Juvenile Welfare Board

Investing in children. Strengthening our community.

NON-OPERATING & CAPITAL PROJECTS REQUEST FOR APPLICATIONS

FUNDING WORKSHOP

AGENDA

- Introduction and RFA Objective and History
- RFA Eligibility and Purchasing Requirements
- Minimum Contract Terms and Land Use Restriction Agreements
- RFA Timeline
- Submission Details and Forms
- Evaluation Criteria and Process
- Award and Agreement
- IT Best Practices
- Flex Overview
- Questions and Answers

FUNDING WORKSHOP

- Purpose of Funding Workshop
  - For JWB to provide an overview of the RFA requirements to increase understanding
  - Opportunity for applicants to ask JWB questions about specific parts of the solicitation
  - Permits JWB opportunity to determine if there are gaps or corrections that need to be made to the RFA
- Important Notes
  - Oral statements or responses will not amend the RFA
  - Suggestions or modifications may be included as addenda
  - Written questions and responses from today and any resulting addenda will be posted on JWB website

OBJECTIVE of RFA

- To make one-time-only investments in capacity building projects for 501(c)(3) organizations that currently receive program funding from JWB
- Enhance long-term operational effectiveness and efficiency (see questions in Project Description and Statement of Need)
- Supports capital projects of new acquisitions or the replacement or renovation of deteriorated capital assets

FY25/FY26 COMPARISON

FY25

- Funding Available: $5.1 million
- Request Minimum: $10,000 per project
- Request Maximum: $350,000 per Application
- Max # of Projects: 3

FY26

- Funding Available: $2.5 million
- Request Minimum: $10,000 per project
- Request Maximum: $200,000 per Application
- Max # of Projects: 2

HISTORY

- Types of projects awarded in FY25:
  - Facility 51%
  - Technology 24%
  - Transportation 14%
  - Facility/Security 5%
  - Transportation/Technology 5%

QUALIFICATIONS

- Must:
  - currently receive program funding from JWB
  - be a 501(c)(3) organization at time of application
  - not be on a JWB Corrective Action Plan or Performance Improvement Plan from the time of submission through award

ELIGIBLE CAPITAL PROJECT REQUESTS

- Application Submission
  - Each agency may submit up to two application
  - Each application may only for one project request each
  - Requests can include up to two projects per agency
  - Projects must benefit a JWB-funded program (see questions in Return on Investment)
  - Requests must be a minimum of $10,000, and the 2 projects must not exceed a combined total of $200,000
- Eligible Capital Projects
  - Related items purchased to acquire or improve long-term assets
  - Non-recurring and have a useful life greater than one year
  - Training costs eligible if associated with a capital purchase

EXAMPLES OF ELIGIBLE PROJECTS

- Technology Asset Replacement or Enhancement
  - Printers and Copiers (not leased)
  - Computers
  - Servers
  - Software and Software Licenses (initial cost only)
  - Networking Hardware
  - Warranties and protective covering for equipment
- Facility Repair or Enhancement
  - Roof Replacement
  - Flooring
- Computer Lab for Program Participants
  - Computers
  - Furniture
  - Labor for Set-Up

ELIGIBLE REQUESTS

- JWB encourages:
  - Capital IT requests for participant management systems to upload data directly to JWB and/or data systems, like donor databases, that can expand, diversify and manage their revenue sources.
  - Requests that enable coordinated, rapid recovery from a disaster and/or reduces the agencies business risk exposure.

INELIGIBLE EXPENSES

- Exclusively for non-JWB funded programs
- Operating costs (including staff development, office and classroom supplies, training not associated with capital purchase, equipment lease or rental, space rental)
- For items that are unrelated to one another
- Built-in costs for potential project overruns (exception of certain projects such as construction or renovation)
- Expenses budgeted to be paid for by other available sources of revenue
- JWB is exempt from paying Federal Excise Tax and State of Florida sales taxes

PURCHASING REQUIREMENTS

- **Quotation Requirements**
  - Items > $5,000 require three current quotes (quoted on or after 09/24/2025)
  - Written quotes must be uploaded in the Budget and Vendor Quote Form
- **Sole Source Justification**
  - If only one source is available, upload the quote in the Budget and Vendor Form and provide a justification in the appropriate narrative question.
- **Insufficient Quotations**
  - If unable to get three current quotes, upload the procured quotes in the Budget and Vendor Form and provide a justification in the appropriate narrative question.
- **See questions in Return on Investment**

MINIMUM CONTRACT TERMS AND CONDITIONS

- **Contract Amendment Terms**
  - Provided in Attachment 2, Sample Contract Amendment
- **Exceptions to Terms**
  - Must be identified and noted in Contract Amendment Terms and Conditions Compliance Form
  - Absence of exceptions implies acceptance
  - Exceptions may be considered in the selection process
- **Terms that are Not Applicable**
  - Identify in the Contract Amendment Terms and Conditions Compliance Form

LAND USE RESTRICTION AGREEMENT

- May be required for projects for owned property with combined request(s) of $100,000 or more or on any leased property
- Subject to JWB Board approval
- Land Use Restriction Agreement
  - May require signing of Attachment 3
- Compliance Indication
  - Indicate compliance or exceptions via Special Condition 5 in Contract Amendment Terms and Conditions Compliance Form
- Depreciation of Assets Schedule
  - If applicable upload the schedule for JWB consideration
  - To be included in the agreement

ADDENDUM

An addendum is issued after the original RFA is released but before the application deadline, to:

- clarify,
- correct, or
- supplement information within the original document.

Common reasons for issuing an addendum include:

- responding to questions from potential applicants,
- modifying project scope, or
- adjusting terms and conditions to reflect new information or requirements.

JWB has issued one (1) Addendum as of October 2, 2025.

RFA TIMELINE

- 09/24/25: RFA Released
- 10/02/25: Optional Funding Workshop
- 10/06/25: Deadline for Receipt of Questions by Noon
- 10/09/25: Final Written Responses to Questions Released
- 10/30/25: Application Submission Due Date by Noon
- 12/11/25: Evaluation Committee Meeting
- 12/16/25: Evaluation Committee Meeting
- 12/18/25: Announce Intent to Award
- Jan. 2026: Board Action to Award
- Jan. 2026 : Post Award Notice
- 02/01/26: Execute Amendments

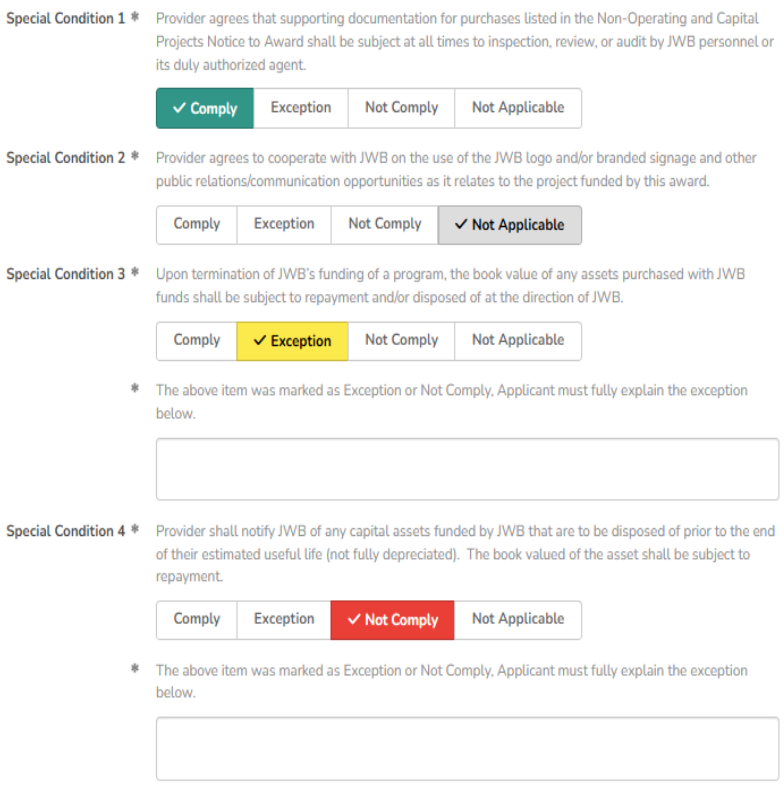
APPLICATION SUBMISSION

- **Submission Due Date and Time**
  - October 30, 2025
  - 12:00 p.m. EST
  - **Late submissions will not be considered**
- **Delivery of Applications**
  - Must be submitted via FLEX
  - Link: https://jwb.webauthor.com/go/rfp/

PROJECT BUDGET

- Include all items for your project budget. For example, include warranties, keyboards, wires, etc. even if it will be paid for by another funding source.
- Don't forget to consider implementation costs for the project when developing your budget.

CONTRACT AMENDMENT TERMS AND CONDITIONS COMPLIANCE FORM



Special Condition 1 * Provider agrees that supporting documentation for purchases listed in the Non-Operating and Capital Projects Notice to Award shall be subject at all times to inspection, review, or audit by JWB personnel or its duly authorized agent.

[✓ Comply] | Exception | Not Comply | Not Applicable

Special Condition 2 * Provider agrees to cooperate with JWB on the use of the JWB logo and/or branded signage and other public relations/communication opportunities as it relates to the project funded by this award.

Comply | Exception | Not Comply | [✓ Not Applicable]

Special Condition 3 * Upon termination of JWB's funding of a program, the book value of any assets purchased with JWB funds shall be subject to repayment and/or disposed of at the direction of JWB.

Comply | [✓ Exception] | Not Comply | Not Applicable

* The above item was marked as Exception or Not Comply, Applicant must fully explain the exception below.

Special Condition 4 * Provider shall notify JWB of any capital assets funded by JWB that are to be disposed of prior to the end of their estimated useful life (not fully depreciated). The book valued of the asset shall be subject to repayment.

Comply | Exception | [✓ Not Comply] | Not Applicable

* The above item was marked as Exception or Not Comply, Applicant must fully explain the exception below.

- Compliance Options for Applicants
  - Comply: Full understanding and agreement
  - Exception: Must be fully explained
  - Not comply: Must be fully explained
  - Not Applicable: Special Conditions do not apply
- Instructions for Applicants
  - Mark the appropriate response for each term and condition
  - Refer to Attachment 2 for details

ADVANCE REQUESTS

- **Funding Basis**
  - JWB provides funding on a cost reimbursement basis however advance requests may be considered, subject to JWB Board's policy on Non-Operating and Capital Projects RFA Advances
- **Advance Request Form**
  - Must be completed and submitted with detailed project draw schedule for the project amount requested from JWB that identifies expected monthly expenditures
  - Advance amount limited to highest expected monthly expenditure

ADVANCE REQUEST FORM

- Advance Requirement
  - Does the agency require an advance to complete the project?
  - Options: Yes or No
  - If No, the form process stops here
- Advance Amount Needed
  - Specify the advance amount required
  - Limited to the highest expected monthly expenditure
  - Must attach detailed project draw schedule that identifies expected monthly expenditures
  - Must agree to comply with applicable Special Condition in the Contract Amendment Terms and Conditions Compliance Form

MINIMUM CRITERIA

- Application received by due date and time
- Applicant currently receives JWB program funding, and the Application is for the benefit of a JWB-funded program
- Applicant **not** on a JWB Corrective Action or Performance Improvement Plan
- Up to two applications per agency for up to one capital project per application
- IRS 501(c)(3) designation at submission
- Signed by an authorized officer
- Capital project request minimum of $10,000, total not exceeding $200,000

ROUND 1 EVALUATION

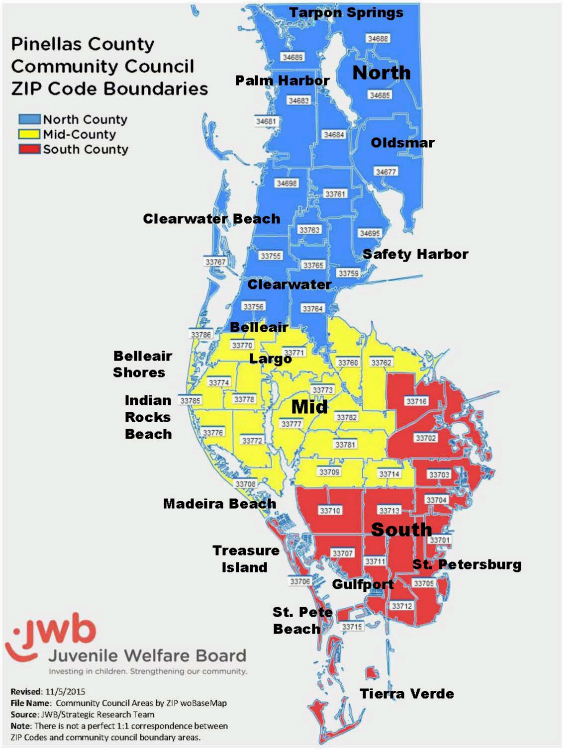
Evaluation Criteria	Points
Statement of Need	40%
Project Description	30%
Return on Investment	30%
Total Potential Points	100%

ROUND 1 EVALUATION

- Must have an average score of 65 or above to be considered
- Geographic Distribution Consideration. A high evaluation score does not guarantee that an Application will be funded. Applicants identify on Form 1 which program(s) their project(s) benefit and whether their program serves north-, mid-, south-county or is countywide.
- The Evaluation Committee makes funding recommendation to the Board for approval and award

ATTACHMENT 1

COMMUNITY COUNCIL ZIP CODE BOUNDARIES



EVALUATION PROCESS

- Evaluation Process
  - Committee reviews applications independently
  - Committee meets to discuss independent reviews
  - Points awarded based on response quality
- Point Range Criteria
  - 1: Unacceptable
  - 2: Partially meets
  - 3: Meets, with moderate gaps
  - 4: Meets, with minor gaps
  - 5: Fully meets or exceeds requirements

AWARD

- JWB's intent is to award up to $2.5 million
- Multiple awards anticipated
- Award amounts may differ from what was requested based upon the dollars available
- Notice of Intent to Award posted on JWB's website within two business days after Evaluation Committee Decision
- Notice of Award posted on JWB's website and emailed to Applicants within two business days after Board decision

AGREEMENT

- Agreement Amendment
  - Initiated by JWB Sr. Program Consultants
  - Specifies maximum funds and purpose
  - Funds must be spent and project completed by termination date
- Extended Time Frame
  - Extensions may be granted to FY27, if Construction Spend Rate Schedule is uploaded in response to question 6 and 6a showing project cannot be completed by 09/30/26
  - Extensions are subject to fund availability and Board approval.

IMPORTANT POINTS

- The RFA is now completely in the Flex system.
- All communication must be through Lorrayne Hayes.
- For any technical issues, please contact flex@jwbpinellas.org
- Ensure that you read and respond to all questions and requirements of the RFA.
- Include all items in your project budget.

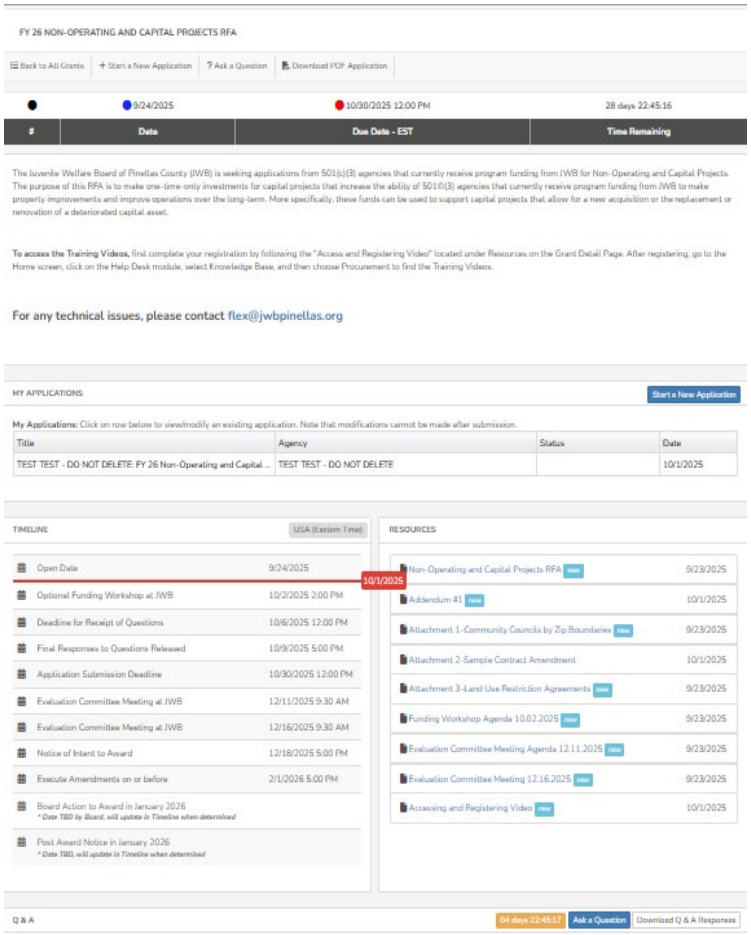
CONTACT INFORMATION

- Contact Information for RFA Queries
  - Directed to Lorrayne Hayes
  - Email: rfp@jwbpinellas.org
  - Phone: 727-453-5654
- Contact Information for technical issues
  - Email: flex@jwbpinellas.org

IT Best Practices

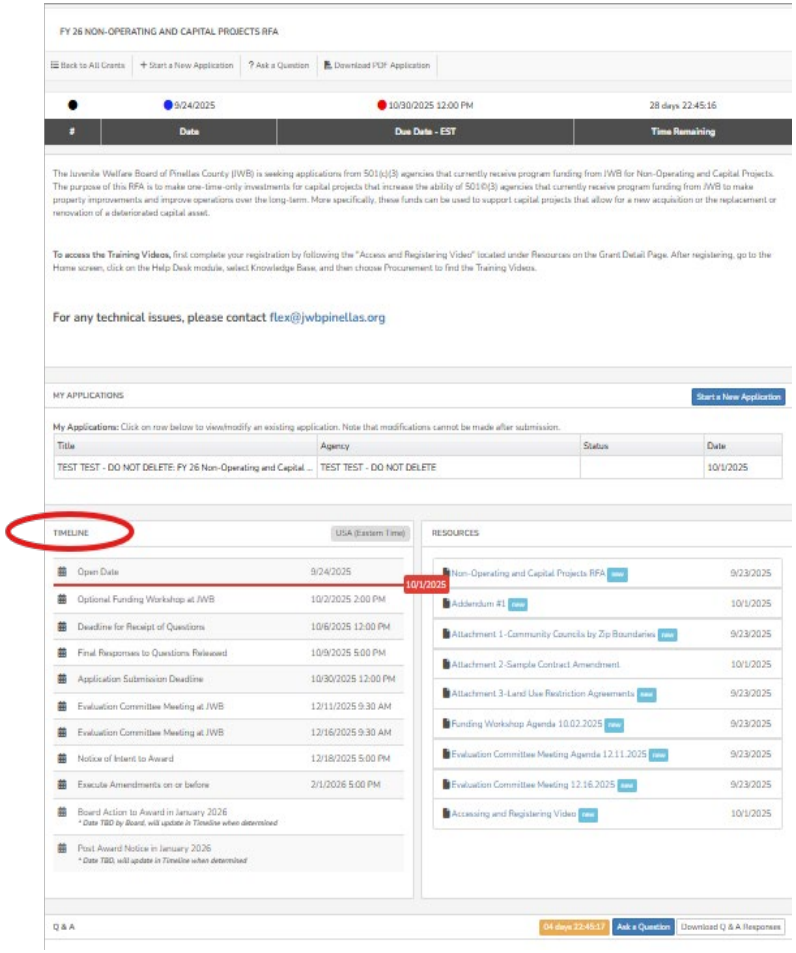
FLEX OVERVIEW

GRANT DETAIL PAGE



- All of the important information on the RFA can be found on this page.
- Access to the Grant Detail page: https://jwb.webauthor.com/go/rfp/index.cfm?actionxm=details&uuid=F1A1164A-13B4-4A2F-AEB7-63887700FD0F
- Includes Grant Overview, Timeline, Resources, contact information for technical assistance, where to submit and access Questions and Answers, and where you can Start a New Application

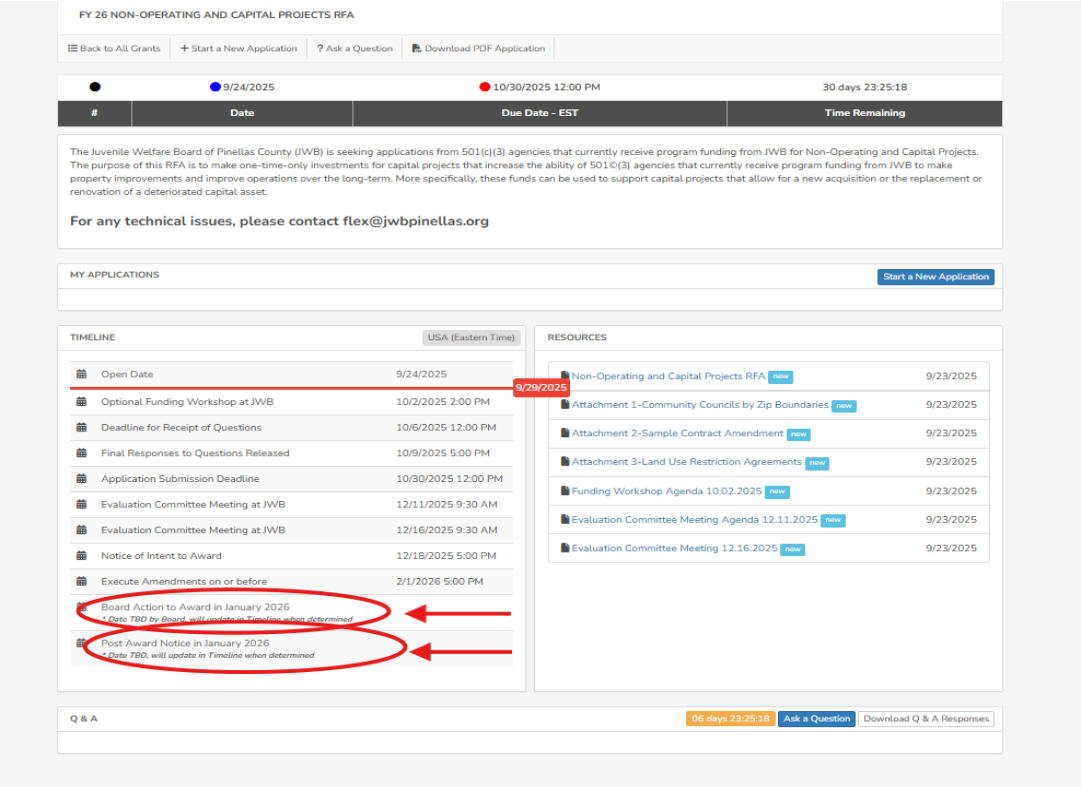
TIMELINE



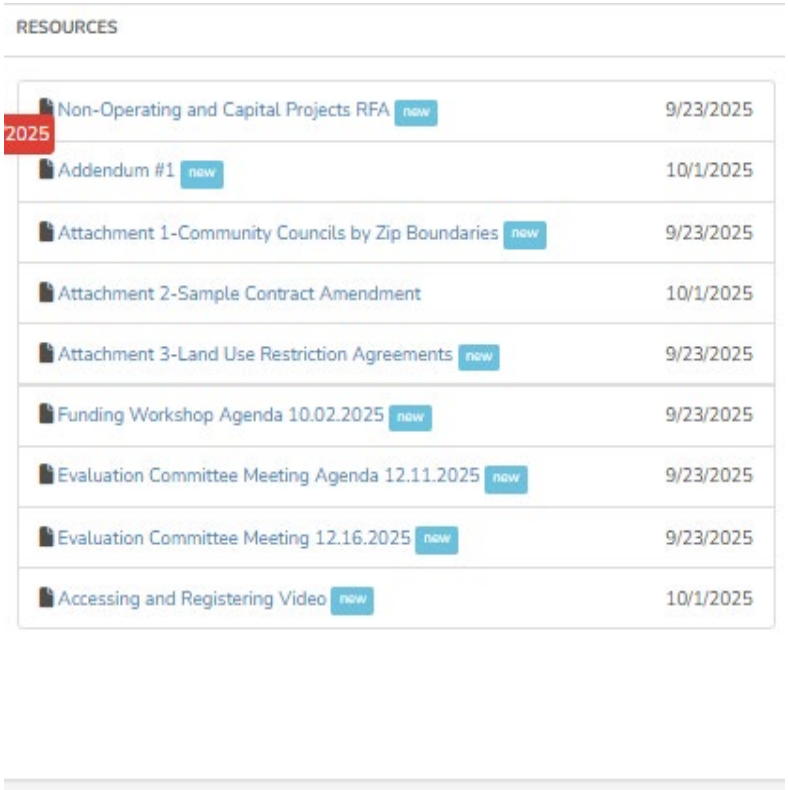
- This is where the official Timeline with important dates is located for the Grant.
- Access to ask questions is on the Grant Detail page.
- Any updates to the Schedule will be made on this page, on this Timeline.
- Redline indicates where you are in the Timeline

TIMELINE

- Note that there are dates that are TBD, these will be updated on the Timeline in Flex when the dates are determined.

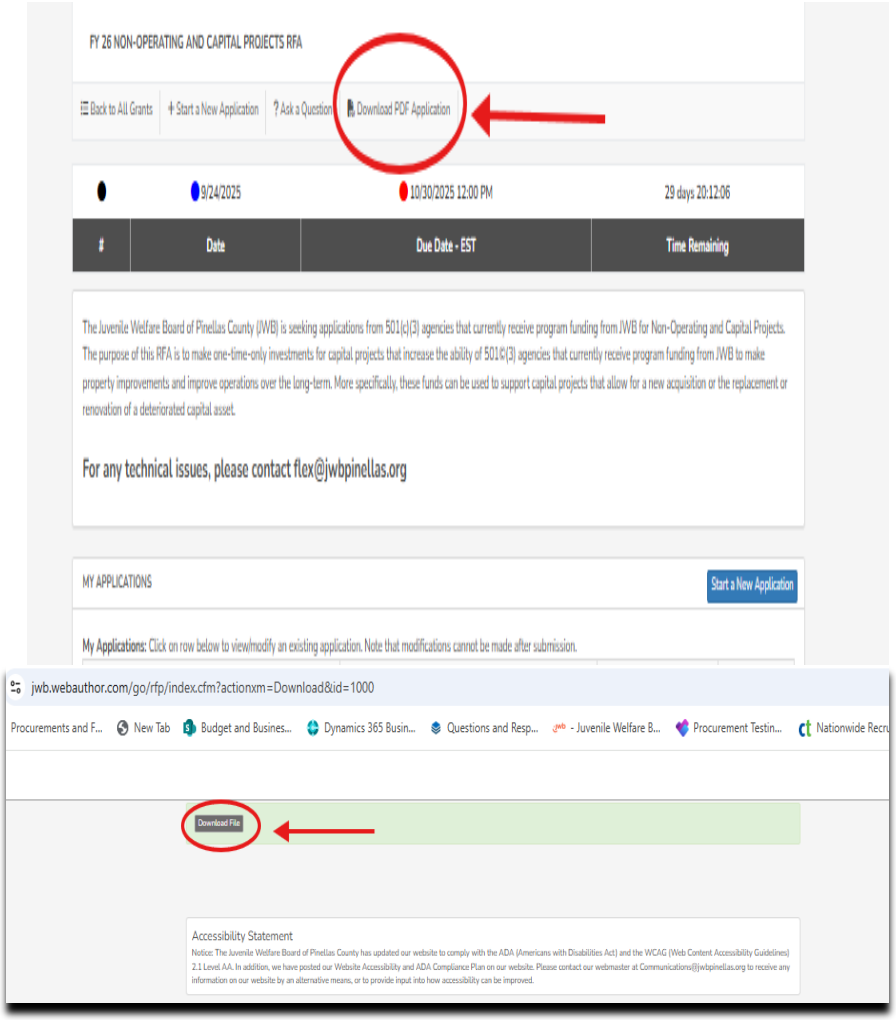


RESOURCES



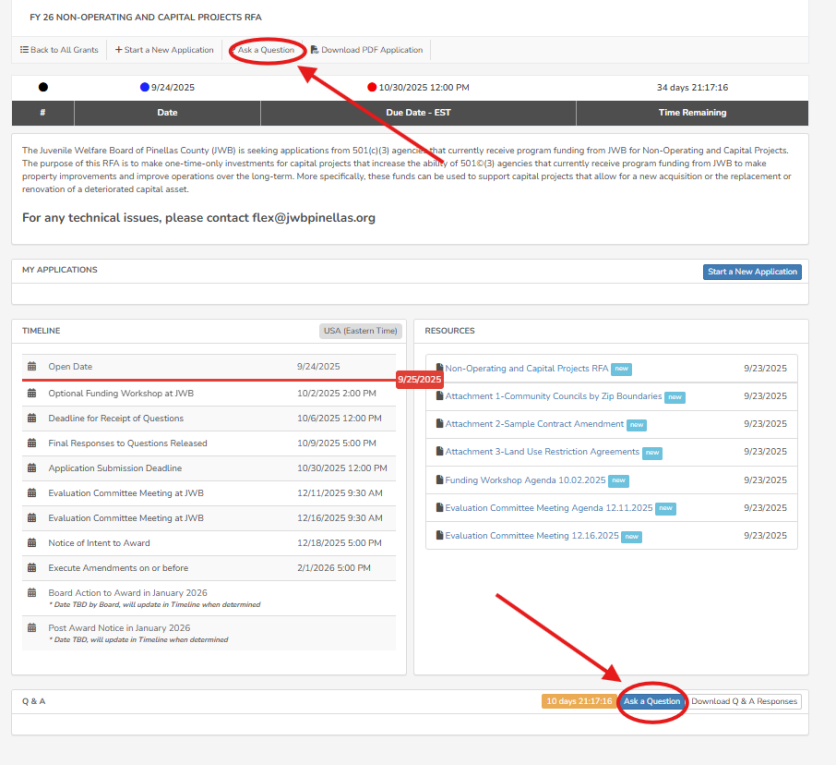
- You can find all of the documents related to the RFA on the Grant Detail Page
- You can print each Resource individually
- Any new documents for the RFA will be posted on the Grant Detail Page under Resources

PRINT RESOURCES AND BLANK APPLICATION



- You can print out all of the Resources from the Grant Detail Page
- Click the Download PDF Application
- All Resources documents will download along with a blank version of the Application.
- Please note that the blank Application includes all possible questions (all waterfall questions possible)

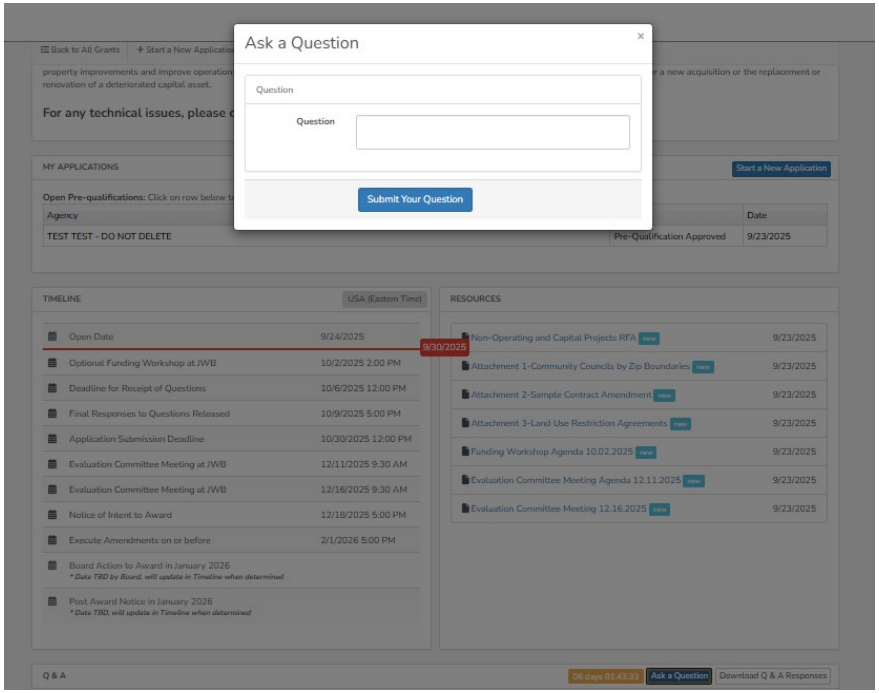
ASK QUESTIONS



- Questions are solely submitted through the Flex system
- Access to ask questions is on the Grant Detail page.
- Two buttons on the Grant Detail page where you submit questions
- Submission of questions is available until the deadline noted in the Timeline

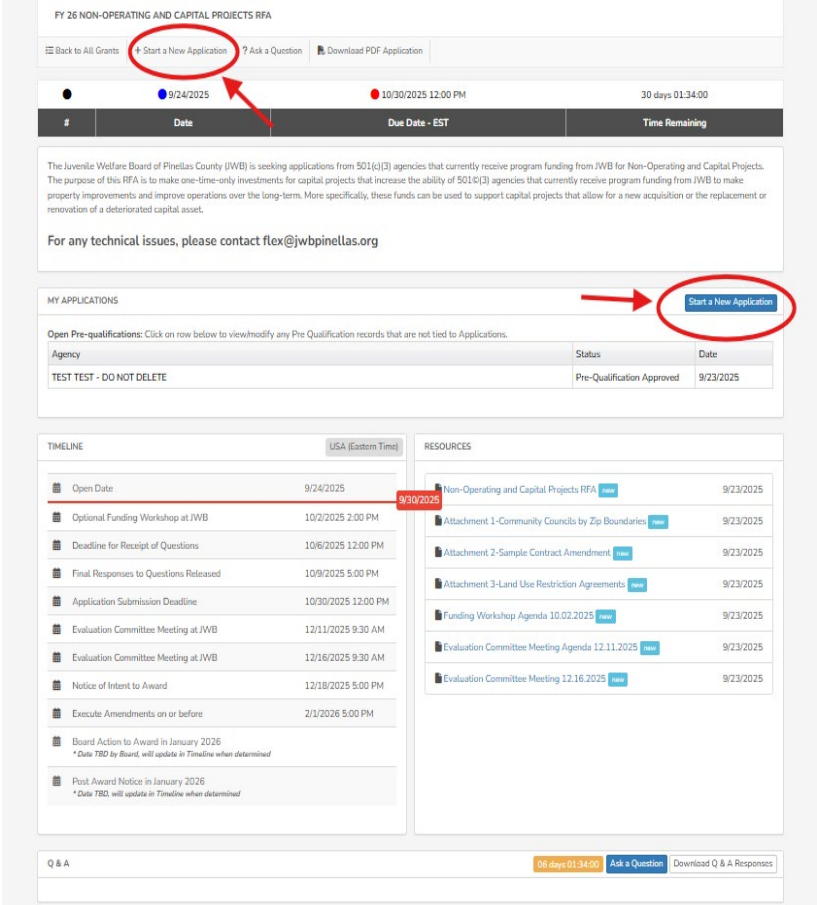
ASK QUESTIONS

- When you click either of the two buttons on the Grant Detail page, you will get the below pop up to enter and submit each questions.

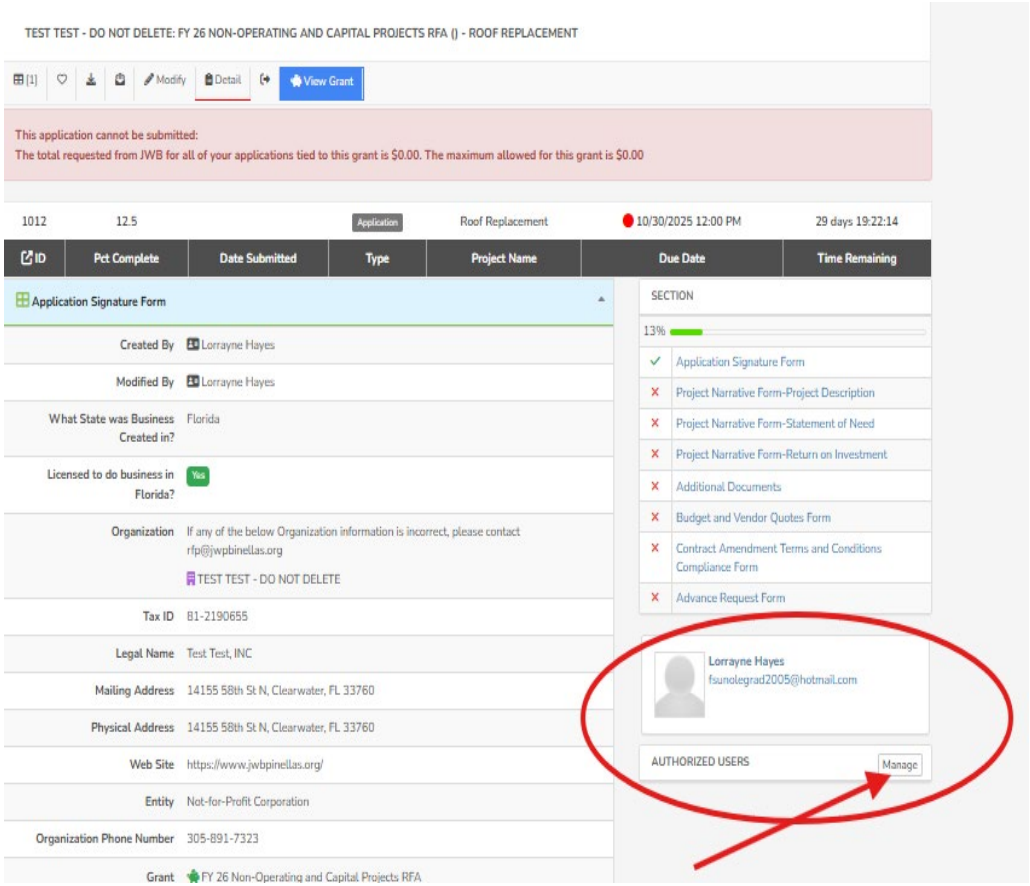


START A NEW APPLICATION

- Applications can only be started, completed, and submitted through the Flex system
- Access to start an application is on the Grant Detail page.
- Two buttons on the Grant Detail page where you can start a new application

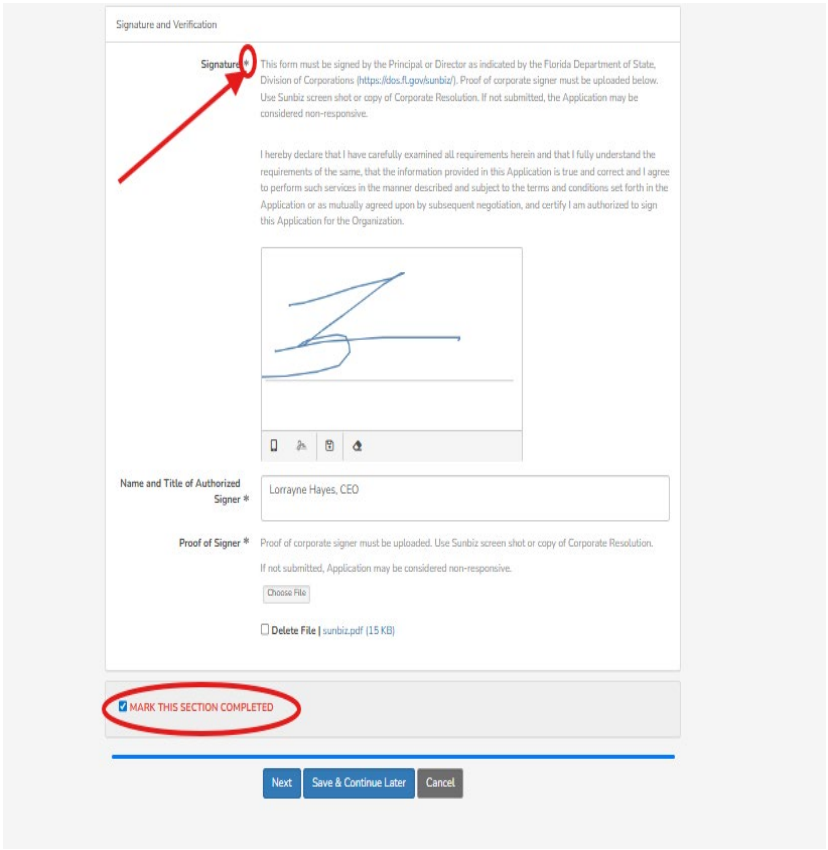


ADD AUTHORIZED USERS



- You can add Authorized Users to review, revise, add, delete information in your Application.
- Click Manage Authorized Users and give the individual access to the application.

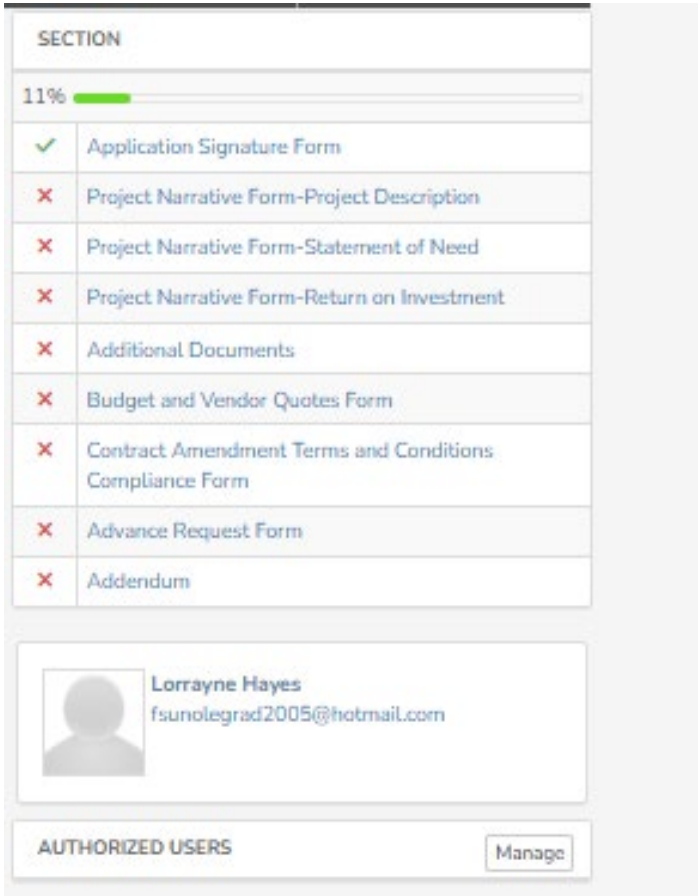
COMPLETING THE APPLICATION



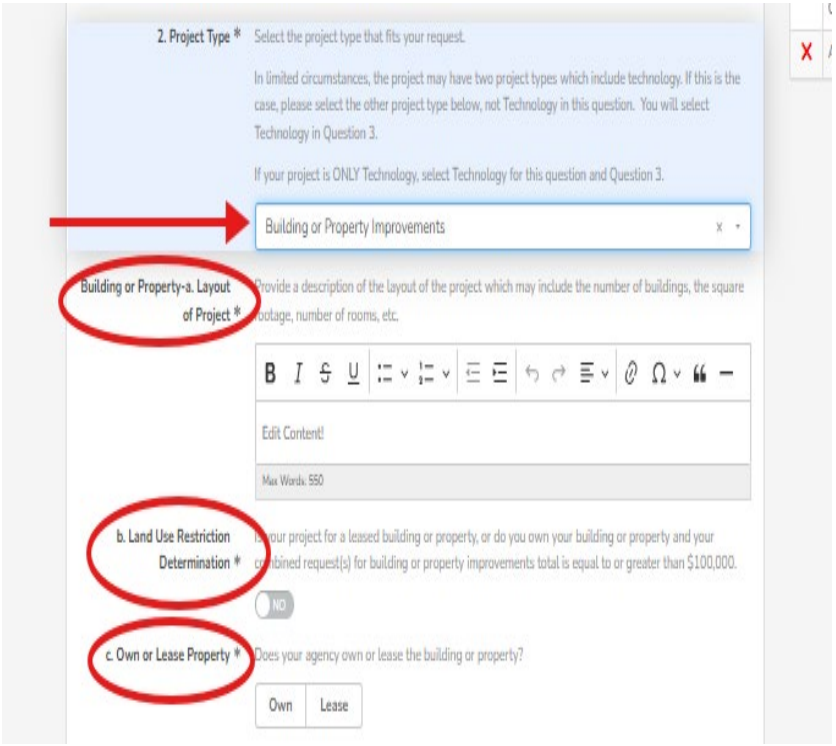
- An asterisk means that the question is required to be answered.
- You will be unable to move forward in the Application without completing all of the required questions
- Once you have completed the section, ensure you click the box MARK THIS SECTION COMPLETE. You must have that box checked for that section to be complete.

COMPLETENESS

- The right-hand side of the Application there is a box with the Sections
- This will tell you how much of the Application you have completed
- Sections with a green check mark have been completed
- Section with an asterisk, is the section that you are currently in
- Sections with a red X have not been completed

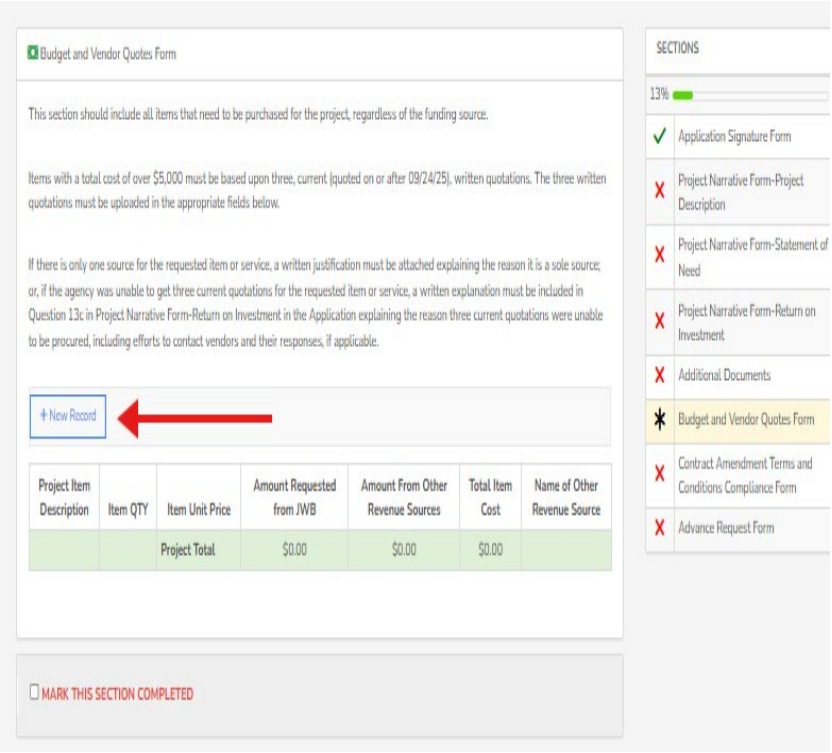


APPLICATION QUESTIONS



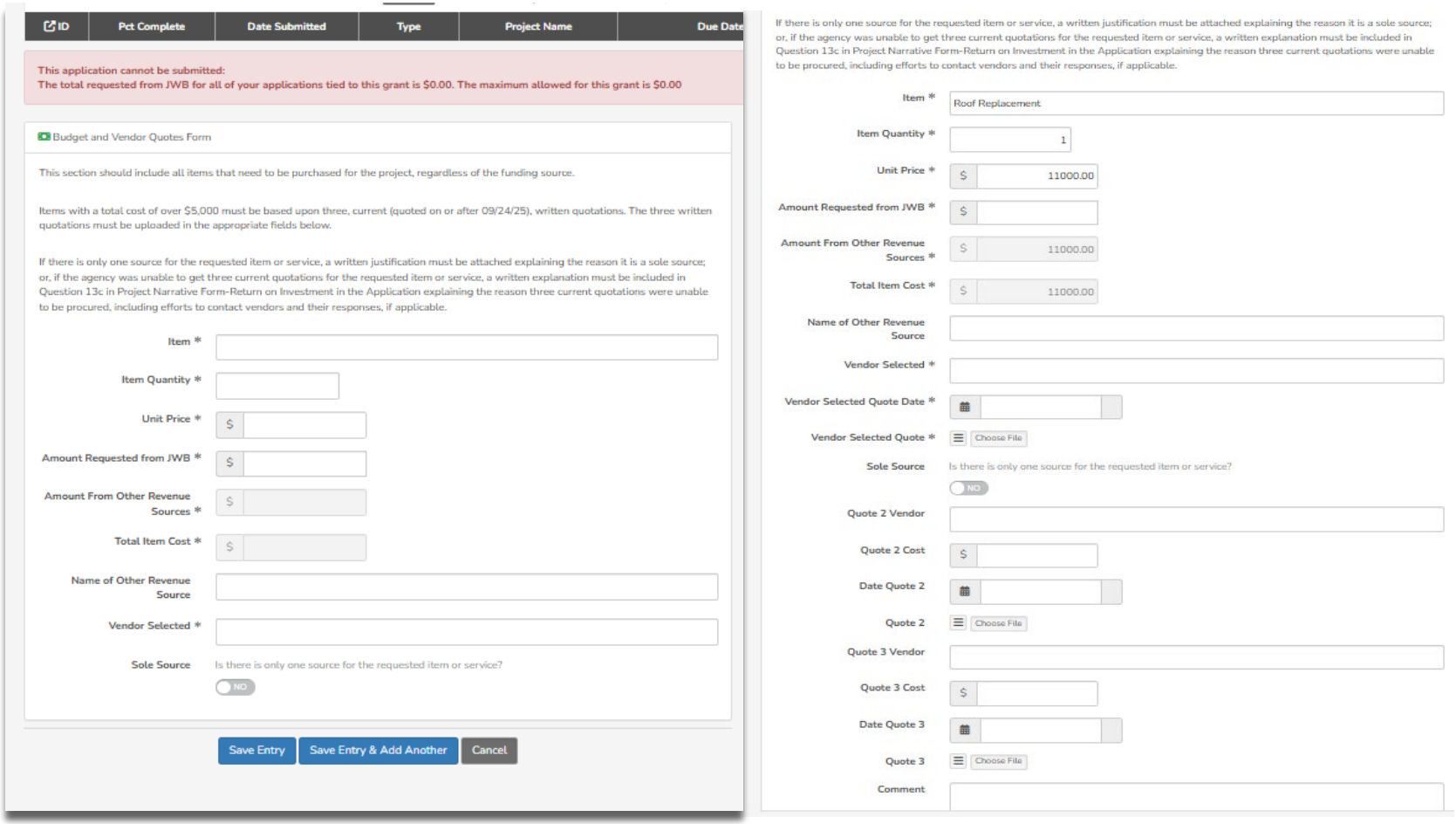
- There are some questions that the responses trigger additional questions that must be answered.
- Example is Project Type question
- This question, depending on your selection, will trigger additional questions about your type of project.
- These types of questions that waterfall to additional questions will be found throughout the Application.

BUDGET AND VENDOR FORM



- The Budget and Vendor Form must be filled out with all items, regardless of who is funding the items
- You must add each item individually
- Depending on the total amount of each item, Quote details and Written Quotes may be required to be uploaded.

BUDGET AND VENDOR FORM



ID	Pct Complete	Date Submitted	Type	Project Name	Due Date

This application cannot be submitted:
The total requested from JWB for all of your applications tied to this grant is $0.00. The maximum allowed for this grant is $0.00

Budget and Vendor Quotes Form

This section should include all items that need to be purchased for the project, regardless of the funding source.

Items with a total cost of over $5,000 must be based upon three, current (quoted on or after 09/24/25), written quotations. The three written quotations must be uploaded in the appropriate fields below.

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 current quotations for the requested item or service, a written explanation must be included in Question 13c in Project Narrative Form-Return on Investment in the Application explaining the reason three current quotations were unable to be procured, including efforts to contact vendors and their responses, if applicable.

Item *

Item Quantity *

Unit Price * $

Amount Requested from JWB * $

Amount From Other Revenue Sources * $

Total Item Cost * $

Name of Other Revenue Source

Vendor Selected *

Sole Source — Is there is only one source for the requested item or service? NO

Save Entry | Save Entry & Add Another | Cancel

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 current quotations for the requested item or service, a written explanation must be included in Question 13c in Project Narrative Form-Return on Investment in the Application explaining the reason three current quotations were unable to be procured, including efforts to contact vendors and their responses, if applicable.

Item * Roof Replacement

Item Quantity * 1

Unit Price * $ 11000.00

Amount Requested from JWB * $

Amount From Other Revenue Sources * $ 11000.00

Total Item Cost * $ 11000.00

Name of Other Revenue Source

Vendor Selected *

Vendor Selected Quote Date *

Vendor Selected Quote * Choose File

Sole Source — Is there is only one source for the requested item or service? NO

Quote 2 Vendor

Quote 2 Cost $

Date Quote 2

Quote 2 Choose File

Quote 3 Vendor

Quote 3 Cost $

Date Quote 3

Quote 3 Choose File

Comment

FLEX FORMS

Don’t forget to complete all of forms within the Application:

- Application Signature Form
- Project Narrative Form-Project Description
- Project Narrative Form-Statement of Need
- Project Narrative-Return on Investment
- Additional Documents
- Budget and Vendor Quote Form
- Contract Amendment Terms and Conditions Compliance Form
- Advance Request Form
- Addendum

IMPORTANT INFORMATION

- Do not copy and paste with formatting from a Word document. Use the formatting tool within the Flex system in the Response Box.
- You can save your application and come back to it at different times prior to the submission due date.
- Ensure you respond to all questions with an asterisk.
- Ensure you click the **MARK THIS SECTION COMPLETED.**

IMPORTANT INFORMATION

- There will be errors in red across the top of the page if there is an issue that will keep your Application from being submitted such as:
  - The request amount does not meet the minimum
  - The combined total requests of you Application exceeds $200,000
- You cannot submit the Application if:
  - You have the red error message
  - You have not completed all questions and marked the section completed

IMPORTANT INFORMATION

- Make sure you submit before the due date and time.
- Email flex@jwbpinellas.org for technical assistance regarding issues with Flex.
  - response may take 2 business days to respond, plan accordingly.

Questions and Answers