



Request for Letters of Intent for Newly Strategically Aligned Programs for School Success and School Readiness– Questions & Answers

Question 1

Can this be a multi-year request (since this covers the next four years of the Strategic Plan)?

Answer:

It is anticipated that JWB will issue recurring annual agreements, assuming funds continue to be available and the agency and program remain in compliance.

Question 2

Is this funding reimbursement-based or given as a grant at the beginning of the grant period?

Answer:

Funding is reimbursement-based per JWB’s Financial Policies and Procedures for Funded Programs found at <https://www.jwbpinellas.org/wp-content/uploads/2021/06/JWB-Financial-Policies-and-Procedures-for-Funded-Programs-05.04.21.pdf>. *JWB funding is provided on a reimbursement basis. Payment is made by Check or Electronic-Fund-Transfer (EFT). JWB will contract through cost reimbursement only. The specific terms of these agreements will be established by JWB at the onset of each fiscal year.*

See Section 2.4, Funding Principles and Requirements for reference to JWB’s Contracting, Financial, and Data Requirements.

Question 3

Question regarding the requirement that says the following:

- Have an annual operating budget over \$500,000 or will operate under an Administrative Services Organization (ASO) or collaborative, unless it demonstrates to JWB’s satisfaction that it has the resources to properly administer the JWB funding in accordance with requirements;

Our budget is \$471,000 and is just shy of the \$500,000. How and when would we know if we need to operate under the ASO described or if we demonstrated that we have the proper resources to continue out the programming?

Answer:

The requirements listed in Section 2.3, Qualifications, take effect by the submission due date of the RFP, which is anticipated to be on 12/05/2022. For Respondents whose LOIs are selected to respond in Phase 2 – Request for Proposals, JWB will request additional information regarding this requirement to determine

if the entity will be required to operate under an ASO or if it has demonstrated that it can properly administer JWB funds. In the LOI, JWB is asking if the entity will adhere to these requirements.

Question 4

Question regarding the requirement that says the following:

- Have three years of audited financial statement summaries and the notes to the financial statement, or an individual tax return and personal financial statement of net worth for the most recent year if Proposer is an individual proprietor, or privately-held companies wishing to maintain confidential financial information must have a Dunn & Bradstreet Report (D&B).
- Have last three years audited financial statements that are free of any material weaknesses or significant deficiencies. If there are, a letter must be attached to Form 2-Respondent's Affidavit describing them. JWB staff will review the description of the material weaknesses or significant deficiencies and determine, at its sole discretion if the Respondent is eligible for further consideration.

In the second and third bullet point (above) if an organization does not have three years of financial audits, does that mean they are disqualified to apply or will their taxes/990s work?

Answer:

Yes, they would be disqualified per section 2.3 Qualifications, the Respondent *must have three years of audited financial statement summaries and the notes to the financial statement, or an individual tax return and personal financial statement of net worth for the most recent year if Proposer is an individual proprietor, or privately-held companies wishing to maintain confidential financial information must have a Dunn & Bradstreet Report (D&B)*. 990s are not one of the three types of acceptable documents above.

Question 5

In regards to the requirement of three years of audited financials in order to apply: we have been in the area since 2014, but we are a relatively new, stand-alone 501c-3 and just had our first audit. Please let me know if we may still discuss a partnership and that this will not be an issue for you.

Answer:

This would disqualify your agency as a lead agency. Per Section 2.3, Respondent *must have three years of audited financial statement summaries and the notes to the financial statement, or an individual tax return and personal financial statement of net worth for the most recent year if Proposer is an individual proprietor, or privately-held companies wishing to maintain confidential financial information must have a Dunn & Bradstreet Report (D & B)*.

If your organization does not qualify as a recipient for this particular procurement, but if you think another qualifying organization could benefit from your partnership, collaborative requests are permitted, but they must be submitted by a primary entity who will be responsible for the legal and contractual relationships, as well as the eligibility requirements of this LOI.

Question 6

Are start-up costs eligible expenses? For example, equipment, capital costs, and staffing?

Answer

Yes, start-up costs are eligible expenses. JWB considers capital expenses as an allowable operating expense. See the JWB Financial Policies and Procedures for Funded Programs for more details on what is allowable and unallowable. <https://www.jwbpinellas.org/wp-content/uploads/2021/06/JWB-Financial-Policies-and-Procedures-for-Funded-Programs-05.04.21.pdf>

For those invited to respond to the RFP in Phase 2, they will be asked to provide a start-up budget for 04/01/23-09/30/23 (6 months) and an annualized budget beginning 10/01/23.

Question 7

For #8, Budget Information, does the annual amount requested include start-up costs. Should these be listed separately?

Answer:

The response for question 8 in Form 3 – Letter of Intent should be for the estimated annualized amount that would be requested from JWB, not for the year one startup costs.

For those invited to respond to the RFP in Phase 2, they will be asked to provide a start-up budget for 04/01/23-09/30/23 (6 months) and an annualized budget beginning 10/01/23.

Question 8

Under Section 2.2 – Eligible Requests – would you please define “exclusive jurisdiction” and provide a few program examples of exclusive jurisdiction of public-school system that would make a submission ineligible?

Answer:

Per JWB’s Special Act, Part 2 Section (a)3., *The board hereby created shall have the following powers and duties: To allocate and provide funds for other agencies in the county which are operated for the benefit of juveniles, provided they are not under the exclusive jurisdiction of the public school system.* JWB is prohibited from funding programs that are the responsibility of the school system. For example, a teacher in the classroom, a school social worker, a teacher’s aide, and training done by the school district are ineligible.

Question 9

What about a supplemental program such as an outdoor garden?

Answer:

JWB requested more information regarding this question, however, no follow up information was received. Without the specific details, JWB is unable to provide a response.

Question 10

Can an agency with one program currently funded by JWB submit an LOI for a new program/service and if so, can that service be applied to recipients of the currently funded program?

Answer:

Yes, this procurement is open to new and currently funded agencies. However, requests from a currently funded agency to enhance a program that they already receive funding for from JWB will not be eligible.

Question 11

In seeking collaboration with other providers, would the lead provider need to submit the application to JWB?

Answer:

Collaborative requests are permitted, but they must be submitted by a lead entity who will be responsible for the legal and contractual relationships, as well as the eligibility requirements of this LOI. The entity that is the collaborating partner, but not the lead entity, would need to subcontract with the lead entity.

Question 12

Can organizations with budgets under \$500,000 be funded?

Answer:

Yes, an entity can still be eligible even with an operating budget under \$500,000. Per section 2.3, Qualification, the Respondent must *have an annual operating budget over \$500,000 or will operate under an Administrative Services Organization (ASO) or collaborative, unless it demonstrates to JWB's satisfaction that it has the resources to properly administer the JWB funding in accordance with all requirements.*

Question 13

Do entities have to be nonprofit?

Answer:

No, that is not a requirement.

Question 14

What type of outcome measures will be required for School Success proposals (strategy 3.2) for implementing, cognitive, social, and emotional curriculum?

Answer:

As described in JWB's Funding Principles found in Section 2.4, JWB's Board policy is to fund programs that are evidence-based and evidence-informed, which includes emerging or promising practices. Your program model's specific outcome measures must be included in your LOI. In Phase 2-RFP, outcome

measure requirements may be included that are specific to the type of program and/or Strategic Goal being implemented. There will be quarterly implementation reports required with award. JWB reserves the right to require additional process or outcome measures that allow us to make standardized comparisons of results across program types and models to assist in making decisions of those most worthy of ongoing investments.

Question 15

We saw a requirement of FSA scores. Will they still be used? Can programs be evaluated using other assessments not stated in the document? For example, measuring motivation? Enjoyment? Social, emotional, vocabulary?

Answer:

Since the FSA will be terminated by the Department of Education, JWB may consider the new standardized assessment as a performance measurement tool. In addition, see Answer to Question #14.

Question 16

What are other requirements could be included in the RFP that are not listed in the LOI now?

Answer:

In Phase 2-RFP, requirements may be included that are specific to the type of program and/or Strategic Result Area being implemented. An example of a possible requirement could be licensure requirements. Some of these requirements could involve additional costs not thought of during the LOI phase. These costs can be included in the entity's budget during the RFP phase.

Question 17

Can the program begin in June 2023?

Answer:

Yes. The timeline was created for program services to align with the start of the school year beginning in August 2023. A program can start program services prior to the school year if appropriate.

Question 18

Can the minimum award of \$100K be over multiple years?

Answer:

No, the award must be a minimum of \$100K annually.

Question 19

Is there a minimum requirement for the number of kids to be served?

Answer:

No. In Phase 2-RFP, requirements may be included that are specific to the type of program and/or Strategic Result Area being implemented

Question 20

Is this funding one-time or recurring? If recurring, what criteria will be used to determine if the funding will continue year over year, beyond the initial contract?

Answer:

It is anticipated that JWB will issue recurring annual agreements, assuming funds continue to be available, the program implemented and the entity remain in compliance with the contract, program, and financial monitoring, as well as other factors to be determined.

Question 21

During this past school year our team had identified an unmet need for blind & visually impaired children. Program staff have already begun identifying children & their families and putting together the curriculum for the school year starting September 2022. This is a new program to Lighthouse.

If we start this program this coming school year will this disqualify us from submitting a proposal for JWB funding since your funding doesn't begin until April 2023 (next school year)? Would we have to hold back starting this program until school year beginning 2023 in order to get JWB funding?

Answer:

If the program proposed in the LOI already exists with funding from another source, JWB funding cannot be a replacement to that existing funding source as JWB's Special Act at Section 2(f) prohibits JWB funds for being used as a substitute for existing resources. However, JWB could, under certain circumstances, be a partner in a new aspect or an expansion of an existing program provided that there is no funding available from another source.

Question 22

School Success Strategic Initiatives: Must we address all 5 strategic goals listed under Objective for Goal#3 – School Success?

Answer:

No, the request is required to align with either the Strategic Goal of School Readiness or School Success, but is not required to align with the specific strategies.

Question 23

Operating Budget & Start-up costs: How much of the operating budget will JWB fund? How much of the startup costs will JWB fund?

Answer:

JWB's intent is to award up to a total of \$2,750,000. It is anticipated that multiple awards will be made. Award amounts may differ from what was requested based upon the funding available and the type of support being requested. There is no maximum amount for an organization within the total funding available. See JWB's Financial Policies and Procedures for Funded Programs found at <https://www.jwbpinellas.org/wp-content/uploads/2021/06/JWB-Financial-Policies-and-Procedures-for-Funded-Programs-05.04.21.pdf> for rules regarding eligible and ineligible expenses.

Question 24

If we are implementing a literacy program at an existing after school program that has a waiver for child care, do they need to get a license in order to be funded by JWB or is the existing waiver enough?

Answer:

All programs that meet the threshold for licensing must be licensed by the Pinellas County Licensing Board.

Question 25

Would an extended VPK program be eligible for funding? Funds would be sought to cover the cost of operating the extended hours program so parents would not have to pay. The funds would not be used to cover program costs already funded by the state or other sources.

Answer:

If the current VPK program exists in a current Pinellas County school, JWB would consider this ineligible as it is under the exclusive jurisdiction of the school system.

If not under the exclusive jurisdiction of the system, there is not enough information provided in the question, therefore, an LOI can be submitted and eligibility can be determined through the LOI process.

Question 26

What are the licensure requirements for applicants as mentioned in the information session?

Answer:

All Respondents would need to contact Pinellas County Licensing Board and review the requirements to determine if they are required to be licensed. Information can be found at <https://pinellas.floridahealth.gov/programs-and-services/environmental-health/pclb/index.html>.

Question 27

Could this grant provide funding to help families better support academic literacy needs of their children? E.g. Family Literacy Engagement Nights with informational sessions on how to read with your child at home, book distributions and Helping Families understand how to navigate school literacy practices.

Answer:

See School Readiness and School Support result areas in JWB's Strategic Plan to determine alignment, which is a component of eligibility. JWB's Strategic Plan can be found at <https://www.jwbpinellas.org/wp-content/uploads/2020/11/JWB-Strategic-Plan-FY21-FY25.pdf>.

Question 28

Does this LOI require an audit of annual operating budget of \$500,000 more to apply?

Answer:

See Answer to Question #3 and Question #12.

Question 29

Are Pinellas County School system programs eligible?

Answer:

See Answer to Question #8.

Question 30

If a program is already JWB-funded under COST and the new program will benefit youth in the COST program, is that ineligible for this RFP (in other words the new program will be run with COST JWB funded youth)?

Answer:

Yes, requests from an agency to enhance a program that they already receive funding for from JWB will not be eligible. However, if an agency that does not receive funding from JWB for their program submits a request where they intend to serve participants that may be enrolled in another JWB funded program, it would be considered, as long as it continues to be a separate program from the one that JWB already funds.

Question 31

What is the funding Period?

Answer:

See Answer to Question #20.