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# **FORM 2- PROJECT NARRATIVE**

**Agency Name**:

**Project Name**:

**Request Amount:**

Please completely answer all questions below in the space provided under each question. If a question does not apply, please type N/A. The responses must be typed single-spaced using 10 point font. This form **must not exceed ~~six~~ seven pages**. The page limit does not include authorized attachments and other forms. Attachments such as 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 that are not identified in the RFA document, are not authorized and will not be included in your Application submission.

JWB reserves the right to request additional supporting information to include, but not limited to: IT Plan, Disaster Recovery Plan, and other planning or compliance documentation as needed. Please make this documentation available, upon request.

**Project Description(s)**

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| **Req. #** | **Criteria** |
| 1 | Provide a name and description of the project to include, but not limited to, the purpose of the request, who will benefit, and any other alternatives that were considered as solutions to the situation. |
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| 2 | If your project is for building or property improvements to a building or property, state if your agency owns or leases the building or property.  If you lease the building or property, include:  1) a copy of your lease, attached,  2) why the current landlord is not making the facility improvements,  3) if the landlord is providing a reduction based off of the facility improvements, and if so, how much, and  4) acknowledgement that the landlord has agreed to your agency making these improvements. |
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| 3 | If your project is for transportation:  1) state if your agency will own or lease the vehicle.  2) If a vehicle is being replaced, what happens to the current vehicle? Will the current vehicle be moved to another program, traded in or will it be sold? If sold, what happens to the funds of the sold vehicle?  3) Who will be driving the vehicle, will this be an additional person hired or someone who currently works for the agency? Does that person have the correct license to operate the vehicle, or will they need to get it? |
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| 4 | If your project is for a participant management system, explain if data can be exported (including if it can be exported to JWB). |
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| 5 | What is the expected lifespan of the requested items? |
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| 6 | Provide a project timeline that includes all tasks and projected dates for implementation of the items for the project. If the Construction Schedule does not spend the full amount requested from JWB by September 30, 2025, please attach a Construction Spend Rate Schedule for JWB to consider possibly extending the agreement to September 30, 2026. |
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| 7 | Where will the requested item(s) be located? |
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**Statement of Need**

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| **Req. #** | **Criteria** |
| 8 | Describe the problems and needs that the project will address, the significance of those needs, and the impact of those unmet needs on your agency and the participants you serve. If assets are being replaced or you are requesting to exercise a purchase option as part of a lease agreement, specify the age and condition of the existing assets. |
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| 9 | Describe how these needs were assessed and include any data that indicates why this project is needed at this time. |
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| 10 | How will the project enhance program services or infrastructure? |
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**Return on Investment**

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| **Req. #** | **Criteria** |
| 11 | Are any “value-added” features included in your project that add to the cost of the project? If yes, describe those features, and quantify, if possible, the financial and intangible benefits (like cost savings, avoidance of future cost increases, environmental friendliness etc.) that offsets the cost of those features. (e.g. how “value added” triple paned glass windows might pay for themselves after one year due to reduced energy costs). |
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| 12 | Will there be a change to operating expenses as a result of this capital project? If so, what will the change in operating expenses be (increase or decrease), how much will it increase or decrease cost, and how will these costs be funded (if an increase)? |
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| 13 | Were other funding sources explored? If so, explain what funding sources were explored and what was the outcome? If no, why? |
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| 14 | If your request has items with a total cost of $5,000 or more:   * + 1. Were vendors with the lowest quoted price selected? If not, why?     2. If three current quotes were not obtained, what is your contingency plan to cover additional costs if the final cost exceeds the requested amount in the Application? |
|  | |
| 15 | Provide description(s) of the JWB funded program(s) that the capital project will support. Include how the project will directly benefit the program(s). |
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| 16 | How many participants in Pinellas County and how many JWB funded program participants will directly benefit annually from this project? |
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| 17 | Describe how this project will DIRECTLY impact your client outcomes. Be as specific as possible about the outcomes being measured. |
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| 18 | Describe how the project will improve productivity, quality of services, and/or operational effectiveness (i.e. reduce costs, increase revenue, improve management decision-making processes by increasing the ability to access, export and analyze data, eliminate redundancies or manual processes for workarounds for current system, etc.). |
|  | |
| 19 | Does the project reduce risk by improving compliance with industry standards? If so, explain how? |
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| 20 | Is this request based on damages that occurred as a result of Hurricanes Helene or Milton?  If yes, list any claims for FEMA, insurance, or any other government funding sources you have filed or plan to file for reimbursement and the current status of those requests.  If you have not requested reimbursement from any other sources, please explain why. |
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