

Answer:

Using tapes for backup is no longer standard practice, therefore JWB recommends moving away from tape backups. Using a cloud platform for server backup is preferred, more secure and provides better infrastructure for disaster recovery.

Question 11:

If you have multiple components for overall IT security updates such as laptops and servers, equipment accessories, would this be considered one project or two projects?

Answer:

If you have security concerns because of all of the components, then this would be considered one project. However, if you are trying to do security updates on servers and also add laptops, this would be considered two projects.

If you have aging laptops with older Windows versions, that is a security concern and considered one project.

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Question 12:

Last year's applicants were required to complete two separate narratives for each project (if more than one), is this still the case, since you mentioned 1 application per organization? Please clarify.

Answer:

Yes, the process will be the same as last year. Please refer to Section 3.0 of the RFA for the application forms. Only one application may be submitted per Agency, but you are able to submit up to two projects within the application.

The Form 1-Application Signature Form, Form 3-Budget, and Form 5- Contract Amendment Terms & Conditions Compliance Checklist only needs to be filled out once.

Form 2-Project Narrative and Form 4-Vendor Quote Summary need to be filled out for each project.

The Application should be assembled as notated in section 1.10.

Question 13:

If we are requesting new software package for donor/finance management, can we include in the budget a request for funding to support the first year's subscription and support, or is this considered operational expense?

Answer:

Yes, software subscription and support are included in the first year. On page 10, there are examples of capital projects which include software and software licensing costs for the first year only.

Question 14:

For agencies with multiple JWB-funded programs, would the agency be able to apply for IT updates, i.e, new computers, laptops for all programs under one project?

Answer:

Yes, for example, if you are applying for a new accounting system or ERP system, JWB will amend one of the program contracts to add the funds. The agency will list on Form 1, the program that receives the largest percentage of funding.

For example, if it is a computer lab that is serving many programs, this would be considered one project. JWB has funded computer labs in the past that serve many programs at the same location and it was considered one project.

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Question 15:

Would replacing computers system wide be considered one project?

Answer:

Yes, it is beneficial to the agency and JWB to maximize discounts through volume purchases, therefore, replacing laptops would be considered one project. JWB recommends including aging equipment such as laptops and security concerns with lower Windows versions into the project narrative.

However, while it is not a requirement that the project only benefit JWB funded participants, the percentage of JWB funded participants that will benefit from the project in comparison to the percentage of project funding requested from JWB is considered when evaluating and scoring for Cost Effectiveness and Return on Investment (see questions 11, 13, and 14).

Question 16:

We are allowed to submit two totally separate applications per organization? For example, one application for transportation and one application for software? We want to make sure the two grants don't have to be hooked together like computers and software.

Answer:

For clarification, this is one application per "Agency" for up to two projects – see Question #12 for more information regarding the forms for the application. The RFA is limited to two projects per Agency, not the number of programs within the agency.

There can be two separate projects submitted within one Application and the projects do not need to be hooked together (related to one another).

Question 17:

For Software As A Service, what's the period we can apply for – 12 mos of subscription? Would that be Feb 2022 – Jan 2023? Or would it just be for subscription thru 9/30/2022?

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Answer:

Yes, the year one (12 months) initial cost for software as a service is an eligible expense. As long as the software is purchased before the end of the fiscal year and the first 12-month subscription is purchased and paid for prior to the end of the fiscal year, September 30, 2022, JWB will cover the cost. Implementation costs must be completed and paid for prior to the end of the fiscal year as well.

Question 18:

In the IT Best Practices section of the optional RFA workshop, Laura mentioned Direct Data Uploads. Is there specific software an agency would need to have in order to participate in Direct Data Uploads w/ JWB?

Answer:

No, JWB will not dictate the software needed. The main requirement is the software must collect participant data and have the ability to export out, through a report or an upload process. It is highly encouraged to read the documents that will be posted on the website. The requirements document is very specific, as well as the direct data upload process.

Question 19:

What happens if there is a change in price when you receive a quote and the agency is awarded?

Answer:

JWB encourages agencies to obtain their quotes as close to the submission date as possible. The agency should strive for vendors quotes to be valid at the time of award.

The award will be based on the submitted request. In the event that the price increases or decreases, the Agency will need to request an amendment through JWB's budget amendment process, for JWB's consideration.

Question 20:

Implementation can take as long as 3-6 months, can an agency place an order prior to the award?

Answer:

See section 1.14, "Receipt of the fully executed agreement will serve as Applicant's notice to proceed with services". Ordering before the contract amendment is signed will be at the Agency's risk., There is no guarantee of award until the contract amendment is signed. It is strongly encouraged to make purchases as early as possible after the award to factor in the additional length of time needed for implementation.

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Question 21:

For some quotes, agencies are seeing a 7-12 month estimated delivery time which can extend beyond the fiscal year. If agency is awarded in Feb and immediately purchases, what can an agency do if this occurs?

Answer:

Funding ends on September 30th and purchases must arrive and be paid by that date. However, JWB understands the unique challenges in the current market that are causing shipment delays for some products. Please include the delayed delivery date in the application. JWB will review these types of delays on a case-by-case basis. If awarded, JWB may consider the possibility of recommending funding continuation to complete the project in FY23.

Question 22:

Our organization's JWB project is for mental health. We would like to purchase an InTouch Integrated Care Console (telehealth kiosk) that would be placed in a local school to facilitate telehealth visits between school children and our health team. The telehealth kiosk will be fully equipped with remote vital monitoring tools necessary to support primary care. It will be housed at the school-based clinic and provide the privacy necessary for behavioral health visits. The InTouch Integrated Care Console will ensure access to behavioral health and medical visits for school children during the class hours and beyond. Would this be an allowable proposal?

Answer:

As long as the Agency retains ownership of the telehealth kiosks and the project is for the benefit of a JWB funded program, this is an allowable project.

Question 23:

Electronic signatures were allowed last year, are they still permissible for this RFA, including Form 1 and any addenda?

Answer:

Yes, electronic signatures are allowable for all Forms in the RFA.

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Question 24:

Agencies are allowed to submit 2 separate projects under one application... are the projects evaluated separately? Can an agency receive funding for one of the projects and not necessarily both?

Answer:

Agencies are only allowed to submit 1 Application for up to 2 projects. The projects are evaluated and awarded separately. Yes, an agency may receive funding for only one of two projects submitted.

Question 25:

I am having trouble viewing the YouTube video of the Funding Workshop, can you assist?

Answer:

The video is on YouTube. In the future, you can always access the live videos at our YouTube channel: <https://www.youtube.com/c/JWBPinellas/videos>

Here is the link to Friday's livestream: <https://youtu.be/1aTXYdiQkEY>

Question 26:

Where can I get the information for the JWB Data Upload General Guidelines FY22 and Procedures for Implementing Direct Data Uploads to JWB that Laura Peele discussed in the Funding Workshop?

Answer:

The two documents can be found on JWB's website under Funding Opportunities at <https://www.jwbpinellas.org/about/funding-opportunities/#19461> .

