

Non-Operating and Capital Projects RFA
Questions & Responses

Question 1:

Can the project be for renovations/remodel to a building that has not been purchased by the Application due date? If so, what would be the latest that the building could be purchased?

Answer:

No, the purchase of the building would have to be complete by the Application due date.

Question 2:

Can the project be to rebuild a building that has been torn down on a piece of property? In other words, to build a completely new building? If so, can the project be for the building/property that has not been purchased by the Application due date? If so, what would be the latest date that it could be purchased?

Answer:

Constructing a new building on property owned by the Applicant is eligible; however, the project must be completed by September 30, 2024, and the maximum award amount per application is \$200,000. Should there be other funding sources for the project, ensure that the total project costs associated with the project and the other funding sources are included in the Form 3 – Non-Operating and Capital Project RFA Budget. Also, see response to Question 1.

Question 3:

Can the project be to completely renovate a current building that needs to be renovated to meet the current needs. Example, building was a nursing home and would need to be completely renovated/remodeled into a building fit for programming and office space.

Answer:

Yes, that is eligible. See additional information provided in the Response to Question 2.

Question 4:

Do you have any recommendations on how we can submit a proposal without the 3 mandatory bids or actual costs?

Answer:

Items with a total cost of over \$5,000 must be based upon three current (quoted after 04/14/23) quotations. If there is only one source for the requested item or service, the quote and a written justification must be attached to the Form 4 – Vendor Quote Summary explaining the reason it is a sole source; or if the agency was unable to get three quotations for the requested item or service, along with the quotes that were procured, a written explanation must be attached to the Form 4 – Vendor Quote Summary explaining the reason three quotes were unable to be procured.

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Question 5:

The RFP says this is for agencies with JWB funded programs. Would that include agencies that are subcontracted with JWB-funded agencies?

- a. For example, our agency, which is a 501(c)3, is subcontracted for the JWB-Funded Healthy Families program through Pinellas County Health Department. Would our agency be eligible to request capital and non-operating expenses through this grant for the Healthy Families program?
- b. If our agency is directly funded by JWB and our project impacts multiple programs, including the JWB-funded program that our agency is contracted for and subcontracted for, would that project be eligible? For example, our project both impacts *Healthy Families* which we not directly contracted with JWB and *Supporting Motherhood and More* which we are directly contracted with JWB.

Answer:

- a) A subcontracted agency could receive this funding for the benefit of a JWB-funded program if applied for by the agency that is currently contracting with JWB (lead agency) and meets the qualifications outlined in 2.4. If the Applicant does not have an IRS 501(c)(3) designation at the time of submission, they are not qualified to apply.
 - b) Yes, it can be for both. Funding requests must be for the benefit of a JWB-funded program and an eligible capital project shall include only related items that are purchased to acquire or improve a long-term asset such as equipment or building, are non-recurring, and have a useful life greater than one (1) year. While there is not a requirement for projects to only benefit JWB funded participants, the benefit of the project to JWB funded participants and the JWB funded program(s) is considered when evaluating and scoring for Project Description and Return on Investment (see questions 1, 13, 15, and 16).
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Question 6:

Our agency is sustained through services at multiple locations, is it allowable to have 2 projects requested from 2 different PAR locations or do both projects have to be done at one site?

Answer:

The two projects can be for separate locations and the projects do not need to be related to one another; however, they must each benefit a JWB-funded program.

Question 7:

Just to clarify, the overall cost of the project/item can exceed \$200,000 as long as the request does not exceed \$200,000 and the organization can demonstrate coverage for the remaining dollar amount?

example \$250,000 truck, request for \$200,000 and \$50,000 match from the organization/ other funding sources.

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Answer:

Yes, the project can exceed \$200,000 as long as the other funding sources are identified.

Question 8:

If the proposed project is part of a larger project, such as building renovations, would we provide general contractor quotes or would we need separate quotes for the specific project/task? (i.e., roof, windows, etc.)

Answer:

It is not necessary to request a separate quote just for the work that will be JWB funded. The quote will be reviewed by the evaluation committee, so we encourage agencies to submit the quotes in a manner that is clear to the evaluation committee on what is included in the (i.e., circle or star items in the quote that are related to the JWB request), particularly if the quote includes expenses that are ineligible.

Question 9:

Should master blueprints / plans for project be included in the application?

Answer:

Photos, drawings, and maps showing the proposed area and site in the context of its surroundings that support the project request in the application are encouraged and authorized to be included. Any additional attachments are not authorized.

Question 10:

Can the application be electronically signed, or must it be a “wet Signature”?

Answer:

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

Question 11:

Would a project to hire an IT Consultant to assess current data system and make recommendations for improvements/replacements and recommend upgrades/etc. be allowable with these funds?

Answer:

The assessment itself would be considered an operating expense and not eligible under this RFA. However, the results of the assessment such as the purchase of equipment or software that was part of the recommendation would be eligible and the agency should include that the assessment was conducted and include the findings in the justification for the need.

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Question 12:

Equipment Purchase-must equipment be used exclusively in Pinellas County? Example, JWB funded vision and United Way funded programs.

Answer:

The purchased equipment must be for the benefit of a JWB funded program, but there is no requirement that the equipment must be used exclusively for the JWB funded program.

Question 13:

If there are two types of equipment (i.e., Optec, SPOT), does it require one or two project narratives?

Answer:

If the equipment is related (i.e., computer lab – desks, computers, projector, etc.), this would be considered one project. If there are different items that do not appear to be related to one another, the application would need to make a strong case as to why it should be considered one project. Otherwise, it will be considered two projects and scored separately.

Question 14:

We intend to request funding to upgrade our agency signage (used to announce youth employment program applications are being accepted) from manual sign to LED computerized sign and upgraded technology in our training room used by JWB staff and JWB youth training. Can this be considered one project for upgraded technology or should it be two separate projects?

Answer:

Based on the information provided, these projects do not appear to be related and would need to be requested as two separate projects.

Question 15:

Is the entire JWB funded agency (Healthy Start Pinellas) allowed to submit for technology or is it only for the part of the agency that is receiving funding from JWB? Our other programs impact JWB funded programs (parents as teachers provide families to the JWB funded doula program. CHR provides referrals to JWB for home visiting program. Are they eligible for computer upgrades? Also, administrative staff provide support to JWB funded programs as well.

Answer:

Yes, the project can benefit agency-wide/county-wide as long as the project benefits a JWB-funded program. However, when funding is requested for projects that also benefit other non-JWB funded programs the evaluation criteria for return on investment includes consideration for what other funding sources were explored.

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Question 16:

If we install ADA compliant doors at two different buildings, does this count as one or two projects?

Answer:

Based on the information provided, these items would appear to be one project. 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.

Examples of what does and does not meet the definition of a project are provided in section 2.2., however it is the responsibility of the applicant to make a clear case for how the items are related as one project within the Application.

Question 17:

We have a long-standing relationship with an elevator vendor. If we receive a bid from another vendor, it could void warranties on previous work. Are we still required to get multiple bids? The elevator work is required even if we do not get a grant. Can we start the process before the award has been decided?

Answer:

If there is strong justification for a sole vendor, the Applicant must include a written justification explaining the reason a single quote was used. would need to follow the directions regarding a sole source in Form 4.

See section 1.13 of the RFA, "Receipt of the fully executed agreement will serve as Applicant's notice to proceed with services."

Question 18:

Our agency is strongly focusing on marketing and volunteer recruitment. Would request for marketing purposes be appropriate.

Answer:

It depends on what is being purchased as it must be a capital project. See Section 2.2 of the RFA for the definition of eligible capital project requests.

Question 19:

Can one project benefit two programs? (i.e., security software that will be installed at two different offices/locations.

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Answer:

Yes, and if awarded, JWB will amend one of the program contracts to add the funds. The Applicant must state on Form 1, the JWB Program Name that receives the largest percentage of funding. Ensure that all programs, both JWB-funded and not, are included in your Project Narrative.

Question 20:

Is data management software that must be renewed each year eligible?

Answer:

Yes, software subscription and support are eligible in the first year only. See Section 2.2 of the RFA for examples of capital projects which include software and software licensing costs for the first year only. Ensure that you respond in the Project Narrative how the agency will fund the costs for years two and beyond.

Question 21:

If we applied for a project in the past that was denied, can we apply for that project again, or will it never be approved?

Answer:

Yes, you may apply for the project again, as long as it is eligible per the guidelines of the RFA.

Question 22:

Do repairs and upgrades to a physical plant constitute a single project? In other words, if we want to re-key all doors, make some mechanical (plumbing/electrical, etc.) repairs and repair some roof issues. Are these types of repairs within the scope of single project?

Answer:

If the repairs/upgrades are related, this would appear to be one project, however it is the responsibility of the Applicant to make a clear case for how the items are related as one project within the Application.

Question 23:

For IT life on an item, how long would two-way radios be?

Answer:

The lifespan of a two-way radio is when the radio no longer works or does not meet the agency's needs.

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Follow Up Question for Question 23:

If we have 20 two-way radios and 10 need to be replaced? Would this justify a sole source?

Answer:

Yes, this would justify a sole source, assuming there is only one vendor that sells the compatible product.

Question 24:

What criteria is used in Round 2 Evaluation to develop final funding recommendations?

Answer:

The criteria and the Evaluation Committee's scores do not change during Round 2 Evaluation.

A high evaluation score does not guarantee that an application will be funded. The geographic distribution of funding across north-, mid-, and south-county will be considered during the ranking. The Applicants self-identify whether their program serves north, mid, south county or is countywide. Please refer to the Community Council ZIP Code Boundaries in Attachment 1 for guidance on the boundaries for the geographic areas.

If part of the project is ineligible, that portion of the project is deducted from the final funding recommendations.

Also, if there is a tied score between two projects that are on the line where funding has been exhausted, the team may consider partial funding to both agencies or full funding to only one.

Question 25:

Are projects partially funded or are they fully funded or denied?

Answer:

The goal is to fully fund each project starting from the highest ranked projects down until the funds are exhausted.

Projects may receive partial funding if items are considered ineligible and must be backed out from the recommended award. Also, if there is a tied score between two projects that are on the line where funding has been exhausted, and the funding is running low, the team may consider partial funding to both agencies or full funding to only one.

Question 26:

Can we do 2 projects at different locations of the same agency?

Answer:

See Answer to Question #6.

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Question 27:

We are interested in applying for IT Updates for our agency: an updated fingerprint scanner to complete background checks on volunteers and staff in Pinellas, and a new copier. Would we be able to group these two items together under an ‘IT Updates’ project or would they need to be separated into two different projects? We do not use them in conjunction with one another but are necessary tools for our program overall.

Answer:

The Applicant must justify why the items are related in one project and not two separate projects where the requested items are unrelated. After reviewing the Application, if JWB feels that the items are unrelated then they will be scored as separate projects; however only two projects will be considered.

Question 28:

Can wall art and flooring replacement be bundled into one facility improvement project for improving building aesthetics and client comfort?

Answer:

See Answer to Question #26.

Question 29:

Can another representative of an organization submit the final proposal on behalf of the usual point of contact?

Answer:

The Application can be emailed by any representative of the agency. Regarding signing the Application, the applicant must follow the procedures found in Section 1.8 of the RFA, Requirements for Signing Application.

Question 30:

We will likely submit something for the lodge kitchen/dining air conditioning and our second project will be some rehabilitation in the cabins that was identified on a county health inspection. So, if we submitted these 2 projects, they would both be facility-related on the same property, but not in the same building. Would these be considered 2 different projects because they are for different needs in different buildings, or would they be considered related and should go under one project because they are both facility related?

Answer:

Based on the information provided, these projects do not appear to be related and would need to be requested as two separate projects.

Also, see Answer to Question #26.