

## **Non-Operating and Capital Projects Request for Applications Questions & Responses**

*September 9, 2024*

### **Question 1:**

Would a capital/renovation project at our administrative services building be considered eligible? Direct JWB-funded program services are not offered at this location.

Additional comments:

The language in the RFP talks about both increasing the ability of an agency to operate effectively/efficiently and benefitting a JWB-funded program. While we believe the project will directly increase the abilities of the agency, it only indirectly benefits a specific JWB-program (and other programs) administratively.

### **Answer:**

Yes, if the capital project is for the benefit of a current JWB-funded program, it is eligible. However, the burden is on the Applicant to justify clearly how the project benefits the JWB-funded program.

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*September 10, 2024*

### **Question 2:**

In Section 1.3 on Eligible Capital Project Requests, there is a statement about encouraging requests that enable coordinated, rapid recovery from disaster and/or reduces the business risk exposure. Would this statement only apply to IT/data management systems requests, or would other requests be eligible?

### **Answer:**

Project requests that enable coordinated, rapid recovery from disaster and/or reduce the business risk exposure are not limited only to IT/data management systems.

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*September 18, 2024*

### **Question: 3**

For those of us who may not be able to attend in person, will the Funding Workshop on Sept. 25th for this Non-operating and Capital Project be available to the community via Zoom or JWB's YouTube channel?

### **Answer:**

The Funding Workshop is in-person only. The Funding Workshop will not be recorded by JWB, nor have the option to attend virtually.

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September 18, 2024

### Question 4:

Our team is working on the capital grant and noticed the quotes must be after September 3rd. As you know, we are building our new center, and contracts have been signed and quotes were completed before that date. Due to the timing of our project, is there any flexibility with this requirement?

### Answer:

See Section 1.6 of the RFA which references a listing of ineligible expenses in JWB's Board Policy. In JWB's Board Policy III-4. w., *JWB will not consider funding for expenses budgeted to be paid for by other available sources of revenue.* If the expenses for the new center have already been budgeted to be paid for by other available sources of revenue, those expenses will not be eligible.

Additionally, per section 2.10, *Receipt of the fully executed agreement will serve as Applicant's notice to proceed with services.* Agreements for this RFA will not be executed until 2/1/2025 and since contracts have already been signed, the project would not be eligible if it is being performed prior to award and agreement.

If the expenses are not already budgeted to be paid for by other available sources of revenue, then per the instructions on Form 4-Vendor Quote Summary, *if the agency was unable to get three current quotations for the requested item or service, a written explanation must be attached explaining the reason three current quotes were unable to be procured.*

Also see Addendum #1, modifying Form 4 – Vendor Quote Summary to state, *In addition to the written justification/explanation, applicable quote(s) from the vendor(s) must also be attached.*

If funding fell through for the expenses, include a detailed explanation of why the other sources of revenue are no longer available in in Form 2-Project Narrative, Req. 13 and/or the written justification attached to Form 4-Vendor Quote Summary to help the evaluation committee understand the context and consider your request accordingly.

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September 18, 2024

### Question: 5

Are consulting services an allowable expense under this RFA, and if so, are travel expenses for consultants also allowable as part of the budget?

### Answer:

It depends on what the consulting expenses are for. We would need to have more information to respond to whether or not the consulting services are an allowable expense. Allowable consulting services can include a variety of professional services that support the capital project. Here are some examples:

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1. **Project Management:** Hiring a consultant to oversee the planning, execution, and completion of the capital project. This can include coordinating with contractors, managing timelines, and ensuring that the project stays within budget and scope.
2. **Architectural and Engineering Services:** Engaging architects or engineers to design and plan building renovations or new constructions. This can also include structural assessments and compliance with building codes.
3. **IT and Data Management:** Consulting services for implementing or upgrading IT systems, such as participant management software, data consolidation, disaster recovery systems, and network enhancements.
4. **Financial and Legal Advisory:** Consultants who provide financial planning, budgeting, and legal advice related to the capital project. This can include ensuring compliance with regulations and managing contracts.
5. **Training and Development:** Consultants who provide training related to new systems or equipment purchased as part of the capital project. This ensures that staff are well-equipped to use the new resources effectively.

Travel expenses for the consultant would also be allowable, provided they are directly related to the capital project, necessary for its completion, and included in the consultant's quote.

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*September 18, 2024*

### **Question: 6**

On page 3 of the RFA, it states: "Eligible expenses include the costs to acquire (year one) and implement capital IT projects for software systems and/or technology". Does it also cover software subscription models (i.e., cloud-based services, Software-as-a-Service (SaaS), etc.)?

### **Answer:**

Yes, software subscription and support are eligible in the first year only. See Section 1.3 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.

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*September 18, 2024*

### **Question: 7**

If software subscriptions are allowable expenses, would an award from by JWB allow all agency users to benefit from the subscription services?

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**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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*September 19, 2024*

**Question: 8**

May I have the eligibility requirements to see if our organization can apply before the workshop on September 25, 2024 for the RFA?

**Answer:**

See Section 1.3 for eligible capital project requests and Section 1.5 for applicant qualifications.