



GOVERNMENT OF PUERTO RICO
Department of Housing

COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)

**AGREEMENT FOR
PROGRAM MANAGEMENT SERVICES
BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND
ICF INCORPORATED, L.L.C.**



THIS AGREEMENT FOR Program Management Services, (hereinafter referred to as the "Agreement") is entered into in San Juan, Puerto Rico, this 12th of July, 2019, by and between the **PUERTO RICO DEPARTMENT OF HOUSING** (hereinafter, PRDOH), a public agency created under Law No. 97 of June 10, 1972, as amended, 3 LPRA § 441 et seq., known as the Department of Housing Governing Act with principal offices at 606 Barbosa Avenue, San Juan, Puerto Rico, herein represented by Hon. Fernando A. Gil-Enseñat, lawyer, of legal age, married and resident of Guaynabo, Puerto Rico, in his capacity as Secretary; and **ICF INCORPORATED, L.L.C.** (hereinafter, the "CONTRACTOR"), with principal offices in 9300 Lee Highway Fairfax, VA 22031 herein represented by Robert F. Toth, in his capacity as Senior Vice President, Contract & Administration, of legal age, married, and resident of Leesburg, Virginia duly authorized by Resolution by the CONTRACTOR.

WHEREAS, on September 2017, Hurricanes Irma and María made landfall in Puerto Rico causing catastrophic island wide damage, knocking out power, water, and telecommunications for the entire island and its island municipalities. Hurricane María caused major structure and infrastructure damage to family homes, businesses and government facilities triggering the displacement of thousands of residents of the Island from their homes and jobs.

WHEREAS, under the Continuing Appropriations Act, 2018 and Supplemental Appropriations for Disaster Relief Requirements Act, 2017, signed into law September 8, 2017 (Pub. L. 115-56), \$1.5 billion were allocated by the U.S. Department of Housing and Urban Development (HUD) for disaster recovery assistance to the Government of Puerto Rico under the CDBG-DR. These funds are intended to provide financial assistance to address unmet needs that arise and that are not covered by other sources of financial aid.

WHEREAS, on February 9, 2018, a Notice was published in the Federal Register, Vol. 83, No. 28 (83 FR 5844), that allocated \$1.5 billion for disaster recovery assistance to the Government of Puerto Rico.

WHEREAS, pursuant to a letter dated February 23, 2018 sent by the Governor of Puerto Rico, Ricardo Rosselló Nevares, to the Honorable Benjamin Carson, Secretary of HUD, the PRDOH is the governmental agency designated by the Governor of Puerto Rico as grantee of the CDBG-DR funds allocated to the Government of Puerto Rico.

WHEREAS, on August 14, 2018, an additional allocation of \$8.22 billion for recovery was allocated to Puerto Rico under Federal Register, Vol. 83, No. 157 (83 FR 40314). With these allocations of funding, the PRDOH aims to lead a transparent, comprehensive recovery to benefit the residents of Puerto Rico. PRDOH holds accountability and is committed to the responsible, efficient, and transparent administration of CDBG-DR grant funding. On September 20, 2018, the Governor of Puerto Rico and the Secretary of HUD signed the Grant Agreement.

[Handwritten signatures]

WHEREAS, the PRDOH is interested in contracting a Program Management Services firm to assist PRDOH with the oversight and management of CDBG-DR funds allocated to Puerto Rico as a result of Hurricane María. This firm will support PRDOH's objectives of ensuring compliance with all CDBG-DR, HUD and applicable federal and local requirements, rules and regulations, as well as in PRDOH's objectives of the Action Plan, as amended, and adequately coordinating and monitoring all CDBG-DR related activities.

WHEREAS, on October 10, 2018 the PRDOH issued a Request for Proposals CDBG-DR-RFP-2018-04 for "Program Management Services" with CDBG-DR funds (the "RFP"). This request was placed through public notice. Afterwards, PRDOH requested Quotations or Proposals from qualified Proposers therein registered. Through this procurement process, PRDOH was able to reach four (4) qualified firms listed for their capacity and experience with federal grants to deliver qualified services.

WHEREAS, on November 13, 2018, the CONTRACTOR submitted a proposal (hereinafter referred to as the "Proposal"), which fully complied with the requirements set forth by the PRDOH.

WHEREAS, pursuant to written notice from PRDOH to the CONTRACTOR dated May 31, 2019 (the "RFP Award Notice"), the Evaluation Committee recommended ICF Incorporated, L.L.C. to perform the required services at a reasonable proposed cost (**Attachment A**) to assist PRDOH in the Puerto Rico's recovery efforts according to the award criteria established in the RFP.

WHEREAS, the PRDOH desires to enter into an agreement with ICF Incorporated, L.L.C. to secure its services and accepts the CONTRACTOR'S Proposal and costs, in accordance with the RFP Award Notice, and the CONTRACTOR by its acceptance of the terms and conditions of this Agreement is ready, willing and able to provide the requested services to the PRDOH for the CDBG-DR Program Management in accordance with its Proposal, the RFP, and contemplated under this Agreement in **Attachment A, B and C**.

WHEREAS, the PRDOH has the legal power and authority, in accordance with its enabling statute, Act No. 97 of June 10, 1972, as amended, particularly under Article 4 (3 L.P.R.A. § 441C), the federal laws and regulations creating and allocating funds to the CDBG-DR program and the Action Plan, to issue and award the RFP, enter and perform under this Agreement.

NOW THEREFORE, in consideration of the mutual promises and the terms and conditions set forth herein, the PRDOH and the CONTRACTOR agree as follows:

I. TYPE OF CONTRACT

Contract Type This is a monthly lump sum for the General Program and Administration task and per unit cost for the other tasks as set forth in this agreement. Under this Agreement, CONTRACTOR shall submit monthly invoices to the PRDOH based on the Compensation Schedule (**Attachment D**) and as the services are rendered. Any and all changes and/or modifications to this Agreement shall be in writing and must be signed by both parties.

Attachments Incorporated: The following attachments are incorporated into this Agreement by reference and are hereby made part of this Agreement:



Attachment A	Bid Board, Program Management Services, CDBG-DR-RFP-2018-04, Resolution of Award. Dated May 28, 2019
Attachment B	Program Management Services, Under CDBG-DR, a Proposal for the Puerto Rico Department of Housing. Dated November 13, 2018 (redacted version)
Attachment C	Scope of Work
Attachment D	Compensation Schedule
Attachment E	Insurance Requirements (DV-OSPA-78-5)
Attachment F	HUD General Provisions

All Attachments hereto are fully incorporated herewith such that the terms and conditions of the Attachments shall be as binding as any terms and conditions of this executed written Agreement. Should any inconsistency appear between the RFP, the Attachments and this Agreement, the Agreement shall prevail.

II. TERM OF AGREEMENT

- A. This Agreement shall be in effect and enforceable between the parties from the date of its execution. The Term of this Agreement will be for a performance period of thirty six (36) months, ending in July 11th, 2022 (the "Term").
- B. **Agreement Extensions:** PRDOH may, at its sole discretion, extend the Agreement's term for an additional term of twenty four (24) months, or expressed in days, seven hundred and thirty (730) days upon mutual written agreement of the parties.
- C. The term of this Agreement shall not exceed a period of five (5) years, including options for renewal or extension.

III. SCOPE OF SERVICES

- A. The CONTRACTOR will provide the services and deliverables ("Deliverables") described in the scope of work included in **Attachment B** and **Attachment C** of the Agreement (jointly, the "Services"), in each case and as applicable. The parties agree that the CONTRACTOR shall furnish all permits, consents, licenses, equipment, software and supplies necessary to perform the Services, at CONTRACTOR'S sole cost.
- B. The CONTRACTOR shall perform the Services in accordance with the applicable requirements and assumptions set forth in the Scope of Work and its proposal. The Parties may, from time to time, agree to amend the Scope of Work by mutual, written agreement of the Parties; provided that CONTRACTOR will not be obligated to perform work beyond the scope identified in any such Scope of Work, except as amended in accordance with this Agreement.
- C. If there are any changes to the scope, schedule or other matters (including without limitation relevant project policies, procedures, processes or related matters) affecting the Services (including those resulting from Force Majeure), the parties shall work in good faith to finalize an appropriate modification to this



Agreement and/or the applicable statement of work, which shall be executed by the Parties.

- D. PRDOH may instruct CONTRACTOR in writing as to the manner in which it desires CONTRACTOR to perform or implement the Services, including, but not limited to, where necessary to ensure compliance with laws applicable to PRDOH (a "Compliance Directive"). CONTRACTOR shall use reasonable efforts to comply with such instructions, and shall be authorized to act and rely on, and shall implement, each Compliance Directive in the performance and delivery of the Services or Deliverables as agreed by the parties, including without limitation in accordance with change control procedures.

IV. COMPENSATION AND PAYMENT

- A. The PRDOH agrees to pay the CONTRACTOR for allowable Services rendered under this Agreement in accordance with the rates and amounts described in **Attachment D** of this Agreement.

The PRDOH will pay the CONTRACTOR, for allowable Services performed during the term of this Agreement, a maximum amount not to exceed **TWENTY FIVE MILLION FIFTY FOUR THOUSAND SEVENTY NINE DOLLARS AND NINETY TWO CENTS (\$25,054,079.92); Account Number: R01H07RRR-DOH-LM 4190-10-000.**

- 1. Such payment shall be compensation for all allowable Services required, performed and accepted under this Agreement included in **Attachment B** and **Attachment C**.
- 2. Any additional funds to complete the services requested by the PRDOH to the CONTRACTOR will be subject to evaluation before acceptance as well as funds availability and will require an amendment to this Agreement.
- 3. The CONTRACTOR shall submit an invoice to PRDOH on a monthly basis. Said invoice must be submitted including all required invoice supporting documents, including but not limited to monthly reports, and photos evidence, expense plan and/or work projections. If PRDOH determines that the submitted invoice and supporting documents are acceptable, then the invoice will be approved for payment.
- 4. An authorized representative of the PRDOH will review each invoice and, if adequate, will approve and process its payment. Payments to the CONTRACTOR shall be made by electronic funds transfer (EFT). PRDOH reserves the right to conduct any audits related directly to CONTRACTOR's performance under this Agreement that it deems necessary. The CONTRACTOR agrees to cooperate fully with any such audit or audits.
- 5. All amounts to be paid to CONTRACTOR under this Agreement will be paid in U.S. dollars by electronic funds transfer to the account below.

Account Name		ICF Consulting Group, Inc.
Bank Name		PNC Bank
Bank Address		800 17 th Street NW Washington, DC 20006
Domestic EFT	ABA Number	031207607

	Account Number	80-2637-4453
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CONTRACTOR may designate replacement payment information at any time upon written notice to PRDOH.

6. While providing the Services under this Agreement, the CONTRACTOR must adhere to applicable requirements of the CDBG-DR grant. If the CONTRACTOR performs ineligible activities under the CDBG-DR grant or program, the CONTRACTOR cannot include them in the invoice for payment to the CONTRACTOR.
7. In order for the CONTRACTOR to receive payment for any work performed hereunder, the following certification must be included in each application for payment or invoice submitted to the PRDOH for payment:

"Under penalty of absolute nullity, I certify that no public servant of the government entity is a party to or has an interest in the profits or benefits that are the product of the contract subject of this invoice, and to be a party to or have an interest in the profits or benefits of resulting from the contract, under this invoice a prior dispensation has been issued. The sole consideration to furnish the contracted goods or services subject of the contract is the payment agreed upon with the authorized representative of the parties. The amount that appears in the invoice is fair and correct. The work has been performed, the products have been delivered and the services rendered, and no prior payment has been received for them."

V. REIMBURSABLE EXPENSES

The PRDOH will not reimburse any costs incurred by the CONTRACTOR not included in the approved Proposal or in an executed written amendment except as provided in Article IV of this Agreement.

VI. ADDITIONAL SERVICES

Should additional services be needed by the PRDOH, such additional services shall be agreed upon by the parties in a written document signed by both parties, prior to the issuance of a notice to proceed with the performance of such additional services.

VII. OWNERSHIP AND USE OF DOCUMENTS

- A. With the exception of the CONTRACTOR'S working papers, software and intellectual property, the CONTRACTOR acknowledges the PRDOH's ownership of all information delivered under the Agreement, including drafts, documents, reports, papers and other materials developed and prepared by the CONTRACTOR, its agents or representatives, for purposes of performing key obligations hereunder. In the event of any termination, the CONTRACTOR shall deliver such partially completed Deliverables, including drafts, reports, papers and other materials to the PRDOH, in document form or as computer program data, and the CONTRACTOR recognizes the PRDOH's right to request such documentation or computer program data. If the CONTRACTOR fails to deliver said information, the PRDOH may seek a judicial order to enforce its rights.



- B. As between the parties, the CONTRACTOR will be the sole and exclusive owner of CONTRACTOR-provided intellectual property, including software.
- C. Proof of expenditures incurred by the CONTRACTOR on behalf of PRDOH shall be made available to PRDOH. The CONTRACTOR agrees to maintain accurate records and files of all contract documents, correspondence, book estimates, bills and other information related to the CONTRACTOR account. These documents related to amounts billed hereunder shall be open for the PRDOH examination at all reasonable times during the term of this Agreement, and up to five (5) years after termination.

VIII. DOCUMENTATION AND RECORDKEEPING

- A. **Records to be Maintained:** The CONTRACTOR shall maintain records of the state and units of general local government, including supporting documentation, which shall be retained for the greater of five (5) years from closeout of the grant to the state, or the period required by other local applicable laws and regulations. Such records include but are not limited to: Records providing a full description of each activity undertaken; Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG-DR program; Records required to determine the eligibility of activities; Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG-DR assistance; Records documenting compliance with the fair housing and equal opportunity requirements of the CDBG-DR program regulations; Financial records as required by 24 C.F.R. § 570.502, and 2 C.F.R. Part 200, including records necessary to demonstrate compliance with all applicable procurement requirements; and other records necessary to document compliance with this agreement, any other applicable Federal statutes and regulations, and the terms and conditions of PRDOH's Federal award.
- B. **Access to Records:** The CONTRACTOR shall permit the PRDOH and its auditors to have access to the CONTRACTOR'S records and financial statements directly related to CONTRACTOR's performance under this contract as necessary for the PRDOH to meet its audit requirements under the Federal grant.
- C. **Record Retention and Transmission of Records to the PRDOH:** Prior to close out of this Agreement, the CONTRACTOR must transmit to the PRDOH billing records sufficient for the PRDOH to demonstrate that all costs under this Agreement met the requirements of the Federal award.
- D. **CONTRACTOR's Data and Privileged Information:** The CONTRACTOR is required to maintain data demonstrating client eligibility for activities provided under this agreement. Such data may include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of activities provided.

IX. NON-DISCLOSURE AND CONFIDENTIALITY

- A. **Confidential Information; Definition:** The term Confidential Information as used throughout this Section, means any information concerning PRDOH operations and that of its CONTRACTOR (e.g., the projects, computer processing systems, object and source codes and other PRDOH business and financial affairs). The term Confidential Information shall also deem to include all notes, analysis, compilation, studies and interpretation or other documents prepared by CONTRACTOR, its agents or representatives, in connection with PRDOH operations. The term Confidential



Information shall not include information which (i) is previously known to or in the possession of the recipient, its affiliates, and their respective directors, officers, employees, agents, consultants, advisors and/or representatives (such persons, the "Representatives"), (ii) is available to the public prior to the time of disclosure hereunder other than as a result of breach of this Agreement, (iii) subsequent to the time of disclosure hereunder, becomes available to the public other than as a result of a breach of this Agreement by CONTRACTOR, (iv) subsequent to the time of disclosure hereunder becomes available to the recipient or its Representatives by a third party who, to the knowledge of the recipient, is under no obligation to keep the information confidential, (v) is independently developed by the recipient or its Representatives without reference to the Confidential Information or (vi) is approved for disclosure or release by a PRDOH or other Government official.

Notwithstanding the above, the recipient may divulge Confidential Information to its Representatives to fulfill the purposes of this Agreement or provide advice or guidance to the recipient, provided that such persons shall have been advised of the confidential nature of such materials and information and the recipient shall require them to treat as confidential such information and to return all materials to CONTRACTOR.

A party will not be considered to have breached its obligations under this Article IX for disclosing Confidential Information of the other party to the extent required to satisfy any legal requirement of a competent governmental or regulatory authority, provided that promptly upon receiving any request from or on behalf of such authority and to the extent that it may legally do so, such party receiving such request: (a) timely advises the other party prior to making such disclosure in order that the other party may object to such disclosure, take legal action to ensure confidential treatment of the Confidential Information, or (subject to applicable law) take such other action as it considers appropriate to protect the Confidential Information; and (b) takes reasonable action to limit disclosure of Confidential Information to that which is required to satisfy such legal requirement.

- B. Non-Disclosure:** CONTRACTOR agrees to take all reasonable steps or measures to keep confidential all Confidential Information and will not, at any time, present or future, without PRDOH express written authorization, signed by the Secretary of the PRDOH, use or sell, market or disclose any Confidential Information to any third party, CORPORATION, corporation, or association for any purpose whatsoever. CONTRACTOR further agrees that, except as they relate to the normal course of the service, the CONTRACTOR will not make copies of the Confidential Information except upon PRDOH express written authorization, signed by an authorized representative of PRDOH, and will not remove any copy or sample of Confidential Information without prior written authorization from PRDOH. CONTRACTOR retains the right to control its work papers subject to these confidentiality provisions.
- C. Return Documents:** Upon receipt of written request from the PRDOH, CONTRACTOR will return to PRDOH all copies or samples of Confidential Information which, at the time of the notice are in CONTRACTOR'S or its agent's possession. CONTRACTOR reserves the right to retain a set of its work papers.
- D. Equitable Relief:** The CONTRACTOR acknowledges and agrees that a breach of the provision of subparagraph B and C of this Section may cause PRDOH to suffer irreparable damage that could not be remedied or compensated adequately only by mere monetary retribution. The CONTRACTOR further agrees that money damages may not be a sufficient remedy for any breach of this Section. Accordingly,



the CONTRACTOR agrees that PRDOH shall have the right to seek injunctive relief and the specific performance of the provisions of this Section to enjoin a breach or attempted breach of the provision hereof, such right being in addition to any and all other rights and remedies that are available to PRDOH by law, equity or otherwise.

- E. The provision of this Article IX shall survive for a period of two (2) years from the termination of this Agreement.

X. TERMINATION

- A. **Termination for Cause or Default:** The PRDOH may terminate this Agreement, in whole or in part, because of CONTRACTOR'S failure to fulfill any of its material obligations. The PRDOH shall be permitted to terminate this Agreement by delivering to the CONTRACTOR a thirty (30) day advance notice of termination specifying the extent to which the performance of the service under this Agreement is terminated, the reason therefor and the effective date of termination. CONTRACTOR shall, upon written notice, be provided a ten (10) day opportunity to cure the alleged defect that resulted in the perceived default. If the defect is not cured within that period of time, CONTRACTOR shall discontinue all such services, as of the termination effective date, being terminated and deliver to the PRDOH all information, notes, drafts, documents, analysis, reports, compilations, studies and other materials accumulated or generated in performing the services contemplated in this Agreement, whether completed or in process. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the PRDOH for damage sustained to PRDOH CDBG-DR Program by virtue of any breach of the Agreement by the CONTRACTOR. The PRDOH may withhold any payments to the CONTRACTOR, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the PRDOH by the CONTRACTOR. PRDOH shall make payment, in accordance with the terms of this Agreement, of any amounts due to CONTRACTOR for allowable services rendered prior to the termination notice.
- B. **Termination for Convenience:** The PRDOH may terminate this Agreement, in whole or in part, whenever the PRDOH determines that such termination is necessary or convenient to the Agency. The PRDOH will terminate this Agreement by delivering to the CONTRACTOR a thirty (30) day advance written notice of termination specifying the extent to which the performance of the work under this Agreement is terminated, and the effective date of termination. Upon receipt of such notice, the CONTRACTOR shall discontinue all services, as of the termination effective date, affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. In the event of a termination by Notice, the PRDOH shall be liable only for payment of Services rendered and completed or in-progress deliverables up to and including the effective date of termination. CONTRACTOR shall not be responsible for further performance obligations after the effective date of such termination. PRDOH shall make payment, in accordance with the terms of this Agreement, of any amounts due to CONTRACTOR for allowable services rendered prior to the termination notice.
- C. **Termination by Unilateral Abandonment:** The PRDOH will consider this Agreement immediately terminated, in the event that the CONTRACTOR unilaterally and without prior notice, chooses to abandon (in any obvious shape, form or fashion) cease and desist in the specific performance of its general and particular duties and responsibilities as agreed in this Agreement. Upon the knowledge of such event, the PRDOH will not be held liable for payments for future Services. The PRDOH will not be compelled to continue the performance of the Agreement, should the



CONTRACTOR breach the Agreement by unilateral abandonment. For the purposes of this Section, Abandonment shall mean that CONTRACTOR voluntarily and intentionally disavows its contractual duties in a manner that is overt and without question a relinquishment of said contractual duties.

- D. Unilateral Termination:** The PRDOH may terminate this Agreement, in whole or in part, at PRDOH's sole discretion, with or without cause, at any time. The PRDOH will terminate this Agreement by delivering to the CONTRACTOR a thirty (30) day notice of termination specifying the extent to which the performance of the work under this Agreement is terminated, and the effective date of termination. Upon receipt of such notice, the CONTRACTOR shall immediately discontinue all services affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. In the event of a termination by Notice, the PRDOH shall be liable only for payment of services rendered up to and including the effective date of termination.
- E. Suspension:** The PRDOH may suspend this Agreement in whole or in part at any time for the PRDOH's convenience. The PRDOH shall give the CONTRACTOR five (5) days' written notice of such suspension. Upon receipt of said notice the CONTRACTOR shall immediately suspend all Services affected.
- F. Immediate Termination:** In the event the CONTRACTOR is subjected to a criminal or civil action, suit, proceeding, inquiry or court of applicable jurisdiction, or any governmental agency, or the CONTRACTOR shall be subject to an order, judgment, or opinion, issued by any federal or local authority, a court of applicable jurisdiction, or any governmental agency, in connection with the execution, delivery, and performance by the CONTRACTOR of this Agreement or the CONTRACTOR of this Agreement has been noncompliant, breach, inaccuracy of any representation, warranties, covenants, or the certifications provided herein, whether the noncompliance, breach or inaccuracy takes place before or after the execution of this Agreement, the PRDOH shall have the right to the immediate termination of this Agreement notwithstanding, any provisions to the contrary herein. This Section will apply in the event of any judgment that may obligate the PRDOH to terminate the Agreement pursuant to Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico.
- G. Period of Transition:** Upon termination of this Agreement, and for ninety (90) consecutive calendar days thereafter (the Transition Period), CONTRACTOR agrees to make himself available to assist the PRDOH with the transition of services assigned to CONTRACTOR by the PRDOH. CONTRACTOR shall provide to the PRDOH the assistance reasonably requested to facilitate the orderly transfer of responsibility for performance of the Services to the PRDOH or a third party designated by the PRDOH. The parties agree to execute a Transition Services Agreement for the Transition Period and CONTRACTOR will be paid at a reasonable, agreed upon hourly rate for any work performed for the PRDOH during the Transition Period.

In the event that the funds are suspended, withdrawn, canceled, or are otherwise unavailable, this Agreement will be immediately terminated.

XI. PENALTIES AND LIQUIDATED DAMAGES

A. Penalties

1. In the event the CONTRACTOR is determined to have engaged in any proscribed conduct or otherwise is in default as to any applicable term, condition, or



requirement of this Agreement, at any time following the Effective Date of the Agreement, the CONTRACTOR agrees that, PRDOH may impose sanctions against the CONTRACTOR for any default in accordance with **Attachment C** and this Section. Refer to Procurement Manual and Contract Requirements, Art. XII, Section 2(a.), and all required provisions set forth at 2 C.F.R. § 200.326 and 24 C.F.R. § 570.489(g).

2. If the CONTRACTOR fails to comply with federal statutes, regulations or the terms and conditions of the Agreement, PRDOH may take one or more of the following actions:
 - i. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR.
 - ii. Disallow all or part of the cost of the activity or action not in compliance.
 - iii. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180.
 - iv. Withhold further Federal awards for the project or program.
 - v. Take other remedies that may be legally available.

B. Liquidated Damages: The CONTRACTOR shall be subject to the liquidated damages below:

- a. **Damage Assessments:** CONTRACTOR shall pay to PRDOH, as liquidated damages, \$300 for each calendar day that any Damage Assessment deliverable required is late until deemed in compliance subject to a maximum of \$1,500 established in the Agreement between PRDOH and CONTRACTOR. Said sum, in view of the difficulty of accurately ascertaining the loss which PRDOH will suffer by reason of such delay. Liquidated damages received hereunder are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRDOH'S right to indemnification, or CONTRACTOR'S obligation to indemnify the PRDOH pursuant to this Agreement, or to any other remedy provided for in this Agreement or by LAW. Liquidated damages may be assessed at the sole discretion of PRDOH. For the purpose of calculating such liquidated damages, a grace period of ten (10) days shall be observed, and the contract schedule shall be extended by any additional time or delays outside the control of CONTRACTOR caused by an act of commission or omission of the PRDOH, HUD, or any of their representatives. The PRDOH may deduct and retain out of the monies which may come due hereunder shall be less than the amount of liquidated damages due to the PRDOH per the formula above, CONTRACTOR shall be liable to pay the difference.
- b. **Single-Family Repair, Reconstruction, or Relocation Milestone Inspections and Home Energy Resilience Inspections:** CONTRACTOR shall pay to PRDOH, as liquidated damages, \$75 for each calendar day that any Single-Family Repair, Reconstruction, or Relocation Milestone Inspection or a Home Energy Resilience Inspection deliverable required is late until deemed in compliance subject to a maximum of \$600 established in the Agreement between PRDOH and CONTRACTOR. Said sum, in view of the difficulty of accurately ascertaining the loss which PRDOH will suffer by reason of delay in the completion of the Work hereunder, is hereby fixed and agreed as the liquidated damages that PRDOH will suffer by reason of such delay. Liquidated damages received hereunder are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRDOH'S right to indemnification, or CONTRACTOR'S obligation to indemnify the PRDOH pursuant to this Agreement, or to any other remedy



provided for in this Agreement or by Law. Liquidated damages may be assessed at the sole discretion of PRDOH. For the purpose of calculating such liquidated damages, a grace period of ten (10) days shall be observed, and the contract schedule shall be extended by any additional time or delays outside the control of CONTRACTOR caused by an act of commission or omission of the PRDOH, HUD, or any of their representatives. The PRDOH may deduct and retain out of the monies which may become due hereunder, the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the amount of liquidated damages due to the PRDOH per the formula above, CONTRACTOR shall be liable to pay the difference.

XII. LIABILITY

In no event, the PRDOH shall be liable for any indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, incurred by either party or any third party, whether in an action in contract or tort, even if the other party or any person has been advised of the possibility of such damages. Third parties operating under this program, with their agency, will have their own general civil and criminal liability imposed by law towards the PRDOH, the CONTRACTOR and any citizen.

The CONTRACTOR shall carry the insurances as are required by law (if applicable), as set forth below. The CONTRACTOR shall furnish PRDOH certificates of insurance.

XIII. INSURANCE

A. Required Coverage

The CONTRACTOR shall keep in force and effect for the period beginning from the execution of the Agreement and ending at the completion of all services to be provided hereunder, insurance policies in compliance with the PRDOH's requirements as set forth required in OSPA-78-5, attached hereto and made an integral part hereof as **Attachment E**.

Upon the execution of this Agreement, the CONTRACTOR shall furnish PRDOH with original and two (2) certified copies of the insurance policies described in **Attachment E** and any other evidence PRDOH may request as to the policies' full force and effect.

Any deductible amount, under any of the policies, will be assumed in whole by the CONTRACTOR for any and all losses, claims, expenses, suits, damages, costs, demands or liabilities, joint and several of whatever kind and nature arising from the Agreement resulting from this solicitation by and between the CONTRACTOR and PRDOH.

The PRDOH shall not be held responsible under any circumstances for payments of any nature regarding deductibles of any Commercial Liability Policies for the aforementioned Agreement.

B. Endorsements

Each insurance policy maintained by the CONTRACTOR must be endorsed as follows:

1. PRDOH, Government of Puerto Rico, HUD and its officers, agents and employees are named as additional insured (except Worker's Compensation) but only with respect to liability arising out of tasks performed for such insured by or on behalf of the named insured.

2. To provide waiver of subrogation coverage for all insurance policies provided or herein in favor of PRDOH and its respective officers, agents and employees.
3. The insurer shall be required to give PRDOH written notice at least ninety (90) days in advance of any cancellation or material change in any such policies.

The CONTRACTOR shall furnish to PRDOH, prior to commencement of the work, certificates of insurance from insurers with a rating by the A.M. Best Co. of B+ and five (5) or over on all policies, reflecting policies in force, and shall also provide certificates evidencing all renewals of such policies. Insurers shall retain an A.M. Best Co. rating of B+ and five (5) or over on all policies throughout the term of this Agreement and all policy periods required herein. The insurance company must be authorized to do business in Puerto Rico and be in good standing.

C. Related Requirements

The CONTRACTOR shall furnish original Certificates of Insurance evidencing the required coverage to be in force on the Effective Date of Agreement. In the case of Payment and Performance Bond, Certificate of Authority, Power of Attorney and Power of Attorney License issued by the Commissioner of Insurance shall be furnished. THE REQUIRED DOCUMENTATION MUST BE RECEIVED PRIOR TO THE CONTRACTOR COMMENCING WORK. NO CONTRACTOR OR ITS AUTHORIZED REPRESENTATIVES ARE TO BEGIN THEIR RESPONSIBILITIES UNDER THE AGREEMENT PRIOR TO FULL COMPLIANCE WITH THIS REQUIREMENT AND NOTIFICATION FROM PRDOH TO PROCEED.

Renewal Certificates of Insurance or such similar evidence is to be received by the Procurement Department prior to expiration of insurance coverage. At PRDOH's option, non-compliance will result in one or more of the following actions: (1) The PRDOH will purchase insurance on behalf of the CONTRACTOR and will charge back all cost to the CONTRACTOR; (2) all payments due the CONTRACTOR will be held until the CONTRACTOR has complied with the Agreement; and/or (3) The CONTRACTOR will be assessed Five Thousand Dollars (\$5,000.00) for every day of non-compliance.

The receipt of any certificate does not constitute agreement by PRDOH that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with the requirements of the Agreement. The insurance policies shall provide for ninety (90) days written notice to be given to PRDOH in the event coverage is substantially changed, cancelled or non-renewed.

The CONTRACTOR shall require all subcontractors or consultants to carry the insurance required herein or the CONTRACTOR, may provide the coverage for any or all of its subcontractors and if so, the evidence of insurance submitted shall so stipulate and adhere to the same requirements and conditions as outlined above.

The CONTRACTOR expressly understands and agrees that whenever the CONTRACTOR is covered by other primary, excess, or excess contingent insurance that, any insurance or self-insurance program maintained by PRDOH shall apply in excess of and will not contribute with insurance provided by the CONTRACTOR under this Agreement.

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XIV. HOLD HARMLESS

The CONTRACTOR and its affiliates, its successors and assignees will indemnify the PRDOH from any damages and/or losses arising out of any breach of this Agreement by the CONTRACTOR or against personal injuries or property damage resulting from any act of negligence or omission by the CONTRACTOR and its affiliates in connection with this Agreement.

XV. FORCE MAJEURE

In the event of a fire, flood, earthquake, natural disaster, hurricane, riot, act of governmental authority in its sovereign capacity, strike, labor dispute or unrest, embargo, war, insurrection or civil unrest, including inclement weather, herein collectively referred to as *Force Majeure* during the term of this Agreement, neither the PRDOH nor the CONTRACTOR shall be liable to the other party for nonperformance (other than payment obligations under this Agreement) during the conditions created by such event.

The affected party shall promptly notify, the other party of the occurrence of the *Force Majeure* event and describe in reasonable detail, the nature of the *Force Majeure* event.

XVI. INDEPENDENT CONTRACTOR

The relationship of the CONTRACTOR to PRDOH shall be that of an independent CONTRACTOR rendering professional services. Neither the CONTRACTOR nor any personnel of the CONTRACTOR shall have any authority to execute contracts or make commitments on behalf of PRDOH. Nothing contained herein shall be deemed to create the relationship of employer/employee, principal/agent, joint venture or partner between the CONTRACTOR and PRDOH. Further, the CONTRACTOR recognizes that in view of its status as an independent CONTRACTOR, neither it nor its employees or subcontractors will be entitled to participate in or receive any fringe benefits normally granted to PRDOH employees under such programs, including, but not limited to, worker's compensation, voluntary disability, travel accident insurance, medical/dental insurance, life insurance, long-term disability, holiday pay, sick pay, salary continuation pay, leaves of absence (paid or unpaid), pension plan and savings plan.

The CONTRACTOR shall have exclusive control over its employees and subcontractors (and the CONTRACTOR'S employees and subcontractors are herein, collectively, referred to as the "CONTRACTOR Personnel"), its labor and employee relations and its policies relating to wages, hours, working conditions and other employment conditions. The CONTRACTOR has the exclusive right to hire, transfer, suspend, lay off, recall, promote, discipline, discharge and adjust grievances with its CONTRACTOR Personnel. The CONTRACTOR is solely responsible for all salaries and other compensation of its CONTRACTOR Personnel who provide Services.

The CONTRACTOR is solely responsible for making all deductions and withholdings from its employees' salaries and other compensation and paying all contributions, taxes and assessments, including union payments. The CONTRACTOR shall be responsible for and shall defend, indemnify and hold harmless PRDOH, and its agents, officers, directors, employees, representatives, CONTRACTOR'S, successors and assigns against all costs, expenses and liabilities, including without limitation reasonably prudent attorneys' fees relative to the situation, in connection with the CONTRACTOR'S employment and/or hiring of any CONTRACTOR Personnel providing any of the Services, including without limitation: (i) payment when due of wages and benefits, (ii) withholding of all payroll taxes, including but not limited to, unemployment insurance, workers' compensation,



FICA and FUTA, (iii) compliance with the Immigration Reform Control Act, and (iv) compliance with any other applicable laws relating to employment of any CONTRACTOR Personnel of, and/or hiring by, CONTRACTOR in connection with the Services.

XVII. NOTICES

All notices required or permitted to be given under the Agreement shall be in writing, and shall be deemed given when delivered by hand or sent by registered or certified mail, return receipt requested, to the address as follows:

To: PRDOH

Hon. Fernando Gil-Enseñat
606 Barbosa Ave.
Juan C. Cordero Dávila Bldg.
San Juan, PR 00918

To: CONTRACTOR

Robert F. Toth
Senior Vice President
Contract & Administration
9300 Lee Highway
Fairfax, VA 22031

Either party may change these designations at any time within its discretion and may notify the other of such changes in designation(s) in writing.

XVIII. THIRD PARTIES

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action of a third party against either the PRDOH or the CONTRACTOR.

XIX. SUBCONTRACTS

A. General: CONTRACTOR shall ensure all subcontracts follow 2 C.F.R. 200 as well as any applicable HUD rules and regulations. All subcontracts shall contain the applicable provisions described in Appendix II to Part 200 on "Agreement Provisions for non-Federal Entity Agreements Under Federal Awards", as well as applicable provisions set forth in 2 C.F.R. § 200.101. The PRDOH shall review subcontracts as part of the compliance, monitoring, and oversight process performed by PRDOH or upon request.

B. Specific Requirements: All subcontracts shall contain provisions specifying:

- i. That the work performed by the subcontractor be in accordance with the applicable terms of this Agreement between the PRDOH and CONTRACTOR;
- ii. That nothing contained in such subcontract agreement shall impair the rights of the PRDOH;
- iii. That nothing contained herein, or under this Agreement will create any contractual relation between the subcontractor and the PRDOH;
- iv. That the subcontractor specifically agrees to be bound by the confidentiality provision regarding Personal Identifiable Information set forth in this Agreement;
- v. That CONTRACTOR will be responsible for ensuring all subcontract work is performed consistent with federal and state regulations and/or policies to be eligible for reimbursement of the approved work; and



vi. All Federal flow down provisions are included in the subcontract agreement per Federal guidelines.

- C. Monitoring:** CONTRACTOR shall diligently monitor all subcontracted services. If CONTRACTOR discovers any areas of noncompliance, CONTRACTOR shall provide the PRDOH summarized written reports supported with documented evidence of corrective action.
- D. Content:** CONTRACTOR shall cause all the applicable provisions of this Agreement to be included in, and made a part of, any subcontract executed in the performance of this Agreement.

XX. SECTION 3 CLAUSE

- A.** The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. §1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B.** The parties to this Agreement agree to comply with HUD's regulations in 24 C.F.R. Part 135, which implements Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C.** The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONTRACTOR'S commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D.** The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 135. The CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 135.
- E.** The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled (1) after the CONTRACTOR is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 135 require employment opportunities to be directed, were not filled to circumvent the CONTRACTOR'S obligations under 24 C.F.R. Part 135.
- F.** Noncompliance with HUD's regulations in 24 C.F.R. Part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.



XXI. CERTIFICATION OF COMPLIANCE WITH LEGAL REQUIREMENTS

Given that the Agreement involves funds for which HUD is the oversight agency, the CONTRACTOR agrees to carry out its obligations under this Agreement in compliance with all the requirements described in **Attachment F** (HUD General Provisions) and the following provisions:

- A. Compliance with Executive Order 24:** Pursuant to Executive Order 24 of June 18, 1991, the CONTRACTOR certifies and guarantees that at the signing of this Agreement it has filed all the necessary and required income tax returns to the Government of Puerto Rico for the last five (5) years, as applicable. The CONTRACTOR further certifies that it has complied and is current with the payment of any and all income taxes that are, or were due, to the Government of Puerto Rico, as applicable. The CONTRACTOR shall hand out, to the satisfaction of the PRDOH and whenever requested by the PRDOH during the term of this Agreement, the necessary documentation to support its compliance of this clause, as applicable. The CONTRACTOR will be given a specific amount of time by the PRDOH to produce said documents. During the term of this Agreement, the CONTRACTOR agrees to pay and/or to remain current with any repayment plan agreed to by the CONTRACTOR with the Government of Puerto Rico.
- B. Compliance with Executive Order 52:** Pursuant to Executive Order 52 of August 28, 1992, amending EO-1991-24, the CONTRACTOR certifies and warrants that it has made all payments required for unemployment benefits, workmen's compensation and social security for chauffeurs, whichever is applicable, or that in lieu thereof, has subscribed a payment plan in connection with any such unpaid items and is in full compliance with the terms thereof. The CONTRACTOR accepts and acknowledges its responsibility for requiring and obtaining a similar warranty and certification from each and every CONTRACTOR and subcontractor whose service the CONTRACTOR has secured in connection with the services to be rendered under this Agreement and shall forward evidence to PRDOH as to its compliance with this requirement.
- C. Social Security and Income Tax Retentions:** The CONTRACTOR will be responsible for rendering and paying the Federal Social Security and Income Tax Contributions for any amount owed as a result of the income from this Agreement.
- D. Government of Puerto Rico Municipal Tax Collection Center (CRIM, for its Spanish acronym):** The CONTRACTOR certifies and guarantees that at the signing of this Agreement it has no current debt with regards to property taxes that may be registered with the Government of Puerto Rico's Municipal Tax Collection Center. The CONTRACTOR further certifies to be current with the payment of any and all property taxes that are or were due to the Government of Puerto Rico. The CONTRACTOR shall hand out, to the satisfaction of the PRDOH and whenever requested by the PRDOH during the term of this Agreement, the necessary documentation to support its compliance of this clause. The CONTRACTOR will deliver upon request any documentation requested under this clause as per request of PRDOH. During the Term of this Agreement, the CONTRACTOR agrees to pay and/or to remain current with any repayment plan agreed to by the CONTRACTOR with the Government of Puerto Rico with regards to its property taxes.
- E. Income Tax Withholding:** The PRDOH will withhold from the CONTRACTOR the corresponding amount from all payments made to the CONTRACTOR in excess of the applicable threshold, as required by Internal Revenue Code for a New Puerto Rico. The PRDOH will advance such income tax withholdings to the Government of Puerto Rico's Treasury Department (known in Spanish as *Departamento de Hacienda del*

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Gobierno de Puerto Rico). The PRDOH will adjust such withholdings provided the CONTRACTOR produces satisfactory evidence of partial or total exemption from withholding.

PRHOD hereby acknowledges and confirms that CONTRACTOR is an agent and acting on behalf of PRHOD for purposes of the sales and use tax exemption provided to the Government of Puerto Rico pursuant to the provisions of Section 4030.08 of the Internal Revenue Code for a New Puerto Rico (13 L.P.R.A. § 32058)

- F. Compliance with Article 1 of Act No. 48-2013, as amended, 3 L.P.R.A. § 8611, note:** It is established that all contracts, except those granted to non-profit entities, for professional services, consultancy, advertising, training or guidance, granted by an agency, dependency or instrumentality of the Government of Puerto Rico, public corporation, as well as the Legislative Branch, the Office of the Comptroller, the Office of Ombudsman and the Judicial Branch, a special contribution will be imposed equivalent to one point five (1.5%) percent of the total amount of said contract, which will be destined to the General Fund.
- G. Compliance with Act No. 45 of April 18, 1935, as amended, 11 L.P.R.A. § 1, et seq.:** The CONTRACTOR certifies and guarantees that at the signing of this Agreement has valid insurance issued by the State Insurance Fund Corporation (CFSE, for its Spanish Acronym), as established by Act No. 45, *supra*, known as the "Puerto Rico Workers' Accident Compensation Act".
- H. Government of Puerto Rico's Agency for the Collection of Child Support (ASUME, for its Spanish acronym):** The CONTRACTOR certifies and guarantees that at the signing of this Agreement that the CONTRACTOR nor any of its Partners, if applicable, have any debt or outstanding debt collection legal procedures with regards to child support payments that may be registered with the Government of Puerto Rico's Child Support Administration. The CONTRACTOR hereby certifies that it is a limited liability company organized and existing in good standing under the laws of the Government of Puerto Rico. The CONTRACTOR shall present, to the satisfaction of PRDOH, the necessary documentation to substantiate the same, as applicable. The CONTRACTOR will be given a specific amount of time by PRDOH to deliver said documents.
- I. Compliance with Act No. 168-2000, as amended, 3 L.P.R.A. § 711, et seq.:** The CONTRACTOR is in full compliance with Act No. 168-2000, as amended, known as "Act for the Improvement of Elderly Support of Puerto Rico."
- J. Compliance with Act No. 1-2012, as amended, 3 L.P.R.A. § 1854, et seq.:** The CONTRACTOR hereby certifies that in signing this Agreement it is in compliance with Act No. 1-2012, as amended, known as "Puerto Rico Government Ethics Act of 2011". In connection with the possibility of a conflict of interest, the CONTRACTOR certifies that no employee or executive of theirs has any personal interest in cases or matters that involve a conflict of interest between the services to be rendered under this Agreement to the PRDOH.
- K. Other payments or compensation:** The CONTRACTOR certifies that it does not receive payment or compensation for regular services rendered as an official or public employee to another government entity, agency, public corporation or municipality, and knows the ethical standards of his profession and assumes responsibility for his actions.



- L. Consequences of Non-Compliance:** The CONTRACTOR expressly agrees that the conditions outlined throughout this Section are essential requirements of this Agreement; thus, should any one of these representations, warrants, and certifications be incorrect, inaccurate or misleading, in whole or in part, there shall be sufficient cause for PRDOH to render this Agreement null and void and the CONTRACTOR reimburse to PRDOH all moneys received under this Agreement.

XXII. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. §1352

The CONTRACTOR certifies, to the best of his or her knowledge, that:

- A.** No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B.** If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Forms-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C.** The CONTRACTOR shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. §1352 (as amended by the Lobbying Disclosure Act of 1995). The CONTRACTOR acknowledges that any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the CONTRACTOR understands and agrees that the provisions of 31 U.S.C. §3801 *et seq.*, apply to this certification and disclosure, if any.

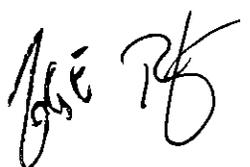
XXIII. EQUAL OPPORTUNITY

- A.** The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- B. The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- C. When applicable, the CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONTRACTOR'S commitments under this Section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and as supplemented by the rules, regulations, and relevant orders of the United States Secretary of Labor.
- E. The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the CONTRACTOR'S noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (F) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

XXIV. CLEAN AIR ACT

- A. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq, as applicable.

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- B. The CONTRACTOR agrees to report each violation to the PRDOH and understands and agrees that the PRDOH will, in turn, report each violation as required to assure notification to the Government of Puerto Rico, HUD, and the appropriate Environmental Protection Agency Regional Office.
- C. The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

XXV. WATER POLLUTION CONTROL ACT

- A. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §1251, *et seq.*, as applicable.
- B. The CONTRACTOR agrees to report each violation to the PRDOH and understands and agrees that the PRDOH will, in turn, report each violation as required to assure notification to the Government of Puerto Rico, HUD, and the appropriate Environmental Protection Agency Regional Office.
- C. The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

XXVI. SUSPENSION AND DEBARMENT

- A. This Agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- B. The CONTRACTOR must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by PRDOH. If it is later determined that the CONTRACTOR did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of sub recipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- D. The CONTRACTOR agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The CONTRACTOR further agrees to include a provision requiring such compliance in its lower tier covered transactions.

1. CONTRACTOR

- a) Competitively within a timeframe providing for compliance with the contract performance schedule;
- b) Meeting contract performance requirements; or

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c) At a reasonable price.

2. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

XXVII. ACCESS TO RECORDS

- A. The CONTRACTOR agrees to provide the Government of Puerto Rico, PRDOH, HUD's Secretary, the Comptroller General of the United States, or any of their authorized representative's access to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to Services performed under this Agreement for the only purpose of conducting audits, examinations, excerpts, and transcriptions.
- B. The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

XXVIII. COMPLIANCE WITH FEDERAL LAW, REGULATIONS & EXECUTIVE ORDERS

The CONTRACTOR acknowledges that only HUD financial assistance will be used to fund this Agreement. Also, the CONTRACTOR shall comply with all applicable federal, state or local rules, regulations, or policies relating to CDBG-DR and CDBG program services. This includes without limitation, applicable Federal Registers; 2 C.F.R. § 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. Part 570 Community Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. § 35, 24 C.F.R. Part 58, 24 C.F.R. Part 135; National Historic Preservation Act, and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards and the environment; and Action Plan amendments and HUD's guidance on the funds. Also, CONTRACTOR shall comply, without limitation, those set forth in **Attachment F**.

XXIX. NO OBLIGATION BY THE FEDERAL GOVERNMENT

The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, CONTRACTOR, or any other party pertaining to any matter resulting from the Agreement.

XXX. PROGRAM FRAUD & FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The CONTRACTOR acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the CONTRACTOR'S actions pertaining to this Agreement.

XXXI. BANKRUPTCY

In the event that CONTRACTOR files for bankruptcy protection, the Government of Puerto Rico and PRDOH may deem this Agreement null and void, and terminate this Agreement without notice.

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XXXII. ENTIRE AGREEMENT

This Agreement and all its attachments represent the entire and integrated agreement between PRDOH and the CONTRACTOR and supersede all prior negotiations, representations, agreements and/or understandings of any kind. This Agreement may be amended only by written document signed by both PRDOH and the CONTRACTOR.

XXXIII. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if written and signed by both parties, and its authorized representatives.

XXXIV. BINDING EFFECT

This Agreement shall be binding upon and shall inure to the benefit of PRDOH and the CONTRACTOR, their successors and assigns.

The CONTRACTOR shall not assign this Agreement, in whole or in part, without the prior written consent of PRDOH, and any attempted assignment not in accordance herewith shall be null and void and of no force or effect.

XXXV. ASSIGNMENT OF RIGHTS

The rights of each party hereunder are personal to that party and may not be assigned or otherwise transferred to any other person, CONTRACTOR, corporation, or other entity without the prior, express, and written consent of the other party.

XXXVI. NON-WAIVER

The failure or delay of either party to insist upon the performance of and/or the compliance with any of the terms and conditions of this Agreement shall not be construed as a waiver of such terms and conditions or the right to enforce compliance with such terms and conditions.

XXXVII. GOVERNING LAW JURISDICTION

In the event of any dispute arising out of or relating to this Agreement, the affected party shall notify the other party, and the parties shall attempt in good faith to resolve the matter within ten (10) days after the date such notice is received by the other party (the "Notice Date").

This Agreement shall be governed by, interpreted and enforced in accordance with, the laws of the Government of Puerto Rico and any applicable federal laws and regulations. The parties further agree to assert any claims or causes of action that may arise out of this Agreement in the Puerto Rico Court of First Instance, Superior Court of San Juan, Puerto Rico.

XXXVIII. SEVERABILITY

If any provision of this Agreement shall operate or would prospectively operate to invalidate the Agreement in whole or in part, then such provision only shall be deemed severed and the remainder of the Agreement shall remain operative and in full effect.

XXXIX. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of whom shall be deemed to be an original, however, all of which together shall constitute one and the same instrument.

XL. ETHICS CLAUSE

According to Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, no employee or officer of PRDOH as well as any member of their families can have any interest in the earnings or benefits from this Agreement. CONTRACTOR also acknowledges that it received a copy of and agrees to comply with the same, and with the Puerto Rico Government Ethics Law of 2011, Act No. 1-2012, as amended, in connection with the Ethics Code for Producers, Suppliers, and Applicants of Economic Incentives from the Government of Puerto Rico known in Spanish as "*Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Estado Libre Asociado de Puerto Rico*".

XLI. CONFLICTS OF INTEREST

The CONTRACTOR shall comply with the ethics requirements set forth herein and warrant that to the best of its knowledge and belief, as of the date hereof, and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of the work under a PRDOH contract and CONTRACTOR'S organizational, financial, contractual or other interest are such that:

- a) Award of the Agreement may result in an unfair competitive advantage; or
- b) The CONTRACTOR'S objectivity in performing the contract work may be impaired.

The CONTRACTOR agrees that if after award it discovers an organizational conflict of interest with respect to this Agreement, it shall make an immediate (within the next 72 hours) and full disclosure in writing to the Contracting Officer, which shall include a description of the action, which the CONTRACTOR has taken or intends to take to eliminate or neutralize the conflict. The CONTRACTOR will disclose the details of any existing or future contract to provide services to third parties participating or for the purpose to participate in disaster recovery programs or projects in Puerto Rico. The PRDOH may, however, terminate the Agreement for the convenience of PRDOH if it would be in its best interest.

In the event the CONTRACTOR was aware of conflict of interest before the award of this Agreement and did not disclose the conflict to the Contracting Officer, the PRDOH may terminate the Agreement for default.

The provisions of this clause shall be included in all subcontracts and/or consulting agreements wherein the work to be performed is similar to the services provided by the CONTRACTOR. The CONTRACTOR shall include in such subcontracts and consulting agreements any necessary provision to eliminate or neutralize conflicts of interest.

XLII. NON-CONVICTION

The CONTRACTOR certifies that it has not been convicted nor accused of a felony or misdemeanor against the government, public faith and function, or that involves public property or funds, either federal or local in origin. Furthermore, CONTRACTOR also certifies that:



- A. It has not been convicted, nor has pleaded guilty at a state or federal bar, in any jurisdiction of the United States of America, of crimes consisting of fraud, embezzlement or misappropriation of public funds, as stated in Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, which prohibits the award of Offers or government contracts to those convicted of fraud, misappropriation of public fund.
- B. It understands and accepts that any guilty plea or conviction for any of the crimes specified in Article 3 of said Act, will also result in the immediate cancellation of any contracts in force at the time of conviction, between the undersigned and whichever Government Agencies, Instrumentalities, Public Corporations, Municipalities and the Legislative or Judicial Branches.
- C. It declares under oath the above mentioned in conformity with what is established as in Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, which prohibits awarding Offers for government contracts, to those convicted of fraud, embezzlement or misappropriation of public funds.
- D. The CONTRACTOR represents and guarantees that none of its employees, officials or agents have been convicted of a felony or misdemeanor. Moreover, the CONTRACTOR agrees to notify PRDOH should any employee, official, or agent is convicted of a felony or misdemeanor after the date of this Agreement. Said notice shall be made within ten (10) days from the time of the conviction.

XLIII. DRUG FREE WORKPLACE

The CONTRACTOR should establish procedures and policies to promote a Drug-Free workplace. Further, the CONTRACTOR should notify all employees of its policy for maintaining a Drug-Free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. Further, the CONTRACTOR shall notify the PRDOH if any of its employees is convicted of a criminal drug offense in the workplace no later than ten (10) days after such conviction.

XLIV. HEADINGS

The titles to the paragraphs of this Agreement are solely for reference purposes and the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

XLV. ACT NO. 18 OF OCTOBER 30, 1975, as amended, 2 L.P.R.A. secs. 97-98

Immediately upon execution hereof, the PRDOH shall submit this Agreement for registration with the Office of the Comptroller of Puerto Rico, in accordance with the provisions of Act No. 18 of October 30, 1975, as amended, and provide evidence of such filing to the CONTRACTOR. The parties to this Agreement agree that its effective date will be subject to the due registration and remittance to the Office of the Comptroller. No rendering or consideration of this Agreement will be required before its registration at the Office of the Comptroller of Puerto Rico pursuant to Act No. 18 of October 30, 1975, as amended. The CONTRACTOR will be responsible for ensuring that this Agreement has been registered before the rendering of services by requesting a copy of the registered Agreement with its proper number and date of registry to the PRDOH, to the extent not previously delivered. No services under this Agreement will continue to be delivered after its effective date unless at the expiration date, an amendment signed by both parties

and duly registered exists. No services performed in violation of this provision will be paid. The party violating this clause will be doing so without any legal authority, this action will be deemed as *ultra vires*.

XLVI. MEMORANDUM NO. 2017-001; CIRCULAR LETTER 141-17 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARÍA DE LA GOBERNACIÓN) & THE OFFICE OF MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO)

A. Interagency Services Clause: Both contracting parties acknowledge and agree that services retained may be provided to any entity of the Executive Branch with which the contracting entity makes an interagency agreement or by direct provision of the Office of the Chief of Staff of the Governor (*Secretario de la Gobernación*). These services will be performed under the same terms and conditions in terms of hours of work and compensation set forth in this Agreement. For purposes of this clause, the term "Executive Branch entity" includes all agencies of the Government of Puerto Rico, as well as public instrumentalities and corporations and the Office of the Governor.

B. Termination Clause: The Chief of Staff (*Secretario de la Gobernación*) of the Governor shall have the power to terminate this Agreement at any time.

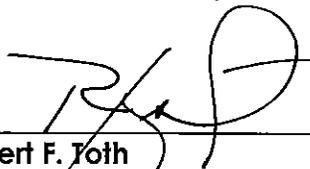
IN WITNESS THEREOF, the parties hereto execute this Agreement in the place and on the date first above written.

DEPARTMENT OF HOUSING



Fernando A. Gil-Enseñat, Esq.
Secretary

ICF INCORPORATED, L.L.C.



Robert F. Toth
Authorized Representative

DUNS Number: 07-264-8579





GOVERNMENT OF PUERTO RICO
 Department of Housing

Notice of Award
 REQUEST FOR PROPOSALS – CDBG-DR-RFP-2018-03
 PROGRAM MANAGEMENT SERVICES

May 31, 2019

Tel. (703) 218-2580
 By email: dotti.shields@icf.com

Mrs. Dorothy A. Shields
 ICF Incorporated, LLC
 9300 Lee Highway
 Fairfax, VA 22031

**Re: Request for Proposals No. CDBG-DR-RFP-2018-04
 Program Management Services
 Community Development Block Grant for Disaster Recovery**

Dear Mrs. Shields,

On October 10, 2018, the Puerto Rico Department of Housing (PRDOH) issued Request for Proposals No. CDBG-DR-RFP-2018-04 for Program Management Services (the RFP) under the Community Development Block Grant for Disaster Recovery (CDBG-DR). The RFP sought to select firms that will aid in the PRDOH's objectives of strategic preparation and development of housing programs.

In response to the RFP, ICF Incorporated, LLC submitted a Proposal to the PRDOH on November 14, 2018. The Bid Board, with quorum duly constituted, pursuant to Article II, Section 1(e) of the Regulation No. 9075 of February 26, 2019, Procurement Manual and Contractual Requirements for CDBG-DR (Regulation 9075), upon evaluation of the recommendation issued by the CDBG-DR Procurement Office regarding the RFP, including the Evaluation Committee Report dated April 29, 2018, decided to issue an award under the RFP to (i) Innovative Emergency Management, Inc. for the total amount of \$22,280,143.65 and a 3-year term; (ii) ICF Incorporated, LLC for the total amount of \$25,054,079.92 and a 3-year term; (iii) Alliance for the Recovery of Puerto Rico for the total amount of \$22,693,267.78 and a 3-year term; and (iv) AECOM Technical Services, Inc. for the total amount of \$22,384,953.00 and a 3-year term. All these Proposers are responsive and responsible Proposers whose Proposals were advantageous to the PRDOH in terms of price and other evaluation factors included in the RFP (**Exhibit I**). The Operations Start-Up section of the Scope of Work stated: "As the PRDOH may select more than one Program Manager, the specific municipalities or regions where each Program Manager may perform work will be determined at the sole discretion of the PRDOH." The initial

region assigned to ICF Incorporated, LLC is hereby included as **Exhibit II** and includes the following municipalities:

- Canóvanas
- Carolina
- Ceiba
- Culebra
- Fajardo
- Gurabo
- Humacao
- Juncos
- Las Piedras
- Loíza
- Luquillo
- Naguabo
- Rio Grande
- San Juan
- Trujillo Alto
- Vieques
- Yabucoa

Regions were determined by the PRDOH using a combination of hurricane damage data from FEMA and Low to Moderate Income Households data. Regions were developed in such a way that an equal quantity of applications to the Home Repair, Reconstruction, or Relocation Program can be expected at each.

A summary of the results of the evaluation of each Proposal with its original pricing, as evaluated by the Evaluation Committee, is shown in the table below.

Table 1: Original Proposals Evaluation Summary

Proposer	Mandatory Requirements	Technical Points	Proposal Cost	Price Per Point
Innovative Emergency Management, Inc.	Pass	70.77	\$98,738,532.00	\$1,395,203.22
ICF Incorporated, LLC	Pass	99.50	\$58,383,009.68	\$586,763.92
Alliance for the Recovery of Puerto Rico	Pass	77.83	\$228,713,156.15	\$2,938,624.65
AECOM Technical Services, Inc.	Pass	76.83	\$25,508,678.00	\$332,014.55

All Proposers were considered "Qualified" for the services and thus, were scored using the Price Per Point methodology as required by Section 8.4 of the RFP. This, to determine the Proposers whose Proposals were the most advantageous to the PRDOH.

The Procurement Office, based on the recommendations of the Evaluation Committee, opened negotiations with Proposers. After completing negotiations, Proposals scoring is as shown the table below.

Table 2: Proposals Scoring After Negotiations were Concluded

Proposer	Mandatory Requirements	Technical Points	Proposal Cost	Price Per Point
Innovative Emergency Management, Inc.	Pass	70.77	\$60,137,018.85	\$849,752.99
ICF Incorporated, LLC	Pass	99.50	\$49,928,202.00	\$501,790.97
Alliance for the Recovery of Puerto Rico	Pass	77.83	\$54,325,588.38	\$698,003.19
AECOM Technical Services, Inc.	Pass	76.83	\$40,523,400.00	\$527,442.41

JGE
RF

Pursuant to the terms of the RFP, Proposers with the lowest Price Per Point shall be awarded the services. The PRDOH could also award one (1) to four (4) Proposers in the best interest of the overall programs' implementation and the people of Puerto Rico.

After thoroughly evaluating the Proposals and the Best and Final Offers received from the Proposers the PRDOH Procurement Office determined that all revised Cost Proposals were ones of reasonable cost for the services. Given the above, all four (4) Proposers are being awarded the services under the RFP. Initial awards are being issued in the quantities of 1,500¹ Home Repair, Reconstruction, or Relocation Program applications, 500 Housing Quality Standard Inspection tasks, 1,200² Appraisal of Home Market Value tasks, and 360³ monthly payments for Intake Centers to each awarded Proposer⁴. These initial awards result in the following contracts:

- An award to Innovative Emergency Management, Inc. for a total amount of \$22,280,143.65 and a 3-year term for Program Management Services under CDBG-DR distributed as shown in the following table.

Table 3: Summary of Award to Innovative Emergency Management, Inc.

TASK		AWARDED COST			
PROGRAM MANAGEMENT AND ADMINISTRATION					
Maximum Monthly Cost		\$174,746.63			
Total for 3-Years of Service (36 Months)		\$6,290,878.85			
R3: APPLICATIONS					
Range of Applications	Qty. [A]	Units [B]	Cost Per App. (Insp. by PM) [C]	Cost Per App. (Insp. by Mun.) [D]	Total Cost [E=A/2x(C+D)]
Applications 1 to 1,000	1,000	Apps.	\$9,696.00	\$8,548.00	\$9,122,000.00
Applications 1,001 to 3,000	500	Apps.	\$9,502.08	\$8,377.04	\$4,469,780.00

¹ Note 3 of the Cost Form included with the BAFO reads: "(3) Based on the number of Proposers finally awarded through this RFP, contracts might be signed for quantities of applications, and therefore per-unit tasks, lower than those stated in this Cost Form. Regardless of the quantity of applications included in the contract, the unit prices will not be altered in the contract's compensation schedule."

² Note 9 of the Cost Form included with the BAFO reads: "(9) The Appraisal of Home Market Value will be required for most, but not necessarily all, applications of the Home Repair, Reconstruction, or Relocation Program. Program Manager does not require approval from PRDOH to perform the Appraisal of Home Market Value task for any application. Nonetheless, the PRDOH will not pay for an Appraisal of Home Market that was not considered necessary. Guidelines on when the Appraisal of Home Market Value task may be omitted for an application will be established in the Program's Standard Operating Procedures. The PRDOH estimates at 4,800 the overall quantity of Appraisals of Home Market Value to be performed for the entire Home Repair, Reconstruction, or Relocation Program. For details regarding what the task entails refer to the Scope of Work."

³ Note 10 of the Cost Form included with the BAFO reads: "(10) Intake Centers, in order to be set-up by the Proposer, must first be approved by the PRDOH through a Request for Approval (RFA) where the details and need for the centers shall be specified on a case by case basis. The PRDOH estimates that Intake Centers might be required for the first two (2) years of services. Overall, the PRDOH estimates to put in place around 40 Intake Centers around the island for the Home Repair, Reconstruction, or Relocation Program. For details regarding what the task entails refer to the Scope of Work."

⁴ Note 11 of the Cost Form included with the BAFO reads: "(11) Quantities stated in notes 9 and 10 above are for the entirety of the Program. Therefore, the amount of the allowance and the potential quantity that the Proposer might be able to perform for these tasks will be dependent on the final number of Proposers that might be awarded through the RFP."

Handwritten signature and initials, possibly 'JGE' and 'RJ'.

TASK				AWARDED COST	
Applications > 3,000	0	Apps.	\$9,405.12	\$8,291.56	\$0.00
Total for R3 Applications	1,500	Apps.			\$13,591,780.00
R3 HQS INSPECTIONS					
Task	Qty. [A]	Units [B]	Unit Cost [C]	Total Cost [D=AxC]	
R3 HQS Inspection	500	Each	\$600.00	\$300,000.00	
Total for R3 HQS Inspections				\$300,000.00	
ADDITIONAL SERVICES					
Task	Qty. [A]	Units [B]	Unit Cost [C]	Total Cost [D=AxC]	
Appraisal of Market Value	1,200	Each	\$575.00	\$690,000.00	
Intake Centers	360	Months	\$3,909.68	\$1,407,484.80	
Total for Additional Services				\$2,097,484.80	
Total Contract Amount				\$22,280,143.65	

- An award to ICF Incorporated, LLC for a total amount of \$25,054,079.92 and a 3-year term for Program Management Services under CDBG-DR distributed as shown in the following table.

Table 4: Summary of Award to ICF Incorporated, LLC

TASK				AWARDED COST	
PROGRAM MANAGEMENT AND ADMINISTRATION					
Maximum Monthly Cost					\$316,510.47
Total for 3-Years of Service (36 Months)					\$11,394,376.92
R3 APPLICATIONS					
Range of Applications	Qty. [A]	Units [B]	Cost Per App. (Insp. by PM) [C]	Cost Per App. (Insp. by Mun.) [D]	Total Cost [E=A/2x(C+D)]
Applications 1 to 1,000	1,000	Apps.	\$10,663.81	\$8,013.13	\$9,338,470.00
Applications 1,001 to 3,000	500	Apps.	\$7,067.16	\$5,043.20	\$3,027,590.00
Applications > 3,000	0	Apps.	\$6,483.24	\$4,701.84	\$0.00
Total for R3 Applications	1,500	Apps.			\$12,366,060.00
R3 HQS INSPECTIONS					
Task	Qty. [A]	Units [B]	Unit Cost [C]	Total Cost [D=AxC]	
R3 HQS Inspection	500	Each	\$614.75	\$307,375.00	
Total for R3 HQS Inspections				\$307,375.00	
ADDITIONAL SERVICES					
Task	Qty. [A]	Units [B]	Unit Cost [C]	Total Cost [D=AxC]	
Appraisal of Market Value	1,200	Each	\$481.93	\$578,316.00	
Intake Centers	360	Months	\$1,133.20	\$407,952.00	

TASK	AWARDED COST
Total for Additional Services	\$986,268.00
Total Contract Amount	\$25,054,079.92

- An award to Alliance for the Recovery of Puerto Rico for a total amount of \$22,693,267.78 and a 3-year term for Program Management Services under CDBG-DR distributed as shown in the following table.

Table 5: Summary of Award to Alliance for the Recovery of Puerto Rico

TASK	AWARDED COST				
PROGRAM MANAGEMENT AND ADMINISTRATION					
Maximum Monthly Cost	\$245,790.71				
Total for 3-Years of Service (36 Months)	\$8,848,465.38				
R3 APPLICATIONS					
Range of Applications	Qty. [A]	Units [B]	Cost Per App. (Insp. by PM) [C]	Cost Per App. (Insp. by Mun.) [D]	Total Cost [E=A/2x(C+D)]
Applications 1 to 1,000	1,000	Apps.	\$10,100.00	\$7,220.00	\$8,660,000.00
Applications 1,001 to 3,000	500	Apps.	\$9,197.50	\$6,617.50	\$3,953,750.00
Applications > 3,000	0	Apps.	\$8,210.00	\$5,790.00	\$0.00
Total for R3 Applications	1,500	Apps.			\$12,613,750.00
R3 HQS INSPECTIONS					
Task	Qty. [A]	Units [B]		Unit Cost [C]	Total Cost [D=AxC]
R3 HQS Inspection	500	Each		\$600.54	\$300,270.00
Total for R3 HQS Inspections					\$300,270.00
ADDITIONAL SERVICES					
Task	Qty. [A]	Units [B]		Unit Cost [C]	Total Cost [D=AxC]
Appraisal of Market Value	1,200	Each		\$424.85	\$509,820.00
Intake Centers	360	Months		\$1,169.34	\$420,962.40
Total for Additional Services					\$930,782.40
Total Contract Amount					\$22,693,267.78

- An award to AECOM Technical Services, Inc. for a total amount of \$22,384,943.00 and a 3-year term for Program Management Services under CDBG-DR distributed as shown in the following table.

Table 6: Summary of Award to AECOM Technical Services, Inc.

TASK	AWARDED COST
PROGRAM MANAGEMENT AND ADMINISTRATION	
Maximum Monthly Cost	\$370,743.00
Total for 3-Years of Service (36 Months)	\$13,346,748.00

JGE
RK

TASK					AWARDED COST
R3 APPLICATIONS					
Range of Applications	Qty. [A]	Units [B]	Cost Per App. (Insp. by PM) [C]	Cost Per App. (Insp. by Mun.) [D]	Total Cost [E=A/2x(C+D)]
Applications 1 to 1,000	1,000	Apps.	\$5,413.52	\$4,190.24	\$4,801,880.00
Applications 1,001 to 3,000	500	Apps.	\$5,142.85	\$3,980.77	\$2,280,895.00
Applications > 3,000	0	Apps.	\$4,885.68	\$3,781.72	\$0.00
Total for R3 Applications	1,500	Apps.			\$7,082,785.00
R3 HQS INSPECTIONS					
Task	Qty. [A]	Units [B]		Unit Cost [C]	Total Cost [D=AxC]
R3 HQS Inspection	500	Each		\$500.18	\$250,090.00
Total for R3 HQS Inspections					\$250,090.00
ADDITIONAL SERVICES					
Task	Qty. [A]	Units [B]		Unit Cost [C]	Total Cost [D=AxC]
Appraisal of Market Value	1,200	Each		\$525.00	\$630,000.00
Intake Centers	360	Months		\$2,987.00	\$1,075,320.00
Total for Additional Services					\$1,705,320.00
Total Contract Amount					\$22,384,943.00

The list of Proposers, which is attached hereto and made an integral part hereof as **Exhibit III**, details the names, addresses, and contact information of all Proposers that submitted a Proposal in response to the RFP.

Any person, party, or entity that considers itself having been adversely affected by an award determination of the Bid Board made under the provisions of the CDBG-DR Manual, may file a petition for reconsideration with the PRDOH Bid Review Board (Request for Reconsideration) within 20 days from the date on which a copy of the Notice of Award was duly notified in accordance with Section 3.19 of Act 38-2017, as amended, Uniform Administrative Procedure Act of the Government of Puerto Rico. Simultaneously, with the filing of the Request for Reconsideration, said person, party, or entity shall submit a copy of the Request to all the parties in the procedure and to the PRDOH. The Review Board shall consider the motion for reconsideration within thirty (30) calendar days from the date of filing thereof, which term the Review Board may extend once for just cause for an additional period of fifteen (15) calendar days.

If the Review Board issues a decision on the motion for reconsideration, the term to file a request for judicial review before the Court of Appeals will begin as of the date of deposit of a copy of the corresponding notice with the U.S. Postal Service. If the Review Board does not issue a decision on the motion for reconsideration within the term allowed by law, the motion will be deemed denied as of right, and the term to file a request for

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RJ

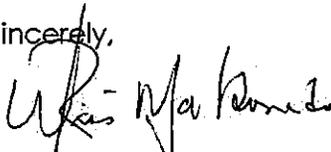
judicial review will begin to run as of the date thereof, as provided in Section 3.19 of Act 38-2017.

An original and two copies of the motion for reconsideration shall be filed to the Secretary of the Review Board, and a copy thereof shall be filed with the Bid Board.

Any Respondent that considers itself adversely affected by this Notice or the determination of the Review Board on a request for reconsideration, may file a request for judicial review before the Court of Appeals within twenty (20) calendar days from the date of deposit of the corresponding notice with the U.S. Postal Service, or within twenty (20) days from the date of expiration of the term, hence deemed denied as of right, set forth in Section 4.2 of Act 38-2017.

This Award Notice does not represent a contract or constitute a contractual relationship between the PRDOH and your firm.

Sincerely,



William G. Ríos-Maldonado, Esq.
CDBG-DR Procurement Director

Attachments

- cc.
Mrs. Luz M. Acevedo-Pellot, PE, Chairman
Ms. Niurka E. Rivera-Rivera, Member
Mr. Omar Figueroa-Vázquez, Esq.
Mr. José Torres-Echevarría, Member
Adalgisa Polanco, Secretary



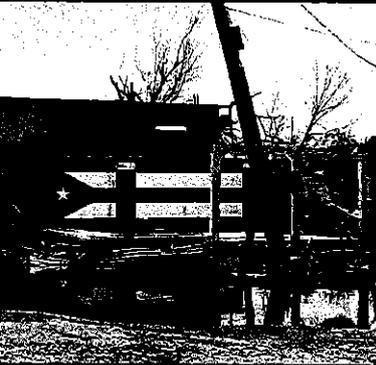
I hereby certify that this Notice of Award was delivered to all Proposers listed in **Exhibit III**.

Receipt Number: _____

November 14, 2018

Program Management Services Under the Community Development Block Grant Disaster Recovery

CDBG-DR-RFP-2018-04



*“Contra
viento
y marea”*



*“Quien bien
empieza bien
acaba”*



Submitted to:
Government of Puerto Rico
Department of Housing
606 Barbosa Ave.,
Juan C. Cordero Bldg., 9th Floor
San Juan, PR 00918
Attn.: Rafael Vázquez-Muñiz, Procurement Area

Submitted by:
ICF Incorporated, LLC
9300 Lee Highway
Fairfax, VA 22031
Kevin Berry, Sr. Contracts Manager
Phone: 703-934-3828
Email: Kevin.Berry@icf.com

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in conjunction with—the submission of these data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in these data if it is obtained from another source without restriction. The data subject to this restriction are marked in the footer of the designated section.



November 14, 2018

Government of Puerto Rico
Department of Housing
606 Barbosa Ave.
Juan C. Cordero Bldg., 9th Floor
San Juan, PR 00918
Attn: Rafael H. Vázquez-Muñiz, Procurement Area

Subject: Request for Proposals (RFP) for Program Management Services Under the Community Development Block Grant Disaster Recovery, CDBG-DR-RFP-2018-04

Dear Mr. Vázquez-Muñiz:

ICF Incorporated, L.L.C. (ICF) is pleased to provide our proposal to the Puerto Rico Department of Housing in response to the subject RFP. In accordance with the RFP, ICF's response includes the Mandatory Requirements, Work Approach, and Cost Proposal.

ICF has assembled a team that offers decades of disaster recovery expertise and over 30 years supporting the U.S. Department of Housing and Urban Development (HUD) and single-family, multifamily, housing counseling, energy efficiency, and environmental programs. Our team includes APTIM; CMA Architects & Engineers; RAC Titles Search, Inc.; Luis Reyes Vázquez Title, Inc.; Estudios Técnicos, Inc.; and Telecontacto. Our partners understand the subtleties of the local post-disaster conditions and the functions necessary to implement PRDOH's housing programs.

We look forward to hearing from your office regarding our proposal and next steps. Should you have any questions regarding ICF's response, the following ICF employees are the designated points of contact for the engagement:

- Kevin Berry, Senior Manager, Contracts, 703-934-3828, kevin.berry@icf.com
- Brandy Bones, Senior Manager, 610-350-9109, brandy.bones@icf.com

Sincerely,

A handwritten signature in black ink, appearing to read "R. Toth".

Robert E. Toth
Senior Vice President, Contracts & Administration

Handwritten initials in black ink, "JSE" and "RF", positioned to the right of the signature block.



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1. WORK APPROACH PROPOSAL CHECKLIST (EXHIBIT A-2)

John T. F.



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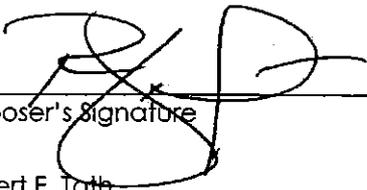
GOVERNMENT OF PUERTO RICO

Department of Housing

**EXHIBIT A-2
WORK APPROACH PROPOSAL CHECKLIST
Request for Proposals
Program Management Services
Community Development Block Grant – Disaster Recovery
CDBG-DR-RFP-2018-04
(Revised for Addendum No. 3)**

Submitted Proposals shall incorporate the following documents in the order provided, the forms included as part of the RFP must be completed and incorporated as part of the Proposal. The PRDOH reserves the right to reject any Proposal that does not fully satisfy these requirements. Proposer shall mark its initials in the space provided below to indicate its compliance with the Checklist's requirements.

Tab	Initials	Document Description
	RK	Company Cover Page
	RK	Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
	RK	One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	RK	Exhibit A-2: Work Approach Proposal Checklist
2	RK	Work Approach
3	RK	Examples of Past Deliverables (Item 6.3.6 of the RFP)
4	RK	Plan for Compliance with Section 3 (Item 6.3.7 of the RFP)

Proposer's Signature _____

 Robert F. Toth
 Proposer's Printed Name _____

11/9/18
 Date _____





2. WORK APPROACH

2.1 Understanding of Overall Implementation of the Housing Programs

Following the devastation wrought by Hurricanes Irma and Maria, Puerto Rico has an unprecedented opportunity to build economically viable and physically resilient communities. A critical component of Puerto Rico's recovery is creating quality housing for residents who lost their shelter and possessions to wind and water.

Under this contract, the ICF Team will work with Puerto Rico Department of Housing (PRDOH) to implement the **Single Family Repair, Reconstruction and Relocation (R3)** and **Home Energy Resilience (HER)** that will create safe and resilient homes. While implementing these programs, we will connect

applicants to services offered through the **Housing Counseling** program. In order for residents to return home quickly and ensure U.S. Department of Housing and Urban Development (HUD) compliance, these programs must be implemented in a coordinated and expedient way while carefully taking into account each applicant's needs and personal situation.

The *R3 Program* provides funding to repair or reconstruct damaged homes, subject to program award caps, in non-hazard areas. For houses that are substantially damaged and located in hazard areas, or when rebuilding is not feasible due to legal, engineering, or environmental constraints, households relocate to existing or newly constructed housing in non-hazard areas. The *HER Program* provides homeowners and renters with a voucher for a solar or gas-powered water heater or gas-powered stove from pre-qualified suppliers, along with installation and related appurtenances, so residents can perform basic functions when power fails.

For some homeowners, the *Housing Counseling Program* will be critical to successfully accessing *R3* and *HER Program* funding. The *Housing Counseling Program* provides wrap-

Cornerstones of Our Approach

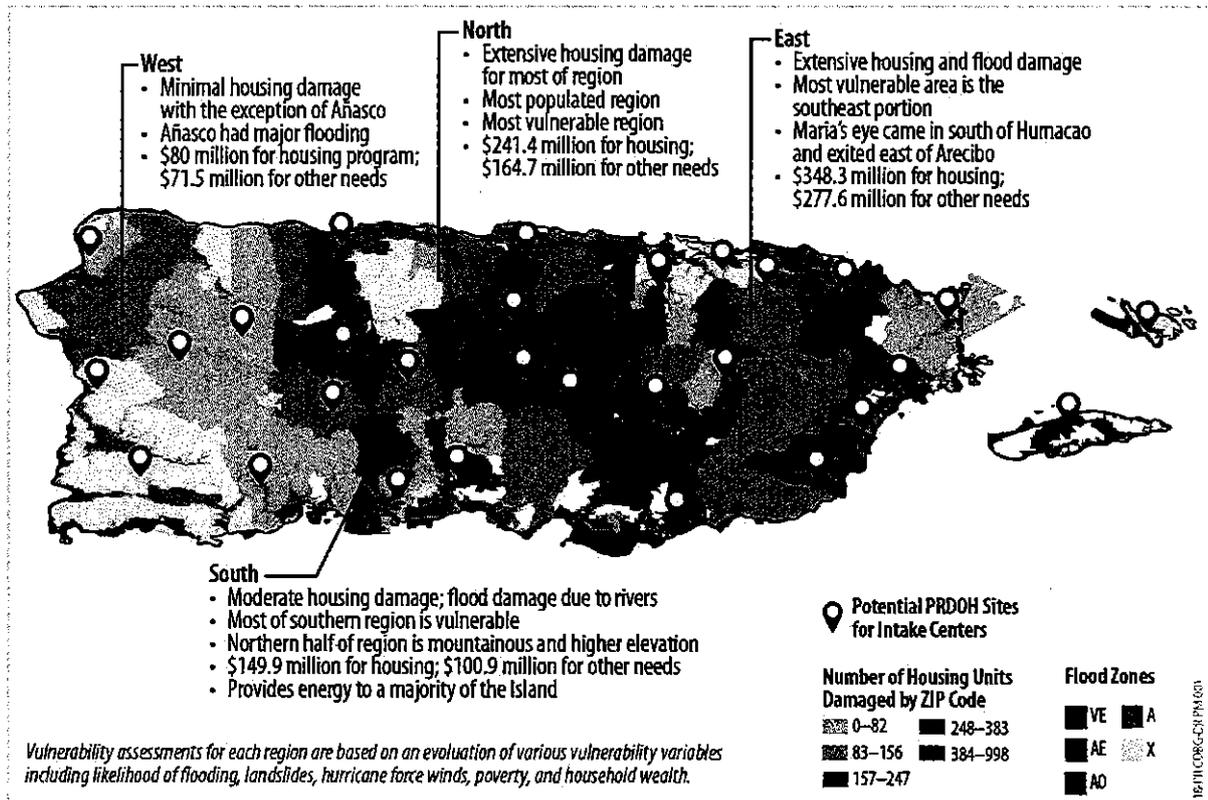
1. Applying a **people- and place-based approach** acknowledging each applicant's situation, **vulnerabilities**, and **recovery challenges**.
2. Getting **funding out quickly** with a **single application** for both programs and a **dedicated Case Manager** for each applicant.
3. **Complying with HUD requirements** through continuous **training** and **QA/QC**.
4. **Hiring and subcontracting locally** to build a trained Puerto Rican workforce.
5. **Communicating progress, results, and recommendations** to PRDOH frequently and clearly.
6. **Coordinating** with applicants, PRDOH, other contractors, and housing counseling agencies.



around housing and financial education services and connects homeowners and tenants with resources offered by a variety of federal and local institutions. This program is a required element of housing recovery for R3 applicants who are relocating to new homes and is available to homeowners who may need some additional help in understanding their options.

Our team understands that Puerto Rico’s geography and demographics will impact how the work is accomplished. We have carefully tailored our approach to these unique circumstances. As an illustrative example, in **Exhibit 2-1**, we identified which PRDOH offices would be ideal candidates for Intake Centers. This analysis was done by mapping the location of damaged housing units, taking into account passable road routes and associated travel times, to maximize the number of eligible applicants within a 30-minute drive.

Exhibit 2-1. The ICF Team’s understanding of PRDOH’s Housing Programs is informed by the specific needs and characteristics of each region and the location of housing damage and hazard areas.



Upon contract award, the ICF Team will work closely with PRDOH to utilize this analysis and other relevant data and organizational factors to determine the location of the Intake Centers.





Mobile Intake Centers can also be used to reach those located in remote areas and/or those with mobility challenges.

Accessibility starts with finding ways for applicants to get to Intake Centers. But it does not stop there. We will provide a designated **Case Manager** trained in serving low- and moderate-income (LMI) populations and provide a variety of application options (in person, online, by phone). The Case Manager will convey information clearly, using the applicant's preferred mode of communication to maximize applicant success and project completion.

The **ICF Team** has been **designing and implementing** housing, education, energy, and social programs to **assist LMI populations** for decades in more than 25 U.S. states.

Most R3 applicants (our expectation is approximately 70%) will also participate in the HER program. Given this expectation, to streamline the process and make applying for and accessing funding as easy as possible for applicants, we propose a **single, universal application form and intake procedure** for both the R3 and HER programs. This application will also accommodate stand-alone HER or R3 applications, where necessary.

After eligibility determinations, the recovery work begins. We understand the location of hazard areas (mapped in Exhibit 2-1), along with the damage level, are essential components of the feasibility analysis conducted to determine whether a household must relocate

We recognize that our approach needs to:

1. **Meet applicants where they are**, personally and in the recovery process, and
2. Focus on **maximized accessibility** to program services for LMI and vulnerable populations.

under the *R3 Program*. We also understand the implementation of these programs requires addressing and ultimately overcoming various challenges, such as:

- Finding qualified contractors to rebuild damaged homes that may never have been built to code;
- Determining the appropriate appliance purchases in the large areas of Puerto Rico without natural gas lines; and
- Coordinating with various PRDOH contractors and stakeholders (e.g., environmental consultant, municipality inspectors, PMO contractor, and Housing Counseling Agencies) to complete damage assessments, inspections, and applicant decisions in a timely manner.



These issues, as well as many other challenges that can all impact program delivery, are presented along with our mitigation strategy in **Section 2.5: Anticipated Problems and Solutions (6.3.5)**.

In summary, the ICF Team’s thorough understanding of the R3, HER, and Housing Counseling programs and how they interact; the geography, damage, and demographics of the impacted areas; the likely applicant pool; and the interplay between this contract and

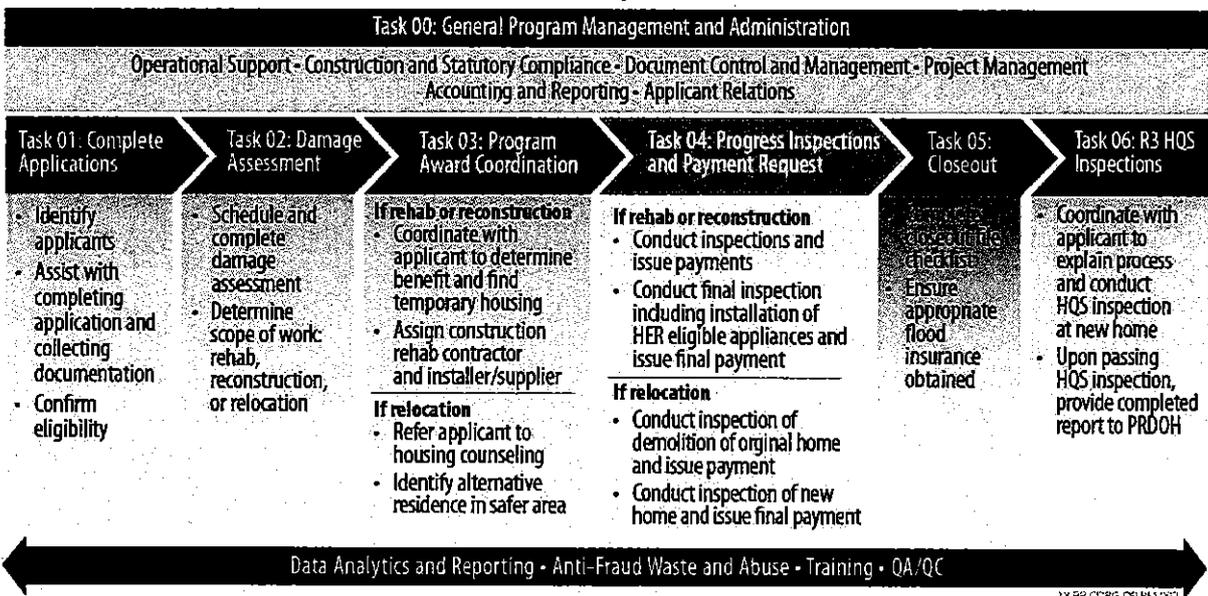
Our team of **CDBG-DR experts**, with decades of experience developing training and guidance materials for HUD, **understand the intricacies of compliance** including knowing how and in what situations CDBG-DR rules and cross-cutting federal requirements are triggered.

PRDOH’s overall program administrative model serve as the foundation of our plan for managing the tasks and deliverables to implement these programs. This plan is outlined in the following sections.

2.2 Overall Plan for Managing Tasks and Deliverables

The size and complexity of Puerto Rico’s recovery effort requires a comprehensive, holistic plan that is compliant with HUD and federal cross-cutting requirements and provides rapid assistance to homeowners, with special attention to those who need extra assistance. **Exhibit 2-2** presents our overall approach to completing the scope of work (SOW) Tasks.

Exhibit 2-2. The ICF Team is ready to mobilize and deliver results.



JGE
RF

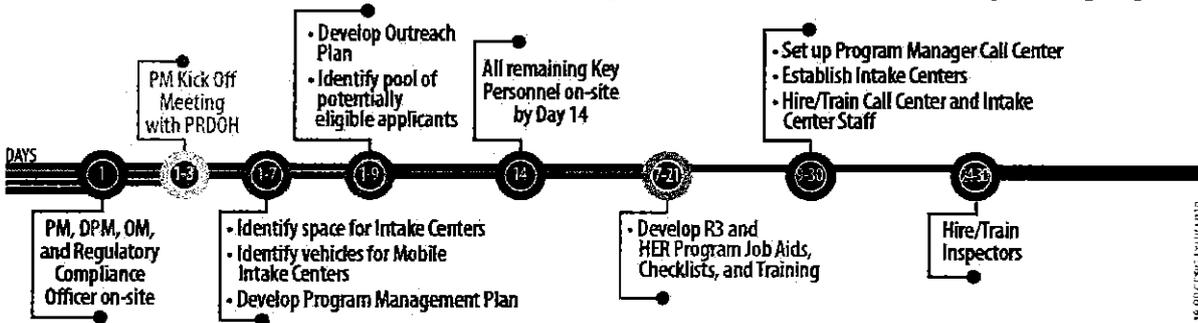
During the first month of program ramp-up, the ICF Team will establish a **Local Program Manager (PM) Call Center** to receive applicant referrals to the program, set up initial





intake appointments, and send out appointment and program updates. We will staff *Intake Centers* (in PRDOH sites) and *Mobile Intake Centers* with **Case Managers** that will work with applicants throughout the entire program process, and we will hire Inspectors to conduct damage assessments and complete progress inspections. **Exhibit 2-3** outlines the approximate timeline and sequencing of these and other initial steps.

Exhibit 2-3. First month of operations start-up will ensure a successful long-term program.



Task 00: General Program Management and Administration

Our approach to this task is designed to provide **operational support and project management** throughout the program lifecycle. In this task, we outline our plans for **construction and statutory compliance, document control and management, accounting and reporting,** and components of **applicant relations**. Since these activities are interconnected, interdependent, and required at multiple points, we have combined these functions where appropriate. We will develop a Program Management Plan (PMP) as part of operations start-up to guide our activities and serve as a roadmap to deliver the requested services. We will complete the PMP in coordination with PRDOH and ensure it outlines key deliverables and program milestones. The plan will be revisited and updated often over the course of the contract.

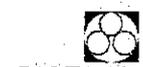
To manage the housing recovery programs, ICF has assembled an integrated team with clearly defined roles (**Exhibit 2-4**). The ICF Team includes APTIM, which, along with ICF, has extensive experience implementing CDBG-DR housing programs of this scale throughout the United States, as well as **five Puerto Rico-based firms**.

Important to our approach is a highly qualified, integrated organizational plan with clearly defined responsibilities. We have identified staff to fill each of the 12 key personnel positions, and can pivot quickly to identify additional key personnel and scale, depending on the needs of the region or regions assigned to the ICF Team. The majority of our team members are Puerto



Ricans with a personal stake in the long-term success of these programs. All of our team members are ready to begin work full-time in Puerto Rico immediately upon contract award.

Exhibit 2-4. The ICF Team will holistically address PRDOH's needs.

<p>ICF: Serve as overall Program Manager, staff Intake Centers to conduct application intake and coordination activities, and oversee project and program closeout</p>			
<p>APTIM and CMA Architects & Engineers: Conduct damage assessments and inspections</p>			
<p>Estudios Técnicos, Inc.: Assist with community coordination, reporting activities, and the development of job aids, checklists, and trainings</p>			
<p>RAC Tiles Search, Inc. and Luis Reyes Vázquez Title, Inc.: Conduct title searches to establish ownership, record necessary documentation at closing, and conduct sales closing for R3 relocation applicants</p>			
<p>Telecontacto: Staff and operate Local PM Call Center</p>			

As shown by **Exhibit 2-5**, our proposed organizational structure is strategically designed to manage the complex, concurrent, and coordinated tasks necessary to deliver a successful outcome on behalf of applicants and PRDOH.

We leverage federal dollars to create pathways for economic self-sufficiency by:

- **Hiring and subcontracting locally**
- **Implementing a robust Section 3 plan**
- **Building local capacity to meet each community's economic needs**

PROJECT MANAGEMENT/CONSTRUCTION AND STATUTORY COMPLIANCE. The ICF Team has extensive experience and expertise in tracking projects from inception to closeout and incorporating regulatory requirements into procedures and monitoring the same throughout program delivery. In particular, our team is fully versed and trained to tackle Davis Bacon and related acts¹, URA, Section 3, FHEO, and the environmental and financial regulatory requirements described throughout our work approach. Our **Regulatory Compliance Officer** will work hand in hand with all teams to make sure our processes are compliant with federal and local requirements.

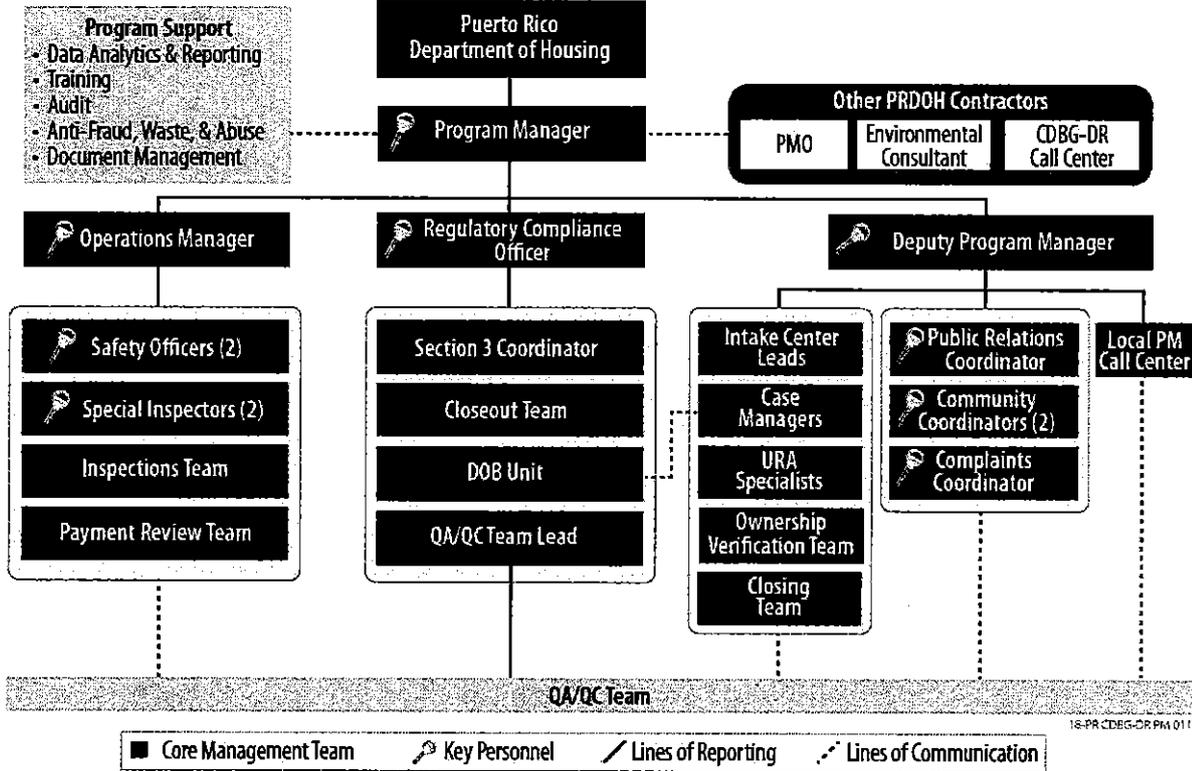


¹ We are prepared to provide compliance services related to Davis Bacon regulatory requirements. However, since the programs do not provide construction for buildings with eight or more units (a trigger for Davis Bacon compliance), we don't anticipate that this will be applicable or necessary for all or most projects in the R3 portfolio.





Exhibit 2-5. The ICF Team organization is structured to maximize efficiency and compliance.



Similarly, our Operations Team, under the leadership of our **Operations Manager**, is prepared to provide survey, engineering, and construction oversight services for flood zone determinations, elevation certificates, scope compliance, and HUD quality standards, as more fully explained in our plans for Tasks 02, 04, and 06. We have outlined our plan for invoice and construction inspection review, including the CDBG-DR and cross-cutting requirements inherent within. Once work begins, we will develop project performance milestones, schedules (utilizing PRDOH-prescribed software), and benchmarks to measure project success and identify bottlenecks.

TRAINING AND COMMUNICATIONS. ICF Team staff will undergo intensive training as part of their onboarding process and participate in regular ongoing training refreshers throughout the duration of the program. We will work with PRDOH to develop a Communication Plan to

ICF will Serve the People of Puerto Rico
 Program materials will be available in **Spanish and English**.
 Call Center, case management, and inspector staff will be **fluent in Spanish**, and **most of our hires will be local**.





ensure coordination among various regions, conformity of understanding of policies, and clear lines of communication between the Program Manager, PRDOH, the press, and applicants.

We will utilize the PRDOH policies and procedures as the basis for creating the trainings as well as associated job aids and checklists. Role-specific job aids and checklists make it easier for staff to understand their day-to-day roles and responsibilities and ensure a high-quality experience for applicants and compliant documentation for PRDOH and HUD. Training, job aids, and checklist materials will include mechanisms for identifying fraud and avoiding waste throughout the process. Key personnel will support all training activities and *Estudios Técnicos, Inc. (ETI)* will be engaged to assist with creation and delivery of training.

While we assume that PRDOH policies and procedures will be complete and available upon contract award and will be sufficiently detailed to complete all deliverables under Tasks 00 through 06, we are prepared to provide feedback on procedure refinement and best practices based on past experiences and our deep understanding of HUD requirements. We will also coordinate with any other Program Managers selected for other regions to provide consistent application of the PRDOH policies and procedures across regional boundaries.

DOCUMENTS, DATA, AND ANALYTICS. PRDOH document management procedures and protocols will be followed to protect the integrity of collected data and documents, synchronize with PRDOH's system of record, and comply with PRDOH's requirements regarding personal identifiable information management. Our plan assumes PRDOH will provide access to documents, databases (e.g., FEMA payments, FEMA STEP applications, SBA, and private insurance company information), and other information that is relevant to ICF's work and completion of deliverables in a reliable and secure, cloud-based environment.

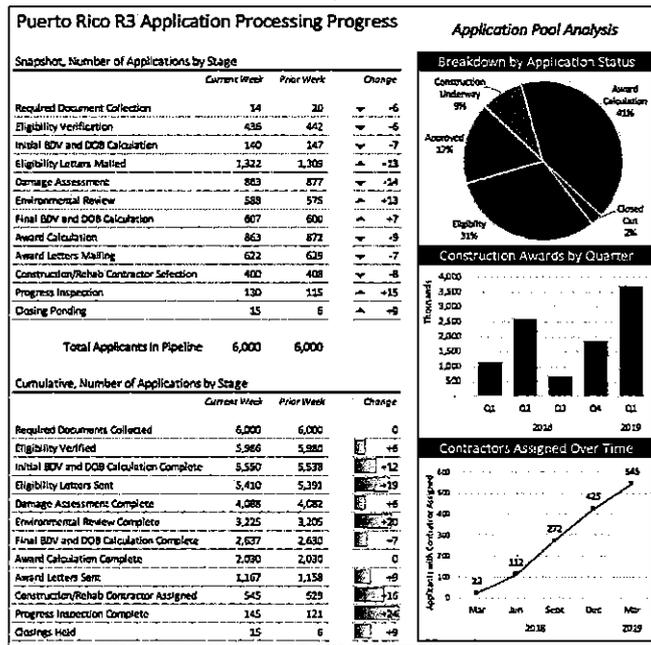
The ICF Team will utilize the PRDOH system to collect, digitize, store, and catalogue documents in an organized fashion that allows for documents to be retrieved for application processing as well as for potential audits by HUD and the HUD OIG. Documentation to be collected includes required information throughout the program lifecycle, including applications, eligibility information, damage assessments, case management files, inspection reports, photographs, closeout files, and checklists for each step in the process.

Our **Data Analytics and Reporting Team**, supported by staff from local partner ETI, will support progress reporting, diagnosing problems, and identifying opportunities for increased efficiency. Frequent progress reports will provide the status of applications throughout the



program lifecycle as well as the status and use of associated federal funds and homeowner-deposited funds or subrogated funds, as applicable. Other standard reports will identify operational bottlenecks in the program and application outliers that need special assistance to move forward. We will also suggest additional reports and system features that PRDOH may want to consider as we bring lessons learned from implementing these programs. The Core Management Team will also provide weekly status reports to PRDOH and create summary reports for posting on PRDOH’s public-facing websites (e.g. cdbg-dr.pr.gov). **Exhibit 2-6** shows an example of a progress report with illustrative values.

Exhibit 2-6. Project progress reporting is enhanced through tools like the Application Processing Tracker.



APPLICANT RELATIONS. As reflected in our organizational chart and more thoroughly described in Task 01, we will establish a Local PM Call Center, run by our local Puerto Rico partner *Telecontacto*, to receive referrals from PRDOH’s CDBG-DR Call Center. Our Local PM Call Center will be prepared to address applicant concerns. Whatever the means of inquiry, interactions with applicants will be logged and recorded for future reference and tracking in the PRDOH system of record.

Our Program Manager, Case Managers, and Complaints Coordinator, as explained below, are prepared to be responsive (within 48 hours of an applicant request) and accountable to applicants and PRDOH’s needs throughout the program to ensure high-quality service. Our **Community Coordinators** and **Public Relations Coordinator** will follow PRDOH’s lead in organizing outreach campaigns and stand ready to amplify PRDOH’s reach in identifying vulnerable, LMI, and elderly populations and encouraging them to apply for housing assistance, including through mass text campaigns, if applicable. Our **Inspections Team**, consisting of Inspections Leads, Professional Engineers (PE), Architects, and Inspectors, is ready to work with applicants to





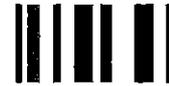
determine preferences for their project and serve as a liaison between applicants and construction contractors to resolve issues and deliver optimal results.

QUALITY CONTROL/QUALITY ASSURANCE (QA/QC) IMPLEMENTATION PLAN. The **QA/QC Team Lead** will develop a QA/QC Plan that will utilize a program-specific risk assessment to support the program staff, subcontractors, and applicants in complying with HUD regulations and other federal and local statutes, regulations, and requirements that pertain to the CDBG-DR program. Achieving compliance at closeout begins with developing a framework and establishing a set of processes to ensure integrity of the program and its activities throughout implementation.

The QA/QC Team Lead will submit the plan to PRDOH during initial start-up and as determined in the contract for review and approval. The QA/QC Plan will include an approach to random sampling of files, document management, and corrective actions to be taken upon finding instances of noncompliance.

In addition, throughout the entire program, our QA/QC Team will review call case logs, application files, damage assessments, and inspection reports, and conduct applicant surveys so that the ICF Team is able to provide the highest quality customer service to applicants. As requested by PRDOH, we will review contractor deliverables to ensure compliance with CDBG-DR requirements and consistency across contractors and regions.

Training and technical assistance (TA) go together with quality control and assurance to form the first line of defense to preclude circumstances and conditions that can cause ineligible expenditures, public disclosure of program shortfalls, or delayed or canceled projects. A proactive approach has been undertaken by the ICF Team with other HUD disaster grantees and serves to reinforce best practices. This approach not only maintains high levels of compliance, it also prepares PRDOH and the ICF Team for external monitoring and audits that will be conducted by HUD and OIG. These elements (training, TA, and monitoring), when executed efficiently, provide available resources to draw upon to support efficient delivery of disaster recovery objectives.



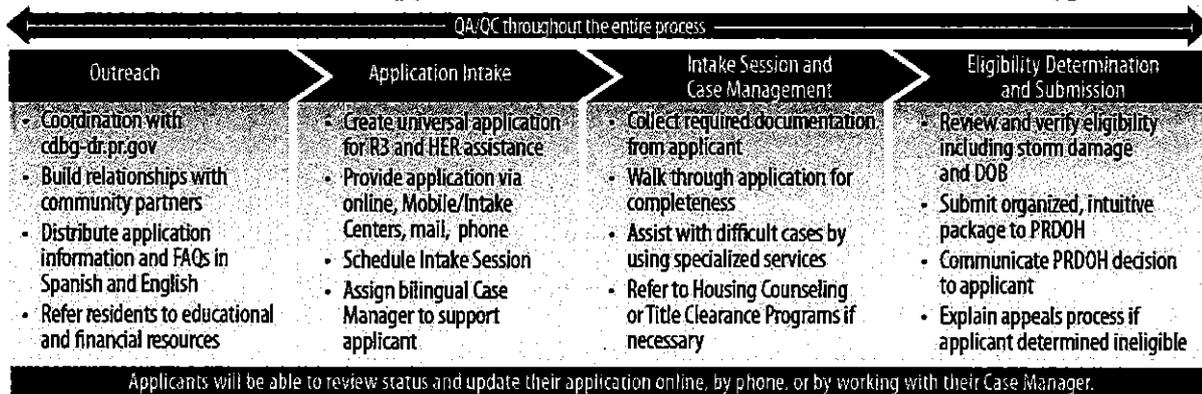
We are ready to get applicants back into safe, resilient housing.

The following sections include our plan for carrying out each of the SOW Tasks. Because of our streamlined approach to delivering optimal results using a single application, award determination, and inspection process, we have combined subtasks (A) and (B) together so evaluators can easily follow our proposed plan for each major Task. At the end of this section, we included the resulting deliverables and timeframes for performance of tasks so evaluators can see a complete picture of the work that will be completed under this contract. All tasks required by the RFP are addressed and the ICF Team is prepared to deliver on behalf of the people of Puerto Rico.

Task 01 (A & B): Complete Application

Our approach to this task focuses on balancing the goals of maximizing program participation and delivering efficiency. Under the leadership of the Deputy Program Manager (DPM), the ICF Team will actively participate in PRDOH outreach efforts, work with applicants to submit complete applications and assemble required documentation, provide ongoing case management, and prepare well-documented eligibility determination packages that meet HUD requirements for submission to PRDOH for approval. **Exhibit 2-7** outlines our approach for trying to maximize the number of applicants that successfully complete the application process.

Exhibit 2-7. Our Task 01 approach will maximize the number of successful applicants.



18-PR-CDBG-DR-PM-003

OUTREACH. Our Public Relations Coordinator and Community Coordinators will support and align with PRDOH program marketing guidance throughout the application period. They will leverage networks of advocates, local service providers, and recovery support organizations, including nonprofit agencies, elder support groups, churches, and retail stores such as pharmacies, to reach low-income elderly households prioritized for assistance. Given high rates of denial for FEMA assistance, outreach will emphasize that residents who did not receive help from FEMA may still be eligible for CDBG-DR assistance. We will use these networks and





strategies to widely distribute program information and FAQs in Spanish and English to impacted residents.

The ICF Team understands that increasing and augmenting the eligible applicant pool is critical to the success of each program, particularly with respect to eligible LMI applicants who may not receive other assistance. As a result, we will focus on ensuring effective outreach to LMI households with a focus on elderly households. Regardless of a potential applicant’s decision to submit an application, we will focus on making residents aware of other available support services during outreach (e.g., the *Housing Counseling Program* and *Title Clearance Program*) where appropriate.

APPLICATION INTAKE. Our strategy anticipates a single, universal application form and intake procedure for both the R3 and HER programs, which is intended to streamline the process and enhance access to benefits for eligible households. Our objective in this regard is to reduce the burden on the applicant by eliminating the need for two applications for the same property and is consistent with our assumption that most R3 applicants will also be eligible for the HER program. This approach also reduces costs and increases the efficiency and efficacy of our Case Managers by increasing their capacity and maximizing their impact. Where necessary, the universal application form will also be able to accommodate stand-alone applications for either program.

Applicants will have multiple methods for completing applications (online via computer or mobile phone, by telephone, or during a scheduled in-person meeting) to allow for greater ease with the application process and to try to maximize the number of eligible applicants that receive assistance. With these options, ICF assumes that the withdrawal rate will be ten percent (10%) or less.

The ICF Team will Conduct Targeted Outreach for the Elderly

Our **Community Coordinators** will focus outreach efforts on **maximizing participation** among elderly populations by visiting:

- **Grocery stores** (specifically on Wednesdays to coincide with social security checks, food stamp deposits, and lottery drawing)
- **Elder support centers**
- **Churches**
- **Pharmacies**

ICF Uses Best Practices for Communication

We find that **proactive communications** with applicants **reduce call center wait times** and **build trust** with applicants. We will use each applicant’s **preferred communications mode – phone, email, or text** – to confirm appointments and provide important status updates.





Utilizing the PRDOH system, the ICF Team anticipates that applications and associated documents can be accessed online and that applicants will be able to log in and establish accounts, see the status of their application, submit questions, and submit an application from their home. To manage telephonic applications and to integrate our intake process with PRDOH's operations, Call Center staff will receive referrals from the CDBG-DR Call Center. Local PM Call Center staff, using prepared scripts, will be prepared to answer questions about program benefits, basic eligibility, the application process, and documents required for application. During these calls, Regional Call Center staff can begin completing an application on behalf of the applicant and will instruct applicants on which documents they will need to submit online or bring with them during a future intake session.

Regardless of method of application, applicants will be scheduled for an intake session with a Case Manager at an Intake Center or a Mobile Intake Center. The Local PM Call Center will provide confirmation of their appointment and instructions detailing the information and documentation they should be prepared to provide to the Case Manager. Finally, we will have processes set up using FEMA and SBA information to reach out to residents who have been living outside of Puerto Rico since the storm, so they also have an opportunity to apply.

Regardless of the method of application, our staff will collect many of the basic details about an applicant so that our Case Managers are equipped to address unique circumstances. This vital information includes preferred mode of communication (email, text, phone call, or mail), preferred language, directions to their property, and information about disabilities, so that we can provide appropriate accommodations.

INTAKE SESSION AND CASE MANAGEMENT. During the scheduled Intake Session, a Case Manager will walk the applicant through the intake process and timeline, bearing in mind that applicants have suffered loss and require empathy, patience, and dedicated attention. **Intake Center Leads** will supervise and arrange training on PRDOH policies and procedures for Case Managers and oversee case management activities so that Case Managers are delivering high-quality, compassionate care to applicants.

Applicants will arrive at Intake Sessions in various stages of their application process. Some applicants will have completed their application online or over the phone and

By committing a **dedicated Case Manager** to each applicant, we provide applicants with **peace of mind** knowing there is **someone they can reach out to with questions**. This also **avoids confusion** over responsibility and duplicative work on an individual applicant's case.





submitted all required documents, while others may not have begun filling out their application at all. Our Case Managers will walk through a completed application with the applicant to help them submit complete information. During this review, the Case Manager will collect any remaining required documentation from the applicant and review the documentation for sufficiency so they can complete the eligibility review later in the process. If documentation is missing, alternative documentation is needed, or applicants appear “stuck” due to difficulty in understanding or completing a step in the process, our Case Managers will work with applicants to collect these documents.

During these Intake Sessions, our Case Manager will request or confirm information on other disaster benefits received by the applicant. From our experience implementing CDBG-DR programs, identification of duplicative payments is a complex area that needs to be done right from the start. Accordingly, ICF will deploy a dedicated, trained **Duplication of Benefits (DOB) Unit** to review and verify DOB information.

Case Managers will refer applicants with needs beyond the R3 and HER Program scope to the Housing Counseling Program, community based organizations, or other nonprofits as appropriate. In particular, we understand, depending on the final program policies, that possessing clear title may be an issue for some applicants and therefore we will make referrals, as appropriate, to the *Title Clearance Program* to assist homeowners with title issues. In addition to performing title searches, to the extent that PRDOH’s program rules permit, we will incorporate alternative ownership methodologies, such as a Sworn Declaration (as PRDOH approves those methods) to establish ownership.

Documentation Required for a Complete Application

- **Ownership documentation** (including alternative mechanisms acceptable to HUD).
- **FEMA registration number and FEMA damage assessment**, if applicable.
- **Income information** (Planilla de Contribución sobre Ingresos, health insurance card, social services documentation of income).
- **Duplication of benefits**, including FEMA IA payments, National Flood Insurance Program payments (NFIP), homeowner’s insurance payments for structural damage, SBA Disaster Loans, and funds from third-party or nonprofit sources.
- **Signed disclaimer** for DOB disclosure.
- Property tax status, receipts from CRIM (Center for Collection of Municipal Taxes).
- **Flood insurance status**.
- Existence and **status of any tenants** going back to time of storm.
- **Picture identification** for adult household members (driver’s license, passport, voter ID).
- Signed certification relative to **fraud, waste, and abuse**.



-
- Signed **right-of-entry form** for R3 and HER allowing the program access to the property for environmental reviews, damage assessment, and cost to repair/rebuild determinations.
 - For applicants living off the island, collect a power of attorney form to allow homeowner designee to provide access to the property.
-

ELIGIBILITY DETERMINATION AND SUBMISSION. After receiving a completed application and conducting an Intake Session, our Case Managers should have the information and documentation necessary to conduct an eligibility screening. Case Managers will use checklists to verify that applicants meet federal and PRDOH eligibility criteria, including:

- Income, age, citizenship, and household composition;
- Storm damage through FEMA, SBA, or private insurance if available; using other means (municipal official, photos, etc.) if third party verification not available;
- Structure type (single family) and primary residency at the time of the storm;
- Property ownership (using any alternative methods of ownership documentation per program guidelines); and
- Compliance with flood insurance obligations from prior federal disaster assistance receipt.

Case Managers will request a title search from our **Ownership Verification Team** comprised of two Puerto Rico based firms, *RAC Titles Search* and *Luis Reyes Vázquez Title*. To inform any relocation determination, we assume we will have access through PRDOH to CRIM data to establish back-taxes owed and develop information-sharing with mortgage lenders to determine the status of outstanding home loans, LMI status, ownership status, outstanding debt, and taxes, which will be recorded in the applicant's case file.

The application package will indicate whether the household is LMI, elderly, or includes persons with disabilities. Applications from LMI elderly applicants will be prioritized for processing, according to the goals established by PRDOH. If Case Managers suspect fraud when conducting an eligibility review, we will flag such cases and refer them to PRDOH's designated oversight entity for further investigation.

Regardless of the preliminary eligibility determination, Case Managers will package the documents necessary to submit a complete eligibility package to PRDOH for review. Upon completion of its review, PRDOH will communicate its eligibility determination electronically to the applicant's Case Manager through PRDOH's system of record. The Case Manager will prepare and communicate the determination to the applicant, confirming eligibility, ineligibility,

A handwritten signature in black ink, appearing to be 'JGE' with a flourish below it.



or withdrawal. If the application is determined ineligible, the Case Manager will advise the applicant on how to appeal the decision.

If the application is eligible and it includes a property that houses tenants, the Case Manager will refer the applicant to a **Uniform Relocation Act (URA) Specialist**, who will determine the next steps (i.e., issuing a General Information Notice and attempting to locate tenants) for processing relocation benefits. For eligible applicants to the R3 Program, Case Managers will coordinate schedules between the applicant, our Inspections Team, and PRDOH's

environmental consultant, as appropriate, to find a mutually agreed-upon time for a Damage Assessment inspection to take place. Case managers will explain the Damage Assessment process to the applicant and answer any questions in advance of the arrival of Inspectors.

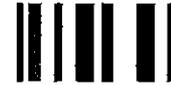
Task 02: R3 Damage Assessment

The ICF Team will conduct damage assessments that obtain necessary information in a single visit in order to minimize inconvenience to applicants and work towards maximizing the efficiency of the process. We plan for this by developing comprehensive electronic checklists and conducting thorough training in advance, collecting as much information as we can up front, and conducting joint damage and environmental inspections. Our detailed and systematic damage assessment systems result in a substantial reduction in change order requests by carefully delineating scope items and backing up our assessments with detailed measurements and photographs. Our checklists and damage assessment forms are maintained in a centralized document control portal, in order that **Inspectors** have access to and are using the latest approved version of each form. Our approach is outlined in **Exhibit 2-8**.

Members of our team have been hard at work on the Tu Hogar Renace STEP Program in Puerto Rico and we understand the unique housing construction issues and logistical challenges on the island. We utilize mobile technology from this program to deliver consistency in operations at the point of execution and to enable real-time data collection, encouraging transparency and uniformity in data collection and reporting. Benefits of this approach are

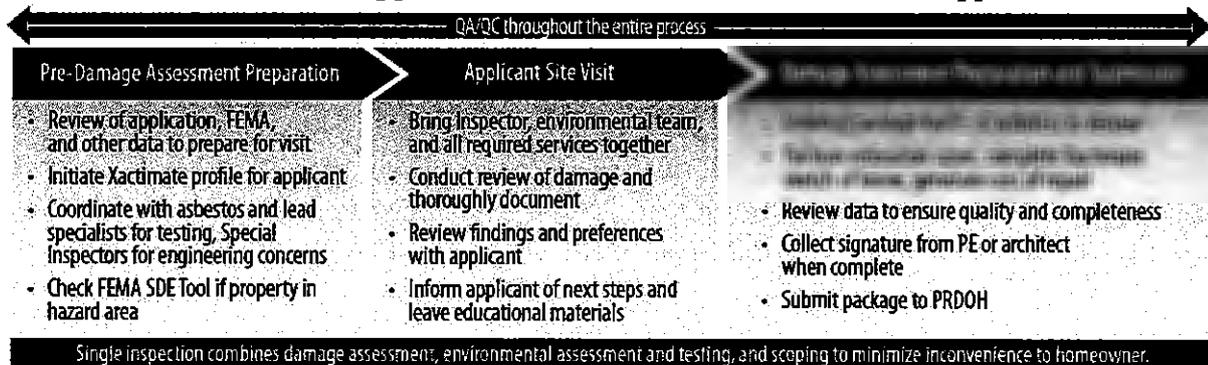
URA Compliance is Critical
When a home has tenants or had tenants at the time of the storm, the ICF Team assigns a **URA Specialist** to ensure that tenants receive the relocation benefits for which they are eligible. This process includes: providing the required notifications; gathering necessary tenant information; determining eligibility; calculating amount of benefits; advising on temporary and permanent relocation options; gathering all required documentation; and closing the URA file.





improved efficiency in execution, quality, and communications through error reduction and real-time issue resolution.

Exhibit 2-8. Our approach to Task 02 reduces the burden on applicants.



Our Operations Manager will create a comprehensive damage assessment checklist, tailor-made for Puerto Rico and including review items taken from the PRDOH policy manuals, local code requirements, HUD’s Housing Quality Standards, and HUD’s Minimum Rehab Standards. This checklist identifies interior and exterior scope to be considered during a single visit and incorporates requirements necessary to receive a building permit, along with elements required to complete a Tier II review.

Prior to conducting damage assessments, we will also prepopulate our license of Xactimate®, the industry’s leading damage and cost estimating software, with price lists and standards agreed to with PRDOH. Construction cost values specific to Puerto Rico and region-specific reporting are pre-populated and updated monthly within Xactimate. The tool is also adaptable to PRDOH’s preferences, local economic conditions, and local code requirements.

Each member of our Inspections Team will be trained and tested on our damage assessment process, the Xactimate software, and the

necessary building standards before being assigned to perform damage assessments. Our

Our Experienced Inspectors

In many LMI areas in **Puerto Rico**, homes will have electric and plumbing encased within concrete walls, making them more difficult to access than in similarly situated wood-framed homes. **Our Inspectors** have the **construction knowledge and training** required to **properly assess damage and collect data** on either home type, allowing us to evaluate and certify the structural integrity of these dwellings.

We also understand that GPS can be unreliable in areas of the island and roads may be damaged and poorly lit at night. Accordingly, our travel routes will be pre-planned and we will communicate travel issues with our team so that damage assessments are not delayed.





Inspectors will be supported by ongoing training and our procedures will be updated based on periodic internal evaluation of our work so it is consistent quality and timely.

PRE-DAMAGE ASSESSMENT PREPARATION. Preparation prior to site visits is key to the success of our damage assessment process. Upon receiving a damage assessment assignment, our Inspectors, in coordination with the environmental specialist assigned to the site, will prepare by reviewing the application, FEMA flood maps, GIS data, Tu Hogar Renace STEP Program records provided to us by PRDOH, and public software such as Google Maps to provide a baseline of the damages, site conditions, and potential environmental issues, including the presence of lead-based paint or asbestos. An Inspector will use this research to begin completing an Xactimate profile for the property, including site preliminary location data such as address and GPS coordinates (to be confirmed onsite), information about the owner, and Flood Map classification. If lead or asbestos are risks for a site or complex engineering challenges are anticipated, our Inspectors will coordinate with the PRDOH environmental consultant's lead and/or asbestos testing specialists, or one of our **Special Inspectors**, respectively, to join us for an applicant's site visit.

For properties determined to be located in a hazard area, our Inspections Team will also utilize the FEMA Substantial Damage Estimator (SDE) Tool to determine if a property was substantially damaged. This will pre-screen properties that may not require a full damage assessment during the site visit in order to determine that relocation is necessary.

APPLICANT SITE VISIT. Upon arriving onsite for a damage assessment, an Inspector will meet the homeowners (or a designated representative identified during the application intake process) at the property, explain the damage assessment process to the homeowner, and ensure that all areas of the home are accessible.

For sites located in a floodplain that have been pre-screened and determined to be substantially damaged based on FEMA's SDE Tool, we will perform an abbreviated review with a specialized electronic checklist designed to confirm our determination. If there is any doubt that a home is substantially damaged, a full damage assessment will be performed.

For sites requiring full damage assessments, the key activities outlined in our checklist that will occur during inspection include:

- Recording and documenting eligible work completed by the Tu Hogar Renace STEP program or the homeowner prior to our visit;



- Recording and documenting damage or deficiencies;
- Capturing home measurements in areas so that an accurate drawing of the property can be created;²
- Collecting data necessary for completion of the Tier II checklist – (e.g., confirming GPS coordinates for the home, proximity to a wetland, and presence of underground storage tanks);
- Taking high-resolution and 360-degree photos and/or videos of the areas of the home to support our future scope of work; and
- Completion of lead and asbestos testing by the PRDOH environmental consultant (if determined necessary).

Upon completing the onsite work, the Inspector will review the file with the applicant to confirm the information has been captured correctly and that nothing further will be needed from the applicant related to the condition of the property. The Inspector will review key information with the applicant; explain next steps in the process; record applicant comments, preferences, and concerns; and enter any additional notes and observations. Inspectors will leave the applicant with written material (in Spanish and English) explaining the steps and responsibilities of involved parties in the days and weeks ahead.

DAMAGE ASSESSMENT PREPARATION AND REPORTING. Onsite or immediately after leaving an applicant’s home (depending on internet availability), the Inspector will upload the completed checklist along with photographs and videos to PRDOH’s system of record.

For projects in a hazard area and confirmed to be substantially damaged using our abbreviated review process, a shorter version of the inspection checklist will be completed. This inspection will include a sketch of the home’s footprint, site photos, videos, and a summary of damage to major systems of the home. The report will also include the completed FEMA SDE damage assessment to confirm that the property is substantially damaged.

For projects neither in a hazard area nor determined to be substantially damaged based on FEMA’s SDE Tool, the Inspector will use Xactimate to develop a “sketch” of the property that

² Per the RFP requirements, our unit pricing does not include performing appraisals during damage assessment site visits. However, we have included this under our optional tasks and are fully prepared to provide these services for PRDOH, if requested.



includes room measurements, doors, windows, and significant features of the home. Using our recorded field measurements, Xactimate will calculate home dimensions, areas, and volumes that will be used as quantities in the developed scope of work. Xactimate will then check for anomalies in the information entered and, once corrected, generate a report estimating the cost of repairs and the value of any work previously completed by the homeowner or the Tu Hogar Renace STEP Program.

An **Inspections Lead** will provide Quality Control for the completed Xactimate report or project file by reviewing for completeness and accuracy. If any issues are found, the report will be returned to the Inspector for correction. The Inspections Lead will review risk assessments detailing the presence of lead and asbestos and the Tier II questionnaire to determine if additional repair or mitigation scope is required due to site conditions at a property, and add this scope to the Xactimate file if necessary.

Finally, once complete, the report is submitted for review by one of our PEs or Architects to ensure documentation accurately reflects information contained within the report. If changes are warranted during this review, the PE or Architect will review the document with the Inspections Lead, who will update the file or justify the existing scope. The PE will then certify and publish the final version for submission to PRDOH. The entire process of preparing the report, reviewing its contents, and submitting it to PRDOH is completed no more than 5 days from the date of the applicant's site visit.

The final product following the damage assessment will be a detailed report, clearly articulating damages, supported with high-quality labeled photographs and video. The total cost to repair will be broken down to show subtotals for scope groupings that PRDOH may wish to track independently, including the total value of eligible-homeowner- or Tu-Hogar-Renace-STEP-completed work, the estimated cost of repairs, the estimated cost of lead abatement and asbestos abatement, and the cost of any other environmental remediation. The final report will include a narrative summary of the damage to the property and the feasibility, from an engineering perspective, of completing the project, along with the PE's certification.

Task 03 (A & B): Program Award Coordination _____

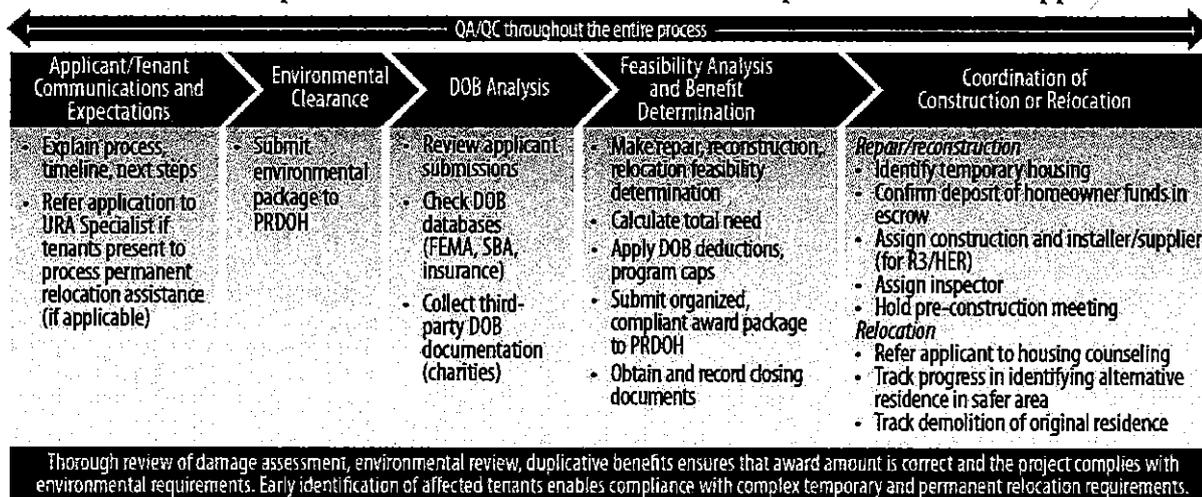
After PRDOH determines an applicant to be eligible and, for R3, a damage assessment is complete, the ICF Team will coordinate as appropriate with PRDOH, its environmental



consultant, applicants, rehabilitation contractors, and installers/suppliers to move the applicant through award coordination.

ICF anticipates that seventy percent (70%) of HER program activity will occur in projects where an applicant is receiving assistance from both the R3 and HER Programs. We have designed our R3 award coordination process (**Exhibit 2-9**) to incorporate the HER Program component. HER Program appliances such as a gas- or solar-powered water heater and/or a gas- or solar-powered stove will be evaluated based on need and eligibility during award coordination and scoping.

Exhibit 2-9. Our process for Task 03 is streamlined to speed assistance to applicants.



18-PR-CDBG-DR-PM-005

APPLICANT/TENANT COMMUNICATIONS AND EXPECTATIONS. The Case Manager will work to manage the expectations of applicants and tenants throughout the process by providing individualized assistance and fully explaining the process. During Intake Sessions, the applicant's Case Manager will explain possible program benefits resulting from their eligibility determination, the location of their home, the contents of their damage assessment, and how determinations for each of these benefits will be made.

For R3 or R3/HER projects, our Case Manager will work with applicants to determine whether tenants were present at the time of the storm or are currently present. If applicable, the Case Manager will refer applicants to our Uniform Relocation Act (URA) Specialist for assistance with possible URA benefits. **Exhibit 2-10** illustrates our plan to ensure affected tenants are provided with proper notices and URA benefits to which they are entitled:



Exhibit 2-10. Our URA process will ensure a seamless experience for eligible owner occupants and their tenants.

Homeowner makes application for assistance	<ul style="list-style-type: none"> • Applicant must identify "date of storm" tenant(s) at time of application • Applicant must provide General Information Notice (GIN) to any existing tenants advising them not to move 	
Application is reviewed	<ul style="list-style-type: none"> • Tenant preferences determined • Tenant information collected and verified • Relocation costs determined (temporary, permanent, moving costs) • Grant agreement prepared including URA costs/requirements • Owner assisted to prepare notices to be issued to tenants upon execution of grant agreement 	
Grant agreement signed with homeowner	<p>Notice of non-displacement issued to tenants who will return</p> <ul style="list-style-type: none"> • Assistance to be provided explained • Temporary relocation policies explained • Advisory services provided as needed 	<p>Notice of Eligibility for Relocation Assistance provided to tenants to be permanently displaced</p> <ul style="list-style-type: none"> • Payments, process, advisory services explained • Comparable unit information provided • HQS inspection of tenant-selected housing conducted • Issue 90-day notice if necessary
Relocation	<p>Temporary Relocation</p> <ul style="list-style-type: none"> • Housing must pass HQS prior to execution of lease • No out-of-pocket increase in expense for tenant • Moving services provided by landlord or cost reimbursed 	<p>Permanent Relocation</p> <ul style="list-style-type: none"> • Housing must pass HQS prior to execution of lease • Issue advance payment if necessary (must make at least 2 payments) • Owner or program to assist tenant to prepare claims

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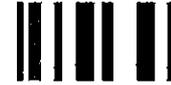
For HER stand-alone projects, our Case Manager will describe the gas- or solar-powered water heater and/or gas- or solar-powered stove options to applicants, noting the need to use propane gas tanks where gas lines are not present. The Case Manager will explain that a voucher can pay for appliances, installation, and related appurtenances up to \$6,000. If the applicant is a tenant, the Case Manager will provide a form to obtain the owner's permission for installation.

ENVIRONMENTAL CLEARANCE. For R3 and R3/HER projects, the ICF Team will establish a process with PRDOH's environmental consultant to:

- Obtain Tier I review(s) in advance, including GIS-based environmental considerations such as location in floodplains or PRDOH-designated hazard zones;
- Receive copies of the Tier II review and environmental package for each property inspected during a Damage Assessment or HQS Inspection; and
- Ensure that each project has obtained the environmental clearance required under 24 CFR Part 58 before CDBG-DR funds are committed to the project.

The Case Manager will coordinate with our QA/QC Team and our Inspections Team to review the environmental package and ensure that identified issues are addressed by mitigation strategies that can be incorporated into a project's scope of work. When this review is complete, the Case Manager will submit the final environmental review package including the Tier II review, noted issues, and proposed mitigation actions to PRDOH for review and sign off. Upon





review, PRDOH will enter an environmental clearance into its system of record. The Case Manager will indicate information to be included in the construction documents in the project file to ensure the selected contractor obtains required permits and the scope addresses identified environmental issues.

DUPLICATION OF BENEFITS, FEASIBILITY ANALYSIS, AND BENEFIT DETERMINATION. Once PRDOH has reviewed and signed off on the environmental package, the DOB Unit will verify that the applicant-provided information is accurate utilizing established data exchanges between federal agencies and PRDOH or through direct correspondence with funders. The DOB Unit will identify which benefits are available to an applicant for the same purpose as the R3 and/or HER programs³ and therefore must be deducted from an award total.

While the DOB Unit is verifying duplicative assistance, the applicant’s Case Manager conducts an R3 feasibility analysis to determine whether an R3 applicant is eligible for repair, reconstruction, or relocation assistance. The Case Manager bases the R3 feasibility analysis on a scope of work, informed by our damage assessment, that includes hard costs (construction, elevation, accessibility, and remediation) and soft costs (surveys, plans, permits, and elevation certificates) necessary to complete the project. The analysis that will be used to determine the type of assistance to provide applicants is illustrated in **Exhibit 2-11**.

Exhibit 2-11. R3 Feasibility Analysis determines the type of assistance for applicants.

Location and Cost of Repair	Feasibility Determination	Program Cap	Coordination Activity
In a hazard area:			
Repair cost less than \$48,000 or 50% of value	Repair	\$48,000	Coordinate with homeowner and repair contractor on repair scope
Repair cost greater than \$48,000 or 50% of value	Relocation	\$120,000	Refer to Housing Counselor and track progress
Not in a hazard area:			
Repair cost less than \$48,000 or 50% of value	Repair	\$48,000	Coordinate with homeowner and repair contractor on repair scope
Repair cost greater than \$48,000 or 50% of value	Reconstruction ⁴	\$120,000	Coordinate with homeowner and contractor on design, construction

Handwritten initials: JGE and RF

³ For HER stand-alone recipients, the only likely DOB is FEMA assistance for a solar power system.

⁴ Homes that may not be rebuilt in place due to legal, engineering, or environmental constraints will not be reconstructed. The homeowner will be provided relocation options.



Based on this feasibility analysis, the Case Manager calculates the maximum benefit for the applicant within the program caps. The award amount is the estimated cost of repair or reconstruction, less any DOB amounts received or available to the applicant. The estimated cost of repair or reconstruction includes hard and soft costs associated with the project, including accessibility and remediation. For reconstruction projects, the Case Manager excludes allowances for addressing site conditions and demolishing the existing home when applying the program cap.

For repair or reconstruction, the Case Manager must determine that sufficient funding is available to complete the project. Available funds include the CDBG-DR award, assistance provided from other sources such as SBA or insurance, and applicant-provided funds. The Case Manager confirms that funds except the CDBG-DR award are available to be deposited with PRDOH during closing to pay for construction costs. If sufficient funds are not available, the Case Manager notifies their assigned Intake Center Lead who in turn reports it to PRDOH, and the case is placed on hold until sufficient funds are secured. In some cases, DOB amounts received have been spent and are not available for construction. As a result, the scope of work may need to be adjusted (“red-lined”) to reduce the cost to match the available funds.

For applicants eligible for relocation, the Case Manager refers the case file to PRDOH for relocation assistance. The referral includes the applicant’s name, address, and case number; the feasibility analysis; and the Tier II checklist. PRDOH notifies the Case Manager when the applicant is approved for relocation. The Case Manager assigns the applicant to a PRDOH-approved HUD Housing Counselor (HHC), who works with the applicant to find a replacement home. The Case Manager will receive regular notifications required by PRDOH on progress from the HHC and incorporate the information in overall project tracking.

FINAL AWARD APPROVAL BY PRDOH AND CLOSING. The Case Manager then sends the applicant’s R3 feasibility analysis, DOB/VOB calculation, and recommendation of the award amount for both R3 and/or HER, as applicable, and a draft work order to PRDOH for approval. Upon receipt of PRDOH’s approval of the award and work order, the Case Manager notifies the applicant of the award approval, the amount of the award, and any conditions. Conditions for projects will include affordability requirements (R3 only), environmental remediation and mitigation (inclusive of elevation if necessary), and the requirement to obtain and maintain flood insurance. Depending on the circumstances of the applicant, additional conditions may include



the contribution of applicant funds to ensure completion of the project. The Case Manager also informs the applicant of next steps.

The Case Manager notifies the **Closing Team** of the R3 and/or HER award approval and coordinates with the applicant to schedule a closing date. During closing, the Closing Team completes required documents such as the subrogation agreement, grant agreement (which may cover R3, HER, or both), right of entry, funds deposit agreement, and flood insurance covenants. PRDOH will maintain accounts for

The **Case Manager** will:

- **Notify** the applicant of the closing requirements
- **Walk through** required documentation
- **Describe** the closing process and any conditions for closing
- **Explain** how the escrow account works
- **Review** the amount of the award and the amount required to be placed in escrow based on the DOB/VOB calculation

non-CDBG-DR funding provided to the homeowner for repairs and make withdrawals as construction progresses.⁵ Once a project is closed, the Closing Team records the grant agreement with the appropriate jurisdictional entity and returns a copy to the Case Manager to maintain in the applicant's file.

The Case Manager will provide applicants with information on how to pursue an appeal with PRDOH. Upon request, the ICF Team will provide documentation to PRDOH to support the original award determination.

COORDINATION OF CONSTRUCTION START AND/OR INSTALLATION ACTIVITIES. While closing activities are ongoing, the Operations Manager identifies a PRDOH-approved R3 construction contractor and/or HER installer/supplier to complete the project. The Operations Manager will consider the contractor's prior performance, bonding ability, and capacity in identifying the appropriate contractor. Performing these initial steps at the same time as closing is intended to ensure that valuable time is not lost once a project is ready to begin.

The Case Manager will also work with the applicant to facilitate temporary relocation of the owner and any tenants, if necessary, and determine a projected construction start date and/or a targeted installation date. If temporary relocation for the homeowner is required during R3 construction, the ICF Team will assist in identifying temporary living accommodations, and will

⁵ For relocation, this closing may cover the purchase of a new property or construction of a new property, once determined by an applicant.



implement PRDOH policies with respect to providing assistance with rent, moving, and storage costs.

For R3 and R3/HER projects, once the closing has occurred, the Case Manager, working in coordination with the Inspection Team, will work with the applicant and contractor to document required design, permitting, and scoping. The Case Manager and Inspector will review documents for completeness and compatibility with environmental requirements and necessary permits. Once proper payment and performance bonding has been obtained by the contractor, the Case Manager will then coordinate with PRDOH to issue a notice to proceed, along with a finalized work order and scope, to the contractor (and installer, if applicable) to begin work, and coordinate and lead an R3 pre-construction kick-off with the Inspector, assigned contractor, and applicant to ensure understanding of the scope and anticipated timeline. For a HER stand-alone project, a more streamlined process generally occurs. Because no design, permitting, or scoping is required, once scoping is completed, the Case Manager will issue a notice to proceed.

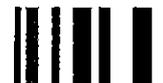
Task 04 (A1, A2, & B): Progress Inspections and Payment Requests _____

PROGRESS INSPECTIONS REQUEST REVIEW. The Inspections Team is fully prepared to review Progress Inspection Requests from contractors and supplier/installers, coordinate and schedule inspections, verify contractor progress onsite, develop and review progress reports, and recommend payment based on completed work and eligible invoices.

In order to have consistent quality of progress inspections up front, the Operations Manager, working with Special Inspectors and the Inspections Team, will develop electronic checklists tailored to each milestone and provide training and assistance to R3 contractors, HER suppliers/installers, Inspectors (both municipal and ICF), and program staff on the contents and proper use of the milestone checklist. Progress Inspection Request forms will also be standardized to include narrative and photographic evidence, project schedule, design drawings, and supporting documentation in order for consistent documentary evidence to be submitted to Inspectors. Our Inspectors will be trained to identify instances of contractor fraud that may arise, including billings for scope that is incomplete or charges in excess of quantities actually completed. Instances of fraud will be reported to PRDOH.

Once work begins, R3 contractors or HER suppliers/installers have up to four opportunities (depending on the scope of work, type of construction, and excluding re-inspections) to submit requests for progress inspections to the ICF Team:





1. Upon completion of any required demolition and reconstruction/repair of a home's foundation;⁶
2. Upon completion of structure walls, rough-in mechanical, plumbing, and HVAC;
3. Upon completion of home finishes, painting, appliances, trim out and fixtures; and
4. Upon completion of punch list items (e.g., touch-up paint, missing grout) during final inspection.⁷

To minimize instances of disagreement between the Inspections Team, **Payment Review Team**, R3 contractors, and/or HER suppliers/installers and foremost to speed program progress, the requirements for requesting inspections and what is required to approve progress payment requests will be communicated upfront, verbally and in writing during each pre-construction meeting. Where these disagreements are unavoidable, our Inspectors will provide instructions for correcting deficiencies and escalate issues to the Operations Manager, if necessary.

Inspectors complete trainings and attend weekly meetings where programmatic changes and updates are communicated, common inspection problems and issues are identified, and issue resolutions are shared. This promotes uniformity and consistency when Inspectors face issues during inspections. These trainings are open to municipal inspectors, who will also be encouraged to attend.

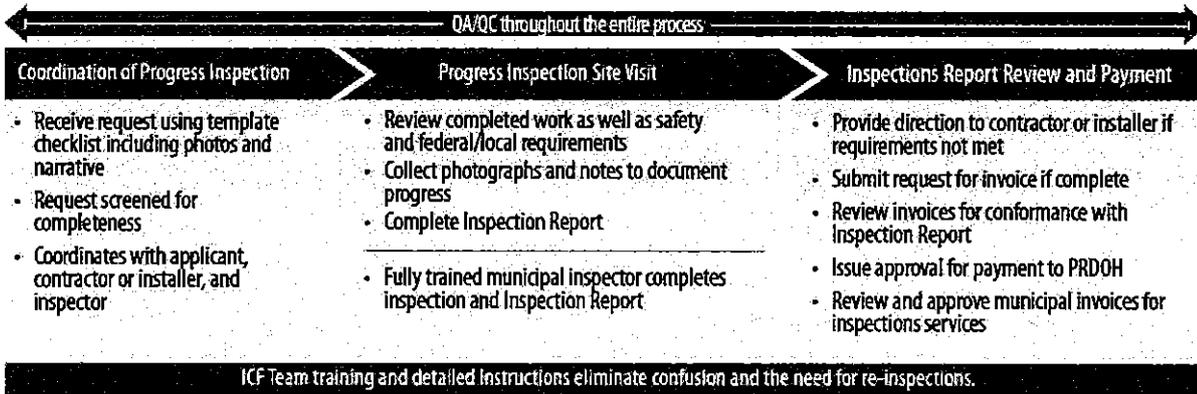
Our process, as detailed below, does not take into account scope deviations due to processing of change orders. We are equipped to review and scrutinize change order requests as required in Task 00. Our process of thoroughly assessing damages and working with applicants throughout their project life-cycle minimizes instances where change orders might be necessary, saving PRDOH time and money in delivering these projects. **Exhibit 2-12** illustrates key steps throughout the inspections process.

⁶ For reconstruction cases on the same site, demolition progress will be inspected during the first milestone inspection. For relocation cases, demolition of any structure at applicant's previous address will be inspected during the final milestone inspection of the new structure.

⁷ When HER vouchers are being used in conjunction with an R3 project, inspection for HER appliances will occur during the final inspection. When HER vouchers are the only benefit provided, a single inspection will ensure completion of the HER project, along with the integrity of any gas line work performed.



Exhibit 2-12. ICF's approach to Task 04 will ensure homes are built to high quality standards.



COORDINATION OF PROGRESS INSPECTION.

Requests from an R3 contractor or a HER supplier/installer wishing to receive a progress inspection will be received by our **Inspections Manager** in PRDOH's system of record, who

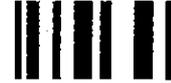
Wherever possible, we will deploy the **same Inspector** from the original Damage Assessment to perform progress inspections on a home. **Continuity of project management leads to higher quality inspections and better results.**

will conduct an initial screening of the Progress Inspection Request form. If the submission is incomplete or does not meet requirements, the Inspections Manager will relay specific reason(s) for rejection and action items for resolution, then update the outcome in PRDOH's system of record within 72 hours of receipt. If the submission is complete and meets requirements, the Inspections Manager will relay the request to the applicant's Case Manager, who will coordinate with the ICF Inspector or municipal inspector, contractor and/or installer/supplier, and applicant to find an agreeable time within 72 hours of the contractor's request for the inspection to occur. If a municipal inspector is assigned, our Inspector will coordinate and share the scope, design plans, draw schedules, draw inspection checklists, and project notes in advance of their arrival.

For final inspections, the applicant or applicant's representative will be invited to participate to review the construction work and/or installed appliances. Applicants will also be informed of warranty periods and applicable requirements after project completion, will sign an acceptance letter, and complete a homeowner satisfaction survey, and any other required compliance documentation.

ICF PROGRESS INSPECTION SITE VISIT. Our Inspectors will meet the R3 contractor or HER installer/supplier onsite to verify completion and quality of work for each respective milestone. This includes additional items beyond the completed scope to verify compliance with critical





federal and local requirements (i.e., verifying environmental requirements were completed properly and safety measures are being performed). While onsite the Inspector will reference design drawings and scope documents to determine if changes have been redlined, verify quantity and quality of work, and review prior inspection outcomes. The inspection includes a line-by-line assessment of completed items

Compliance is Key

Each of our **Inspections** will be **compliant** with environmental and section 106 requirements, HUD rules and regulations, Green Building Standards, local building codes and permitting requirements, Americans with Disabilities Act (ADA) standards, Davis Bacon posting requirements (though Davis Bacon is not expected to be triggered by R3), workplace safety standards, and any other relevant federal or local laws.

compared to the predetermined Progress Inspection Request checklist. Each scope line item will be evaluated and marked “pass” or “fail” with quantities and Inspector notes. The finalized document will be signed by the Inspector. Inspected items and inspection stickers (where present) will be photographed for documentation and desk review.

Site safety for our Inspectors, construction workers, installers, and program applicants is a high priority throughout the construction process. Our Inspectors will be well-versed with our Health and Safety Plan (HASP) and will use this guidance as a component of their review to ensure compliance with safety requirements. Each contractor will be required to have their own HASP that is at least as restrictive as the overall program safety plan. Hazardous conditions detected during inspection will be addressed in the field with the contractor and reflected in the contractor’s final performance scores. Our **Safety Officers** will also make periodic visits to construction sites to observe, document, and correct health and safety issues throughout our delivery of these housing programs.

After completing a site visit, ICF Inspectors or municipality inspectors will complete the Inspection Report, which includes a brief narrative of the overall project progress, a complete Progress Inspection Request checklist, a detailed summary of completed scope items with supporting photos, noted deficiencies and corrective actions, and certification by a PE or Architect. Deficiencies in municipalities’ Inspection Reports will be relayed back to the municipality expeditiously and additional training will be providing as required.

INSPECTION REPORT REVIEW AND PAYMENT. If the Inspection Report determines that deficiencies are significant enough to conclude that the milestone has not been met, then the report will provide direction to the contractor about necessary actions required to correct these



deficiencies, along with procedures for scheduling a re-inspection when complete. The Inspection Report will be uploaded to the system of record regardless of the outcome. Re-inspections will only evaluate those deficiencies identified during initial inspections and become incorporated as a supplement to the original Inspection Report once certified by a PE or Architect.

If the Inspection Report determines there are no deficiencies and milestone work is complete, our Inspectors will submit the report to our **Payments Review Team** for review. Our Payments Review Team will evaluate the overall compliance and completeness of the package and submit it to the contractor or installer along with PRDOH and any federally or locally required regulatory entities. Submissions will take place in less than 72 hours from the time of inspection.

The R3 contractor or HER supplier/installer is informed of the approval and directed to submit a detailed invoice for that milestone, in compliance with PRDOH guidelines, which will be combined with the approved Inspection Report and project budget for review by the Payments Review Team. The PRDOH finance division will be notified once payment documentation meets Payment Review Team guidelines within 5 days of receipt from the R3 contractor or HER supplier/installer. If a payment request does not meet Payment Review Team guidelines, detailed instructions will be submitted back for correction. Details of payments approved by the ICF Team and summaries of categories of expenditures will be maintained by the Payment Review Team for PRDOH or ICF Team reference and reporting.

At the final inspection and payment for each project, our Inspectors will complete a performance review of the R3 contractor's or HER supplier/installer's work using a template scorecard to measure the speed, quality, and safety of the work, and physical and financial capacity of the contractor or installer. This scorecard will be utilized in managing future assignments to incentivize performance. Higher-scoring contractors or suppliers/installers will be eligible for higher volumes of work and poor performers will see their workloads reduced until they demonstrate improvement. This system protects the program and applicants by reducing the

Upstream Compliance Checks Save Time During Payment Review

During Award Coordination, we will work closely with applicants to ensure that, when tenants are present, our **URA Specialist** handles any relocation needs resulting from their award. We also work to incorporate any **environmental considerations** into the project scope, **check debarment** on contractors, and confirm that **necessary bonding and insurance** are in place before beginning any project work.





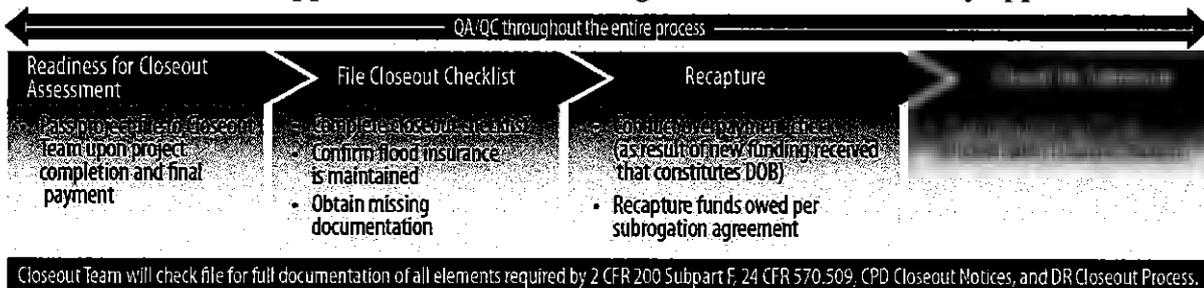
impact of poor performers and ensuring greater productivity through heavier engagement of top performers. For R3, the ICF Team recommends publishing monthly contractor scoring sheets on the entire contractor pool, so that each contractor can see how they are performing compared to their peers. This provides an additional incentive for improvement.

Once municipality inspection or re-inspection is completed, our Payment Review Team will evaluate municipality invoices for inspection services and any services related to inspections work. The Payment Review Team will evaluate the accuracy and completeness of the municipality's invoice documentation and submit a list of any corrections needed to the municipality or a recommendation for payment to the PRDPH finance division within 5 days of receipt.

Task 05 (A & B): Application Closeout

We will work with PRDOH to establish processes to address the expenditure of funds and compliance with programmatic, HUD, and other federal and state laws, regulations, and requirements. From contract start, the ICF Team will develop and ask PRDOH to approve the procedures, job aids, and checklists to be provided to Local PM Call Center, Intake Center, Case Management, and Inspections staff, as well as the closeout checklist, with the goal of incorporating QA/QC throughout the process long before the application gets to file closeout. The ICF Team approach to closeout, led by our Regulatory Compliance Officer, is depicted in Exhibit 2-13.

Exhibit 2-13. Our approach to Task 05 is designed to create audit ready applicant files.



READINESS FOR CLOSEOUT. After construction, relocation, or installation is complete, payments are made, and documents recorded, the Case Manager will forward the file to the **Closeout Team**. In parallel with Closeout Team activities, the QA/QC Team will sample ~15% of the files for a QA/QC review.

Handwritten signature/initials





FILE CLOSEOUT CHECKLIST. The Closeout Team will complete a comprehensive closeout checklist (**Exhibit 2-14**) for files for the R3 and HER programs. The review will verify the presence of documentation in the file to demonstrate applicant eligibility, National Objective compliance, accuracy of final award determination, completion of contracted work, and compliance with flood insurance requirements. The review will also confirm the presence of evidence that the grant agreement, covenant, and lien have been recorded. For R3 applicants referred for Housing Counseling, the review will confirm evidence of the Housing Counseling referral and completion of any required counseling. For R3 relocation cases, the review will confirm the presence of a satisfactory HQS inspection report. For all cases, the Closeout Team will confirm that there are no identified compliance issues under applicable federal regulations, including: URA, Stafford Act, Davis-Bacon and related acts, Section 3, Fair Housing and Accessibility, Lead Safe Housing, Title IV of the Civil Rights Act, and environmental rules and regulations (e.g., verifying that that the environmental review record is complete and the environmental permits have been closed). The Closeout Team will also confirm that DRGR reporting provided by PRDOH is complete and accurate.

RECAPTURE. The Closeout Team will complete a final check with the DOB Unit to confirm that sources of duplicative benefits and the corresponding amounts have been identified. The Closeout Team will review calculations made throughout the application process. If any overpayments have occurred, the Closeout Team will provide documentation to PRDOH to secure repayment by enforcing the subrogation agreement or initiating recapture in accordance with PRDOH policies and procedures.

CLOSED FILE SUBMISSION. When the review is complete, the Closeout Team submits the file, including the completed Closeout Checklist, to PRDOH.

HER application closeout will follow the same procedure as R3. For efficiency, applicants receiving assistance in both the R3 and HER programs will have a single unified closeout process. For a standalone HER applicant, after installation is complete, payments have been made, and documentation collected, the Case Manager will forward the file to the Closeout Team. The Closeout Team will then complete the HER stand-alone highlighted sections of closeout checklist for HER stand-alone files.



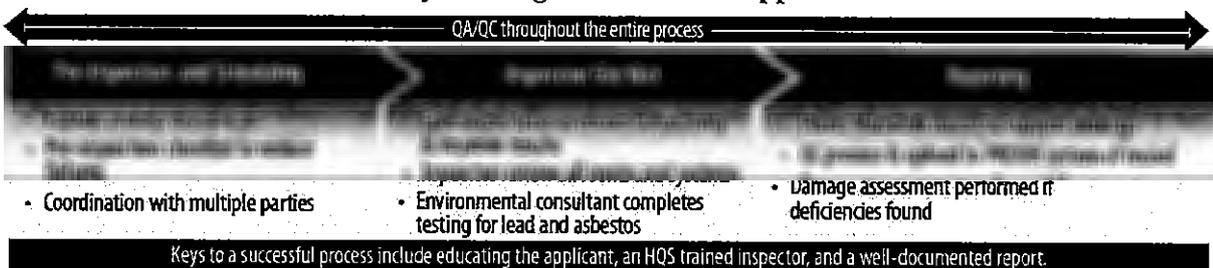
Exhibit 2-14. Example R3 and HER Programs File Checklist for Closeout

- | | | |
|---|--|--|
| <p>Intake Application</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application, including household composition <input type="checkbox"/> Picture identification (all adults in household) <input type="checkbox"/> Owner current location <input type="checkbox"/> Release of information <input type="checkbox"/> Race: _____ <input type="checkbox"/> Hispanic: yes/no <input type="checkbox"/> Female head of household: yes/no <p>Eligibility – Tie to Storm</p> <ul style="list-style-type: none"> <input type="checkbox"/> FEMA <input type="checkbox"/> SBA <input type="checkbox"/> NFIP <input type="checkbox"/> Local building official documentation <input type="checkbox"/> Other (specify) _____ <p>Eligibility – Property</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification of primary residence – Specify type of documentation _____ <input type="checkbox"/> Verification of ownership Specify type of documentation _____ <input type="checkbox"/> Verification of occupancy Specify type of documentation _____ <input type="checkbox"/> Verification of no prior federal assistance if no NFIP <input type="checkbox"/> Verification of household income <80% AMI <p>Eligibility – Homeowner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification of household income Specify type of documentation _____ <input type="checkbox"/> Verification of citizenship Specify type of documentation _____ <input type="checkbox"/> Property damage determination Specify type of documentation _____ <p>Priority Determination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elderly <input type="checkbox"/> Relocation from hazard area | <p>Initial Duplication of Benefits Determination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sources of assistance with documentation <ul style="list-style-type: none"> <input type="checkbox"/> FEMA <input type="checkbox"/> SBA <input type="checkbox"/> NFIP <input type="checkbox"/> Private insurance <input type="checkbox"/> Nonprofit/charity <input type="checkbox"/> None at time of application <input type="checkbox"/> Occupancy at time of storm <ul style="list-style-type: none"> <input type="checkbox"/> Owner occupied <input type="checkbox"/> Tenant occupied (triggers URA) <input type="checkbox"/> Other (specify) _____ <p>Determination of Construction Scope</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tier 2 environmental <input type="checkbox"/> Property inspection by construction management <input type="checkbox"/> Scope of work (including any environmental work) <input type="checkbox"/> Completion of Tier 2 checklist <input type="checkbox"/> Authorization to use grant funds <p>Determination of Contract Options & Execution of Grant Agreement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reconstruction <input type="checkbox"/> Rehabilitation <ul style="list-style-type: none"> <input type="checkbox"/> Program managed <input type="checkbox"/> Owner self-performed small rehab <input type="checkbox"/> Relocation <input type="checkbox"/> Certifications (ownership, insurance, other obligations) <input type="checkbox"/> Verification of private funds needed to complete <input type="checkbox"/> Executed construction contract(s) <input type="checkbox"/> Executed grant agreement <input type="checkbox"/> Documentation of flood insurance <input type="checkbox"/> File covenant citing obligation to obtain and maintain flood insurance <input type="checkbox"/> Executed subrogation agreement | <p>Funds Requests</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permits <input type="checkbox"/> Draw Documentation (each draw): <ul style="list-style-type: none"> <input type="checkbox"/> Trade payment breakdown <input type="checkbox"/> Documentation/inspection <input type="checkbox"/> Lien releases <input type="checkbox"/> Certificate of occupancy <input type="checkbox"/> All contractor/supplier/installer tasks complete <input type="checkbox"/> All payments complete <p>Other Services Provided</p> <ul style="list-style-type: none"> <input type="checkbox"/> Escrow <input type="checkbox"/> Optional Relocation during construction <ul style="list-style-type: none"> <input type="checkbox"/> Copy of lease <input type="checkbox"/> Verification of payments <input type="checkbox"/> Permanent URA relocation to tenants <ul style="list-style-type: none"> <input type="checkbox"/> Notifications sent <input type="checkbox"/> Alternative housing identified <input type="checkbox"/> Verification of payment(s) <input type="checkbox"/> If R3 Relocation option, documentation of Housing Counseling referral and completion of required counseling <input type="checkbox"/> R3 Relocation option <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of Housing Counseling referral and completion of required counseling <input type="checkbox"/> HQS Inspection <p>File Closeout</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Duplication of Benefits Verification <input type="checkbox"/> Verification of flood insurance (if required) <input type="checkbox"/> All environmental activities complete and permits closed out <input type="checkbox"/> Grant reconciliation <input type="checkbox"/> Release of retainage <input type="checkbox"/> DRGR reporting complete |
|---|--|--|

Task 06: R3 Program Housing Quality Standards (HQS) Inspection

Our Inspections Team is trained, well versed, and experienced conducting HQS inspections, and can efficiently perform reviews for applicants looking to purchase a new property outside of hazard areas. **Exhibit 2-15** illustrates our planned approach to completing this task.

Exhibit 2-15. Our approach to Task 06 ensures decent, safe, and sanitary housing for relocation applicants.



Handwritten signature: JGE RB

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PRE-INSPECTION AND SCHEDULING. Once an applicant, working with their HUD Housing Counselor, identifies a suitable home for relocation, the applicant or HUD Housing Counselor will notify the applicant's Case Manager. The applicant's Case Manager will update the applicant's file and schedule an HQS

- | Common HQS Inspection Issues | |
|------------------------------|--------------------------------|
| ✓ | Peeling paint |
| ✓ | Windows don't lock |
| ✓ | No handrail on exterior stairs |
| ✓ | Plumbing leaks |
| ✓ | Evidence of pest infestation |
| ✓ | Non-working smoke detectors |

inspection with the home seller's realtor, the applicant, PRDOH's environmental consultant, and our Inspections Team within a week. During scheduling, our Case Manager will discuss the HQS inspection process and provide guidance material in Spanish and English.

Our experience has taught us that there are several common violations encountered on HQS inspections that can be easily addressed prior to inspection. During scheduling, our Case Manager will also provide a checklist with common reasons why these inspections fail to the applicant, realtor, and HUD Housing Counselor. This checklist will allow the current owner to review the home and correct deficiencies prior to the inspection, leading to fewer failed inspections, a more knowledgeable home buyer, and an expedited relocation process.

INSPECTION SITE VISIT. Upon arrival, the Inspector will inspect and evaluate the living room, kitchen, bathrooms, all other rooms used for living, all secondary rooms not used for living, as well as storage space. The Inspector will assess the heating & plumbing systems, building exterior, and review any general health and safety concerns.

While most of this will be assessed visually, we will use high-resolution digital cameras, infrared thermometers, laser measuring devices, ground fault receptacle testers, and moisture meters, where appropriate. These items allow our Inspector to collect accurate data that is used to support pass or fail decisions on the HQS reporting form.

For example, while the HQS guidelines mandate that the refrigerator must "be capable of maintaining a temperature low enough to keep food from spoiling," our infrared thermometer takes subjectivity out of that determination. The same tool is used to ensure that sinks are capable of providing both hot and cold water, while a moisture meter can help determine if a stained wall or ceiling is the result of an active leak.

The PRDOH environmental consultant will use the same visit to complete any required testing and data collection necessary to complete a Tier II for the new home.





If the HQS inspection determines that deficiencies exist that require repairs and the applicants wishes to proceed with purchasing the home, our Inspectors will conduct a damage assessment immediately following the HQS Inspection to determine the scope necessary to address deficiencies. We will follow the steps described in Task 02 to assess the extent of repairs necessary and the scope of work necessary to bring the home into compliance, including to remediate any environmental considerations found during Tier II review. Combining our HQS visit with any necessary damage assessment eliminates the burden on homebuyers and reduces the number of trips needed for Inspectors.

We expect that the combination of trained HUD Housing Counselors advising applicants and our process of supplying a list of common HQS issues up front will eliminate the need to perform a damage assessment for the majority of homes being purchased.

REPORTING AND DAMAGE ASSESSMENT. Our team will report our HQS inspection results on HUD Form 52580 or PRDOH's required form, adding notes to document the condition of the rooms in the home. Our report will include annotated photographs of deficient conditions, along with a recommendation for corrective action.

After the Form 52580 and the photo-narrative report are generated they will be reviewed by one of our Senior Inspectors to ensure consistent quality and accuracy. Once review is complete, the HQS form will be certified by a PE or Architect and then uploaded to the PRDOH system of record. Our Case Manager will notify the applicant in writing of whether the home passed HQS inspections and next steps within 5 days of completing the inspection.

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Deliverables and Timeframes (Tasks 00–06)

Exhibit 2-16 lists the ICF Team’s deliverables and corresponding performance timeframes for Tasks 00 through 06, along with the applicability to R3 or HER for each. The timeline for deliverable submission is based on the amount of time we assume the average applicant will spend in this process. We understand that some applicants will have unique circumstances based on the complexity of their situation and their engagement with the process. Special, complex cases (for example applicants with complicated title issues or multiple applications for the same property) will be referred to Housing Counselors for resolution to maximize the ability of staff to serve a greater number of applicants quickly. Therefore, the ICF Team expects to process applications according to a standard protocol as we have outlined in our approach, while utilizing available support services (e.g. *Housing Counseling Program* and *Title Clearance Program* services) wisely developed by PRDOH to handle these more difficult cases.

ICF’s proposed price in **Exhibit J** Cost reflects ICF’s detailed analysis of the different activities that we expect to perform as set forth in the request for proposal (RFP) and is further based upon the assumptions, dependencies, and other information described in our proposal. Consistent with the provisions of the RFP, we understand that our proposal will be incorporated into the final contract negotiated by the parties following contract award.

ICF recognizes that, by their nature, disaster recovery programs are dynamic. Given the nature and scope of the services provided, we have made certain assumptions about our partnership with PRDOH as part of this cost and timeline proposal. Accordingly, ICF looks forward to working jointly with PRDOH, post award, to finalize the general, performance, and other contract terms consistent with the RFP and the PRDOH program requirements. ICF and PRDOH will agree, as part of the contract, on a process for acceptance of services and other deliverables that will occur or be determined subject to a specific process and within specific review periods. It also assumes PRDOH will assign staff to work with ICF who are empowered to make contractual and technical decisions and approve work products in a timely manner in order to ensure ICF is able to assist applicants expeditiously.

We understand that PRDOH is currently working to secure a system in which we assume applicant information will be collected, stored, and maintained. We assume in our proposal that PRDOH will provide access to documents, databases, and other information that is relevant to ICF’s work and completion of deliverables in a reliable and secure, cloud-based environment.



Further, ICF will provide technical assistance and guidance on the transition of contract responsibilities to PRDOH and other government staff as well as local staff from our subcontractors. In addition, ICF is committed to working with PRDOH during the term of the program to incorporate changes as needed to address new or emerging requirements, and to formalize work and pricing requirements for any extensions sought by PRDOH.

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Exhibit 2-16. Task Deliverables and Timeframes for Performance

DELIVERABLES	Deliverable applicable to:		Pre-Contract	TIMEFRAMES															
	R3	HER		Year 1 (Months)												Years 2 & 3 (Quarterly)			
				1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Task 00: General Program Management and Administration																			
Kickoff meeting with PRDOH	✓	✓		●															
Develop Program Management Plan, including deadlines and budgets	✓	✓	●	●															
Develop Communications Plan in coordination with PRDOH	✓	✓	●	●															
All key personnel onsite	✓	✓		●															
Monitor performance and conduct QA/QC	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Ensure program activities and contracts follow applicable federal and local regulations	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Investigate complaints and conduct surveys and interviews	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Task 01 (A & B): Complete Application																			
Identify location of Intake Centers and vehicles for Mobile Intake Centers	✓	✓	●	●															
Hire Case Management Team and Regional Call Center Team	✓	✓	●	●															
Create Regional Call Center scripts	✓	✓		●															
Create outreach materials and distribute widely	✓	✓		●	●	●													
Create Intake Center procedures and application Aids for Case Managers	✓	✓		●															
Develop Intake Center training plan and train all Case Managers	✓	✓		●	●														
Develop Outreach Plan and engage local officials and community leaders	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Open Intake Centers, process applications and collect, and verify documentation	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Forward application and documentation to PRDOH for award determination and verification	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Task 02: R3 Damage Assessment																			
Hire Inspectors	✓		●	●															
Create Inspection Team procedures and field test them	✓		●	●															
Develop Inspection Team training plan and train all Inspectors	✓			●	●														
Conduct damage assessments	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Collect Professional Engineer or Architect signoff on damage assessments	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Task 03 (A & B): Program Award Coordination																			
Create procedures for coordinating with PRDOH, its environmental consultant, other PRDOH contractors, and other Program Managers	✓	✓		●	●														
Review and become familiar with Tier I environmental package from PRDOH environmental consultant	✓	✓		●	●	●													
Work with environmental consultant to ensure completeness of package that includes Tier II, issues, and proposed mitigation actions, and submit to PRDOH and notify applicant	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Confirm mitigation efforts are specified in the construction documents	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Confirm required construction and hazard mitigation permits obtained	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Calculate repair cost	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Verify duplicative benefits and complete DOB package to submit to PRDOH	✓	✓		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Conduct feasibility analysis (repair, reconstruction or relocation)	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Finalize benefit determination and verification, DOB, and scoping	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Refer relocation cases to Housing Counselor	✓			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	





Exhibit 2-16 (continued)

DELIVERABLES	Deliverable applicable to:		Pre-Contract	TIMEFRAMES															
	R3	HER		Year 1 (Months)												Years 2 & 3 (Quarterly)			
				1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Task 03 (A & B): Program Award Coordination (continued)																			
Request PRDOH approval of the award amount	✓	✓				●	●	●	●	●	●	●	●	●	●	●	●	●	
Communicate terms and conditions of award, requirements for deposited funds, environmental requirements, and timeline for closing and construction	✓					●	●	●	●	●	●	●	●	●	●	●	●	●	
Notify any eligible tenants of assistance available under URA	✓					●	●	●	●	●	●	●	●	●	●	●	●	●	
Assist with alternative temporary housing for applicants during construction	✓							●	●	●	●	●	●	●	●	●	●	●	
Conduct closing and record grant agreement	✓							●	●	●	●	●	●	●	●	●	●	●	
Identify and assign PRDOH-approved contractor	✓							●	●	●	●	●	●	●	●	●	●	●	
Coordinate design, permitting, specific scope of work and any plans, and specifications with applicant and contractor	✓							●	●	●	●	●	●	●	●	●	●	●	
Issue notice to proceed and contract execution	✓							●	●	●	●	●	●	●	●	●	●	●	
Task 04 (A1, A2, & B): Progress Inspections and Payment Requests																			
Develop procedures including contractor assignments, progress inspections, payment requests, and contractor evaluations	✓	✓	●	●	●														
Determine contractor assignments	✓	✓						●	●	●	●	●	●	●	●	●	●	●	
Conduct progress inspections	✓							●	●	●	●	●	●	●	●	●	●	●	
Process payment requests	✓							●	●	●	●	●	●	●	●	●	●	●	
Conduct final progress inspections/installation inspections	✓	✓						●	●	●	●	●	●	●	●	●	●	●	
Process final payment requests	✓	✓						●	●	●	●	●	●	●	●	●	●	●	
Perform contractor evaluations	✓	✓						●	●	●	●	●	●	●	●	●	●	●	
Task 05 (A & B): Application Closeout																			
Create comprehensive closeout checklist	✓	✓	●																
Verify construction contractor/supplier/installer tasks complete	✓	✓								●	●	●	●	●	●	●	●	●	
Verify PRDOH payments to contractor/supplier/installer	✓	✓								●	●	●	●	●	●	●	●	●	
Confirm environmental activities complete and permits closed	✓									●	●	●	●	●	●	●	●	●	
Confirm evidence of flood insurance on file	✓	✓								●	●	●	●	●	●	●	●	●	
Confirm documentation on file is complete, confirm no overpayment and no known subrogation	✓	✓								●	●	●	●	●	●	●	●	●	
Complete file closeout checklist	✓	✓								●	●	●	●	●	●	●	●	●	
Task 06: R3 Program HQS Inspection																			
Schedule HQS inspections with landlords within a week of PM notification of applicant's selection of a home	✓							●	●	●	●	●	●	●	●	●	●	●	
Coordinate environmental assessments of the home with the PRDOH's environmental consultant	✓							●	●	●	●	●	●	●	●	●	●	●	
Inspect units, common areas, and exteriors to ascertain compliance with HQS	✓							●	●	●	●	●	●	●	●	●	●	●	
Complete inspection reports	✓							●	●	●	●	●	●	●	●	●	●	●	
Inform R3 applicants in writing, within five (5) days of the HQS inspection, as to the home's compliance with HQS	✓							●	●	●	●	●	●	●	●	●	●	●	
Ensure that all HQS inspections are certified by licensed professional engineer or architect in Puerto Rico	✓							●	●	●	●	●	●	●	●	●	●	●	



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2.3 Ensuring Compliance with Laws and Regulations (6.3.3)

The ICF Team's PRDOH compliance plan will build on CDBG-DR Housing Program compliance plans we have successfully created and implemented for past recovery efforts, but will maintain full responsibility for managing and assuring the quality of work performed by the ICF Team, including our subcontractors. ICF has extensive experience managing the work of large, cross-functional teams and providing compliance training to subcontractors—65 in response to Hurricane Katrina and 6 in response to Superstorm Sandy. For these similarly large and complex disaster recovery projects, we also conducted internal program compliance audits of subcontractors.

Our Regulatory Compliance Officer, working closely with the QA/QC, Closeout, and Data Analytics & Reporting Teams, will develop a compliance plan based on a program-specific risk assessment that provides a roadmap for assessing compliance with designated requirements. The plan will also encompass our approach to audit engagements, document management, closeout, and handling any disallowed costs. Additionally, our subcontractor agreements will include contractual provisions for regulatory compliance and be incorporated into their associated performance criteria.

There are numerous laws and regulations that provide guidelines for the conduct of work to be performed. **Exhibit 2-17** provides a list of the primary laws and regulations whose guidelines we will incorporate into requirements for the ICF Team, as well as incorporating them into our compliance checklists as we implement the three housing programs.

Exhibit 2-17. Puerto Rican, local, and federal requirements will be a part of the ICF Team's Compliance Checklists.

Federal	Puerto Rico 	Local
<ul style="list-style-type: none"> • Debarment • Davis Bacon (if applicable) • Section 3 (with specific language) • 2 CFR Part 200 • CDBG requirements • DUNS for all contractors • Green building requirements • Environmental review requirements, floodplain and lead-based paint requirements • DBE/WBE/MBE/VBE 	<ul style="list-style-type: none"> • Copeland/Anti-Kickback • Drug Free Workplace • Hatch Act anti-lobbying requirement • Fair Housing and Equal Opportunity • Prevention of Fraud, Waste, and Abuse • Conflict of Interest <p><i>Additional requirements as required by HUD and/or federal law</i></p>	<ul style="list-style-type: none"> • Prevailing wage • Local hires <p><i>Additional requirements required by local laws and code</i></p>

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Based on our past experience, we have a ready set of guidelines, detailed procedures, and checklists for auditing compliance with the laws and regulations that apply to these programs and will be able to tailor and update them for PRDOH’s programs. **Exhibit 2-18** provides a representative sample of specific requirements applicable to the programs that the ICF Team will follow and our guidelines for ensuring compliance with them. This is not a comprehensive list but rather a sample of guidelines for complying with some of these key requirements to demonstrate our understanding of the steps involved.

Exhibit 2-18. ICF’s guidelines will cover applicable federal and local compliance requirements.

Requirement	Sample Guidelines
Debarment Check	<ul style="list-style-type: none"> ▪ Contractors must secure a DUNS number (assistance provided if necessary) ▪ DUNS number provided to ICF Team ▪ DUNS run through federal System of Awards Management (SAMS) ▪ Result of SAMS check is printed, dated, signed, and placed in contractor file ▪ If Puerto Rico requires debarment check as well, this will be conducted and verified in a similar manner ▪ Review Colegio de Ingenieros’ recommendations
Compliance with HUD Green Building Standards	<ul style="list-style-type: none"> ▪ HUD Green Building checklist will be used ▪ Relevant items will be included in scope of work for construction ▪ Checklist will be used during inspection to verify compliance
Prevailing Wage	<ul style="list-style-type: none"> ▪ Wage determination will be requested ▪ Labor categories and rates will be included in any construction RFPs issued ▪ Labor categories and rates, including minimum wage established by Executive Order, as well as compliance requirements, will be included in all construction contracts ▪ Wage determinations will be posted at job sites ▪ Certified payrolls must be submitted with each draw request and include: <ul style="list-style-type: none"> ○ Name of laborer ○ Labor category (job title) ○ Wage rate ○ Hours worked ▪ A sample of payrolls will be compared with wage determination ▪ Periodic onsite inspections will be conducted to interview laborers: <ul style="list-style-type: none"> ○ Observing work in process ○ Interviewing worker ○ Comparing observed work with prescribed labor category ○ Verifying hours worked and hourly rate

*John
RF*



Exhibit 2-18. ICF's guidelines will cover applicable federal and local compliance requirements.

Requirement	Sample Guidelines
Section 3 Reporting	<ul style="list-style-type: none"> ▪ New contractors will receive training and technical assistance on Section 3 outreach, certification, hiring goals, verification process, and reporting ▪ Contracts will be reviewed to verify inclusion of Section 3 contract language ▪ Contractors will be linked to community-based resources, identified by PRDOH and the ICF Team, that can assist in linking Section 3 workers and businesses with contractual opportunities ▪ Contractors will be provided forms for verification of Section 3 workers and businesses ▪ For additional detail on Section 3, see Section 4. Plan for Compliance with Section 3

2.4 Management of Complaints (6.3.4)

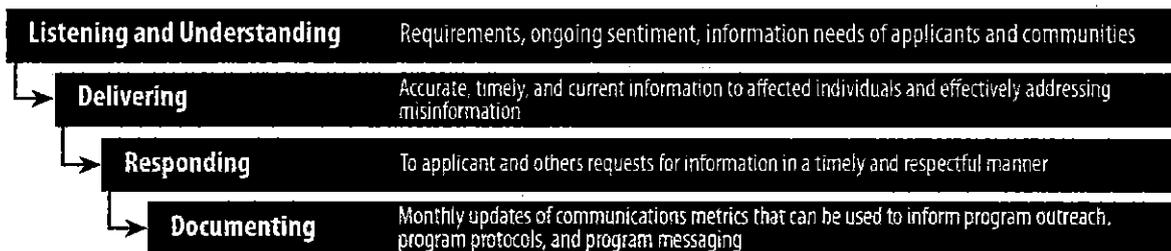
Regardless of how excellent our program management services and applicant customer service, complaints are bound to arise when implementing a program of this magnitude and complexity. The ICF Team will manage and address them with the same care and attention we plan to bring to the delivery of the SOW Tasks. Our **Complaints Coordinator** will oversee and manage resolution of complaints.

We will set up a Complaint Hotline that applicants and parties outside the program can call to report complaints, which will also receive routed calls from the Local PM Call Center or PRDOH's CDBG-DR Call Center, as appropriate. Providing a dedicated line for handling sensitive applicant comments provides a more calibrated response for handling these issues.

We will also allow applicants and parties outside the program to send concerns in writing, via email and post and in person at Intake Centers. The Complaints Coordinator will ensure that all staff who may field complaints will receive ongoing training and continuous monitoring and quality improvement to achieve the following goals:

Elected officials will have a separate **designated phone** line to voice their questions or concerns, which ensures they **get important information** to their constituents. There will also be a separate **Fraud Tip Line** to handle any allegations of fraud, waste, and abuse not appropriately handled by the Complaint phone line.





Our approach to addressing complaints is outlined in **Exhibit 2-19**.

Exhibit 2-19. The ICF Team offers a proven approach to addressing complaints.

Complainant	Strategy
<p>Program applicant – status inquiries, contractor concerns</p>	<ul style="list-style-type: none"> ▪ Develop scripts for staff to use to provide a consistent, high-quality experience to applicants. Scripts will be updated to incorporate frequently asked questions and new program information ▪ Provide status update to applicant based on information in case notes ▪ If complaint cannot be resolved, forward to assigned Case Manager to address (or if Complaint is concerning Case Manager, to Complaints Coordinator) ▪ Follow up with assigned Case Manager to ensure applicant received answers to questions and/or concern was addressed ▪ Log inquiry date, applicant, and information requested and provided
<p>Program applicant – appeals</p>	<ul style="list-style-type: none"> ▪ Ascertain appeal concern ▪ Determine status of appeal based on case notes, providing guidance if appropriate ▪ Refer inquiry to PRDOH Appeals Unit staff for follow up ▪ Log inquiry date, applicant, and information requested and provided
<p>General public</p>	<ul style="list-style-type: none"> ▪ Provide a roster of frequently asked questions regarding program eligibility, documentation requirements, intake center locations and procedures ▪ Direct questions regarding contractor application or hiring process to the Complaints Coordinator ▪ Refer other questions to Complaints Coordinator for referral to appropriate party ▪ Log inquiry date, information requested ▪ Update scripts if appropriate.
<p>Elected officials</p>	<ul style="list-style-type: none"> ▪ Complaints and questions from Elected Officials will be handled directly by Complaints Coordinator ▪ Depending on nature of concern, Complaints Coordinator may escalate to Program Manager ▪ Log inquiry date, information requested and provided, if any

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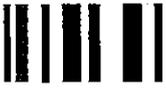


Exhibit 2-19. The ICF Team offers a proven approach to addressing complaints.

Complainant	Strategy
Fraud Tip Line calls (this will be a separate and highly publicized number)	<ul style="list-style-type: none"> ▪ Log and report fraud-related calls to PRDOH (or other investigative agency designated by PRDOH) for action ▪ Refer calls to law enforcement for investigation and follow-up, based on guidance provided by PRDOH ▪ Refer any calls regarding building contractors to the Construction Manager to determine if follow-up inquiry with other assigned homeowners may be indicated

Based on HUD requirements, we understand that responses to complaints must be provided within 15 working days of receipt. Our procedures will ensure we are addressing, tracking, and resolving complaints within the deadline. Case Managers or, if necessary based on the nature of the complaint, Intake Center Leads and/or our Complaints Coordinator will handle any necessary follow-up, generally the next business day. The Complaints Coordinator will review complaint logs every day; analyze the data on the logs to continually update the frequently asked questions in coordination with Program Management and Administration staff; identify concerns of officials or others than might require further follow-up; and maintain information about the numbers and types of calls to be reported to PRDOH from applicants and elected officials. Whenever necessary, the Complaints Coordinator will escalate complaints that are particularly sensitive and/or point to a larger programmatic issue to the Program Manager and notify PRDOH when necessary.

2.5 Anticipated Problems and Solutions (6.3.5)

The ICF Team designed our approach to Tasks 00 through 06 to mitigate any anticipated problems based on our experience delivering HUD-compliant disaster recovery programs with applicants' recovery needs in mind. However, housing rehabilitation and construction programs are challenging, closely scrutinized, and even under the best of circumstances leave many applicants frustrated due to compliance activities that protect against waste, fraud, and abuse. The solutions described below, and proactively addressed throughout our work approach, reflect our experience in optimizing timeliness, quality, and compliance. **Exhibit 2-20** anticipates a number of problems and how, if they should arise, we propose to address them. Underlying our approach to problem solving are three simple rules:

1. Communicate early and often;
2. Proactively identify problems; and





3. Take quick action to investigate and resolve issues.

Our default mode is collaborative problem solving, not finger pointing. We set high standards, articulate them clearly to our staff and partners, and act swiftly when there are performance gaps or failures. Our mitigation strategies assume that PRDOH will provide direction on a timely basis to resolve any conflicting questions, priorities, or comments, including from other project contractors and stakeholders.

Exhibit 2-20. The ICF Team’s experience will prevent many problems in advance and can deliver viable solutions to issues if they occur.

Anticipated Problems	ICF Team Solutions
Task 00: General Program Management and Administration	
PRDOH policies and procedures are creating unintended delays or challenges for implementation	<ul style="list-style-type: none"> ▪ Schedule standing meetings with PRDOH to review status of program, policies and procedures ▪ Create standard process for raising and documenting proposed changes to the program in collaboration with PRDOH ▪ Communicate changes to ICF Team
PRDOH Financial Management, Case Management, and Damage Assessment tools are missing elements required for effective management of the application, eligibility, inspection, and construction processes and associated reporting	<ul style="list-style-type: none"> ▪ Work with PRDOH staff and IT solutions vendors to identify additional requirements for the systems ▪ Assist with implementation of the requirements ▪ If requirements are not able to be incorporated into the PRDOH systems, utilize alternative systems to provide the needed functionality
Other contractors – e.g. CDBG-DR Call Center, environmental consultant, PMO, and other Program Managers – are not sufficiently integrated into the ICF Team implementation activities	<ul style="list-style-type: none"> ▪ Schedule standing meetings with other providers to promote collaboration and troubleshooting ▪ Identify action items, responsible party, and schedule for implementation ▪ Bring issues to PRDOH’s attention if they cannot be resolved among the contractors
Task 01 (A & B): Complete Application	
Priority LMI, elderly, and vulnerable populations are not applying to the program in expected numbers	<ul style="list-style-type: none"> ▪ Establish Intake Centers near concentrations of LMI and elderly applicants ▪ Bring Mobile Intake centers to applicants ▪ Work with local social service providers and clergy to provide outreach and follow-up to LMI and elderly clients.
Ineligible individuals are contacting the Program Manager Call Center,	<ul style="list-style-type: none"> ▪ If calls are being inappropriately referred by the Central Call Center, work with the Central Call Center to refine their scripts

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Exhibit 2-20. The ICF Team’s experience will prevent many problems in advance and can deliver viable solutions to issues if they occur.

Anticipated Problems	ICF Team Solutions
utilizing resources that are designed for applicants	<ul style="list-style-type: none"> ▪ Train Program Manager Call Center staff on where to refer ineligible customers ▪ Review outreach literature and messages to assure clear explanation of eligibility criteria and resources available for those that are not eligible to receive assistance through R3 or HER
Wait times for services are too long, resulting in frustrated clients	<ul style="list-style-type: none"> ▪ Level set expectations at start to help manage process and the timing of each step ▪ Maximize productivity and minimize delays by accessing information from FEMA and other databases, using a single application and implementing a one-knock damage assessment process ▪ Use data in PRDOH case management system and workflow analysis to assess source of bottlenecks ▪ Take action based on analysis – more people, better training, revised process, enhanced communication – to reduce delays ▪ Enhance customer experience at Intake Centers by providing amenities such as comfortable places to read, information to review, and play space for children
Misinformation spreading about program benefits and eligibility	<ul style="list-style-type: none"> ▪ Leverage Community Coordinators and their local relationships to identify and address myths and misinformation ▪ Identify local thought leaders who have successfully participated in program to be spokespersons in their communities to help combat misinformation ▪ Depending on how and where misinformation spreading, use social and traditional media to correct it
Applicants do not have evidence of recorded title to establish ownership of the property	<ul style="list-style-type: none"> ▪ Train Call Center staff, Community Coordinators, and Case Managers to explain to applicant the acceptable forms of ownership ▪ Work with PRDOH to accept FEMA STEP Program’s determination of ownership for R3 applicants ▪ Utilize legal services offered through the Title Clearance Program to assist homeowners who need to permanently resolve title issues such as heirs’ properties
Applicants have trouble providing income documentation to demonstrate LMI status	<ul style="list-style-type: none"> ▪ Train Case Managers on the documentation needed to prove income eligibility ▪ Create fact sheets for applicants on how to document income
Applications are temporarily stalled in the intake and eligibility review process	<ul style="list-style-type: none"> ▪ Run weekly aging reports monitoring for abnormalities and bottlenecks in the application process ▪ Take corrective action to expedite processing

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Exhibit 2-20. The ICF Team’s experience will prevent many problems in advance and can deliver viable solutions to issues if they occur.

Anticipated Problems	ICF Team Solutions
Applicants that must relocate are not finding affordable, standard replacement homes	<ul style="list-style-type: none"> ▪ Refer applicant to Housing Counselors ▪ Work with PRDOH to determine underlying source of problems – affordability, availability, location – and solutions. Communicate options to clients.
Internal QA/QC of DOB suggests inconsistencies resulting in potential miscalculation of benefits	<ul style="list-style-type: none"> ▪ Revise DOB procedures and checklists to promote improved review process ▪ Train Case Managers on review process ▪ Create Tier 2 DOB unit to assist with non-standard documentation and issues ▪ Because resources other than CDBG-DR funds may be received throughout the lifetime of an application, implement DOB checks both at front end and back end of process ▪ Verify applicant-provided information electronically through established data warehouses, direct correspondence with the funder, or third party verification of completed repairs during damage
Applicants are applying for homeowner benefits for a second home	<ul style="list-style-type: none"> ▪ Require documentation of primary residence during procedures ▪ Conduct spot checks of residency that may include searching tax records for homeowner exemptions
Task 02: R3 Damage Assessment	
One-off travel to remote areas by inspectors takes too long and creates inefficiencies and delays	<ul style="list-style-type: none"> ▪ Bundle damage assessment assignments by geographic area where possible to increase efficiency and achieve economies of scale for inspectors and PRDOH’s environmental consultant ▪ Utilize weekly application throughput reports to ensure that the bundling is increasing throughput without jeopardizing requirements to inspect within one week of PRDOH eligibility approval
Applicants do not show up for their appointments	<ul style="list-style-type: none"> ▪ Ensure Case Managers and/or the assigned inspector contact the applicant a day before the appointment to verify that the designated substitute will be at the property at the appointed time ▪ Confirm by phone or email on day of appointment ▪ If owner does not show up even after contact, take time/date stamped photographs to document the visit and provide basis for possible termination of process
Connectivity issues prevent Inspector from uploading/downloading information during onsite damage assessment	<ul style="list-style-type: none"> ▪ Supply inspectors with field checklists and materials to manually document and sketch floorplans, finishes, and quantities ▪ Train inspectors to photograph structures, lot, interior finishes, ceilings, and flooring, as well as to make a video walkthrough of the structure

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Exhibit 2-20. The ICF Team’s experience will prevent many problems in advance and can deliver viable solutions to issues if they occur.

Anticipated Problems	ICF Team Solutions
Inspectors face challenges locating properties because maps and GPS are inaccurate, particularly in remote areas	<ul style="list-style-type: none"> ▪ Upload and complete reports when connectivity is established ▪ Obtain directions to the home as part of the application process ▪ When available, use latitude and longitude coordinates to navigate to homes ▪ Explore alternative resources to pinpoint locations of home such as Openstreetmap.org ▪ Plan the trip and print directions prior to the day of the site visit
Task 03 (A & B): Program Award Coordination	
PRDOH makes changes to program that impact award calculations and must be communicated to staff to ensure compliance	<ul style="list-style-type: none"> ▪ Release just-in-time training when policies, procedures, or standards are updated ▪ Develop job aids and accompanying FAQs to help staff interpret and accurately comply with program changes enacted by PRDOH or other corrective actions
Insolvent insurance companies fail to process claims for payment under insurance contracts, creating issues related to DOB	<ul style="list-style-type: none"> ▪ Establish protocol with PRDOH and HUD to establish when potential proceeds of unpaid insurance claims will be excluded from DOB and award calculations, subject to subrogation
Applicants object to terms and conditions of financial assistance and therefore withdraw their applications late in the process, wasting time and resources	<ul style="list-style-type: none"> ▪ Include information about financial terms and conditions and affordability requirements early in the application process ▪ Ensure applicants that do not understand the terms and conditions are referred to Housing Counseling when appropriate
Task 04 (A1, A2, & B): Progress Inspections and Payment Requests	
Construction quality does not meet program standards and/or building code standards	<ul style="list-style-type: none"> ▪ Mark the corresponding inspection as failed and deny the associated payment. ▪ Train Inspectors in Minimum Housing Standards, and Construction Performance Guidelines ▪ Identify substandard work with contractor and propose corrective solutions or remedies ▪ Document builder’s performance scorecard to reflect the low quality so it is evaluated, potentially limiting future assignments
Work performed is inconsistent with the scope of work and/or drawings	<ul style="list-style-type: none"> ▪ Ensure scopes of work, draw inspection checklists, and design drawings are utilized as the basis for all construction tasks ▪ Schedule a meeting with the site superintendent/contractor to review deviations to the scope

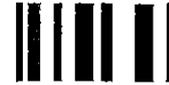


Exhibit 2-20. The ICF Team’s experience will prevent many problems in advance and can deliver viable solutions to issues if they occur.

Anticipated Problems	ICF Team Solutions
	<ul style="list-style-type: none"> ▪ If the change was necessary, mandate that a Change Order be filed. If the work was unnecessary, require the existing work is corrected to match the scope
Municipal inspectors are not providing timely and/or quality inspections of work	<ul style="list-style-type: none"> ▪ Inform Municipality of expected outcomes and offer re-training ▪ Report progress of municipal inspectors to PRDOH for corrective action
Contractor fraud is suspected	<ul style="list-style-type: none"> ▪ Train inspectors to identify signs of fraud, waste, and abuse ▪ Use information in case management system to isolate outliers and indicators of potential fraud. Establish a fraud tip line ▪ Notify PRDOH Fraud Team when fraud suspected
Inspectors identify potential health and safety hazards during their inspections	<ul style="list-style-type: none"> ▪ Safety Officers develop information to be shared with contractors at pre-construction meeting to communicate expectations ▪ Health and safety issues identified during inspections are flagged in files; contractors are warned of violations ▪ Safety Officers follow up with violators as well as spot check for compliance
Municipal offices are not providing timely approvals of construction permits or permit inspections	<ul style="list-style-type: none"> ▪ Conduct outreach with permitting jurisdictions to identify reasons for delays ▪ Work with jurisdictions to improve their process and develop solutions for permitting issues and requirements ▪ Notify PRDOH of our efforts and solutions or request support for issue resolution if necessary
Contractors' assignments exceed their capacity to do the work, resulting in construction delays	<ul style="list-style-type: none"> ▪ Use PRDOH case management system to monitor performance of construction firms against anticipated schedules to identify bottlenecks and problems ▪ Make contractor assignments according to performance to reduce capacity-related failures
Owner inaction delays or prevents completion of construction and potentially triggers fund recapture	<ul style="list-style-type: none"> ▪ Mitigate problems at beginning of process during pre-construction meeting to set expectations regarding timing, construction process, finished product ▪ When delays occur, use Case Managers and Inspectors to investigate quickly to determine root causes – misunderstanding between client and contractor, poor quality work that requires mitigation before approvals, unrealistic client expectations – and document the files ▪ Have Case Managers negotiate agreement to resolve the impasse and, if unresolvable, refer to DPM ▪ If recapture is necessary, coordinate with PRDOH to provide complete file and relevant information to complete recapture in accordance with policies and procedures

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Exhibit 2-20. The ICF Team’s experience will prevent many problems in advance and can deliver viable solutions to issues if they occur.

Anticipated Problems	ICF Team Solutions
Project is encountering unforeseen construction obstacles resulting in delays and the need for change orders	<ul style="list-style-type: none"> ▪ Work with homeowners and their contractors upfront to thoroughly review the project plan to minimize the need for change orders ▪ When revisions are unavoidable, use a change order management process to document the revisions in scope and price.
Task 05 (A & B): Application Closeout	
Missing or incorrectly filed documents prevent project from being closed out	<ul style="list-style-type: none"> ▪ Build QA/QC into the application and construction process to minimize number of cases with missing documents or errors in file organization ▪ Provide detailed checklists explaining documentation needs at each stage of the project ▪ Conduct periodic QA/QC file reviews and audits at various stages of the project to catch errors before getting to closeout
Defects appear in HER program installations following final payment	<ul style="list-style-type: none"> ▪ Maintain database of warranty expiration dates and submit warranty expiration dates with closed file
Overpayments noticed during closeout process	<ul style="list-style-type: none"> ▪ Coordinate with PRDOH and the applicant to secure repayment by enforcing the subrogation agreement or initiating recapture in accordance with PRDOH policies and procedures
Inaccurate DRGR entries observed at closeout	<ul style="list-style-type: none"> ▪ Perform quarterly reconciliation of program counts for closed projects and beneficiaries against DRGR records ▪ Make QPR adjustments as necessary
Task 06: R3 HQS Inspections	
Owners are not on the island or are otherwise unavailable at scheduled inspection date	<ul style="list-style-type: none"> ▪ Use scheduling software with automated appointment reminder and confirmation notifications to owner, inspector, and environmental consultant ▪ Allow property owners who cannot be present to complete a Right of Entry form and appoint an agent who can provide site access
Water, gas, or electric utility services are not turned on so inspectors cannot complete their reviews	<ul style="list-style-type: none"> ▪ Notify owners during scheduling that utilities must be on at time of inspection ▪ If arrive and determine utilities are not available, perform inspection on all available areas and require re-inspection for failed electrical and/or water supply.

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3. EXAMPLES OF PAST DELIVERABLES (6.3.6)

This section includes specific examples of past deliverables from relevant projects. Deliverables are accompanied by brief descriptions and organized into the following categories: intake and eligibility, damage assessments, duplication of benefits, inspections, reporting, and closeout. To aid evaluators in the review of this section, we have shortened the length of several long deliverables to include only the first few pages showing the table of contents or agenda. We are happy to share complete deliverable files with PRDOH upon request.

INTAKE AND ELIGIBILITY

1. **New Jersey Department of Community Affairs (NJ DCA) Sandy Recovery Division New Employee Orientation Training Slides (ICF)**. Samples of presentation slides for new employee orientation. This document provides an overview of program eligibility to Sandy Recovery Division staff (20 of 86 slides).
2. **NJ DCA Exhibits Training Day 1 Slides (ICF)**. Sample of presentation slides used to train the Intake Center staff for the NJ DCA program (5 of 86 slides).
3. **NJ DCA Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) Program Step by Step (ICF)**. This Step-by-Step applicant handout was developed for New Jersey to explain and break down the grant process in easy to understand steps of completion. In addition to English, the one-pager was also created in Spanish and Vietnamese – we have included all three versions.
4. **Ameren HVAS Processing Manual (ICF)**. This is the HVAC Rebate Processing Manual for our Ameren Missouri client. We have included the table of contents and first 6 of 52 pages.
5. **Power Rebate User Guide 2018 (ICF)**. This presentation is a user guidebook for how to use the Power Rebate tool ICF developed -- a mobile application for HVAC contractors to use during the time of equipment install or tune-up to apply for energy efficiency rebates. We have included the first 12 of 57 slides.
6. **RREM Program Policies and Procedures (ICF)**. This document covers the policies and procedures for the NJ DCA Sandy Recovery Division. For ease of evaluation, we have only included the table of contents (5 of 207 pages).



7. **NJ DCA Housing Counseling Services Program Guidelines (ICF)**. This 15 page document includes program guidelines and procedures for the Housing Counseling Services.
8. **Call Results (Telecontacto)**. Screenshot of call results from Telecontacto's call center.
9. **Anejo 10 – A Assistance Request DR-2008 (ETI)**. This document is an individual housing assistance application with instructions and the actual form.
10. **Manual Disaster Recovery (ETI)**. This is a procedures manual for the implementation of the CDBG process at the municipal level. We included the table of contents and introduction (8 of 92 pages).
11. **Anejo 12 – Checklist requisitions DR (ETI)**. A checklist to confirm the application is complete, another tool for the persons filling the form.

DAMAGE ASSESSMENTS

12. **NJ DCA Initial Site Assessment for RREM and LMI Homeowner Program (ICF)**. This is the Initial Site Assessment (ISI) that determined the Estimated Cost to Repair (ECR) for a typical residential property for the NJ disaster recovery program. There are examples of Xactimate for the RREM and Low/Moderate Income Homeowner (LMI) program.
13. **Damage Description and Dimension (DDD) Report, Bayamon, Puerto Rico (CMA)**. This report includes a qualitative description of damages and a quantitative extent of damage reported to be able to establish the scope of work and cost estimate for the development of a Project Worksheet as per FEMA standards. The client was PR Office of Recovery, Reconstruction and Resilience (COR3) / Municipality of Bayamon. For evaluation purposes, this report was shortened to only include building 1 information (27 of 46 pages).

DUPLICATION OF BENEFITS

14. **NJ DCA Duplication of Benefits (DOB) Training (ICF)**. This presentation was used to train on DOB for NJ DCA CDBG-DR grantee staff. For evaluation purposes, the file has been shortened to include course objectives, agenda, and module 1 (12 of 55 slides).
15. **New York (NY) Governor's Office of Storm Recovery (GOSR) NY Rising Reconciliation Unit (ICF)**. This document was developed to explain the DOB scenarios that may result in grant funding being owed back to the state.



16. **State of Texas, County of Newton DOB Tip Sheet (APTIM)**. This document explains what Homeowners should know about DOB and how this could impact their HUD Grant Award.
17. **Anejo 11 – Update to the norm of duplicity of benefits (ETI)**. This is an instruction document on the DOB process. Includes the translation to English at the end.

INSPECTIONS

18. **Field Observation Report, Guaynabo, PR (CMA)**. Sample of a 6,000 sq.ft. single family resident unit daily field inspection report.
19. **Roof Update (CMA)**. Sample of an industrial daily field inspection report for a 24,000 sq.ft. roofing replacement project.
20. **Sample Damage Assessment (APTIM)**. 87 damage assessment page report. We included pages 1-7 and pages 81-86.

REPORTING

21. **Monitoring Guide for the 2018 CDBG-DR Problem Solving Clinic (ICF)**. HUD approved guide for monitoring any program that uses CDBG-DR funds.
22. **SRD All Programs Executive Dashboard and Detailed Dashboard (ICF)**. These two dashboards were created for the New Jersey Sandy Recovery Division (SRD) and show financial details and HUD Performance Metrics by program category and agency.
23. **Strike Team: HCDD Hurricane Harvey Program Interest Survey Report (APTIM)**. Sample metrics on outreach and application process.
24. **MTD Report (Telecontacto)**. Month to date report summarizing call results by type and reigon.
25. **Satisfaction (Telecontacto)**. Client satisfaction report.

CLOSEOUT

26. **RREM Closeout Training (ICF)**. This is an abbreviated version of the training presentation that was used to cover the closeout procedures for each of the applicant pathways (A, B, and



C) in the RREM program. For evaluation purposes, we only included the first four slides with the agenda (4 of 64 slides).

27. **Pathway A QA/QC Closeout Checklist/Guidelines (ICF).** Checklist used to ensure all required documents are in the applicant file for closeout. For ease of evaluation, pathways B and C have been removed.
28. **Reconstruction File Validation Data Checklist (ICF).** This document was used for RREM as the final step prior to archiving.
29. **Anejo 12 – Requisition of funds (ETI).** This is a form the municipalities can use for requesting funds for the CDBG-DR projects in the municipality, so the form would be submitted to receive additional funds.
30. **Anejo 12 – Checklist requisitions of municipalities (ETI).** This is a checklist to ensure the application has the necessary components, a tool to help the applicant complete the request.

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**SANDY RECOVERY DIVISION
NEW EMPLOYEE ORIENTATION**

State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

Governor Chris Christie Lt. Governor Kim Guadagno
Commissioner Charles A. Hickey

Agenda

Topic	Duration
Welcome and Introductions	5 minutes
Module 1: Overview of DCA and the Sandy Recovery Division	25 minutes
Module 2: Overview of Sandy Recovery Programs	1 hour 15 minutes
Module 3: VCA, LEP Awareness and Current LAP Protocol	15 minutes
Total time - 2 hours	

2

Introductions

- Facilitator introduction
- Ice breaker and participant introductions
 - Name
 - Office or team
 - One fun fact about New Jersey –

“Did you know...?”

3

Module 1: Overview of DCA and the Sandy Recovery Division

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Module Objectives
<ul style="list-style-type: none">• By the end of this module you will be able to:<ul style="list-style-type: none">- Describe the objectives of DCA's Sandy Recovery Division (SRD)- Identify DCA and SRD key staff- List the partners and affiliates of DCA
5

Background Information
<ul style="list-style-type: none">• Superstorm Sandy hit New Jersey on October 29, 2012• \$16 billion in Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) funding• Approximately \$4.17 billion allocated to NJ:<ul style="list-style-type: none">- First allocation: \$1,829,520,000- Second allocation: \$1,463,000,000- Third allocation: \$881,909,000
6

NJ Department of Community Affairs (DCA) Overview
<ul style="list-style-type: none">• Administers CDBG-DR funds to repair or rebuild:<ul style="list-style-type: none">- Homes, including affordable rental housing- Businesses- Infrastructure• Programs and services are provided through five divisions:<ul style="list-style-type: none">- Division of Housing and Community Resources- Division of Local Government Services- Division of Codes and Standards- Division of Fire Safety- Sandy Recovery Division
7

Key DCA Staff
<ul style="list-style-type: none">• Charles Richman – Acting Commissioner• David Reiner – Deputy Commissioner• Laura Shea – Assistant Commissioner• Sam Viavattine – Director, Sandy Recovery Division
8

Sandy Recovery Division (SRD)

- Manages the majority of the federal funds used to assist NJ in recovering from Superstorm Sandy
- Committed to efficiently and effectively addressing long-term needs of Sandy-impacted residents and communities through programs designed to help:
 - Homeowners
 - Tenants
 - Landlords
 - Developers
 - Local governments

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Other State Agencies and Partners

- Economic Development Authority (EDA)
- New Jersey Redevelopment Authority (NJRA)
- Housing and Mortgage Finance Authority (HMFA)
- Department of Health (DOH)
- Department of Environmental Protection (DEP)
- Governor's Office of Recovery and Rebuilding (GORR)

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Key DCA Contractors and Subcontractors

ICF International and Team	• DCA Policy Support and Staff Augmentation
CGI	• IT systems, including the Sandy Integrated Recovery Operations and Management System (SIROMS)
CB&I Shaw, Gilbane	• Program/Construction Managers
CohnReznick	• DCA internal auditor

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Housing Recovery Center (HRC) Locations



Northern/Essex County 2 Gateway 9th Floor Newark, NJ Serving Essex, Bergen, Hudson, and Union counties	Ocean County 150 Vassallo Avenue Suite 101 Lakewood, NJ Serving Ocean County
Monmouth County 3 Paragon Way Suite 150 Freehold, NJ Serving Monmouth and Middlesex counties	Atlantic County 500 Scarborough Drive Suite 101 Egg Harbor Township, NJ Serving Atlantic and Cape May counties

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Useful Links

- DCA Sandy Recovery Division:
<http://www.nj.gov/dca/divisions/sandyrecovery>
- CDBG-DR Action Plan, amendments and reports:
<http://www.renewjerseystronger.org/plans-policies-reports/>
- Sandy recovery program info:
<http://www.renewjerseystronger.org>
- Superstorm Sandy CDBG-DR Dashboard:
<https://www.newjerseyrebuild.org/>

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Module Wrap-Up

- You have reached the end of this module. You should now be able to:
 - Describe the objectives of DCA's Sandy Recovery Division (SRD)
 - Identify DCA and SRD key staff
 - List the partners and affiliates of DCA

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Module 2: Overview of Sandy Recovery Programs

Objectives

- By the end of this module you will be able to:
 - List the main Sandy Recovery programs for homeowners and landlords/renters
 - Describe the purpose of the following programs:
 - RREM
 - LMI Homeowner
 - LRRP

16



Sandy Recovery Programs

- Homeowner Assistance Programs
 - Reconstruction, Rehabilitation, Elevation & Mitigation (RREM)
 - Low- and Moderate-Income (LMI) Homeowners Rebuilding Program
 - Social Services Block Grant (SSBG) Rental Assistance Program (RAP)
 - Housing Resettlement Program (RSP)
 - Blue Acres Buyout Program
 - Lead Hazard Reduction (LHR) Program

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Sandy Recovery Programs (cont.)

- Programs for Renters or Landlords/Developers
 - Landlord Rental Repair Program (LRRP)
 - Landlord Incentive Program (LIP)
 - Tenant-Based Rental Assistance (TBRA)
 - Fund for Restoration of Multifamily Housing (FRM)
 - Sandy Special Needs Housing Fund (SSNHF)
 - Predevelopment Fund for Affordable Rental Housing
 - Neighborhood Enhancement Program (f.k.a. Blight Reduction Pilot Program)
 - Sandy Homebuyer Assistance Program (SHAP)

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Sandy Recovery Programs (cont.)

- Economic Development Programs
 - Grants/Forgivable Loans to Businesses
 - Direct Loans for Small Businesses
 - Tourism Marketing Campaign
 - Neighborhood & Community Revitalization
- Infrastructure Programs
 - New Jersey Energy Resilience Bank
 - Flood Hazard Risk Reduction Programs
 - Non-Federal Cost Share (Match)

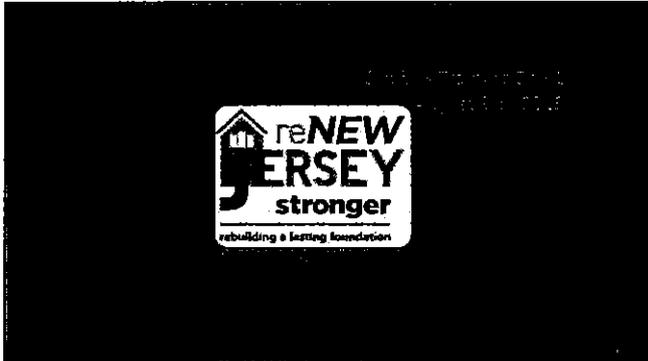
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Sandy Recovery Programs (cont.)

- Support for Government Entities
 - Unsafe Structures Demolition Program
 - Essential Services Grants Program
 - Zoning Code Enforcement
- Post-Sandy Planning Assistance Grant Program
- Sandy Recovery Housing Counseling Program

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Agenda

- Welcome and Introductions
- Module 1: Exhibit 1 - Award Calculation
- Module 2: LMI Introduction
- Module 3: ECR/WIP Contestations



Module 1
Exhibit 1 Award Calculator



Objective

- Today we will determine how to use the Homeowner Grant Award to create the preliminary grant calculation



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RREM Steps and Pathway Options

Pathway A: Reimbursement Only	Pathway B: Applicant Selects Counselor
Step 1: Application	✓
Step 2: Training Advisor Review Application	✓
Step 3: Training Advisor Approval	✓
Step 4: Enrollment Review	✓
Step 5: Grant Award Signing	✓
Step 6: Meeting on Final Day of Training	✓
Step 7: (R) Final Review Approval (Final ROR)	✓
Step 8: Final Award Calculation	✓

PERSELY
Partners in Learning

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Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) Program Step-by-Step

1 NOTICE OF FUNDING

- A. Homeowner completes and submits the Right of Entry Form (ROE)
 - Form needed to schedule Initial Site Inspection and Environmental Review
- B. Homeowner completes and submits Duplication of Benefits Questionnaire (DOB)
 - Homeowner provides as much detail as possible about work completed and funds received

2 ENVIRONMENTAL REVIEW & INITIAL SITE INSPECTION*

- A. RREM Program Manager prepares preliminary cost estimate of work completed and work remaining
- B. Department of Environmental Protection (DEP) conducts federally mandated review to ensure no negative impacts to the environment and any historical or archaeological artifacts
- C. Homeowner notified of conditional environmental clearance

3 ELIGIBILITY VERIFICATION*

- A. Homeowner mailed award packet with information on how to verify eligibility
 - Proof of primary residence
 - Income < \$250,000
 - Proof of ownership
 - Substantial damage determination (attestation or letter)
- B. Homeowner assigned Housing Advisor
- C. Homeowner can work with Housing Advisor remotely or in person to submit required information

*Steps 2 & 3 can vary in order or be happening at the same time based on a homeowner's specific circumstances.

4 GRANT SIGNING MEETING WITH HOUSING ADVISOR

- A. Homeowner mailed grant signing packet with pre-grant award signing information
 - Documents include: grant award notice, next steps for construction
- B. Homeowner attends mandatory in-person meeting with Housing Advisor to sign grant award
- C. Determine reimbursement amount and authorize reimbursement payment to homeowner (if applicable)
- D. Homeowner submits Advance Payment Request (if contractor is already selected)
- E. Homeowner attests to having the necessary funds to complete construction

5 PRE-CONSTRUCTION MEETING WITH RREM PROJECT MANAGER

- A. RREM Project Manager reviews:
 - The remaining scope of work left to complete and what construction elements are "reasonable and necessary"
 - State and Federal regulations and requirements for remaining construction (e.g. lead hazard reduction, green building standards)
 - Invoice and payment request process
- B. Homeowner agrees to comply with all program requirements for remaining construction

6 CONSTRUCTION PHASE

- A. Homeowner attests to being substantially under construction within 30 days after advance payment is issued
- B. Homeowner has 1 year to complete construction, including elevation, from date of Grant Award
- C. Homeowner submits proof of construction costs incurred
 - Homeowner receives payment through no more than two installments in addition to advance payment
- D. Homeowner notifies the RREM Program that work is completed
- E. RREM Program Manager completes final program inspection to verify compliance
 - RREM Program releases restrictive covenant
- F. Homeowner receives Certificate of Occupancy and moves back home

PROJECT COMPLETE

For more information, please visit www.reNewJerseyStronger.org



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

Governor Chris Christie | Lt. Governor Kim Guadagno | Acting Commissioner Charles A. Richman





Programa de Reconstrucción, Rehabilitación, Elevación y Mitigación (RREM) – Paso por Paso

1 NOTIFICACIÓN DE FINANCIAMIENTO

- A. Propietario llena y presenta Formulario de Derecho de Entrada (ROE)
 - Es necesario programar la Inspección Inicial del Sitio y Revisión Ambiental
- B. Propietario llena y presenta Cuestionario sobre Duplicación de Beneficios (DOB)
 - Propietario proporciona todos los detalles posibles sobre el trabajo realizado y los fondos recibidos

2 REVISIÓN MEDIOAMBIENTAL E INSPECCIÓN INICIAL DEL SITIO*

- A. Gerente de Programa del RREM prepara estimación inicial del costo del trabajo realizado y pendiente
- B. Departamento de Protección Ambiental (DEP) realiza revisión del lugar por mandato federal, para asegurar que no hayan efectos negativos al medio ambiente ni ningún objeto histórico o artefacto arqueológico
- C. Se notifica al propietario sobre la autorización ambiental condicional

3 VERIFICACIÓN DE ELEGIBILIDAD*

- A. Se envía por correo al propietario el paquete de concesión con información sobre cómo verificar su elegibilidad
 - Prueba de residencia principal
 - Ingreso inferior a US\$250 000
 - Prueba de titularidad sobre la propiedad
 - Determinación de daños substanciales (certificación o carta)
- B. Se asigna al propietario un Asesor de Vivienda
- C. Propietario puede trabajar con su Asesor de Vivienda en forma remota o en persona para presentar la información requerida

*Pasos 2 y 3 pueden variar en orden o ejecución, al mismo tiempo, a partir de las circunstancias específicas de un propietario.

4 REUNIÓN CON ASESOR DE VIVIENDA PARA LA FIRMA DEL ACUERDO DE SUBSIDIO

- A. Se envía por correo al propietario el paquete de concesión con información previamente a la firma del subsidio
 - Los documentos incluyen: notificación de concesión del subsidio; próximos pasos por seguir para la construcción
- B. Propietario asiste a reunión obligatoria con Asesor de Vivienda para la firma de la concesión del subsidio
- C. Determinación del monto de reembolso y autorización de pago del reembolso al propietario (si corresponde)
- D. Propietario presenta Solicitud de Pago por Adelantado (si ya estuviese seleccionado el contratista)
- E. Propietario afirma tener los fondos necesarios para la compleción de la construcción

5 REUNIÓN PREVIA A LA CONSTRUCCIÓN CON GERENTE DEL PROYECTO DEL RREM

- A. Gerente de Proyecto del RREM revisa lo siguiente:
 - Alcance del trabajo pendiente por completar y qué materiales de construcción son "razonables y necesarios"
 - Requisitos y regulaciones estatales y federales para las obras de construcción pendientes (por ejemplo, normas de construcción ecológicas; normas sobre reducción de riesgos de presencia de plomo)
 - Proceso de solicitud de facturación y pago
- B. Propietario se compromete a cumplir con todos los requisitos del programa para la construcción pendiente

6 FASE DE CONSTRUCCIÓN

- A. Propietario demuestra que la construcción es sustancial dentro de 30 días después del pago por adelantado correspondiente
- B. Propietario tiene 1 año para terminar la construcción, incluyendo las obras de elevación, a partir de la fecha de la concesión del subsidio
- C. Propietario presenta comprobantes de gastos de construcción
 - Propietario recibe pago a través de dos cuotas como máximo, además del pago por adelantado
- D. Propietario notifica al Programa RREM sobre la finalización del trabajo
- E. Gerente del Programa RREM hace inspección final del programa para verificar su cumplimiento
 - Programa RREM libera contrato de restricción
- F. Propietario recibe Certificado de Ocupación y se muda a la vivienda

PROYECTO COMPLETO

Para obtener más información, por favor visite www.reNewJerseyStronger.org



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

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Các Bước của Chương Trình Tái Thiết, Phục Hồi, Nâng Nền và Cứu Trợ (Reconstruction, Rehabilitation, Elevation và Mitigation, hay RREM)

1 THÔNG BÁO VỀ NGÂN QUÝ

- A. Gia chủ điền đầy đủ và nộp mẫu Giấy Phép Ra Vào (Right of Entry, hay ROE)
- Cần có mẫu này để chọn thời biểu Kiểm Tra Ban Đầu Tại Địa Điểm và Thẩm Định Môi Trường
- B. Gia chủ điền đầy đủ và nộp bản trả lời khảo sát Trùng Lặp Quyền Lợi (Duplication of Benefits, hay DOB)
- Gia chủ cung cấp thông tin càng chi tiết càng tốt về công việc đã hoàn thành và ngân quỹ đã nhận

2 THẨM ĐỊNH MÔI TRƯỜNG & KIỂM TRA BAN ĐẦU TẠI ĐỊA ĐIỂM*

- A. Quản Lý Chương Trình RREM ước tính chi phí sơ bộ cho phần công việc đã hoàn tất và phần còn lại
- B. Ban Bảo Vệ Môi Trường (Department of Environmental Protection, hay DEP) tiến hành thẩm định theo pháp quy bắt buộc của liên bang để chắc chắn không có ảnh hưởng xấu đến môi trường, kể cả mọi khía cạnh lịch sử và bất cứ mẫu vật khảo cổ nào
- C. Gia chủ được thông báo về quy định dọn sạch môi trường

3 XÁC MINH TIÊU CHUẨN*

- A. Gửi tập tài liệu xin trợ cấp (qua bưu tín) cho gia chủ, cùng với thông tin về cách kiểm chứng mức độ đáp ứng tiêu chuẩn
- Bảng chứng về nơi cư trú chính
 - Lợi tức < \$250,000
 - Bảng chứng sở hữu
 - Xác định mức độ thiệt hại đáng kể (thư hay bản xác nhận)
- B. Chỉ định Cố Vấn Gia Cư (Housing Advisor) để hỗ trợ gia chủ
- C. Gia chủ có thể hội ý với Cố Vấn Gia Cư từ xa hoặc gặp mặt trực tiếp để trao thông tin cần thiết

*Các bước 2 & 3 có thể thay đổi thứ tự hoặc xảy ra cùng lúc, tùy vào hoàn cảnh cụ thể của gia chủ.

4 GẶP MẶT KÝ KẾT TRỢ CẤP CÙNG VỚI CỐ VẤN GIA CƯ

- A. Gửi tập tài liệu ký kết trợ cấp (qua bưu tín) cho gia chủ, trong đó có thông tin cần ký tên trước khi trợ cấp
- Tài liệu chứng từ bao gồm: thông báo trợ cấp, các bước xây cất kế tiếp
- B. Gia chủ đến dự buổi gặp mặt trực tiếp (bắt buộc) với Cố Vấn Gia Cư để ký kết nhận trợ cấp
- C. Xác định khoản bồi hoàn và ủy nhiệm chi trả cho gia chủ (nếu áp dụng)
- D. Gia chủ nộp Đơn Yêu Cầu Ứng Trước (nếu đã chọn thầu khoán)
- E. Gia chủ khẳng định đã có ngân quỹ cần thiết để hoàn tất xây cất

5 HỌP MẶT VỚI QUẢN LÝ DỰ ÁN RREM TRƯỚC KHI XÂY CẤT

- A. Quản Lý Dự Án RREM sẽ cứu xét:
- Quy mô công việc còn lại, và những thành phần xây cất nào là "hợp lý và cần thiết"
 - Quy định và đòi hỏi của Tiểu Bang và Liên Bang đối với phần xây cất còn lại (thí dụ: giảm thiểu mối nguy hiểm về chi, tiêu chuẩn tòa nhà xanh)
 - Tiến trình lập hóa đơn và yêu cầu chi trả
- B. Gia chủ đồng ý tuân hành mọi quy định của chương trình về phần xây cất còn lại

6 GIAI ĐOẠN XÂY CẤT

- A. Gia chủ khẳng định đang xây cất cấp tập trong vòng 30 ngày sau khi được ứng tiền trước
- B. Gia chủ có 1 năm để hoàn tất xây cất, kể cả nâng nền, tính từ ngày Được Trợ Cấp
- C. Gia chủ nộp chứng cứ về chi phí xây cất đã trang trải
- Ngoài khoản ứng trước, gia chủ còn được lãnh thêm không quá hai đợt nữa
- D. Gia chủ báo cho Chương Trình RREM biết là đã hoàn tất công việc
- E. Quản Lý Chương Trình RREM hoàn tất kiểm thảo chương trình lần cuối để xác nhận tuân hành
- Chương Trình RREM công bố điều khoản hạn chế
- F. Gia chủ lấy Giấy Cho Phép Cư Ngụ (Certificate of Occupancy) và dọn về nhà cũ

DỰ ÁN HOÀN TẤT

Muốn biết thêm thông tin thì nên đến www.reNewJerseyStronger.org



TIỂU BANG NEW JERSEY
BAN SỰ VỤ CỘNG ĐỒNG (DEPARTMENT OF COMMUNITY AFFAIRS)

Thống Đốc Chris Christie | Phó Thống Đốc Kim Guadagno | Ủy Viên Richard E. Constable, III





Ameren Missouri

HVAC Rebates

Processing Manual

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Program Overview

Ameren Missouri offers rebates for Missouri Electric Residential customers who upgrade their heating and cooling system to a new, qualifying high-efficiency system using a program participating contractor. Ameren Missouri also offers savings for those who get an Ameren Missouri Efficiency Analysis along with a system tune – up performed by a program participating contractor. Applications are submitted by the installing program participating contractor through an online intake tool (OIT).

Eligibility

- Customers must have a current Ameren Missouri residential electric account.
- A participating contractor must be used to install qualifying equipment.
- The contractor must be participating at the time of installation or service.
- Installation date has to be on or after March 7, 2016.
- Contractors should submit applications within 30 days from the completion date of the project and by February 15, 2019.
 - **This rule is customer facing only.** We will still process forward if submitted within the current program year
- **Newly Installed Equipment Rebate Eligibility**
 - Newly installed equipment must meet or exceed the Seasonal Energy Efficiency Ratio (SEER) levels set forth by the program.
- Existing operating equipment being replaced must have a SEER rating of 12 or lower.
 - Rebate eligibility is dependent on the existing heating source. Please see the Individual Measure Requirement section.
 - If the existing SEER is higher than 12, the application will have to be placed in flaw letter review to be rejected.

Structure Requirements

The below structures qualify:

1. Single – Family and Mobile Homes
2. Multifamily building with four units or less, in any configuration
3. Row house
 - a. Defined as a single-family dwelling unit that shares common vertical walls only with other single-family dwelling units.
4. Multistory or multifamily dwelling units with greater than four units that also share a horizontal surface (floor or ceiling) with another dwelling unit do not qualify.



Electric Incentive Levels

Rebates valid for installs on or after March 1, 2017

Efficiency Requirements	Minimum Requirement	Incentive
Air Source Heat Pump		
SEER 15 – 15.99	Replace Operating or Failed Air-Source Heat Pump	\$500
	Replace Operating or Failed Central Air Conditioner and Electric Resistance Furnace	\$800
SEER 16+	Replace Operating or Failed Air-Source Heat Pump	\$650
	Replace Operating or Failed Central Air Conditioner and Electric Resistance Furnace	\$900
Ductless Air-Source Heat Pump		
SEER 19+	Replace Operating or Failed Air-Source Heat Pump	\$300
	Replace Operating or Failed Central Air Conditioner and Electric Resistance Furnace	\$500
	Installed With Existing Gas Heat	\$500
Dual Fuel Heat Pump		
SEER 15-15.99	Replace Operating or Failed Central Air Conditioner and Non-Electric Heat Source	\$175
SEER 16+	Replace Operating or Failed Central Air Conditioner and Non-Electric Heat Source	\$200
Ground Source Heat Pump		
EER 14 -22.99	Replace Operating Air-Source Heat Pump	\$2000
	Replace Operating or Failed Electric Resistance Furnace	
EER 23+	Replace Operating or Failed Ground Source Heat Pump	\$800
Central Air Conditioner		
SEER 14-14.99	Replace Operating Central Air Conditioner	\$300
	Replace Failed Central Air Conditioner	\$250
SEER 15-15.99	Replace Operating Central Air Conditioner	\$400
	Replace Failed Central Air Conditioner	\$275
SEER 16+	Replace Operating Central Air Conditioner	\$500
	Replace Failed Central Air Conditioner	\$300



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Minimum Requirement		Incentive
ECM		
Factory installed in a New Gas Furnace or Air Handler	Included in AHRI Efficiency Rating	\$50
	Retrofit ECM Replacing Permanent Split Capacitor Blower Motor	\$100
Retrofit ECM Replacing Permanent Split Capacitor Blower Motor		\$650
Tune-Up Plus Ameren Missouri Efficiency Analysis		
Performed on Existing Central Air Conditioner or Existing Heat Pump Systems		\$75

Additional Requirements:

- Must be AHRI rated
- New Construction homes receive the replace on failed equipment rebate amounts.
- **Air-Source Heat Pump**
 - Existing operating central ac and air source heat pump being replaced must have a SEER rating of 12 or lower.
 - All air source heat pump measures must have an associated Heating Season Performance Factor (HSPF) in the AHRI certificate. This number needs to be recorded in the Vision equipment attribute labeled "Equipment HSPF." This is true for the following measures:
 - ASHP ER with ASHP 16+ ER
 - ASHP ER with ASHP SEER 15 ER
 - ASHP Replace at Fail with ASHP 16+
 - ASHP Replace at Fail with ASHP SEER 15
 - ASHP SEER 15 ER Elec Resist Furnace ER
 - ASHP SEER 15 Replace at Fail Elect Resist Furnace
 - ASHP SEER 15 Replace at Fail Elect Resist Furnace (NC)
 - ASHP SEER 16+ ER Elec Resist Furnace ER
 - ASHP SEER 16+ Replace at Fail Elec Resist Furnace
 - ASHP SEER 16+ Replace at Fail Elec Resist Furnace (NC)
 - **New Construction Homes must have an electric backup heat source (no gas backup).**
- **Ductless Air - Source Heat Pump**
 - Available only in a dwelling unit with existing gas heat, but where there is no existing ductwork to the space to be conditioned by the Ductless Air-Source Heat Pump and where installation of a properly sized ducted system to that space is cost prohibitive.
 - **New Construction Homes must utilize electricity as a primary heat source.**
 - *New construction homes that utilize natural gas as the primary heat source do not qualify.*



- As a type of air source heat pump, all Ductless ASHP measures must have an associated Heating Season Performance Factor (HSPF) in the AHRI certificate. This number needs to be recorded in the Vision equipment attribute labeled "Equipment HSPF." This is true for the following measures:
 - Ductless ASHP ER
 - Ductless ASHP Replace Electric Resistance ER
 - Ductless ASHP Replace Electric Resistance ROF
 - Ductless ASHP ROF

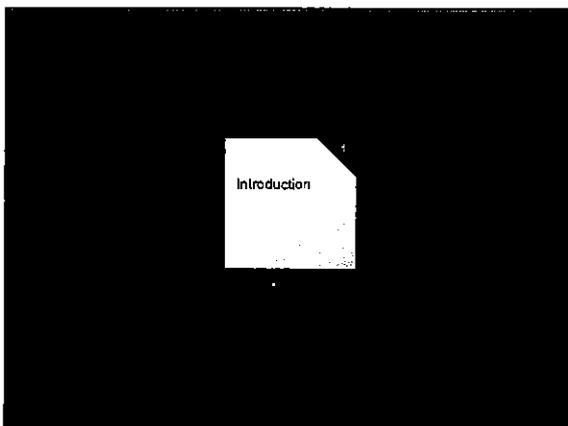
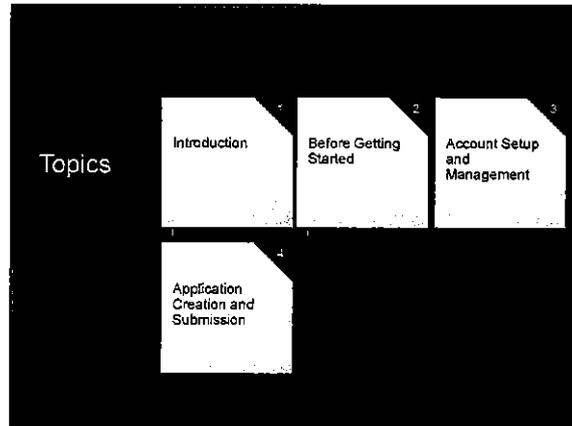
- **Dual Fuel Heat Pump**
 - New Construction Homes must have a gas backup heat source (no electric backup)
 - As a type of air source heat pump, all Dual Fuel Heat Pump measures must have an associated Heating Season Performance Factor (HSPF) in the AHRI certificate. This number needs to be recorded in the Vision equipment attribute labeled "Equipment HSPF." This is true for the following measures:
 - DFHP SEER 15_SF
 - DFHP SEER 16_SF
 - DFHP SEER 17+_SF
 - DFHP SEER 18+_SF

- **Ground Source Heat Pump**
 - Ground Source Heat Pump rebates are only available when replacing a heat pump or electric furnace, not when there is existing gas heat.
 - New construction homes that utilize natural gas as a primary heat source are NOT eligible.
 - **NOTE: the EER requirements are partial cooling load. If the AHRI does not list partial load data, the ground source heat pump is ineligible for rebate**

- **ECM**
 - Retrofit ECM Replacing Permanent Split Capacitor Blower Motor
 - AHRI certificates do not list retro-fit ECM's. Often, the invoice will say 'ECO-Tech'.
 - ECO-Tech is a brand which often times do not have serial numbers.
 - Check out the Appendix for tips to verifying which incentive the customer is eligible for.

- **Tune Ups:**
 - Customer is eligible for 1 rebate per system for the life of the program.
 - Can receive multiple as long as each unit has a separate serial number.
 - New systems must be installed for at least 1 full year before a tune-up incentive can be claimed
 - Tune-ups must be performed on or after 03/07/2016.





Introduction

ICF has developed a mobile application for HVAC contractors to use during the time of equipment install or tune-up to apply for energy efficiency rebates. We call it Power Rebate.

The app has been designed to use features commonly available in today's mobile devices (geo-tagging, photographs, bar code scanning, etc.)

It is our hope the tool will decrease the time it takes for applications to be submitted, reduce application flow rates, and is intuitive and easy to use in the field.

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Introduction

- **Typical Challenges of HVAC Programs**
 - Heavy contractor administrative burden
 - Incomplete / flawed rebate applications
 - One to three week delay in contractor's application submittals from time of install
 - Only 5-10% field QA
 - Typically only outside inspections → missing 50% of work
- **Solution**
 - Power Rebate
- **Benefits**
 - Minimizes contractor admin burden
 - Applications are submitted upon completion of work; customers receive faster rebates
 - 100% QA/QC through photos and geocoding
 - Higher customer and contractor satisfaction

Proprietary and Confidential

Introduction

- **Typical Challenges of Tune-ups/QIVs**
 - Labor intensive and highly technical processes
 - High cost of equipment
 - Seasonal participation due to high LOE
 - Quality of Tune-ups suffer with piece-meal approach and limit savings
- **Solution**
 - Integrate iManifold App and Tools into Power Rebate
- **Benefits**
 - Free app can be used with existing contractor tools or iManifold tools
 - App automates calculations, improving accuracy and reducing LOE
 - iManifold tools automatically collect and monitor 150+ data points
 - Troubleshooting feature improves quality of work
 - Tech Connect allows remote technical support and real time QA/QC

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Before Getting Started

Before Getting Started

- **Ensure your device is supported**
 - iOS 8 or above
 - Recommended devices include iPad Mini with Retina Display, iPad, iPhone 5s +
 - Android 4.4 or above
 - Recommended devices include Samsung Ss, Google Nexus 5, Samsung Galaxy S, Samsung Galaxy Tab 2 +
- **Visit Google Play or Apple App store to download the app**
 -  
 - Search for "Power Rebate"
 - The app will look like this: 

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Before Getting Started

- **Request login credentials from your ICF Account Manager**
 - You will need to provide your email address, and you will receive an automated email from the app containing your credentials when your account has been created
- **Before using the app in the field, ensure your device has connectivity (cell coverage)**
 - A simple check for connectivity is loading www.google.com on any web browsing app
- **If your device is not connected, the app can still be used to gather all data associated with the job...**
 - ...however critical functionality such as geo-tagging will be lost, so it is highly preferred that the device be connected while completing the work
 - If connectivity is present outside the home, it is preferred that the app be submitted as close to the premise as possible (submit from the driveway)
 - If there is no connectivity at all near the home, please submit the application as soon as connectivity becomes available (this helps ensure Personally Identifiable Information is not stored for any length of time on the device -- PII is wiped upon app submission)

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Account Setup and Management

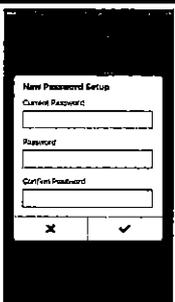
Account Setup and Management



- **The first time you login, use the credentials provided in the automated system email**
 - You will be prompted to change your password upon initial login

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Account Setup and Management



- **This is what the password change screen looks like**
- **Passwords must be at least 8 characters long and must include 2 of the following:**
 - Lower case and/or upper case letters
 - Numbers (0-9)
 - Special characters
(=|'~|@#\$\$%^&'()*_+;?:.,<>|~)

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**Reconstruction, Rehabilitation, Elevation
and Mitigation (RREM) Program
Policies & Procedures**

**New Jersey
Department of Community Affairs
Sandy Recovery Division**

October 2014

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APPROVAL:

Stephen P. Grady, Assistant Director
Housing Recovery Programs

Laura Shea
Director, Sandy Recovery Division

David Reiner
Assistant Commissioner

PURPOSE:

This document establishes the policies and procedures by which Housing Counseling Services will be governed.

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SUBJECT: Housing Counseling Services

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PROGRAM GUIDELINES AND PROCEDURES

PROGRAM: Housing Counseling Services

LEAD AGENCY: Department of Community Affairs

DATE: 12/18/14

PROGRAM DESCRIPTION:

In order to ensure that all households impacted by Sandy have access to the services they need to recover, the State and HUD agreed that it was important to couple CDBG-DR funded housing development endeavors with HUD- certified housing counseling.

DCA has determined that the most effective way to undertake these housing counseling efforts is through a network of community-based nonprofit and public organizations.

Through a competitive process conducted by the Department of Community Affairs, five organizations were selected to provide housing counseling and support to direct sandy impacted renters and homeowners to available services, in the nine impacted. As a part of their scope of work, the nonprofit or public organizations selected will also assist applicants to the Low to Moderate Income (LMI) Homeowner Rebuilding and Tenant Based Rental Assistance (TBRA) programs to complete initial program applications. The organizations are:

- Catholic Charities of Newark
- Consumer Credit and Budget Counseling, Inc.
- Greater Bergen Community Action, Inc.
- O.C.E.A.N. Inc.
- Affordable Housing Alliance

The selected organizations will provide housing counseling services to potential participants in Sandy-assisted housing programs, including both homeowners and renters. There will be four types of counseling services:



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- General housing counseling services, including, but not limited to credit repair, homeless prevention, mortgage readiness, and financial literacy.
- Counseling for potential tenants under any of the CDBG-DR rental or TBRA programs,
- General housing counseling for current and ineligible RREM applicants; and
- Counseling for potential homeowner applicants under the LMI Homeowner program.

The counseling will include, but not be limited to:

- Available housing resources;
- Referral to appropriate assistance programs or available CDBG-DR funded rental units;
- Financial literacy;
- Fair housing rights;
- Mobility; and
- Relocation assistance for displaced public and assisted housing residents.

The counseling will also include assistance in completing initial applications for the CDBG-DR funded LMI Homeowner, TBRA and rental housing programs.

- The housing counseling agencies will provide a variety of services to include advice on buying a home, renting, defaults, foreclosures, and credit issues. Some agencies also provide additional services to assist households with self-sufficiency including homelessness prevention, workforce development and employment referral services, assistance with immigration issues, legal services, fair housing assistance, senior citizens services, and referral and case management services.
- The LMI Homeowner program will have an on-line application form that the counselor may assist the applicant to complete. Households will be encouraged to consult with the selected housing counseling agency in their county, although the household may choose to submit their application without consulting a counseling agency. By assisting with intake, the selected



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nonprofit or public agency will ensure that all fully completed applications are submitted to DCA for further processing.

- The TBRA program will have a brief on-line pre-screening form that applicants will fill out. The housing counselor may assist potential applicants to fill out the pre-screening questions and will forward the forms for any households meeting the initial screening criteria to DCA for processing. Through DCA's outreach efforts, households will be encouraged to consult with a housing counselor in their county. However, they may also choose to directly submit a pre-screening form to DCA.
- For the CDBG-DR funded rental housing programs, the selected nonprofit or public agency will refer the household to the property management office for the rental properties. Property owners are responsible for the application process for their rental units. If requested, households may seek assistance from the housing counselors in completing a rental unit application. The HMFA's Housing Resource Center will be a primary source for available rental properties, as all CDBG-DR assisted rental housing is required to register on that site.

The nonprofit or public agencies are not responsible for application review, processing, or eligibility documentation collection /determination for any CDBG-DR program. Once the application is submitted to DCA, it will be the role of DCA staff and/or its existing Housing Advisors to provide these services. However, if an applicant is determined by DCA to be ineligible for a specific CDBG-DR program, the selected nonprofit or public counseling agencies will refer the applicant to other available resources.

DCA anticipates that some households may require ongoing counseling after the application process and/or during construction period or unit "rent up" period, as applicable. The on-going role of the selected nonprofit or public agency is to continue to provide the types of general counseling services outlined above rather than case management, construction support or advisory services related to the amount or use of the CDBG-DR assistance.



All counseling services must be made available to Sandy-impacted persons with Limited English

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Proficiency (LEP), in accordance with DCA's Language Access Plan (LAP) and HUD's requirements. It is not required that the housing counseling agencies will necessarily have in house translation services for all of the target languages, it was a factor in the selection process. The counseling agency will provide services in any languages where they have qualified translators, as indicated on their application. For all other languages, the counseling agency must have a process for using provided resources, such as DCA's *I Speak* Cards and referring LEP households to DCA's language line and other translation services. Please note that DCA translation services will only be available to CDBG-DR funded programs. For all Limited English Proficiency (LEP) services provided by the counseling organization, the selected nonprofit or public agency will be required to report to DCA monthly on the number and type of those services so that DCA may report to HUD.

The State of New Jersey, Department of Community Affairs has a total of \$2,000,000 available annually for the delivery of all housing counseling services across all nine counties. Agencies selected have received one year of funding with up to five (5) optional one-year extensions until the CDBG-DR program closes no later than 2019. This funding will support housing counseling agencies to deliver the services noted above to residents of the nine New Jersey counties deemed most impacted by Superstorm Sandy, per FEMA, namely: Atlantic; Bergen; Cape May; Essex; Hudson; Middlesex; Monmouth; Ocean; and Union. . All housing counseling services delivered will be provided at no cost to the household.

ELIGIBLE APPLICANTS:

Although limited CDBG-DR programs are open to residents in other counties, the vast majority of the housing assistance is focused on the nine New Jersey counties deemed most impacted by Superstorm Sandy, per FEMA, namely: Atlantic; Bergen; Cape May; Essex; Hudson; Middlesex; Monmouth; Ocean; and Union.

Any person residing in one of the nine impacted counties at the time of Hurricane Sandy is eligible to receive assistance through the Housing Counseling Services Program. For some CDBG-DR programs, FEMA registration serves as evidence of a Sandy-impacted individual. FEMA registration is not required for participation in housing counseling. Eligible participants will access this assistance through one of the five designated Hurricane Sandy housing counseling agencies:

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- Catholic Charities of Newark
- Consumer Credit and Budget Counseling, Inc.
- Greater Bergen Community Action, Inc.
- O.C.E.A.N. Inc.
- Affordable Housing Alliance

PROGRAM IMPLEMENTATION:

General Intake

Any eligible person can seek services by coming to one of the organizations listed above or making application on line for assistance.

Housing counseling agency staff conducts a preliminary screening for eligibility (residence at time of the storm) and then directs the applicant/application to one of two/three intake specialists for depending on the services requested:

- Housing Counseling Services
- Tenant Based Rental Assistance (TBRA)
- LMI Homeowner Rebuilding Program
- Assistance with locating and securing affordable rental housing

The process for working with each of these programs, as well as the eligibility criteria, is slightly different for each program, and the procedures for each are indicated below.

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Housing Counseling Services

Until 2019, the Department of Community Affairs will fund designated agencies to provide housing counseling and related services to any resident of the nine counties who was impacted by Superstorm Sandy. The services to be provided at no cost to residents include housing counseling and support in order to direct Sandy impacted renters and homeowners to available services.

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The counseling will cover topics such as, but not limited to:

- Available resources;
- Referral to appropriate assistance programs or available CDBG-DR funded rental units;
- Financial literacy;
- Fair housing rights;
- Mobility; and
- Relocation assistance for displaced public and assisted housing residents.

DCA anticipates that some households may require ongoing counseling during the application process and/or construction period, as applicable. The on-going role of the selected nonprofit or public agency is to continue to provide the types of general counseling services outlined above rather than case management, construction support or advisory services related to the amount or use of the CDBG-DR assistance.

The agencies were selected based on the breadth of services they provide that could be made accessible to Sandy-impacted residents. Although not all of the agencies provide all of the following services, it is possible for a resident in need to secure any of these services either directly from the local housing counseling agency or through referral to one of the other housing counseling agencies. As long as the agreement between DCA and the housing counseling agency remains in effect, these services will be provided to eligible program applicants at no cost.

- Shelter care
- Transitional housing
- Housing for veterans and their families
- Foreclosures counseling
- Adult education
- Supported employment
- Job readiness/job search
- Emergency assistance (food, security deposits)
- Older adult services

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- Immigration services
- Services for children and families
- Substance abuse and mental health services

Tenant Based Rental Assistance (TBRA)

The State will allocate up to \$32,000,000 of CDBG-DR funds to provide tenant-based rental assistance for up to two years (subject to receiving the necessary waivers from HUD). This investment will increase availability of rental units to low-to-moderate income households who were displaced or impacted by Sandy. These funds will be provided through the State's Supportive Services program.

Intake for the program will open for a 30 day period. Housing counseling services will be provided to assist applicants with submission of on-line in-take forms, and all intake forms will be input into the State's Housing Pro system.

At the conclusion of the application period a lottery will be held to select approximately 1,400 applicants who can be served with the allotted funding. There are {insert number} of priority groups. Eighty percent of the vouchers will be initially reserved for families at 30% or less of Area Median Income. First priority will be given to those applicants who registered with FEMA and are no longer being assisted by FEMA (estimated to be at about 300 households). Once that group has been served, the second priority is for households who were displaced by the storm and wish to return to their home communities.

Criteria for Selection: Applicants will be selected through a random electronic lottery after the close of the application period. Eighty percent of available program funds will be initially reserved for eligible households at or below 30 percent of Area Median Income. This means that, following the lottery, eligible households at or below 30 percent of Area Median Income will be funded -- in order of their lottery numbers -- through the earlier of (i) the expenditure of 80 percent of available program funding or (ii) until all of these households are served. Remaining funding then will be disbursed to other applicants in order of their lottery numbers until all program funds are exhausted.

Eligibility for CDBG-DR: Section 105(a)(8); FR-5696-N-06

National Objective: Low and moderate income

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Intake Process

- Applicant comes to one of the five designated housing counseling agencies and completes an online preliminary eligibility intake form.
- Housing counselors assist the applicant as necessary with the intake form.
- Housing counselors receive the completed forms, review for completeness, and forward them via internet to DCA's Division of Housing and Community Resources.

Selection and Referral Process

- DCA Housing staff performs an eligibility review.
- If more applications are received than funding available, the applications to move forward will be randomly selected through a lottery process.
- For those applicants selected, DCA Housing staff completes a more thorough eligibility review and confirms that the applicant is eligible to receive a voucher.
- DCA Housing staff will complete the voucher award process, reviewing all applicants in the order of random selection until the TBRA vouchers have been exhausted.
- Applicants that need additional assistance to locate a rental unit may return to the housing counseling agency for help.

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LMI Homeowner Rebuilding Program

DCA undertook extensive outreach in connection with its homeowner programs in areas impacted by Superstorm Sandy, emphasizing outreach to affected LMI communities. The State remains committed to providing assistance to those households with the most limited financial resources and significant

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rebuilding needs. To do so, the State, has allocated \$40 million of second tranche CDBG-DR funds to target LMI households that may have been eligible for RREM assistance but did not submit an application during the RREM application period. If demand exceeds the initial funding allocation, the State will seek to apply additional CDBG-DR resources to meet identified needs. DCA will engage community-based non-profit organizations to disseminate information about this program to ensure that the population the program is intended to serve is aware of the program. The program also will follow the reconstruction and rehabilitation standards noted in the Action Plan.

Maximum Award: \$150,000. This program may also provide temporary relocation assistance to homeowners who must vacate their home during reconstruction or who must move out because of the nature of their rehabilitation.

Eligible Applicants and Eligibility Criteria:

- Homeowner must qualify as low- to moderate-income
- Homeowner must have been registered with FEMA
- Homeowner must not have submitted an application for the RREM program
- Home must have been owner-occupied at the time of the storm
- Home must have served as a primary residence for the homeowner
- Home must have been in one of the nine most-impacted and distressed counties
- Home must have sustained damage as a result of Superstorm Sandy of at least \$8,000 or had more than one foot of water on the first floor

Selection Process: At the conclusion of the application period, the applications received will be electronically randomized and then prioritized based on damage levels.

Eligibility for CDBG-DR: Section 105(a)(4); 105(a)(8); 105(a)(11)

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National Objective: Low and moderate income housing

Intake

LMI Homeowners can apply for this program in one of two ways:

- The applicant can create an account independently on line; or
- The housing counselor can create an account for the applicant.

For those applicants independently creating an account on line, the procedure is:

- Applicant creates an on line account.
- Applicant receives an email confirming that an account has been created
- Applicant fills out on line application.
- Applicant successfully submits an on line application.
- Applicant receives an email confirming that the application has been received.
- The applicant then proceeds to the randomization process.
 - At any time after submission, the applicant may elect to withdraw his/her application. If the withdrawal occurs before their application is submitted for randomization, they receive an email with a notification of withdrawal and notice that they are no longer eligible to reapply.

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- To withdraw from the program, an applicant must come to the housing counseling agency. The housing counselor will provide the applicant with a pdf form entitled "*Withdrawal Certification Form.*" Both the applicant and the housing counselor must sign and date the form. The original form will be kept in the applicant's file and, at the close of the application will be uploaded into the SIROMS SGM system.

- If an applicant fails to complete the initial application submission process by either not submitting the application at or submitting a partially completed application, they will receive three (3) emails:
 - One two (2) weeks after the original creation of the on line account,
 - One a week before the official end of the program
 - One 48 hours before the end of the program

All of these emails will notify the applicant of the incomplete status of their application. At the close of the program, they will receive a final email notification that either their application was not submitted or was only partially completed and they will be withdrawn from program consideration.

For those applicants who wish to have the assistance of a housing counselor in completing and submitting their applications:

- Housing counselor creates an account for the applicant.
- Applicant receives an email confirming that an account has been created.
- Housing counselor completed intake with applicant.
- Applicant receives an email confirming that the application has been received.

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- At any time after submission, the applicant may elect to withdraw his/her application. If the withdrawal occurs before their application is submitted for randomization, they receive an email with a notification of withdrawal and notice that they are no longer eligible to reapply.

Application Selection and Processing

- Applications are randomly selected through the SIROMS system (assuming more applicants than maximum per grant funding available).
- Applications are prioritized based on the following criteria:
 - First priority: Substantial damage (over 50% of home value)
 - Manufactured home residents (set aside)
 - Non-manufactured home residents
 - Second priority: Non-substantially damaged (less than 50% of home value)
 - Manufactured home residents (set aside)
 - Non-manufactured home residents
- DCA Compliance conducts preliminary eligibility check:
 - If the applicant is deemed ineligible:
 - DCA Compliance conducts preliminary ineligibility review based on Part 1 application
 - A final eligibility review is conducted based on Part 2 application
 - A letter is sent to applicant informing them that they have been declared ineligible for the program and the reason(s) for ineligibility. The letter outlines the applicant's appeal rights and process.

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- Applicant may initiate an appeal of the ineligibility determination. (See RREM Appeal process policy.)
- If the applicant is deemed eligible:
 - The applicant is assigned to the closest Housing Resource Center (HRC) and the HRC Manager assigns a Housing Advisor to work with the applicant.
 - Housing Advisor emails applicant to introduce self and also makes telephone contact with the applicant.
 - Housing Advisor sends applicant an "eligibility letter" with forms for Right of Entry, Duplication of Benefits, and Income Verification.
 - Applicant completes a Part 2 application for the LMI Homeowner Rebuilding Program with the assistance of the Housing Advisor.
 - The applicant is required to produce specific documentation of:
 - Damage sustained from the storm,
 - Residency at the time of the storm,
 - Documentation of home ownership,
 - FEMA registration,
 - Housing Advisor documents eligibility for the program.
 - Applicant attends a Validation Meeting with his/her Housing Advisor.
 - The HRC Manager conducts a Step 5 Review.
 - Applicant enters the formal RREM process (See RREM policy and procedures for additional detail on the steps for rehabilitation/reconstruction.

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DCA anticipates that some households may require ongoing counseling during the application process and/or construction period, as applicable. The on-going role of the selected nonprofit or public agency is to continue to provide the types of general counseling services outlined in the **Program Description** rather than case management, construction support or advisory services related to the amount or use of the CDBG-DR assistance.

Assistance with Locating and Securing Affordable Rental Housing

The State of New Jersey is funding a number of rental rebuilding programs, in the nine most impacted counties, including:

- Landlord Rental Repair Program (LRRP),
- The Fund for Restoration of Multi-Family Housing (FRM),
- The Neighborhood Enhancement Program (NEP), and
- The Sandy Special Needs Housing Program.

These programs provide rehabilitation, new construction and related assistance to owners of multi-family properties in Sandy-impacted communities. The majority of units developed under these programs will be made available to Very Low (below 50% AMI) or Low and Moderate Income (LMI) households (51-80% LMI). It is a requirement of these programs that available units are posted on the Housing Resource Center website (<http://nj.gov/njhrc/>).

For the CDBG-DR funded rental housing programs, the housing counseling agencies will assist those seeking rental housing. This assistance will include, but not be limited to:

- Identification of available units meeting the applicant's needs;
- Referral of the household to the property management office for the rental properties;
- Assistance in filling out rental applications;
- Assistance in collecting required documentation;

Housing counseling agencies may also assist applicants with household budgeting, tenant/landlord relationships, and fair housing and tenant rights issues.

Report: **-Call Results-** Agent: **-All-**

Begin date: **11/01/2018** End date: **11/08/2018**

Send

Begin date - End date	Category	Count	Percentage
11/01/2018 - 11/08/2018	Agent Logout	86	45.7%
11/01/2018 - 11/08/2018	Analisis de Factura	2	1.1%
11/01/2018 - 11/08/2018	Balance de factura	12	6.4%
11/01/2018 - 11/08/2018	Desbloquear Contraseña	2	1.1%
11/01/2018 - 11/08/2018	Documentos Enviados/Email	1	0.5%
11/01/2018 - 11/08/2018	Eventos/Situaciones Extraordinarias	1	0.5%
11/01/2018 - 11/08/2018	Hang-Up	8	4.3%
11/01/2018 - 11/08/2018	Incomplete	6	3.2%
11/01/2018 - 11/08/2018	Llamada Transferida a Pagos	6	3.2%
11/01/2018 - 11/08/2018	Numero Equivocado	3	1.6%
11/01/2018 - 11/08/2018	ORANF/Orientacion	2	1.1%
11/01/2018 - 11/08/2018	Orientacion metodos de pago	1	0.5%

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Oficina del Comisionado de Asuntos Municipales
Community Development Block Grant (CDBG)
Disaster Recovery Program

Instrucciones para Llenar la Solicitud de Asistencia

- Lea las instrucciones antes de completar la solicitud.
- Todos los espacios deben de ser completados o deben indicar N/A, en los casos que no aplique.
- Debe someter la solicitud con toda la documentación requerida a:

Información del Municipio:

- 1. INFORMACIÓN DEL SOLICITANTE:** Nombre legal, dirección actual (puede ser la afectada o no), dirección postal, correo electrónico (si aplica), fecha de nacimiento, estado civil.
- 2. INFORMACIÓN DEL CO-SOLICITANTE:** Mencione otros miembros del núcleo familiar que tengan tanta responsabilidad del hogar como el solicitante. Esta persona es aludida como el co-dueño de la propiedad. Si hay más de dos solicitantes debe incluir la información en un papel aparte.
- 3. INFORMACIÓN DE CONTACTOS ALTERNOS:** Nombrar los contactos que están ayudando en este proceso, si aplica. Esta información se recoge para saber su localización en caso de que se mude o se mude temporariamente.
- 4. COMPOSICIÓN Y CARACTERÍSTICAS DEL HOGAR:** Nombrar el Jefe de Familia y todos los miembros del hogar. Indique la relación de cada miembro con el Jefe de Familia, género, fecha de nacimiento y estado civil. Indique si algún miembro de los mencionados tiene algún impedimento y explique si se esperan más miembros en el hogar futuro. Ej. Nacimiento de un niño(a), adopción, custodia legal, entre otros.
- 5. RAZA Y ETNIA DEL JEFE DE HOGAR:** Esta información se recoge para asegurar la conformidad con las regulaciones federales sobre *Equal Housing Opportunity*.



6. **INFORMACIÓN DE ELEGIBILIDAD:** La información recogida aquí es importante para determinar la elegibilidad ya que está relacionada a los daños causados por el desastre¹ en el 2008 incluyendo información sobre su residencia principal (afectada por el desastre) y la información del registro de FEMA.
7. **INFORMACIÓN DE LA PROPIEDAD AFECTADA:** Provea información básica acerca los daños a la propiedad (ej. Dirección física de la propiedad afectada, información del área inundable, y otros, según aplique). Para que sea elegible para recibir asistencia bajo este programa, los daños a la propiedad deben haber sido causados por las lluvias e inundaciones del 22 de septiembre de 2008 o la Tormenta tropical Kyle del 2008. Provea información acerca la ocupación de la propiedad al momento del desastre, si usted ocupaba la propiedad durante el desastre, si está viviendo en la propiedad o fue desplazado a causa del desastre.
8. **OTRA ASISTENCIA RECIBIDA:** Provea toda la información acerca del seguro de la propiedad, FEMA, SBA o cualquier otro tipo de asistencia relacionada al desastre.
9. **INFORMACIÓN DE INGRESOS:** Provea información sobre todas las fuentes de ingreso del hogar. Los ingresos incluyen: Salarios, sueldos y propinas, pensión alimenticia, ingreso militar, ingreso a tiempo parcial, ingreso temporero, TANF, Seguro Social, otros beneficios, y todos los ingresos de todos los miembros del hogar mayores de 18 años. Beneficios de alimentos (ej. PAN) NO son considerados ingresos.
10. **INFORMACIÓN DE ACTIVOS:** Provea la información requerida para cualquier bien o propiedad de la cual es dueño(a). Ejemplos de lo que constituyen los activos:
 - Efectivo guardado en cuentas de ahorros, cuentas de cheques, cajas de seguridad, etc.
 - Acciones, bonos, *treasury bills*, Certificados de Depósito, fondos mutuos, y otras cuentas de inversiones;
 - Cuentas individuales de retiro, 401(k), cuentas *Keogh*, y otras cuentas de retiro similares;
 - Valor en efectivo de pólizas de seguros de vida a disposición del titular antes de la muerte;
 - Bienes muebles que se mantienen con fines de inversión;
 - Equidad en bienes inmuebles;
 - Fondos de jubilación y pensión;
 - *Mineral rights*; y
 - Hipoteca o escrituras de fideicomiso en poder del solicitante



¹ Lluvias e inundaciones del 22 de septiembre de 2008 o la Tormenta tropical Kyle del 2008.

- Algunos artículos de propiedad personal, tales como autos, joyería, y/o pólizas de seguro de vida, NO se contabilizan como activos para efectos de determinar el ingreso anual.

11. CERTIFICACIÓN DEL SOLICITANTE: Certifico que toda la información presentada en la solicitud es verdadera. Proveer información falsa puede ser penalizado tanto por la ley federal como local.

- Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government
- Código Penal de PR, Ley 146-2012 Artículo 212.- Falsedad Artículo 212.- Falsedad ideológica. Toda persona que con intención de defraudar haga en un documento público o privado, declaraciones falsas concernientes a un hecho del cual el documento da fe y, cuando se trate de un documento privado, tenga efectos jurídicos en perjuicio de otra persona, será sancionada con pena de reclusión por un término fijo de tres (3) años.

12. COMUNICADO DE ELEGIBILIDAD: Se requiere que firme este formulario, lo cual le permite al Municipio solicitar información a terceros para determinar su elegibilidad para participar de este programa. Este formulario permite la verificación y documentación de ingresos, bienes, manutención, etc.

Tras la notificación del Municipio, por favor provea los documentos enumerados de manera oportuna:

13. Evidencia de que ocupaba la propiedad al momento del desastre (recibos de AEE, AAA, otros)
14. Carta de aprobación o denegación de FEMA;
15. Carta de aprobación o denegación de *Small Business Administration (SBA)*;
16. Carta de Seguro Privado (*Si no tiene seguro privado, con una carta firmado y con fecha es suficiente para certificar que no tiene seguro privada*);
17. Copia de los recibos de los gastos incurridos para los arreglos a la propiedad afectada (escriba el nombre y la dirección de la propiedad en los recibos);
18. Provea cualquier prueba de ingreso de los individuos que viven en la propiedad y que son mayores de 18 años;
19. Estados bancarios de los últimos 6 meses;
20. Copia de los talonarios para los últimos 3 meses consecutivos;



21. Copia de la carta con la declaración o aprobación de Seguro Social;
22. Copia de la declaración de pensión o retiro; y
23. Copia actual de declaración de desempleo.

*Jose
R/O*

FORMULARIO PARA SOLICITUD

-Para uso interno-	
Número de solicitud:	Número de actividad:
Solicitud CDBG recibida por:	Día / hora recibida:

**1. Para ser completado por solicitante
(Jefe de Familia)**

Nombre:		2. Para ser completado por co-solicitante (si aplica)	
Segundo nombre:		Mencione la relación con el Jefe de Familia (ej. esposa, hermana, madre, etc.)	
Apellidos:		Nombre:	
Dirección física actual:		Segundo nombre:	
Ciudad:		Apellidos:	
Estado:		Dirección física actual:	
Zip:		Ciudad:	
Dirección postal:		Estado y Zipcode:	
Ciudad:			
Estado y Zipcode:		Teléfono casa:	
Núm. de seguro social:		Teléfono móvil:	
Teléfono casa:		Correo electrónico:	
Teléfono móvil:		Fecha de nacimiento:	
Correo electrónico:		Género:	
Fecha de nacimiento:		Estado civil:	
Género:			
Estado civil:			

Jefe
RF

Indique si el jefe de familia es:

_____ Madre Soltera



FORMULARIO OCAM _____

_____ Mayor de 60 años

*Jose
Rf*

3. INFORMACIÓN DE CONTACTOS ALTERNOS: Nombrar los contactos que están ayudando en este proceso, si aplica. Esta información se recoge para saber su localización en caso de que se mude o resida en otro lugar temporariamente.

Nombre:	
Relación:	
Número de contacto:	Dirección:
Nombre (secundario):	
Relación:	
Número de contacto:	Dirección:

4. COMPOSICIÓN Y CARACTERÍSTICAS DEL HOGAR: Nombrar el Jefe de Familia y todos los miembros del hogar. Indicar la relación de cada miembro con el Jefe de Familia, género, fecha de nacimiento y estado civil. Indicar si algún miembro de los mencionados tiene algún impedimento y explicar si se esperan más miembros en el hogar futuro. Ej. Nacimiento de un niño(a), adopción, custodia legal.

Nombre	Relación con el Jefe de Familia	Género M/F	Fecha de nacimiento	Estado civil	¿Tiene algún impedimento, ya sea de salud física o mental? Si/No	¿Se esperan más miembros en el hogar en los próximos 12 meses? Ej. Nacimiento de un niño(a), adopción, custodia legal
	Jefe de Familia					

Jefe
RF

5. RAZA Y ETNIA DEL JEFE DE FAMILIA: Está información se recoge para asegurar el cumplimiento con las regulaciones federales del *Equal Housing Opportunity*.

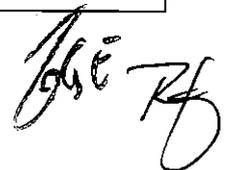
Raza (marque todas las que apliquen)	
<input type="checkbox"/> Indio Americano o nativo de Alaska	<input type="checkbox"/> Asiático
<input type="checkbox"/> Nativo de Hawaii u otras islas del Pacífico	<input type="checkbox"/> Blanco
<input type="checkbox"/> Negro o Afroamericano	<input type="checkbox"/> Otro, multi-racial
Etnia (marque una)	
<input type="checkbox"/> Hispano o Latino – Una persona de origen Cubano, Mejicano, Puertorriqueño, de América Central o América del Sur o cualquier otra cultura de origen Español, no importa la raza. El término "Origen Español" se puede utilizar en referencia "Hispano o Latino".	
<input type="checkbox"/> No Hispano o Latino - Una persona que no tiene origen Cubano, Mejicano, Puertorriqueño, de América Central o América del Sur o cualquier otra cultura de origen Español.	

6. INFORMACIÓN DE ELEGIBILIDAD: Si su respuesta a cualquiera de las siguientes preguntas es NO, no es elegible para la asistencia:

i. Posee evidencia del Título de Propiedad <input type="checkbox"/>		
ii. ¿La propiedad sufrió daños o quedó destrozada por la tormenta o inundaciones? Describa los daños. Puede incluir evidencia tales como fotos, estimado de costos de reparación, entre otros.		
<input type="checkbox"/> Tormenta tropical Kyle 2008 <input type="checkbox"/> Lluvias e inundaciones del 22 de septiembre de 2008		
iii. ¿Es una residencia unifamiliar (incluye unidades de vivienda prefabricadas)?	<input type="checkbox"/> SI	<input type="checkbox"/> NO
iv. ¿Para el tiempo de la tormenta o inundaciones, era usted el/la dueño(a) de la residencia (incluye unidades de vivienda prefabricadas)?	<input type="checkbox"/> SI	<input type="checkbox"/> NO
v. Al momento de la tormenta o inundaciones, ¿la unidad de vivienda afectada era su residencia principal?	<input type="checkbox"/> SI	<input type="checkbox"/> NO

7. INFORMACIÓN DE LA PROPIEDAD AFECTADA: Provea información básica acerca los daños a la propiedad (ej. dirección física de la propiedad afectada, información de zona inundable, y otros).

Dirección de Propiedad afectada:





FORMULARIO OCAM _____

Sector:		Ciudad:		Estado:	P.R.	Zip:	
Número telefónico de la Propiedad afectada:							
i. Área Geográfica: <input type="checkbox"/> Urbana <input type="checkbox"/> Rural <input type="checkbox"/> Comunidad Aislada <input type="checkbox"/> Comunidad Especial							
ii. ¿Qué tipo de estructura es la propiedad? <input type="checkbox"/> Concreto <input type="checkbox"/> Madera <input type="checkbox"/> Mixta							
<input type="checkbox"/> Unifamiliar	<input type="checkbox"/> Unidades de vivienda prefabricadas	<input type="checkbox"/> Modular	<input type="checkbox"/> Otro	Año de construcción:			
iii. Al momento del desastre, ¿usted ocupaba la residencia?						<input type="checkbox"/> SI	<input type="checkbox"/> NO
iv. Actualmente, ¿se encuentra viviendo en la residencia?						<input type="checkbox"/> SI	<input type="checkbox"/> NO
v. ¿La propiedad afectada se encuentra en una zona inundable?				<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> No sabe	
v. ¿Está buscando ayuda para una unidad de vivienda prefabricada / modular?				<input type="checkbox"/> SI	<input type="checkbox"/> NO		
¿Usted es el/la dueño(a) del terreno?				<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> No sabe	
vi. ¿La propiedad afectada tiene una escritura?				<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> No sabe	
vii. ¿Hay otros nombres en la escritura?				<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> No sabe	
Si la respuesta es afirmativa, que información tiene en la escritura acerca de la propiedad afectada (incluyendo cualquier entidad, por ejemplo, Fideicomiso).							

8. OTRA ASISTENCIA RECIBIDA: Provea toda información acerca del seguro de la propiedad, ayudas de FEMA, SBA o cualquier otro tipo de asistencia relacionada a las lluvias e inundaciones del 22 de septiembre de 2008 o la Tormenta tropical Kyle en el 2008.

¿Ha solicitado alguna ayuda relacionada a desastres por la propiedad afectada de cualquier tipo de fuente (local, estatal, federal, privada)? En caso afirmativo debe de continuar en esta sección, de lo contrario siga a la Sección #9 INFORMACIÓN DE INGRESOS.				<input type="checkbox"/> SI	<input type="checkbox"/> NO
A.FEMA					
i. ¿Se registró con FEMA para recibir asistencia por daños estructurales en su hogar ocasionados por las lluvias o tormenta?				<input type="checkbox"/> SI	<input type="checkbox"/> NO
ii. ¿Ha recibido alguna ayuda de FEMA por daños estructurales en su hogar ocasionados por las lluvias o tormenta? (Si es no, continúe a la letra B de esta sección)				<input type="checkbox"/> SI	<input type="checkbox"/> NO
Cantidad aprobada	\$	Cantidad recibida hasta la fecha:	\$		

JGE
RF

iii. ¿Cuál es su número(s) de registro en FEMA?		1.	
		2.	
B. Small Business Administration (SBA)			
i. ¿Ha recibido alguna ayuda de parte de la SBA por daños a su hogar? (Si no ha recibido ayudas de SBA puede continuar a la letra C de esta sección)		<input type="checkbox"/> SI	<input type="checkbox"/> NO
Cantidad aprobada:		Cantidad recibida hasta la fecha:	
ii. ¿Cuál es su número(s) de solicitud en SBA?		1.	
		2.	
iii. ¿Cuál es su número(s) de préstamo en SBA?		1.	
		2.	
iv. ¿Cuál es el estado de su préstamo en SBA, por ejemplo, pagando según acordado, etc.			
C. SEGURO			
i. ¿Tenía seguro de vivienda al momento del desastre?		<input type="checkbox"/> SI	<input type="checkbox"/> NO
Si la respuesta es "Sí", ¿Qué tipo de seguro?		<input type="checkbox"/> Peligro	<input type="checkbox"/> Vientos
		<input type="checkbox"/> Inundaciones	<input type="checkbox"/> Contenido
Describa:			
ii. ¿Presentó una reclamación?		<input type="checkbox"/> SI	<input type="checkbox"/> NO
Cantidad recibida por la reclamación: \$		Deducible: \$	
Propósitos (explique):			
iii. Provea el nombre de la(s) compañía(s) de Seguro:			
iv. ¿La póliza de seguro está vigente?		<input type="checkbox"/> SI	<input type="checkbox"/> NO
v. ¿Está involucrado en una apelación o una demanda en contra de su compañía de seguros?		<input type="checkbox"/> SI	<input type="checkbox"/> NO
¿Cuál es el estado de su apelación/demanda? (Si aplica)			





FORMULARIO OCAM _____

9. INFORMACIÓN DE EMPLEO: Provea información sobre: salarios, sueldos y propinas, de todos los miembros del hogar mayores de 18 años.

Nombre de la persona	Número de seguro social	Nombre y dirección del patrono)	Tiempo en el empleo	Puesto	Sueldo o remuneración	Bases de pago (por hora, semanal, mensual, etc.)

Handwritten signature/initials

10. **INFORMACIÓN DE INGRESOS:** Provea información sobre otras fuentes de ingreso del hogar. Los ingresos incluyen pensión alimenticia, ingreso militar, TANF, Seguro Social, otros beneficios, y todos los ingresos

FUENTE	CANTIDAD MENSUAL	EVIDENCIA
Ayuda para Alimentos		
Servicios Sociales		
Seguro Social		
Pensión		
Ayuda del Gobierno (especifique)		
Renta de propiedad		
Otros: Especifique		
Total:		

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JGE
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10. INFORMACIÓN DE ACTIVOS: Provea la información requerida para cualquier propiedad de la cual es dueño(a).

1. ¿Es usted dueño(a) de otra propiedad inmueble?	<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
Si es afirmativo, ¿ que tipo de propiedad?	Provea la dirección de la propiedad:		Valor aproximado:		
2. ¿Tiene una hipoteca en la propiedad afectada para la cual busca ayuda?	<input type="checkbox"/> SI	<input type="checkbox"/> NO			
Si es afirmativo, ¿cuál es el balance actual?					
3. ¿Sus pagos de hipoteca están al día?	<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
4. ¿Su residencia actual se encuentra en el proceso de ejecución?	<input type="checkbox"/> SI	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
5. Información bancaria					
Nombre del miembro del hogar	Tipo de cuenta (Ahorros, cheques, certificado de depósito, otro: especifique)	Nombre y dirección del banco	Valor en efectivo del activo	Ingreso anual del activo	
11. INFORMACION DE GASTOS: Indique los gastos mensuales para los siguientes conceptos, según aplique:					
Gasto	Cantidad	Gasto	Cantidad	Gasto	Cantidad
Hipoteca	\$	Agua	\$	Gastos Médicos	\$
Alquiler	\$	Electricidad	\$	Teléfono	\$
Comida	\$	Gas	\$	Deudas	\$
Otros gastos (explique):					\$
Total					\$



11. CERTIFICACIÓN DEL SOLICITANTE: Certifico que toda la información en la solicitud es verdadera. Al firmar esta solicitud el solicitante autoriza al Municipio o a la Oficina del Comisionado de Asuntos Municipales (OCAM) o cualquiera de sus representantes a verificar la información contenida en el documento.

Yo/Nosotros entendemos que la información recopilada es para determinar si yo/nosotros somos elegibles para recibir asistencia bajo el Programa <i>CDBG Disaster Recovery</i> por los desastres causados por el desastre del 2008.	
Yo/Nosotros certifico que toda la información provista es correcta y verdadera.	
Yo/Nosotros entendemos que la declaración o información falsa es motivo para la terminación de asistencia de vivienda y puede ser penalizada bajo el Código Penal y la ley federal.	
Yo/Nosotros autorizamos al Municipio, a OCAM y cualquiera de sus representantes debidamente autorizados a verificar toda la información provista en esta solicitud.	
Yo/Nosotros entendemos se puede requerir información adicional para seguir adelante con la solicitud de asistencia bajo el programa.	
Firma de solicitante:	Fecha:
Firma de co-solicitante:	Fecha:
Advertencia:	
<p>Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government Código Penal de PR, Ley 146-2012 Artículo 212.- Falsedad ideológica. Toda persona que con intención de defraudar haga en un documento público o privado, declaraciones falsas concernientes a un hecho del cual el documento da fe y, cuando se trate de un documento privado, tenga efectos jurídicos en perjuicio de otra persona, será sancionada con pena de reclusión por un término fijo de tres (3) años.</p>	



12. AUTORIZACION PARA CONSULTAS: Se requiere que firme este formulario, lo cual le permite al Municipio solicitar información a terceros sobre su elegibilidad para la participación en este programa. Este formulario permite la verificación y documentación de ingresos, bienes, pensión alimenticia, etc.

Nombre del solicitante:		
Dirección del solicitante:		
Información cubierta: El Municipio puede hacer consultas acerca de los elementos iniciados.		
Instrucciones para el solicitante: Su firma y la firma de cada miembro de su hogar que tenga 18 años o más, autoriza al Municipio, OCAM o cualquiera de sus representantes debidamente autorizados a obtener información de terceros respecto a su elegibilidad y participación en el programa CDBG-DR para los danos ocasionados por los desastres del 2008.		
Declaración de privacidad: El Municipio requiere la recopilación de la información mencionada en este formulario para determinar la elegibilidad de un solicitante para el Programa CDBG-DR. Esta información será utilizada para establecer el nivel de beneficios para los que el solicitante es elegible y para verificar la exactitud de la información provista. La información provista puede ser divulgada a agencias federales, estatales y locales.		
Cada miembro del hogar, mayor de edad, debe de firmar este Comunicado de Elegibilidad.		
NOTA: ESTE CONSENTIMIENTO GENERAL NO PUEDE SER UTILIZADO PARA SOLICITAR COPIA DE LA PLANILLA. En caso de necesitar copia de la planilla de contribución sobre ingresos, debe completarse y firmar el formulario Modelo SC2745 del Departamento de Hacienda.		
Información cubierta: El solicitante puede hacer consultas acerca de los elementos autorizados por el solicitante (Favor de iniciar cada uno de los encasillados para los cuales autoriza la solicitud de información).		
Descripción	Verificación requerida	Iniciales del solicitante
Ingresos (todas las fuentes)	X	
Activos (todas las fuentes)	X	
Manutención de los hijos	X	
Impuestos a la propiedad	X	
Mencione otros aquí:	X	
Ingreso dependiente: Estudiante a tiempo completo	X	

[Handwritten Signature]

Autorización del solicitante:

Yo _____ autorizo al Municipio (OCAM) a obtener información sobre mi hogar y de mi persona que sea pertinente para determinar mi elegibilidad para participar en el Programa CDBG-DR. Reconozco que:

- (1) Una copia de este formulario es igual de válido que el original;
- (2) Tengo el derecho de revisar información recibida utilizando este formulario;
- (3) Tengo el derecho de una copia de la información provista al Municipio y de solicitar la corrección de cualquier información que piense está incorrecta;
- (4) Cada miembro del hogar que sea adulto debe de firmar este formulario y cooperar con el Municipio en el proceso de verificación de elegibilidad.

Firmas:

Firma Jefe de Familia	Nombre en letra de molde	Fecha
Otro miembro del hogar	Nombre en letra de molde	Fecha
Otro miembro del hogar	Nombre en letra de molde	Fecha
Otro miembro del hogar	Nombre en letra de molde	Fecha
Otro miembro del hogar	Nombre en letra de molde	Fecha
Otro miembro del hogar	Nombre en letra de molde	Fecha
Otro miembro del hogar	Nombre en letra de molde	Fecha

Nombre del Representante del Municipio: _____

Firma del Representante del Municipio: _____





FORMULARIO OCAM _____

PARA USO OFICIAL DEL MUNICIPIO

Fecha de la Evaluación: _____

Puntuación Total Criterios para Prioridad: _____

Costo de la Reparación: \$ _____ Cantidad Aprobada: \$ _____

Acción Tomada:

Firma del Representante Municipal

DIA MES AÑO

Firma del Alcalde(sa)

DIA MES AÑO

NORMAS Y PROCEDIMIENTOS

PROGRAMA DE RECUPERACIÓN DE
DESASTRES

JUNIO 2015

REVISADO SEPTIEMBRE 2015



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INTRODUCCIÓN

El Programa de Recuperación de Desastres de la Asignación en Bloque para el Desarrollo Comunitario (CDBG-DR, por sus siglas en inglés) fue autorizado por la Ley de Asistencia en Caso de Desastre y Emergencia de Robert T. Stafford (Ley Pública 100-707), la cual se firmó el 23 de noviembre de 1988 y enmendó la Ley de Asistencia para Desastres de 1974 (Ley Pública 93-288). El fin del programa CDBG-DR es ayudar a los estados, ciudades y comunidades en el proceso de recuperación de desastres en zonas así declaradas por el Presidente de Estados Unidos, particularmente en áreas donde la población es de ingresos bajos y moderados. Bajo el programa CDBG-DR, el Congreso de Estados Unidos concede fondos como una asignación especial del programa CDBG, en respuesta a un desastre específico.

El Programa CDBG-DR es administrado por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) y se considera una asignación suplementaria de la Asignación en Bloque para el Desarrollo Comunitario (Community Development Block Grant, CDBG). Después que el Congreso estipula la cantidad de fondos disponibles bajo CDBG-DR, HUD determina la cantidad que asignará a cada jurisdicción afectada por el desastre. La asignación de fondos estará basada en una fórmula utilizada por HUD que considera el daño estimado, y la cantidad de fondos necesarios para atender los daños del desastre, que no han sido cubiertos por otro programa federal (Duplicidad de Beneficios).

En Puerto Rico, la Oficina del Comisionado de Asuntos Municipales de Puerto Rico (OCAM) es el administrador designado del Programa CDBG - en conformidad con el artículo 21.009 de la Ley Núm. 81-1991, según enmendada, conocida como la Ley de Municipios Autónomos de Puerto Rico. OCAM es la agencia estatal delegada a manejar los fondos federales de los programas CDBG Disaster Recovery (CDBG-DR) y Disaster Recovery Enhanced Fund (DREF). Las asignaciones de estos fondos no son competitivas ni recurrentes. Los fondos de CDBG-DR no estarán disponibles para atender las emergencias justo después del desastre, ya que requieren autorización congresional. Una vez autorizados y asignados, los fondos CDBG-DR deben ser utilizados para gastos necesarios relacionados con la



asistencia para desastres, la recuperación a largo plazo y la restauración de infraestructura, vivienda y la revitalización económica.

Este Manual de Políticas y Procedimientos provee una visión general de las políticas y procedimientos del Programa CDBG-DR en Puerto Rico y una guía paso a paso para la implantación de proyectos CDBG-DR. El Manual no incluye información y orientación sobre actividades elegibles bajo CDBG-DR, las cuales Puerto Rico decidió no desarrollar.

OCAM es el "grantee" directo de HUD y asigna fondos a los Municipios que se hayan visto afectados por el desastre. OCAM, de acuerdo a su discreción, ha elegido implementar una serie de políticas y procedimientos que son más estrictas que los requisitos establecidos por HUD. Los Municipios están obligados a seguir, ya sea los requisitos de OCAM o los requisitos de HUD, los que sean más restrictivos.

Los Municipios a los que se les adjudiquen y acepten fondos CDBG-DR están obligados a cumplir con las leyes y reglamentos federales que rigen los programas CDBG y CDBG-DR, con las guías de solicitud de fondos que establece la OCAM para los programas CDBG en Puerto Rico y con todas las leyes y regulaciones federales y estatales, así como las órdenes ejecutivas, las cuales incluyen, pero no se limitan a:

- Ley Stafford , según enmendada (Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207))
- El Título 1 de la Ley de Vivienda y Desarrollo Comunitario de 1974, (*Title I of the Housing & Community Development Act of 1974*)
- Ley de Vivienda y Desarrollo Económico de 2008 (Housing & Economic Development Act of 2008)
- Ley Nacional de Política Ambiental de 1969 (National Environmental Policy Act of 1969) y regulaciones del 24 C.F.R. Parte 58
- Ley Davis-Bacon y leyes relacionadas
- Sección 3 de la Ley de Vivienda y Desarrollo Urbano de 1968 (Section 3 of the Housing and Urban Development Act of 1968)
- La Ley de Barreras Arquitectónicas de 1968



MANUAL DE NORMAS Y PROCEDIMIENTOS

- La Ley de Americanos con Impedimentos (Americans with Disabilities Act)
- Título VI de la Ley de Derechos Civiles de 1964
- Título VII de la Ley de Derechos Civiles de 1968
- Orden Ejecutiva 11063, según enmendada por la Orden Ejecutiva 12259
- Orden Ejecutiva 11246, según enmendada por la O.E. 12086
- Ley Sobre la Prevención de Contaminación por Pintura a Base de Plomo
- Ley de la Política Uniforme de Relocalización y Adquisición de Bienes Raíces de 1970 y las regulaciones de implementación de HUD en el 24 C.F.R. Parte 42
- 24 C.F.R. Parte 70, 84, 85
- OMB Cir. A-87, A-110, A-122, A133 y las enmiendas del 2 CFR 200

Véase **Anejo 0**, para varias de estas normativas.

Este manual no pretende ser un sustituto de las regulaciones aplicables a CDBG-DR, pero sí un complemento de las mismas. El mismo no es exhaustivo respecto a todas las consideraciones que afectan la utilización de fondos CDBG-DR. Aunque se ha prestado cuidadosa consideración y atención en la elaboración del manual, se le recomienda a los Municipios consultar con el personal de OCAM para asegurar la interpretación correcta de las políticas y regulaciones aplicables al Programa CDBG-DR. OCAM se reserva el derecho de añadir, remover o cambiar regulaciones, políticas, procedimientos o formularios de este manual.

Notificaciones de HUD, orientación y preguntas frecuentes acerca de los fondos CDBG-DR, pueden encontrarse en:

<https://www.hudexchange.info/cdbg-dr/>.

Además, a las partes interesadas se les recomienda registrarse :

<https://www.hudexchange.info/maillinglist/> para recibir alertas de las políticas y anuncios de HUD

Relevo de responsabilidad: No obstante la información contenida en este documento, de surgir un conflicto con el lenguaje o la omisión de requerimientos, los requisitos de las Notificaciones Federales ("Federal Notices") y las Guías de HUD sobre el Programa de Recuperación de Desastres, según pueden ser enmendadas de tiempo en tiempo, deben prevalecer.

**HOJA DE COTEJO PARA REQUISICIONES DE LOS MUNICIPIOS –
PROGRAMA CDBG-DR**

Municipio: _____

#Requisición: _____

Fecha: _____

#Proyecto: _____

Requisito	Cotejo	Comentarios
Requisitos generales	<input type="checkbox"/>	
Se incluye la solicitud de fondos con dos firmas en original.	<input type="checkbox"/>	
Acuerdo de Delegación de Fondos esta vigente	<input type="checkbox"/>	
El contrato de construcción, renta de equipo o servicios está vigente o la factura tiene fecha previa al vencimiento (incluir copia con la primera requisición).	<input type="checkbox"/>	
Cumplimiento con objetivo nacional, DOB y otros requisitos		
LMI Area Benefit - Área de servicio – información censal, mapas.	<input type="checkbox"/>	
LMI Housing - Determinación de elegibilidad del participante LMI	<input type="checkbox"/>	
Evidencia de los daños causados por el desastre	<input type="checkbox"/>	
Documentación sobre duplicidad de beneficios	<input type="checkbox"/>	
Cumplimiento con revisión ambiental	<input type="checkbox"/>	
Proyecto de adquisición - cumplimiento con las normas de adquisición y realojo.	<input type="checkbox"/>	
Requisición incluye los costos por unidad de vivienda	<input type="checkbox"/>	
Progreso del proyecto	<input type="checkbox"/>	
Proyectos de Infraestructura - Información sobre los pies lineales de construcción completados a la fecha de la requisición, según la certificación de construcción sometida por el contratista.	<input type="checkbox"/>	
Proyectos de vivienda - Información demográfica de los miembros del hogar	<input type="checkbox"/>	
Presupuesto	<input type="checkbox"/>	
Detalle de gastos por unidad de vivienda (dirección)	<input type="checkbox"/>	
Ítem 3 de la solicitud de Fondos (Fondos federales disponibles a la fecha de esta petición) debe ser entre \$0 y \$5,000.00	<input type="checkbox"/>	
Corrección de las sumas en la solicitud de fondos.	<input type="checkbox"/>	

John R. H.

Se incluyeron los documentos de apoyo requeridos _____ _____ _____	<input type="checkbox"/>	
Para las compras de equipo, materiales, pago de auditoría, y otros servicios, se requieren facturas certificadas bajo pena de nulidad, firmadas por el suplidor y aprobadas por personal de Programas Federales del municipio.	<input type="checkbox"/>	
Para pago de certificaciones de contratistas, renta de equipo o servicios profesionales, se requiere que se someta copia del contrato para el pago de la primera requisición.	<input type="checkbox"/>	
Para contratos de construcción o rehabilitación se somete evidencia fotográfica de los rótulos donde se indica el origen de los fondos y la obra a desarrollarse, según las especificaciones del contrato.	<input type="checkbox"/>	
Si se trata de la requisición final del proyecto, se deberá acompañar, además de los documentos antes mencionados, lo siguiente:	<input type="checkbox"/>	
Notificación del 10% retenido	<input type="checkbox"/>	
Carta de relevo de la Administración del Fondo del Seguro del Estado. En aquellos casos donde las obras estén completadas y los fondos estén obligados y el municipio no tenga la carta de relevo del fondo, entonces deberán incluir una certificación donde se justifique el solicitar los fondos para depositarlos en una cuenta especial	<input type="checkbox"/>	
Carta de aceptación del proyecto.	<input type="checkbox"/>	
Para los proyectos de administración (ADM)	<input type="checkbox"/>	
Se incluye una certificación del Director de Programas Federales.	<input type="checkbox"/>	
Se incluye cómputo de distribución/prorrateo de gastos administrativos	<input type="checkbox"/>	

Jose R



2. DAMAGE ASSESSMENTS

12. **NJ DCA Initial Site Assessment for RREM and LMI Homeowner Program (ICF).** This is the Initial Site Assessment (ISI) that determined the Estimated Cost to Repair (ECR) for a typical residential property for the NJ disaster recovery program. There are examples of Xactimate for the RREM and Low/Moderate Income Homeowner (LMI) program.
13. **Damage Description and Dimension (DDD) Report, Bayamon, Puerto Rico (CMA).** This report includes a qualitative description of damages and a quantitative extent of damage reported to be able to establish the scope of work and cost estimate for the development of a Project Worksheet as per FEMA standards. The client was PR Office of Recovery, Reconstruction and Resilience (COR3) / Municipality of Bayamon. For evaluation purposes, this report was shortened to only include building 1 information (27 of 46 pages).

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ghe
RB



ReNew Jersey Stronger

Insured:

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Number: 01LECR010001215 Policy Number: LMI0001215 Type of Loss: Hurricane

Coverage	Deductible	Policy Limit
Dwelling	\$0.00	\$0.00

Date Contacted: 9/2/2015
Date of Loss: 10/29/2012 Date Received: 9/3/2015
Date Inspected: 9/3/2015 Date Entered: 9/3/2015 9:55 PM
Date Est. Completed: 9/22/2015 4:19 PM

Price List: NJTR8X_SEP15_RREM_25 Depreciate Material: No Depreciate O&P: No
Restoration/Service/Remodel Depreciate Non-material: No Depreciate Taxes: No
Estimate: [REDACTED] Depreciate Removal: No

John RB

Scope Required for Reconstruction Only

Demolition

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
1. DMO	HS>	- Demolish/remove home (2001 sf - 3000 sf)				
	2049	2049.00 SF [EN]	5.80+	0.00 =	0.00	11,884.20
Totals: Demolition					0.00	11,884.20

Asbestos_Recon

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
PRIOR TO DEMOLITION FOR RECONSTRUCTION THIS PROJECT WILL REQUIRE ASBESTOS REMOVAL AND DISPOSAL IN ACCORDANCE WITH ALL FEDERAL AND STATE OF NEW JERSEY LAWS AND REGULATIONS. IF THE CONTRACTOR FINDS ANY ASBESTOS CONTAINING BUILDING MATERIALS, THEY WILL NEED TO BE REMOVED BY A CERTIFIED ABATEMENT CONTRACTOR. IT IS THE RESPONSIBILITY OF THE HOMEOWNER OR CONTRACTOR TO TEST AND DETERMINE CONFLICTS WITH THIS SCOPE OF WORK TO BE PERFORMED WITH ASBESTOS CONTAINING BUILDING MATERIALS. SEE ASBESTOS SURVEY AND THIS SCOPE OF WORK (SOW) FOR ADDITIONAL DETAIL. CONSULT THE SUPPLIED "ASBESTOS TIP SHEET" FOR GUIDANCE.						
-----HAZARDOUS MATERIAL HANDLING-----						
2. HMR	PPEE	+ Eye protection - plastic goggles - Disposable				
	6	6.00 EA [*]	0.00+	7.46 =	3.13	47.89
3. HMR	PPERH	+ Respirator - Half face - multi-purpose resp. (per day)				
	6	6.00 DA [*]	0.00+	2.09 =	0.88	13.42
4. HMR	PPE	+ Add for personal protective equipment (hazardous cleanup)				
	6	6.00 EA	0.00+	12.23 =	5.14	78.52
5. HMR	PPEB	+ Boots - waterproof latex - Disposable (per pair)				
	6	6.00 EA [*]	0.00+	7.81 =	3.28	50.14
6. HMR	PPEG6	+ Personal protective gloves - Disposable (per pair)				
	12	12.00 EA [*]	0.00+	0.39 =	0.33	5.01

The above items represent the PPE required to safely remove and properly dispose of the hazardous material in best practice.

-----HAZARDOUS MATERIAL-----

7. HMR	DISP	+ HAZMAT - Haul & Legal Disposal of Abatement				
	1	1.00 EA	0.00+	1,718.08 =	120.27	1,838.35

The above item represents the haul away and legal disposal of the asbestos containing material using asbestos safe practices.

-----ASBESTOS ABATEMENT-----

8. HMR	BAG	+ Plastic bag - used for disposal of contaminated items				
	23	23.00 EA [*]	0.00+	4.40 =	7.08	108.28
9. HMR	MISC	+ Final Cleaning - Hazardous Material				
	187*10+82+203+100	2255.00 SF	0.00+	2.00 =	315.70	4,825.70

Age RF 9/22/2015

CONTINUED - Asbestos_Recon

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
10. HMR	HEPAVAS	+ HEPA Vacuuming - Detailed - (PER SF)				
	187*10+82+203+100	2255.00 SF [*]	0.00+	1.30 =	205.21	3,136.71
11. HMR	BARR	+ Plastic Sheeting used to contain hazardous material				
	187*10+435+1371+100	3776.00 SF [*]	0.00+	1.48 =	391.19	5,979.67
12. HMR	BARRZ	+ Peel & seal zipper				
	1	1.00 EA [*]	0.00+	15.63 =	1.09	16.72
-----FLOORING-----						
13. HMR	ASBRMV	- Tear out asbestos vinyl floor covering (no haul off)				
	81.38	81.38 SF [*]	5.08+	0.00 =	28.94	442.35
14. HMR	ASBRMM	- Remove asbestos floor mastic (no haul off)				
	81.38	81.38 SF [*]	6.24+	0.00 =	35.55	543.36
-----ROOFING-----						
15. HMR	ASBRMVN	- Tear off presumed asbestos roofing material (no haul off)				
	19.45	19.45 SQ [*]	330.40+	0.00 =	449.84	6,876.12
<i>Addressing of ACM : The existing roofing shingles and felt needs to be safely removed and legally disposed of using ACM safe practices.</i>						
Totals: Asbestos_Recon					1,567.63	23,962.24
Total: Scope Required for Reconstruction Only					1,567.63	35,846.44

Scope Required for Rehabilitation Only

Elevation

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
16. FDN	ELE6	+ Elevate Structure to 6 feet above grade				
	1	1.00 EA [N]	0.00+	46,846.54 =	3,279.26	50,125.80
17. FDN	2.5	+ 2.5% Bonding for Elevation				
	1	1.00 EA [E]	0.00+	1,171.16 =	0.00	1,171.16
18. FDN	STR	+ Stairs & Handrails for Elevation to 6 feet above grade				
	6	6.00 VF [N]	0.00+	437.50 =	183.75	2,808.75
19. FDN	STR	+ Stairs & Handrails for Elevation to 6 feet above grade				
	6	6.00 VF [N]	0.00+	437.50 =	183.75	2,808.75
20. FDN	STR	+ Stairs & Handrails for Elevation to 6 feet above grade				
	6	6.00 VF [N]	0.00+	437.50 =	183.75	2,808.75
21. FRM	MISC	+ Add Elevated Utility Platform attached to home - A/C Condenser				
	1	1.00 EA	0.00+	867.75 =	60.74	928.49
22. ELE	METR	& R&R Meter base and main disconnect - 200 amp				
	1	1.00 EA [*]	67.53+	540.48 =	42.56	650.57

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CONTINUED - Elevation

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
23. ELE	MAST	& R&R Meter mast for overhead power - 2" conduit				
	1	1.00 EA [*]	90.03+	566.33 =	45.94	702.30
24. INS	VIS	& R&R Polyethylene vapor barrier				
	1154.8	1154.80 SF [*]	0.09+	0.38 =	38.00	580.75
25. INS	HWRAP	+ Add House wrap (air/moisture barrier) to be fastened to underside of floor structure				
	1154.8	1154.80 SF	0.00+	0.36 =	29.10	444.83
26. INS	BTF6	& R&R Batt insulation - 6" - R19 - paper faced				
	1154.8	1154.80 SF [*]	0.34+	1.36 =	137.42	2,100.58
27. FEN	VNLSP6	- Remove Vinyl (PVC) fence, 5'- 6' high - full slat panel only				
	12	12.00 LF	5.22+	0.00 =	4.38	67.02
28. DMO	CONC	- Demolition - Concrete Porch & Steps including haul off.				
	37.4	37.40 SF	11.29+	0.00 =	29.56	451.81
29. MAS	PAV	- Remove Remove Paver patio and salvage for homeowner future use if possible				
	140	140.00 SF [*]	2.99+	0.00 =	29.30	447.90
30. CNC	SL4	- Remove Concrete slab on grade - 4" - finished in place				
	320	320.00 SF	3.44+	0.00 =	77.06	1,177.86
31. ELE	GROD	+ Add Grounding rod - copper clad with clamp, 8'				
	2	2.00 EA	0.00+	122.95 =	17.21	263.11
-----bathroom 2-----						
32. DRY	LF>	+ Add Drywall per LF - up to 4' tall				
	21.89	21.89 LF [*]	0.00+	11.93 =	18.28	279.43
33. PNT	SP2	+ Seal/prime then paint the surface area twice (3 coats)				
	175.11	175.11 SF [*]	0.00+	1.06 =	12.99	198.61
34. FNC	C	+ Add Casing - 2 1/4"				
	16	16.00 LF [*]	0.00+	2.28 =	2.55	39.03
35. PNT	C1SP	+ Seal & paint casing - two coats				
	16	16.00 LF [*]	0.00+	1.33 =	1.49	22.77
36. FNC	B3	+ Add Baseboard - 3 1/4"				
	21.89	21.89 LF [*]	0.00+	3.38 =	5.18	79.17
37. PNT	B1SP	+ Seal & paint baseboard - two coats				
	21.89	21.89 LF [*]	0.00+	1.33 =	2.04	31.15
38. FCV	AV	+ Add Vinyl floor covering (sheet goods)				
	34.44	34.44 SF [*]	0.00+	3.98 =	9.59	146.66
39. PLM	TLTRS	+ Add Toilet - Detach & reset				
	1	1.00 EA [*]	0.00+	273.34 =	19.13	292.47
40. PLM	TLTFL	+ Add Toilet flange				
	1	1.00 EA [*]	0.00+	268.53 =	18.80	287.33
41. PLM	TUB/SRS	+ Add Fiberglass tub & shower combination - Detach & reset				
	1	1.00 EA [*]	0.00+	710.60 =	49.74	760.34
42. CAB	VANRS	+ Add Vanity - Detach & reset				
	3	3.00 LF [*]	0.00+	59.18 =	12.43	189.97

JGE RB 9/22/2015

CONTINUED - Elevation

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
43. PLM	FAURS	+ Add Sink faucet - Detach & reset				
	1	1.00 EA [*]	0.00+	135.39 =	9.48	144.87
-----Mud Room-----						
44. DRY	LF>	+ Add Drywall per LF - up to 4' tall				
	20.63	20.63 LF [*]	0.00+	11.93 =	17.23	263.35
45. PNT	SP2	+ Seal/prime then paint the surface area twice (3 coats)				
	165.04	165.04 SF [*]	0.00+	1.06 =	12.25	187.19
46. FNC	B3	+ Add Baseboard - 3 1/4"				
	20.63	20.63 LF [*]	0.00+	3.38 =	4.88	74.61
47. PNT	B1SP	+ Seal & paint baseboard - two coats				
	20.63	20.63 LF [*]	0.00+	1.33 =	1.92	29.36
48. FCV	AV	+ Add Vinyl floor covering (sheet goods)				
	30.48	30.48 SF [*]	0.00+	3.98 =	8.49	129.80
49. PLM	ROUGH	+ Add Rough in plumbing - includes supply and waste lines				
	30.48	30.48 SF	0.00+	3.76 =	8.02	122.62

Totals: Elevation 4,556.27 70,817.16

Total: Scope Required for Rehabilitation Only 4,556.27 70,817.16

Foundation

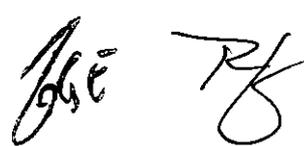
Foundation

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
50. FDN	FDN	+ Construct new Foundation (as per Pricing Sheet)				
	1	1.00 EA [N]	0.00+	55,377.69 =	3,876.44	59,254.13
51. FDN	SS	+ Foundation & Elevation Additional Scope ("Other" on Pricing Sheet)				
	1	1.00 EA [N]	0.00+	11,863.19 =	830.42	12,693.61

Total: Foundation 4,706.86 71,947.74

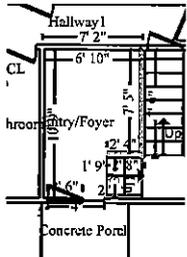
Debris Removal

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
52. DMO	DUMP<	- Dumpster load - Approx. 12 yards, 1-3 tons of debris				
	1	1.00 EA	807.57+	0.00 =	56.53	864.10



CONTINUED - Living Room

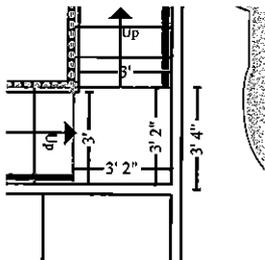
CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
*****1 Joint Repairs on Wall A *****						
54. DRY	PATCHLF	+ Drywall tape joint/repair - per LF				
	3	3.00 LF [*]	0.00+	7.29 =	1.53	23.40
55. PNT	SP	+ Seal/prime then paint the walls (2 coats)				
	W	551.29 SF [*]	0.00+	0.90 =	34.73	530.89
*****WINDOWS*****						
56. WDV	D	& R&R Vinyl window - double hung, 9-12 sf				
	5	5.00 EA [*]	26.51+	317.31 =	120.34	1,839.44
windows were exposed/submerged in salt water and were not replaced, per HO interview.						
57. FNC	WOP	& R&R Window trim set (casing & stop)				
	16*5	80.00 LF [*]	0.59+	4.35 =	27.66	422.86
58. PNT	C2	+ Paint casing - two coats				
	16*5	80.00 LF [*]	0.00+	1.28 =	7.17	109.57
59. FNC	SILL	& R&R Window sill				
	3*5	15.00 LF [*]	0.83+	3.24 =	4.27	65.32
60. PNT	SILL	+ Seal & paint window sill				
	3*5	15.00 LF [*]	0.00+	2.25 =	2.36	36.11
Totals: Living Room					198.06	3,027.59



Entry/Foyer

Height: 17' 7"

422.71 SF Walls	65.89 SF Ceiling
488.60 SF Walls & Ceiling	65.89 SF Floor
7.32 SY Flooring	31.89 LF Floor Perimeter
31.89 LF Ceil. Perimeter	



Subroom: Stairs1 (3)

Height: 16'

101.33 SF Walls	10.01 SF Ceiling
111.35 SF Walls & Ceiling	10.03 SF Floor
1.11 SY Flooring	6.33 LF Floor Perimeter
6.33 LF Ceil. Perimeter	

Missing Wall

3' X 16'

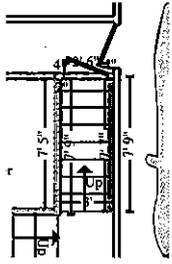
Opens into STAIRS

Missing Wall

3' X 16'

Opens into STAIRS2

ReNew Jersey Stronger



Subroom: Stairs2 (1)

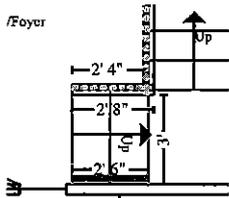
Height: 16'

102.04 SF Walls	22.72 SF Ceiling
124.76 SF Walls & Ceiling	44.88 SF Floor
4.99 SY Flooring	8.78 LF Floor Perimeter
7.57 LF Ceil. Perimeter	

Missing Wall

3' X 16'

Opens into STAIRS1



Subroom: Stairs (2)

Height: 17' 7"

42.48 SF Walls	7.62 SF Ceiling
50.10 SF Walls & Ceiling	14.56 SF Floor
1.62 SY Flooring	2.79 LF Floor Perimeter
2.54 LF Ceil. Perimeter	

Missing Wall

3' X 17' 7"

Opens into ENTRY_FOYER

Missing Wall

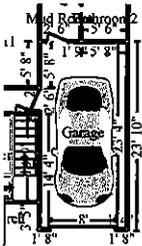
3' X 17' 7"

Opens into STAIRS1

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
*****EXTERIOR DOORS*****						
61. DOR	X	& R&R Exterior door - metal - insulated - flush or panel style	25.16+	317.34 =	23.97	366.47
	1	1.00 EA [*]				
entry door was exposed to salt water and was not replaced.						
62. PNT	DORT	+ Paint door/window trim & jamb - 2 coats (per side)	0.00+	27.75 =	3.89	59.39
	2	2.00 EA [*]				
63. FNH	DBX	+ Add Door lockset & deadbolt - exterior	0.00+	111.00 =	7.77	118.77
	1	1.00 EA [*]				
64. DOR	STRMD	& R&R Storm door assembly	20.73+	281.31 =	21.14	323.18
	1	1.00 EA [*]				
submerged in salt water and was not replaced.						
*****STAIR FRAMING*****						
65. STR	AV	& R&R Stairway - stringers, treads & risers (per tread)	17.61+	65.99 =	17.56	268.36
	3	3.00 EA [*]				
oak stairs tread and risers actually present.						
*****FLOORING*****						
66. FCC	AV	- Remove Carpet, oak treads and risers actually present	0.33+	0.00 =	3.13	47.80
	F	135.36 SF				
67. FCC	PAD	- Remove Carpet pad	0.14+	0.00 =	1.33	20.28
	F	135.36 SF				
68. FCC	PAD	+ Add Carpet pad	0.00+	0.69 =	6.54	99.94
	F	135.36 SF [*]				
69. FCC	AV	+ Add Carpet	0.00+	3.65 =	39.77	607.97
	(F)*1.15	155.67 SF [*]				

CONTINUED - Entry/Foyer

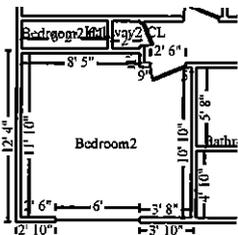
CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
70. FCC	STP	+ Add Step charge for "waterfall" carpet installation				
	13	13.00 EA [*]	0.00+	7.40 =	6.73	102.93
Totals: Entry/Foyer					131.83	2,015.09



Garage		Height: 8'
543.79 SF Walls	248.75 SF Ceiling	
792.54 SF Walls & Ceiling	248.75 SF Floor	
27.64 SY Flooring	67.97 LF Floor Perimeter	
67.97 LF Ceil. Perimeter		

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
*****OVERHEAD DOOR*****						
71. DOR	OH10	& R&R Overhead door & hardware - 10' x 7'				
	1	1.00 EA [*]	88.08+	1,070.71 =	81.12	1,239.91
overhead door was exposed to salt water and was not replaced.						
72. PNT	OH	+ Paint overhead door - 2 coats (per side)				
	1	1.00 EA [*]	0.00+	109.45 =	7.66	117.11
Totals: Garage					88.78	1,357.02
Total: Level 1					418.67	6,399.70

Level 2



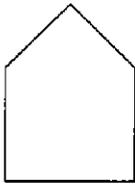
Bedroom2		Height: 8'
384.06 SF Walls	140.34 SF Ceiling	
524.41 SF Walls & Ceiling	140.34 SF Floor	
15.59 SY Flooring	48.01 LF Floor Perimeter	
48.01 LF Ceil. Perimeter		

Joe RF 9/22/2015

CONTINUED - Hallway2

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
87. DRY	PATCHLF	+ Drywall tape joint/repair - per LF				
	2	2.00 LF [*]	0.00+	7.29 =	1.02	15.60
88. PNT	SP	+ Seal/prime then paint the ceiling (2 coats)				
	C	67.21 SF [*]	0.00+	0.90 =	4.23	64.72
Totals: Hallway2					5.25	80.32
Total: Level 2					138.38	2,115.27

Exterior

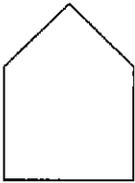


Front Elevation

Formula Elevation 32' x 18' x 0"

576.00 SF Walls
576.00 SF Long Wall
32.00 LF Ceil. Perimeter

32.00 LF Floor Perimeter
576.00 SF Short Wall



Subroom 1: Offset 1

Formula Elevation 11' x 9' x 0"

99.00 SF Walls
99.00 SF Long Wall
11.00 LF Ceil. Perimeter

11.00 LF Floor Perimeter
99.00 SF Short Wall

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
89. PNT	CNC	+ Paint concrete the surface area - Poor condition in XRF report				
	32*.667	21.34 SF	0.00+	0.83 =	1.24	18.95
*****Pavers at Driveway*****						
90. CNC	SL4	& R&R Concrete slab on grade - 4" - finished in place, Pavers actually present				
	10*31	310.00 SF	3.46+	4.42 =	170.99	2,613.79
91. CNC	SLRE3<	+ Add Concrete slab reinforcement - #3 (3/8") - grid, 12" ea way				
	10*31	310.00 SF [*]	0.00+	1.46 =	31.68	484.28
92. PNT	COL2	+ Paint column - two coats - Poor condition in XRF report				
	8	8.00 LF	0.00+	4.97 =	2.78	42.54

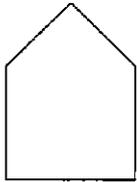
9/22/2015

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Joe RF

CONTINUED - Front Elevation

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
93. PNT	DORT	+ Paint door threshold - 2 coats (per side) - Poor condition in XRF report 1 1.00 EA	0.00+	27.21 =	1.90	29.11
Totals: Front Elevation					208.59	3,188.67

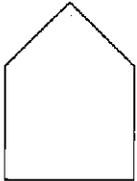


Left Elevation

Formula Elevation 26' x 18' x 0"

468.00 SF Walls
468.00 SF Long Wall
26.00 LF Ceil. Perimeter

26.00 LF Floor Perimeter
468.00 SF Short Wall

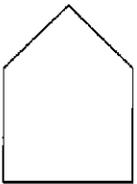


Subroom 1: Offset 1

Formula Elevation 16' x 9' x 0"

144.00 SF Walls
144.00 SF Long Wall
16.00 LF Ceil. Perimeter

16.00 LF Floor Perimeter
144.00 SF Short Wall



Subroom 2: Offset 2

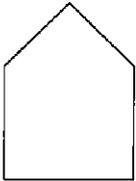
Formula Elevation 4' x 9' x 0"

36.00 SF Walls
36.00 SF Long Wall
4.00 LF Ceil. Perimeter

4.00 LF Floor Perimeter
36.00 SF Short Wall

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	TOTAL
94. PNT	CNC	+ Paint concrete the surface area - Poor condition in XRF report 42*.667 28.01 SF	0.00+	0.83 =	1.63	24.88
Totals: Left Elevation					1.63	24.88

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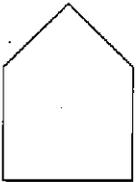


Rear Elevation

Formula Elevation 32' x 18' x 0"

576.00 SF Walls
 576.00 SF Long Wall
 32.00 LF Ceil. Perimeter

32.00 LF Floor Perimeter
 576.00 SF Short Wall



Subroom 1: Offset 1

Formula Elevation 11' x 9' x 0"

99.00 SF Walls
 99.00 SF Long Wall
 11.00 LF Ceil. Perimeter

11.00 LF Floor Perimeter
 99.00 SF Short Wall

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
95. PNT	CNC	+ Paint concrete the surface area - Poor condition in XRF report				
	20*.667	13.34 SF	0.00+	0.83 =	0.77	11.84
Totals: Rear Elevation					0.77	11.84
Total: Exterior					210.99	3,225.39

Mobility

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
*****MOBILITY*****						
96. ADA	LIFT8	+ Wheelchair Platform Lift to 8ft maximum height -				
	I	1.00 EA [EN]	0.00+	18,630.00 =	0.00	18,630.00
Totals: Mobility					0.00	18,630.00
Line Item Totals:					12,250.01	218,935.94

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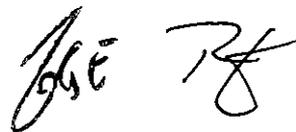
Grand Total Areas:

10,956.17 SF Walls	5,065.85 SF Ceiling	16,022.02 SF Walls and Ceiling
5,070.81 SF Floor	563.42 SY Flooring	1,552.27 LF Floor Perimeter
2,517.00 SF Long Wall	2,517.00 SF Short Wall	1,444.24 LF Ceil. Perimeter
5,070.81 Floor Area	4,228.12 Total Area	8,098.79 Interior Wall Area
5,177.65 Exterior Wall Area	624.08 Exterior Perimeter of Walls	
1,944.78 Surface Area	19.45 Number of Squares	542.86 Total Perimeter Length
39.47 Total Ridge Length	84.57 Total Hip Length	

 JGE RJ 9/22/2015

Summary for Dwelling

Line Item Total	206,685.93
Total Tax(Rep-Maint)	12,250.01
Replacement Cost Value	\$218,935.94
Net Claim	\$218,935.94


 9/22/2015

Recap of Taxes

	Total Tax(Rep-Maint) (7%)	Clothing Acc Tax (7%)	Storage Rental Tax (7%)
Line Items	12,250.01	0.00	0.00
Total	12,250.01	0.00	0.00



JGE *RF*

9/22/2015

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Recap by Room

Estimate: [REDACTED]

Area: Scope Required for Reconstruction Only

Demolition	11,884.20	5.75%
Asbestos_Recon	22,394.61	10.84%

Area Subtotal: Scope Required for Reconstruction Only	34,278.81	16.58%
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Area: Scope Required for Rehabilitation Only

Elevation	66,260.89	32.06%
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Area Subtotal: Scope Required for Rehabilitation Only	66,260.89	32.06%
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Area: Foundation

	67,240.88	32.53%
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Area Subtotal: Foundation	67,240.88	32.53%
Debris Removal	807.57	0.39%

Area: Footprint

Footprint	8,495.46	4.11%
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Area Subtotal: Footprint	8,495.46	4.11%
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Area: Level 1

Living Room	2,829.53	1.37%
Entry/Foyer	1,883.26	0.91%
Garage	1,268.24	0.61%

Area Subtotal: Level 1	5,981.03	2.89%
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Area: Level 2

Bedroom2	617.77	0.30%
Bedroom3	742.90	0.36%
Bedroom4	541.15	0.26%
Hallway2	75.07	0.04%

Area Subtotal: Level 2	1,976.89	0.96%
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Area: Exterior

Front Elevation	2,980.08	1.44%
Left Elevation	23.25	0.01%
Rear Elevation	11.07	0.01%

Area Subtotal: Exterior	3,014.40	1.46%
Mobility	18,630.00	9.01%

JSE *RJ*

9/22/2015

ReNew Jersey Stronger

Subtotal of Areas	206,685.93	100.00%
Total	206,685.93	100.00%


JGE

RJ

9/22/2015

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Recap by Category

Items	Total	%
ADA items	18,630.00	8.51%
CABINETS	177.54	0.08%
CONCRETE & ASPHALT	1,822.80	0.83%
GENERAL DEMOLITION	24,582.56	11.23%
DOORS	2,034.24	0.93%
DRYWALL	725.97	0.33%
ELECTRICAL	1,352.71	0.62%
FLOOR COVERING - CARPET	757.80	0.35%
FLOOR COVERING - VINYL	258.38	0.12%
	123,133.58	56.24%
FINISH CARPENTRY / TRIMWORK	576.80	0.26%
FINISH HARDWARE	216.68	0.10%
FRAMING & ROUGH CARPENTRY	867.75	0.40%
HAZARDOUS MATERIAL REMEDIATION	15,047.11	6.87%
HEAT, VENT & AIR CONDITIONING	8,169.86	3.73%
INSULATION	2,425.08	1.11%
PLUMBING	1,502.46	0.69%
PAINTING	2,620.09	1.20%
STAIRS	197.97	0.09%
WINDOWS - VINYL	1,586.55	0.72%
Subtotal	206,685.93	94.40%
Total Tax(Rep-Maint)	12,250.01	5.60%
Total	218,935.94	100.00%

 JGE RF

9/22/2015

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Re-New Jersey Stronger

Insured:

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Claim Number: 01ECR010001255

Policy Number: RRE0001255

Type of Loss: Hurricane

Coverage	Deductible	Policy Limit
Dwelling	\$0.00	\$0.00

Date Contacted: 8/16/2013

Date of Loss: 10/29/2012

Date Received: 8/18/2013

Date Inspected: 8/18/2013

Date Entered: 8/18/2013 1:56 PM

Date Est. Completed: 10/15/2013 10:37 AM

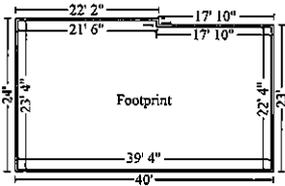
Price List: NJTR8X_AUG13
Restoration/Service/Remodel
Estimate: [REDACTED]

Depreciate Material: No
Depreciate Non-material: No
Depreciate Removal: No

Depreciate O&P: No
Depreciate Taxes: No

Joe Rf

SKETCH1
footprint



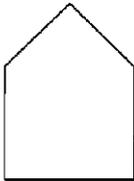
Footprint

Height: 8'

1002.67 SF Walls	899.94 SF Ceiling
1902.61 SF Walls & Ceiling	899.94 SF Floor
99.99 SY Flooring	125.33 LF Floor Perimeter
125.33 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
1. WTR	GRM	+ Apply anti-microbial agent					
	0	0.00 SF			0.00	0.00	0.00
Totals: Footprint					0.00	0.00	0.00

Exterior



Front Elevation

Formula Elevation 24' x 8' x 4'

240.00 SF Walls	24.00 LF Floor Perimeter
240.00 SF Long Wall	240.00 SF Short Wall
25.30 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
2. PNT	XSP2	+ Exterior - seal or prime then paint with two finish coats					
	W	240.00 SF	0.00+	1.03 =	20.76	49.44	317.40
3. HMR	ASBRMS	- Tear off asbestos siding (no haul off)					
	W	240.00 SF	2.39+	0.00 =	48.18	114.72	736.50
4. HMR	HWD	+ Hazardous waste hauling & disposal - (Bid item)					
	1	1.00 EA	0.00+	0.00 =	0.00	0.00	0.00
5. SDG	FCLP<	+ Fiber cement lap siding - 8"					
	W	240.00 SF	0.00+	3.89 =	78.42	186.72	1,198.74
6. INS	HWRAP	+ House wrap (air/moisture barrier)					
	W	240.00 SF	0.00+	0.27 =	5.45	12.96	83.21
7. SFG	FACVL	+ Fascia - vinyl - up to 8"					
	28	28.00 LF	0.00+	4.11 =	9.67	23.02	147.77

10/15/2013

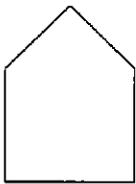
Page: 2

Loge RB

Re-New Jersey Stronger

CONTINUED - Front Elevation

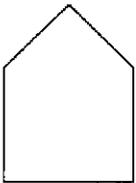
CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Totals: Front Elevation					162.48	386.86	2,483.62



Left Elevation

Formula Elevation 22' x 8' x 2' 4"

201.67 SF Walls	22.00 LF Floor Perimeter
201.67 SF Long Wall	201.67 SF Short Wall
22.49 LF Ceil. Perimeter	



Subroom 1: Offset 1

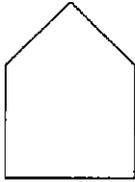
Formula Elevation 18' x 8' x 0"

144.00 SF Walls	18.00 LF Floor Perimeter
144.00 SF Long Wall	144.00 SF Short Wall
18.00 LF Ceil. Perimeter	

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
8. PNT	XSP2	+ Exterior - seal or prime then paint with two finish coats					
	W	345.67 SF	0.00+	1.03 =	29.90	71.20	457.14
9. HMR	ASBRMS	- Tear off asbestos siding (no haul off)					
	W	345.67 SF	2.39+	0.00 =	69.40	165.24	1,060.79
10. HMR	HWD	+ Hazardous waste hauling & disposal - (Bid item)					
	1	1.00 EA	0.00+	0.00 =	0.00	0.00	0.00
11. SDG	FCLP<	+ Fiber cement lap siding - 8"					
	W	345.67 SF	0.00+	3.89 =	112.96	268.94	1,726.56
12. INS	HWRAP	+ House wrap (air/moisture barrier)					
	W	345.67 SF	0.00+	0.27 =	7.84	18.66	119.83
13. SFG	FACVL	+ Fascia - vinyl - up to 8"					
	24	24.00 LF	0.00+	4.11 =	8.28	19.72	126.64
Totals: Left Elevation					228.38	543.76	3,490.96

Joe TF 10/15/2013

Re-New Jersey Stronger



Rear Elevation

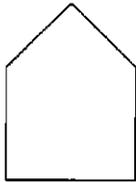
Formula Elevation 23' x 8' x 4'

230.00 SF Walls
 230.00 SF Long Wall
 24.35 LF Ceil. Perimeter

23.00 LF Floor Perimeter
 230.00 SF Short Wall

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
14. PNT	XSP2	+ Exterior - seal or prime then paint with two finish coats					
	W	230.00 SF	0.00+	1.03 =	19.90	47.38	304.18
15. HMR	ASBRMS	- Tear off asbestos siding (no haul off)					
	W	230.00 SF	2.39+	0.00 =	46.18	109.94	705.82
16. HMR	HWD	+ Hazardous waste hauling & disposal - (Bid item)					
	I	1.00 EA	0.00+	0.00 =	0.00	0.00	0.00
17. SDG	FCLP<	+ Fiber cement lap siding - 8"					
	W	230.00 SF	0.00+	3.89 =	75.16	178.94	1,148.80
18. INS	HWRAP	+ House wrap (air/moisture barrier)					
	W	230.00 SF	0.00+	0.27 =	5.22	12.42	79.74
19. HVC	AC+	+ Central air conditioning system - 3 ton - 14-15 SEER					
	I	1.00 EA	0.00+	3,060.68 =	257.10	612.14	3,929.92

Totals: Rear Elevation 403.56 960.82 6,168.46

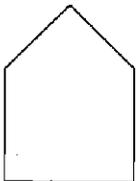


Right Elevation

Formula Elevation 22' x 8' x 2' 4"

201.67 SF Walls
 201.67 SF Long Wall
 22.49 LF Ceil. Perimeter

22.00 LF Floor Perimeter
 201.67 SF Short Wall



Subroom 1: Offset 2

Formula Elevation 18' x 8' x 0"

144.00 SF Walls
 144.00 SF Long Wall
 18.00 LF Ceil. Perimeter

18.00 LF Floor Perimeter
 144.00 SF Short Wall

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					



Handwritten signatures: JGE RB

10/15/2013

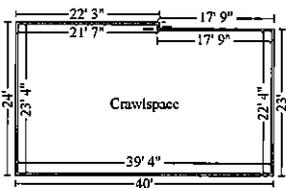
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Re-New Jerisy Stronger

CONTINUED - Right Elevation

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
20. PNT	XSP2	+ Exterior - seal or prime then paint with two finish coats					
	W	345.67 SF	0.00+	1.03 =	29.90	71.20	457.14
21. HMR	ASBRMS	- Tear off asbestos siding (no haul off)					
	W	345.67 SF	2.39+	0.00 =	69.40	165.24	1,060.79
22. HMR	HWD	+ Hazardous waste hauling & disposal - (Bid item)					
	I	1.00 EA	0.00+	0.00 =	0.00	0.00	0.00
23. SDG	FCLP<	+ Fiber cement lap siding - 8"					
	W	345.67 SF	0.00+	3.89 =	112.96	268.94	1,726.56
24. INS	HWRAP	+ House wrap (air/moisture barrier)					
	W	345.67 SF	0.00+	0.27 =	7.84	18.66	119.83
25. SFG	FACVL	+ Fascia - vinyl - up to 8"					
	24	24.00 LF	0.00+	4.11 =	8.28	19.72	126.64
26. SFG	SFTV	+ Soffit - vinyl					
	10	10.00 SF	0.00+	3.93 =	3.30	7.86	50.46
Totals: Right Elevation					231.68	551.62	3,541.42
Total: Exterior					1,026.10	2,443.06	15,684.46
Total: SKETCH1					1,026.10	2,443.06	15,684.46

SKETCH2
crawlspace



Crawlspace

Height: 8'

1002.67 SF Walls	900.03 SF Ceiling
1902.69 SF Walls & Ceiling	900.03 SF Floor
100.00 SY Flooring	125.33 LF Floor Perimeter
125.33 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
27. INS	BTF10	+ Batt insulation - 10" - R30 - paper faced					
	C	900.03 SF	0.00+	1.45 =	109.62	261.00	1,675.66
28. HVC	DCT<	+ Ductwork system - hot or cold air - 901 to 1199 SF home					
	I	1.00 EA	0.00+	2,892.67 =	242.99	578.54	3,714.20

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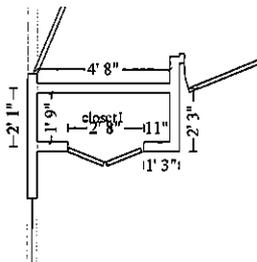
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CONTINUED - Crawlspace

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
Totals: Crawlspace					352.61	839.54	5,389.86
Total: crawlspace					352.61	839.54	5,389.86

Level 2



closet1

Height: 8'

102.67 SF Walls	8.17 SF Ceiling
110.83 SF Walls & Ceiling	8.17 SF Floor
0.91 SY Flooring	12.83 LF Floor Perimeter
12.83 LF Ceil. Perimeter	

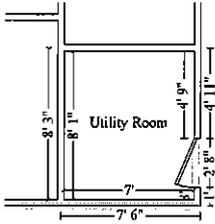
CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
29. DRY	5/8	+ 5/8" drywall - hung, taped, floated, ready for paint					
	C	8.17 SF	0.00+	1.65 =	1.13	2.70	17.31
30. DRY	1/2	+ 1/2" drywall - hung, taped, floated, ready for paint					
	W	102.67 SF	0.00+	1.58 =	13.63	32.44	208.29
31. FRM	SH3/4TG	+ Sheathing - plywood - 3/4" - tongue and groove					
	F	8.17 SF	0.00+	2.19 =	1.50	3.58	22.97
32. FNC	B	+ Baseboard - 2 1/4"					
	PF	12.83 LF	0.00+	2.12 =	2.28	5.44	34.92
33. DOR	BF	+ Bifold door set - Colonist - Double					
	I	1.00 EA	0.00+	178.41 =	14.99	35.68	229.08
34. PNT	BF	+ Paint bifold door set - slab only - 2 coats (per side)					
	I	1.00 EA	0.00+	33.04 =	2.77	6.60	42.41
35. PNT	B2	+ Paint baseboard - two coats					
	PF	12.83 LF	0.00+	0.91 =	0.98	2.34	15.00
36. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	110.83 SF	0.00+	0.66 =	6.14	14.64	93.93
37. FCC	PAD	+ Carpet pad					
	F	8.17 SF	0.00+	0.57 =	0.40	0.94	6.00
38. FCC	AV	+ Carpet					
	(F)*1.15	9.39 SF	0.00+	2.92 =	2.30	5.48	35.20
15 % waste added for Carpet.							
Totals: closet1					46.12	109.84	705.11

AGC RJ

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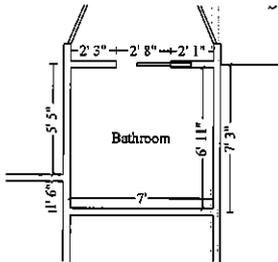


Utility Room

Height: 8'

241.09 SF Walls	56.48 SF Ceiling
297.56 SF Walls & Ceiling	56.48 SF Floor
6.28 SY Flooring	30.14 LF Floor Perimeter
30.14 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
39. DOR	X	& R&R Exterior door - metal - insulated - flush or panel style					
	1	1.00 EA	18.95+	242.75 =	21.99	52.36	336.05
40. FNH	DBX	+ Door lockset & deadbolt - exterior					
	1	1.00 EA	0.00+	85.46 =	7.18	17.10	109.74
41. PNT	DORT	+ Paint door/window trim & jamb - 2 coats (per side)					
	2	2.00 EA	0.00+	19.92 =	3.35	7.96	51.15
42. PLM	WH40	& R&R Water heater - 40 gallon - Gas - 6 yr					
	1	1.00 EA	51.12+	723.62 =	65.08	154.94	994.76
43. HVC	BLR	& R&R Boiler - natural gas - 130,000 BTU					
	1	1.00 EA	122.58+	3,329.76 =	290.00	690.48	4,432.82
44. HVC	AHAC3	+ Air handler - with A-coil - 3 ton					
	1	1.00 EA	0.00+	1,892.98 =	159.01	378.60	2,430.59
Totals: Utility Room					546.61	1,301.44	8,355.11



Bathroom

Height: 8'

222.67 SF Walls	48.42 SF Ceiling
271.08 SF Walls & Ceiling	48.42 SF Floor
5.38 SY Flooring	27.83 LF Floor Perimeter
27.83 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
45. DRY	1/2	- Remove 1/2" drywall - hung, taped, floated, ready for paint					
	WC	271.08 SF	0.38+	0.00 =	8.65	20.60	132.26
demo bath room and then replace per program due to water damage sustained from flood.							
46. INS	BTF4+	& R&R Batt insulation - 4" - R13 - paper faced					
	W	222.67 SF	0.22+	0.78 =	18.71	44.54	285.92
demo bath room and then replace per program due to water damage sustained from flood.							
47. ELE	REWIRE	+ Rewire - average residence - copper wiring					
	F	48.42 SF	0.00+	2.87 =	11.68	27.80	178.45
48. DRY	5/8	+ 5/8" drywall - hung, taped, floated, ready for paint					
	C	48.42 SF	0.00+	1.65 =	6.71	15.98	102.58

JGE TJ

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CONTINUED - Bathroom

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
49. DRY	1/2WR+	- Remove 1/2" water rock - hung, taped, floated, ready for paint					
	W	222.67 SF	0.38+	0.00 =	7.10	16.92	108.63
50. ELE	GFI	+ Ground fault interrupter (GFI) outlet					
	1	1.00 EA	0.00+	27.43 =	2.30	5.48	35.21
51. ELE	OSS	+ Switch					
	2	2.00 EA	0.00+	13.75 =	2.32	5.50	35.32
52. ELE	FAN	& R&R Exhaust fan					
	1	1.00 EA	13.26+	167.63 =	15.20	36.18	232.27
53. DOR	PKT	& R&R Pocket door unit - Colonist					
	1	1.00 EA	28.62+	191.54 =	18.49	44.02	282.67
54. FNC	B	& R&R Baseboard - 2 1/4"					
	PF-7	20.83 LF	0.37+	2.12 =	4.36	10.38	66.61
55. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	271.08 SF	0.00+	0.66 =	15.02	35.78	229.71
56. PNT	B2	+ Paint baseboard - two coats					
	PF	27.83 LF	0.00+	0.91 =	2.12	5.06	32.51
57. PNT	DORT	+ Paint door/window trim & jamb - 2 coats (per side)					
	1	1.00 EA	0.00+	19.92 =	1.67	3.98	25.57
58. PNT	DOR	+ Paint door slab only - 2 coats (per side)					
	1	1.00 EA	0.00+	20.24 =	1.70	4.04	25.98
59. FCT	AV	- Remove Tile floor covering					
	F	48.42 SF	2.21+	0.00 =	8.99	21.40	137.40
60. FCV	AV	+ Vinyl floor covering (sheet goods)					
	(F)*1.15	55.68 SF	0.00+	3.52 =	16.46	39.20	251.65
15 % waste added for Vinyl floor covering (sheet goods).							
61. CAB	VAN	& R&R Vanity					
	2	2.00 LF	6.64+	126.14 =	22.31	53.12	340.99
62. CAB	CTFL	& R&R Countertop - flat laid plastic laminate					
	2	2.00 LF	3.82+	36.29 =	6.74	16.04	103.00
63. PLM	SSNK	& R&R Service sink - 24" x 20" - wall hung					
	1	1.00 EA	60.28+	871.37 =	78.26	186.34	1,196.25
64. PLM	SNK	& R&R Sink - single					
	1	1.00 EA	16.59+	213.13 =	19.29	45.94	294.95
65. PLM	FAUBA	+ Sink faucet - Bathroom					
	1	1.00 EA	0.00+	149.29 =	12.54	29.86	191.69
66. PLM	TUB/S	& R&R Fiberglass tub & shower combination					
	1	1.00 EA	73.68+	791.35 =	72.66	173.02	1,110.71
67. PLM	TSFAU	& R&R Tub/shower faucet					
	1	1.00 EA	22.11+	266.83 =	24.28	57.78	371.00
68. PLM	TLT	& R&R Toilet					
	1	1.00 EA	22.11+	320.10 =	28.75	68.44	439.40

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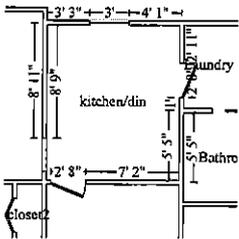
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CONTINUED - Bathroom

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
69. CAB	MC	& R&R Medicine cabinet 1 1.00 EA	15.93+	153.77 =	14.25	33.94	217.89
70. LIT	AV	& R&R Light fixture 1 1.00 EA	7.36+	71.09 =	6.60	15.70	100.75
Totals: Bathroom					427.16	1,017.04	6,529.37



kitchen/din

Height: 8'

337.44 SF Walls	122.00 SF Ceiling
459.44 SF Walls & Ceiling	122.00 SF Floor
13.56 SY Flooring	41.75 LF Floor Perimeter
44.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

2' 7" X 6' 8"

Opens into LIVING_ROOM

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
71. FRM	SH3/4TG F	& R&R Sheathing - plywood - 3/4" - tongue and groove 122.00 SF	1.20+	2.19 =	34.74	82.72	531.04
72. FCV	AV (F)*1.15	+ Vinyl floor covering (sheet goods) 140.30 SF	0.00+	3.52 =	41.48	98.78	634.12
15 % waste added for Vinyl floor covering (sheet goods).							
73. DRY	5/8 C	+ 5/8" drywall - hung, taped, floated, ready for paint 122.00 SF	0.00+	1.65 =	16.91	40.26	258.47
74. DRY	1/2 W-32	+ 1/2" drywall - hung, taped, floated, ready for paint 305.44 SF	0.00+	1.58 =	40.54	96.52	619.66
75. DRY	1/2WR+ 32	+ 1/2" water rock - hung, taped, floated, ready for paint 32.00 SF	0.00+	1.69 =	4.55	10.82	69.45
76. PNT	SP WC	+ Seal/prime then paint the walls and ceiling (2 coats) 459.44 SF	0.00+	0.66 =	25.48	60.64	389.35
77. INS	BTF4+ W/3	+ Batt insulation - 4" - R13 - paper faced 112.48 SF	0.00+	0.78 =	7.37	17.54	112.64
78. CAB	UP 15	+ Cabinetry - upper (wall) units 15.00 LF	0.00+	128.51 =	161.93	385.54	2,475.12
79. CAB	LOW 15	+ Cabinetry - lower (base) units 15.00 LF	0.00+	161.45 =	203.42	484.36	3,109.53
80. CAB	CTFL 15	+ Countertop - flat laid plastic laminate 15.00 LF	0.00+	36.29 =	45.72	108.88	698.95

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Re-New Jersey Stronger

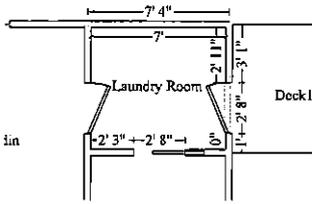
CONTINUED - kitchen/din

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
81. PLM	SNKD	+ Sink - double					
	1	1.00 EA	0.00+	292.40 =	24.56	58.48	375.44
82. PLM	FAU	+ Sink faucet - Kitchen					
	1	1.00 EA	0.00+	170.61 =	14.33	34.12	219.06
83. APP	GD	+ Garbage disposer					
	1	1.00 EA	0.00+	200.16 =	16.81	40.04	257.01
84. ELE	REWIRE	+ Rewire - average residence - copper wiring					
	F	122.00 SF	0.00+	2.87 =	29.41	70.02	449.57
85. ELE	GFI	+ Ground fault interrupter (GFI) outlet					
	4	4.00 EA	0.00+	27.43 =	9.22	21.94	140.88
86. ELE	OS	+ Outlet					
	3	3.00 EA	0.00+	13.74 =	3.47	8.24	52.93
87. ELE	OSS	+ Switch					
	3	3.00 EA	0.00+	13.75 =	3.47	8.26	52.98
88. LIT	AV	+ Light fixture					
	2	2.00 EA	0.00+	71.09 =	11.94	28.44	182.56
89. FNC	B	+ Baseboard - 2 1/4"					
	PF	41.75 LF	0.00+	2.12 =	7.44	17.70	113.65
90. PNT	B2	+ Paint baseboard - two coats					
	PF	41.75 LF	0.00+	0.91 =	3.19	7.60	48.78
91. APP	RF18	+ Refrigerator - top freezer - 18 to 22 cf					
	1	1.00 EA	0.00+	647.23 =	54.37	129.44	831.04
92. APP	DW	+ Dishwasher					
	1	1.00 EA	0.00+	568.13 =	47.72	113.62	729.47
93. APP	RGG	+ Range - freestanding - gas					
	1	1.00 EA	0.00+	731.06 =	61.40	146.22	938.68
94. APP	HD	+ Range hood					
	1	1.00 EA	0.00+	169.46 =	14.23	33.90	217.59
95. HVC	BBHST	+ Baseboard heat - steam or hot water					
	6	6.00 LF	0.00+	21.75 =	10.97	26.10	167.57
96. HVC	BBHC7	+ Baseboard heat cover - steam/hot water - 61" - 84" long					
	1	1.00 EA	0.00+	66.69 =	5.60	13.34	85.63
97. DOR	AV	+ Interior door unit					
	1	1.00 EA	0.00+	145.43 =	12.22	29.08	186.73
98. PNT	DOR	+ Paint door slab only - 2 coats (per side)					
	2	2.00 EA	0.00+	20.24 =	3.40	8.10	51.98
99. PNT	DORT	+ Paint door/window trim & jamb - 2 coats (per side)					
	2	2.00 EA	0.00+	19.92 =	3.35	7.96	51.15
100. FNH	DORH	+ Door knob - interior					
	1	1.00 EA	0.00+	38.83 =	3.26	7.76	49.85
Totals: kitchen/din					922.50	2,196.42	14,100.88

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Re-New Jersey Stronger



Laundry Room

Height: 8'

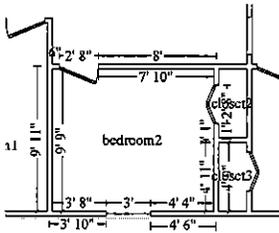
214.67 SF Walls	44.92 SF Ceiling
259.58 SF Walls & Ceiling	44.92 SF Floor
4.99 SY Flooring	26.83 LF Floor Perimeter
26.83 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
101. FRM	SH3/4TG	& R&R Sheathing - plywood - 3/4" - tongue and groove					
	F	44.92 SF	1.20+	2.19 =	12.79	30.46	195.52
102. FCV	AV	+ Vinyl floor covering (sheet goods)					
	(F)*1.15	51.65 SF	0.00+	3.52 =	15.28	36.36	233.45
15 % waste added for Vinyl floor covering (sheet goods).							
103. DOR	X	& R&R Exterior door - metal - insulated - flush or panel style					
	1	1.00 EA	18.95+	242.75 =	21.99	52.36	336.05
104. FNH	DBX	+ Door lockset & deadbolt - exterior					
	1	1.00 EA	0.00+	85.46 =	7.18	17.10	109.74
105. PNT	DORT	+ Paint door/window trim & jamb - 2 coats (per side)					
	4	4.00 EA	0.00+	19.92 =	6.70	15.94	102.32
106. PNT	DOR	+ Paint door slab only - 2 coats (per side)					
	2	2.00 EA	0.00+	20.24 =	3.40	8.10	51.98
107. DRY	5/8	+ 5/8" drywall - hung, taped, floated, ready for paint					
	C	44.92 SF	0.00+	1.65 =	6.23	14.82	95.17
108. DRY	1/2	+ 1/2" drywall - hung, taped, floated, ready for paint					
	W-32	182.67 SF	0.00+	1.58 =	24.24	57.72	370.58
109. DRY	1/2WR+	+ 1/2" water rock - hung, taped, floated, ready for paint					
	32	32.00 SF	0.00+	1.69 =	4.55	10.82	69.45
110. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	259.58 SF	0.00+	0.66 =	14.39	34.26	219.97
111. PLM	WBOX	+ Washing machine outlet box with valves					
	1	1.00 EA	0.00+	184.52 =	15.50	36.90	236.92
112. INS	BTF4+	+ Batt insulation - 4" - R13 - paper faced					
	W/2	107.33 SF	0.00+	0.78 =	7.03	16.74	107.49
113. HVC	BBHST	& R&R Baseboard heat - steam or hot water					
	4	4.00 LF	2.23+	21.75 =	8.05	19.18	123.15
114. HVC	BBHC5	+ Baseboard heat cover - steam/hot water - 37" - 60" long					
	1	1.00 EA	0.00+	49.22 =	4.14	9.84	63.20
Totals: Laundry Room					151.47	360.60	2,314.99

Joe RF 10/15/2013

CONTINUED - bedroom3

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
133. HVC	BBHC8	+ Baseboard heat cover - steam/hot water - over 85" long					
	1	1.00 EA	0.00+	73.66 =	6.19	14.74	94.59
Totals: bedroom3					213.40	508.06	3,261.79



bedroom2

Height: 8'

331.75 SF Walls	107.08 SF Ceiling
438.83 SF Walls & Ceiling	107.08 SF Floor
11.90 SY Flooring	41.47 LF Floor Perimeter
41.47 LF Ceil. Perimeter	

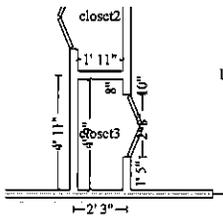
CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
134. DRY	5/8	+ 5/8" drywall - hung, taped, floated, ready for paint					
	C	107.08 SF	0.00+	1.65 =	14.84	35.34	226.86
135. DRY	1/2	+ 1/2" drywall - hung, taped, floated, ready for paint					
	W	331.75 SF	0.00+	1.58 =	44.03	104.84	673.04
136. FRM	SH3/4TG	+ Sheathing - plywood - 3/4" - tongue and groove					
	F	107.08 SF	0.00+	2.19 =	19.70	46.90	301.11
137. FNC	B	+ Baseboard - 2 1/4"					
	PF	41.47 LF	0.00+	2.12 =	7.38	17.58	112.88
138. PNT	B2	+ Paint baseboard - two coats					
	PF	41.47 LF	0.00+	0.91 =	3.17	7.54	48.45
139. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	438.83 SF	0.00+	0.66 =	24.32	57.92	371.87
140. FCC	PAD	+ Carpet pad					
	F	107.08 SF	0.00+	0.57 =	5.12	12.20	78.36
141. FCC	AV	+ Carpet					
	(F)*1.15	123.14 SF	0.00+	2.92 =	30.20	71.92	461.69
15 % waste added for Carpet.							
142. ELE	REWIRE	+ Rewire - average residence - copper wiring					
	1	1.00 SF	0.00+	2.87 =	0.24	0.58	3.69
143. ELE	OS	+ Outlet					
	6	6.00 EA	0.00+	13.74 =	6.92	16.48	105.84
144. ELE	OSS	+ Switch					
	1	1.00 EA	0.00+	13.75 =	1.15	2.76	17.66

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CONTINUED - bedroom1

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
158. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	421.25 SF	0.00+	0.66 =	23.35	55.60	356.98
159. FCC	PAD	+ Carpet pad					
	F	87.29 SF	0.00+	0.57 =	4.18	9.96	63.90
160. FCC	AV	+ Carpet					
	(F)*1.15	100.38 SF	0.00+	2.92 =	24.62	58.62	376.35
15 % waste added for Carpet.							
161. ELE	REWIRE	+ Rewire - average residence - copper wiring					
	1	1.00 SF	0.00+	2.87 =	0.24	0.58	3.69
162. ELE	OS	+ Outlet					
	6	6.00 EA	0.00+	13.74 =	6.92	16.48	105.84
163. ELE	OSS	+ Switch					
	1	1.00 EA	0.00+	13.75 =	1.15	2.76	17.66
164. LIT	AV	+ Light fixture					
	1	1.00 EA	0.00+	71.09 =	5.98	14.22	91.29
165. DOR	AV	+ Interior door unit					
	1	1.00 EA	0.00+	145.43 =	12.22	29.08	186.73
166. PNT	DOR	+ Paint door slab only - 2 coats (per side)					
	2	2.00 EA	0.00+	20.24 =	3.40	8.10	51.98
167. PNT	DORT	+ Paint door/window trim & jamb - 2 coats (per side)					
	2	2.00 EA	0.00+	19.92 =	3.35	7.96	51.15
168. FNH	DORH	+ Door knob - interior					
	1	1.00 EA	0.00+	38.83 =	3.26	7.76	49.85
169. INS	BTF4+	+ Batt insulation - 4" - R13 - paper faced					
	W/2	166.98 SF	0.00+	0.78 =	10.94	26.04	167.22
170. HVC	BBHST	& R&R Baseboard heat - steam or hot water					
	10	10.00 LF	2.23+	21.75 =	20.15	47.96	307.91
171. HVC	BBHC8	+ Baseboard heat cover - steam/hot water - over 85" long					
	1	1.00 EA	0.00+	73.66 =	6.19	14.74	94.59
Totals: bedroom1					209.07	497.74	3,195.50



closet3

Height: 8'

106.06 SF Walls	9.03 SF Ceiling
115.09 SF Walls & Ceiling	9.03 SF Floor
1.00 SY Flooring	13.26 LF Floor Perimeter
13.26 LF Ceil. Perimeter	

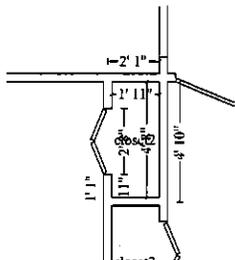
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10/15/2013

Page: 15

Re-New Jersey Stronger

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
172. DRY	5/8	+ 5/8" drywall - hung, taped, floated, ready for paint					
	C	9.03 SF	0.00+	1.65 =	1.25	2.98	19.13
173. DRY	1/2	+ 1/2" drywall - hung, taped, floated, ready for paint					
	W	106.06 SF	0.00+	1.58 =	14.08	33.52	215.17
174. FRM	SH3/4TG	+ Sheathing - plywood - 3/4" - tongue and groove					
	F	9.03 SF	0.00+	2.19 =	1.66	3.96	25.40
175. FNC	B	+ Baseboard - 2 1/4"					
	PF	13.26 LF	0.00+	2.12 =	2.36	5.62	36.09
176. DOR	BF	+ Bifold door set - Colonist - Double					
	1	1.00 EA	0.00+	178.41 =	14.99	35.68	229.08
177. PNT	BF	+ Paint bifold door set - slab only - 2 coats (per side)					
	1	1.00 EA	0.00+	33.04 =	2.77	6.60	42.41
178. PNT	B2	+ Paint haseboard - two coats					
	PF	13.26 LF	0.00+	0.91 =	1.01	2.42	15.50
179. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	115.09 SF	0.00+	0.66 =	6.38	15.20	97.54
180. FCC	PAD	+ Carpet pad					
	F	9.03 SF	0.00+	0.57 =	0.43	1.04	6.62
181. FCC	AV	+ Carpet					
	(F)*1.15	10.39 SF	0.00+	2.92 =	2.54	6.06	38.94
15 % waste added for Carpet.							
Totals: closet3					47.47	113.08	725.88



closet2

Height: 8'

105.69 SF Walls	8.99 SF Ceiling
114.68 SF Walls & Ceiling	8.99 SF Floor
1.00 SY Flooring	13.21 LF Floor Perimeter
13.21 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
182. DRY	5/8	+ 5/8" drywall - hung, taped, floated, ready for paint					
	C	8.99 SF	0.00+	1.65 =	1.25	2.96	19.04
183. DRY	1/2	+ 1/2" drywall - hung, taped, floated, ready for paint					
	W	105.69 SF	0.00+	1.58 =	14.03	33.40	214.42
184. FRM	SH3/4TG	+ Sheathing - plywood - 3/4" - tongue and groove					
	F	8.99 SF	0.00+	2.19 =	1.66	3.94	25.29
185. FNC	B	+ Baseboard - 2 1/4"					
	PF	13.21 LF	0.00+	2.12 =	2.35	5.60	35.96
186. DOR	BF	+ Bifold door set - Colonist - Double					
	1	1.00 EA	0.00+	178.41 =	14.99	35.68	229.08

Loge *TR*

Re-New Jersey Stronger

CONTINUED - closet2

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
187. PNT	BF	+ Paint bifold door set - slab only - 2 coats (per side)					
	1	1.00 EA	0.00+	33.04 =	2.77	6.60	42.41
188. PNT	B2	+ Paint baseboard - two coats					
	PF	13.21 LF	0.00+	0.91 =	1.01	2.40	15.43
189. PNT	SP	+ Seal/prime then paint the walls and ceiling (2 coats)					
	WC	114.68 SF	0.00+	0.66 =	6.36	15.14	97.19
190. FCC	PAD	+ Carpet pad					
	F	8.99 SF	0.00+	0.57 =	0.43	1.02	6.57
191. FCC	AV	+ Carpet					
	(F)*1.15	10.34 SF	0.00+	2.92 =	2.53	6.04	38.76
15 % waste added for Carpet.							
Totals: closet2					47.38	112.78	724.15

Environmental

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
192. HMR	ASBRMS	- Tear off asbestos siding (no haul off)					
	1140	1140.00 SF	2.39+	0.00 =	228.86	544.92	3,498.38
193. RFG	ASBRMVN	- Tear off rigid asbestos shingles (no haul off)					
	9	9.00 SQ	249.72+	0.00 =	188.78	449.50	2,885.76
194. HMR	ASBRMD	- Tear off asbestos drywall (no haul off)					
	4	4.00 SF	1.42+	0.00 =	0.48	1.14	7.30
195. DMO	DUMP>>	- Dumpster load - Approx. 40 yards, 7-8 tons of debris					
	1	1.00 EA	1,158.43+	0.00 =	97.31	231.68	1,487.42
196. CLN	F-+	+ Clean floor - Entire bome of lead impacted dust					
	11367	11367.00 SF	0.00+	0.43 =	410.58	977.56	6,275.95
Totals: Environmental					926.01	2,204.80	14,154.81

Re-New Jersey Stronger

Total: Level 2	4,169.76	9,927.92	63,736.59
Total: SKETCH2	4,522.37	10,767.46	69,126.45
Line Item Totals: [REDACTED]	5,548.47	13,210.52	84,810.91

Grand Total Areas:

6,066.82 SF Walls	2,650.30 SF Ceiling	8,717.12 SF Walls and Ceiling
2,650.35 SF Floor	294.48 SY Flooring	766.32 LF Floor Perimeter
1,161.33 SF Long Wall	1,161.33 SF Short Wall	748.12 LF Ceil. Perimeter
2,650.35 Floor Area	2,617.39 Total Area	4,944.65 Interior Wall Area
3,625.33 Exterior Wall Area	376.58 Exterior Perimeter of Walls	
1,164.78 Surface Area	11.65 Number of Squares	346.41 Total Perimeter Length
65.84 Total Ridge Length	0.00 Total Hip Length	

[REDACTED]

JGE RJ

10/15/2013

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Summary for Dwelling

Line Item Total	66,051.92
Overhead	6,605.26
Profit	6,605.26
Total Tax(Rep-Maint)	5,548.47
Replacement Cost Value	\$84,810.91
Net Claim	\$84,810.91



ghe RJ

10/15/2013

Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Total Tax(Rep-Maint) (7%)	Clothing Acc Tax (7%)	Storage Rental Tax (7%)
Line Items	6,605.26	6,605.26	5,548.47	0.00	0.00
Total	6,605.26	6,605.26	5,548.47	0.00	0.00



Joe RF

Recap by Room

Estimate: [REDACTED]

Area: SKETCH1

Area: Exterior

Front Elevation	1,934.28	2.93%
Left Elevation	2,718.82	4.12%
Rear Elevation	4,804.08	7.27%
Right Elevation	2,758.12	4.18%

Area Subtotal: Exterior	12,215.30	18.49%
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Area Subtotal: SKETCH1	12,215.30	18.49%
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Area: SKETCH2

Area: crawlspace

Crawlspace	4,197.71	6.36%
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Area Subtotal: crawlspace	4,197.71	6.36%
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Area: Level 2

closet1	549.15	0.83%
Utility Room	6,507.06	9.85%
Bathroom	5,085.17	7.70%
kitchen/din	10,981.96	16.63%
Laundry Room	1,802.92	2.73%
bedroom3	2,540.33	3.85%
bedroom2	2,605.70	3.94%
bedroom1	2,488.69	3.77%
closet3	565.33	0.86%
closet2	563.99	0.85%
Environmental	11,024.00	16.69%
Living Room	4,924.61	7.46%

Area Subtotal: Level 2	49,638.91	75.15%
------------------------	-----------	--------

Area Subtotal: SKETCH2	53,836.62	81.51%
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Subtotal of Areas	66,051.92	100.00%
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Total	66,051.92	100.00%
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[REDACTED]

JGE RF

Recap by Category

O&P Items	Total	%
APPLIANCES	2,316.04	2.73%
CABINETS	5,372.38	6.33%
CLEANING	4,887.81	5.76%
GENERAL DEMOLITION	10,383.80	12.24%
DOORS	2,036.74	2.40%
DRYWALL	5,166.40	6.09%
ELECTRICAL	1,327.58	1.57%
FLOOR COVERING - CARPET	2,272.62	2.68%
FLOOR COVERING - VINYL	871.66	1.03%
FINISH CARPENTRY / TRIMWORK	631.11	0.74%
FINISH HARDWARE	411.70	0.49%
FRAMING & ROUGH CARPENTRY	1,632.63	1.93%
HEAT, VENT & AIR CONDITIONING	12,674.14	14.94%
INSULATION	2,304.40	2.72%
LIGHT FIXTURES	497.63	0.59%
PLUMBING	3,983.22	4.70%
PAINTING	4,412.78	5.20%
SIDING	4,517.62	5.33%
SOFFIT, FASCIA, & GUTTER	351.66	0.41%
O&P Items Subtotal	66,051.92	77.88%
Overhead	6,605.26	7.79%
Profit	6,605.26	7.79%
Total Tax(Rep-Maint)	5,548.47	6.54%
Total	84,810.91	100.00%

Joe Rf

Damage Description and Dimension Report
(DDD)
BAYAMÓN CITY HALL (CASA ALCALDÍA DE BAYAMÓN)

Project Code: 99021:00084

KM 11, Carr PR #2, Bayamon, Puerto Rico.

Lat.: 18.396409, Long.: -66.155574

CATEGORY E: BUILDING



Report Date: July 6, 2018

Jose RF

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1. INTRODUCTION SUMMARY

During the incident period, on September 20, 2017, hurricane force winds and heavy rain from Hurricane María affected and damaged the exterior and subsequently, the interior of the Bayamón City Hall complex. Hurricane force winds caused several windows to break, allowing rain driven water to enter the building and infiltrating most of the interior areas of the buildings and remained stagnant for various days. Other exposed building elements such as HVAC equipment, elevators, guardrails and exterior light fixtures also suffered hurricane-related damage.

The Bayamón City Hall is a large iconic municipality owned building built in 1979, comprised of a 5-story main building spanning over State Road PR #2, an adjacent theater, an assembly hall, a general services area and maintenance area. It also includes an outdoor plaza and two covered pedestrian bridges. Overall, the building is mainly built of pre-cast and cast-in-place concrete, along with structural steel (sometimes exposed).

1.1 DDD Document Structure

Given the damages are distributed throughout the building and vary from area to area, for the exterior, the damages have been divided and presented using different views from the two main buildings as depicted below on Figure 1.



Figure 1. Aerial image with building views and distribution of buildings

DAMAGE DESCRIPTION AND DIMENSIONS (DDD)
Bayamón City Hall (Casa Alcaldía de Bayamón)
July 6, 2018

For the interior, it will also be divided between the two main buildings, but will be further subdivided as follows:

- Building 1
 - Plaza level
 - Pedestrian overpass – Guadarrama parking building
 - Pedestrian overpass – Road #2 overpass
 - Braulio Castillo Theater (roof)
 - Braulio Castillo Theater (interior)
 - Municipality assembly
 - General service / maintenance area
- Building 2
 - Fifth floor – Main structure (roof and interior)
 - Fourth floor – Main structure
 - Third, second and first floor – Main Structure

1.2 Municipality personnel and Inspection Team

The following personnel from the municipality of Bayamón were present during the inspection of the Bayamón City Hall complex. The inspection took place on June 20, 2018.

Name	e-mail	Phone
Arq. Raphael Osuna	rosuna@bayamonpr.org	787-780-4469
Arq. Elyam Rodríguez	erodriguez@bayamonpr.org	787-410-1461
Ing. Tommy Figueroa	Not provided	787-213-4662
Ing. Carlos Agrover	Not provided	787-630-5014
Ing. Chelo Sánchez	Not provided	787-565-1588

Inspection Team

The inspection team on behalf of COR3 was comprised by the following professionals from different disciplines as described below.

Name	e-mail	Phone
Arq. Jorge Cid	jid@cmpr.com	787-479-8460
Arq. Nohely Pabón	npabon@cmpr.com	939-639-4583
Ing. Carmel Manzano	cmanzano@cmpr.com	939-243-5059
Ing. Nelson Viel	nviel@cmpr.com	787-508-1818



2. MUNICIPALITY PHOTOS IMMEDIATELY AFTER DISASTER

Municipality personnel was able to document damages of the Bayamon City Hall after the hurricane. Below is a selection of photos that the applicant provided.



MUNICIPALITY PHOTOS IMMEDIATELY AFTER DISASTER

Building 2 – Fifth floor lobby



Building 2 – First floor lobby



Building 2 – Fifth floor lobby



Building 2 – Lobby



Building 2 – Fifth floor main conference room



Building 2 – Fifth floor main conference room



Jose Rf

3. BUILDING 1 EXTERIOR

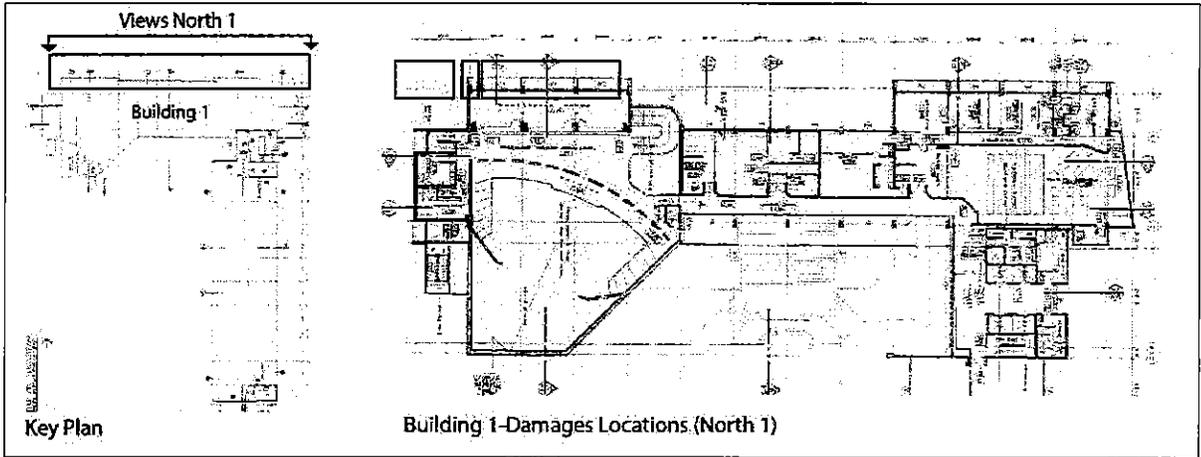
3.1 BUILDING 1 EXTERIOR – NORTH 1 SIDE (THEATER AND ASSEMBLY AREAS)

Damage Description and Dimensions	Quantity
1. Broken or missing operable pivot windows; 4-feet x 6-feet	11 units
2. Broken or missing fixed glass windows at the theater area; each 4-feet x 8-feet	4 units
3. Missing pre-cast concrete guardrail, 8-inch diameter and 10-foot long	1 unit
4. Pre-cast concrete guardrail base supports, 12-inch (L) x 12-inch (W) x 12-inch (D)	2 units
5. Missing pre-cast concrete overhang fins, 9.5 feet (L) x 4-feet (W) x 0.5-foot (D)	2 units
6. Metal guardrail over pre-cast concrete guardrail 1.5-inch diameter stainless steel	25 linear feet
7. Damaged exterior lighting fixtures luminaries attached to columns at Plaza Level	3 units

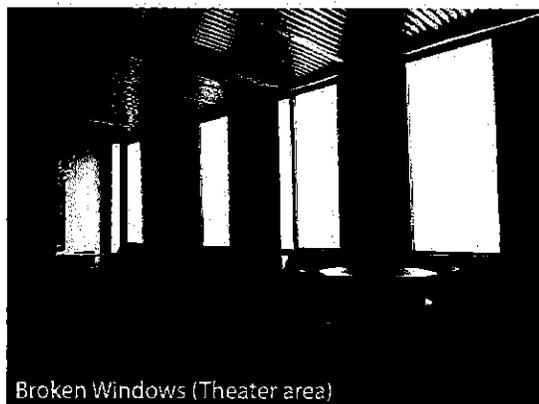
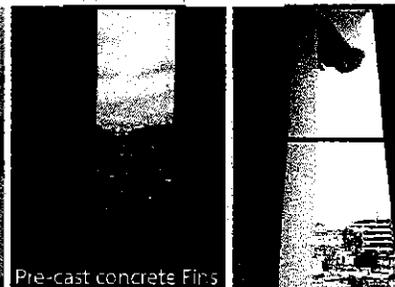
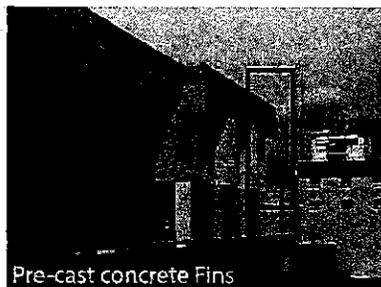
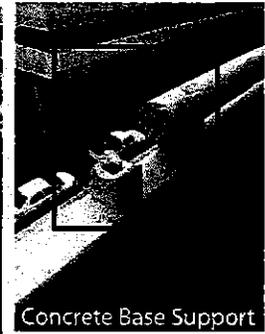
Note: All items were damaged or are missing due to hurricane force winds and/or flying debris.



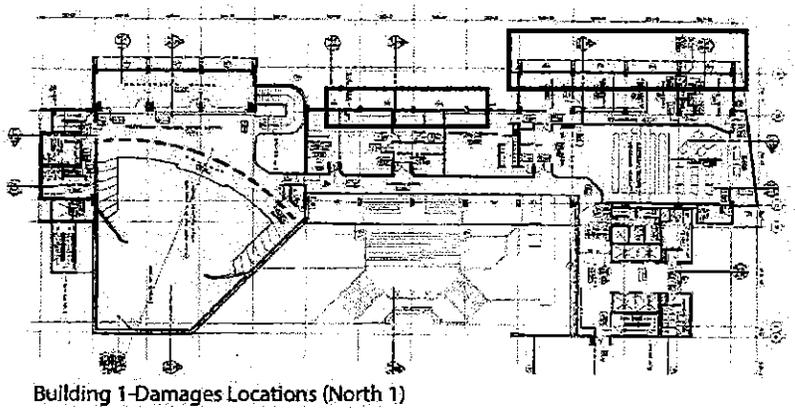
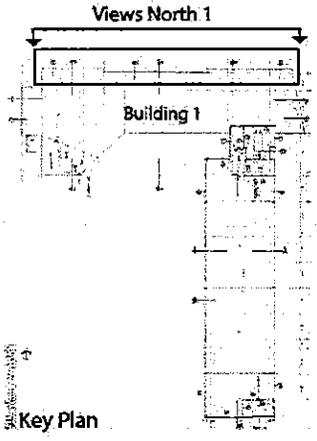
BUILDING 1 EXTERIOR – NORTH 1 SIDE (THEATER AND ASSEMBLY AREAS)



North 1 Damages (Theater Area)



DAMAGE DESCRIPTION AND DIMENSIONS (DDD)
Bayamón City Hall (Casa Alcaldía de Bayamón)
July 6, 2018



North 1 Damages (Assembly Area)



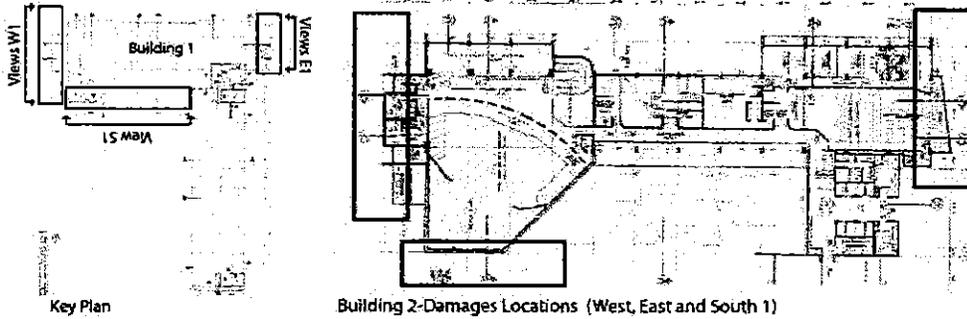
Jose R. J.

3.2 BUILDING 1 EXTERIOR – WEST, EAST AND SOUTH SIDE

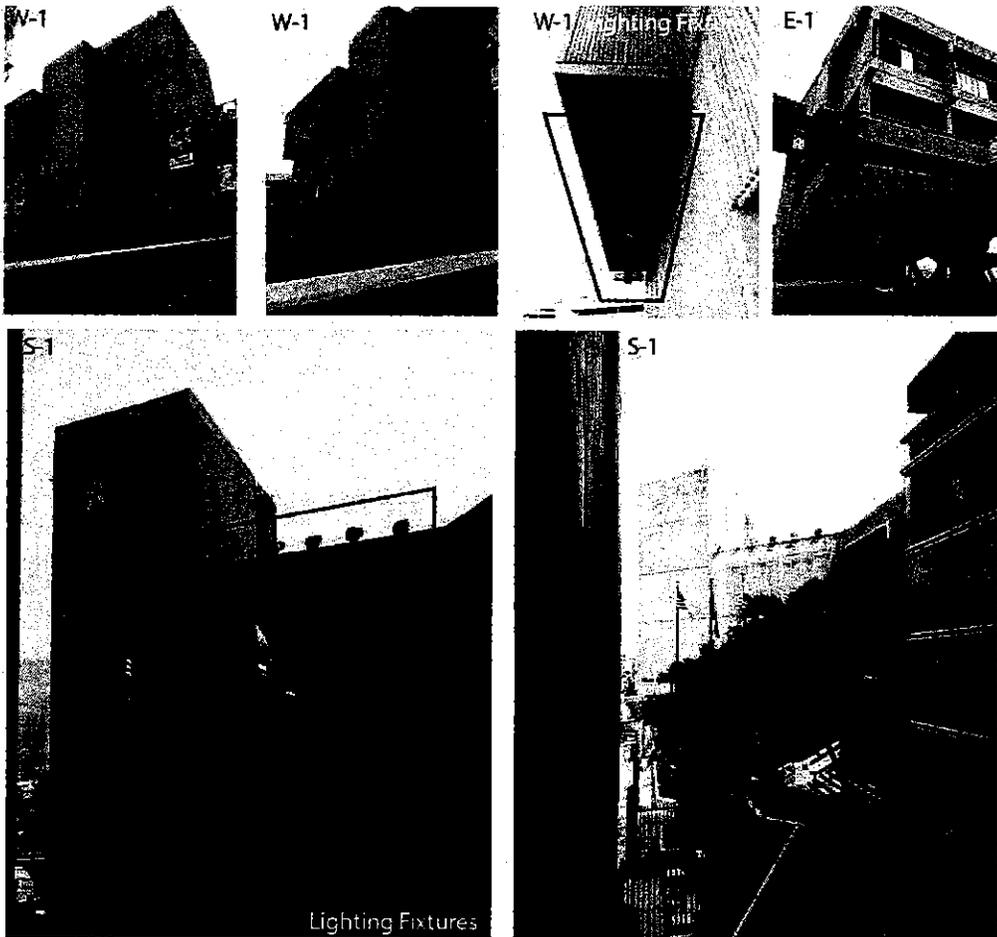
Description	Quantity
1. Damaged halogen lighting fixtures (Roof area)	6 units
2. Damaged luminaries passage to roof stairs (west side)	3 units

Note: All items were damaged by hurricane force winds and/or flying debris.

BUILDING 1 EXTERIOR – WEST, EAST AND SOUTH SIDE



West 1, East 1 and South 1 Damages



Handwritten signature/initials: JGE RF

DAMAGE DESCRIPTION AND DIMENSIONS
Bayamón City Hall (Casa Alcaldía de Bayamón)

5. BUILDING 1 INTERIOR AREAS

5.1 PLAZA LEVEL

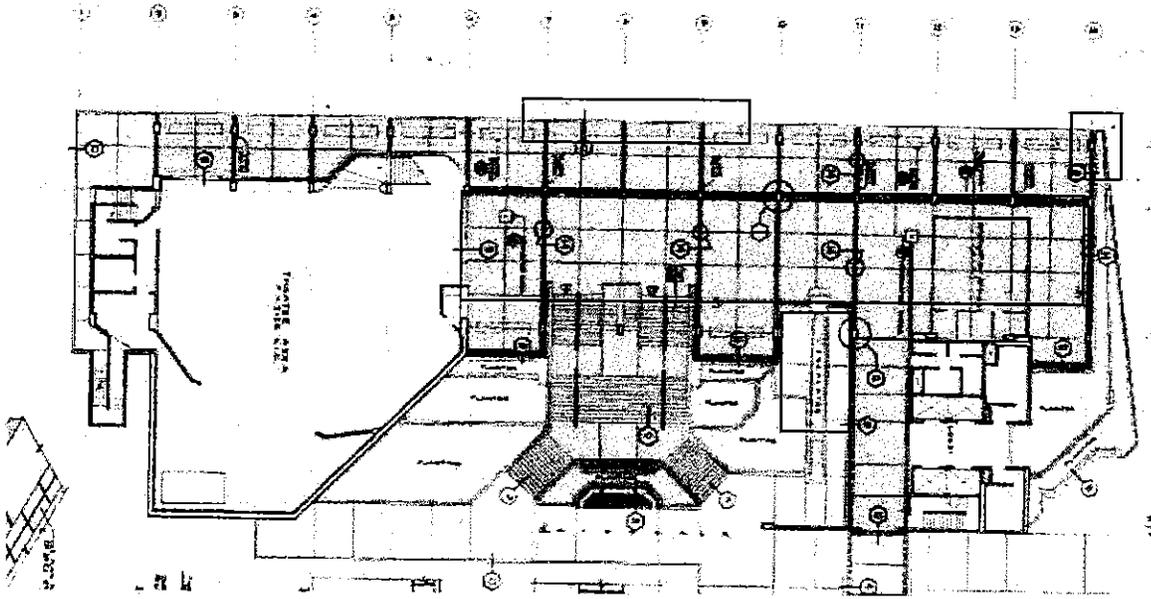
Damage Description and Dimensions	Quantity
1. Damaged cementitious ceiling panel	100 square feet
2. Damaged/concrete slab roof	4 square feet
3. Damaged pre-cast concrete railing, 8-inch diameter	4 linear feet
4. Damaged panoramic elevator glass panel	18 square feet
5. Corroded metal frame in panoramic elevator perimeter	350 linear feet
6. Damaged prescolite 3 arms round pole with 18-inch diameter sphere incandescent seamless bronze acrylic sphere	2 units
7. Missing light fixtures	9 units
8. Damaged 5 tons condenser units	2 units
9. Damaged 3 tons condenser units	1 unit

Note: All items were damaged by hurricane force winds and/or flying debris.

Handwritten signature and initials, possibly 'JGE' and 'RF', in the bottom right corner of the page.

DAMAGE DESCRIPTION AND DIMENSIONS (DDD)
Bayamón City Hall (Casa Alcaldía de Bayamón)
July 6, 2018

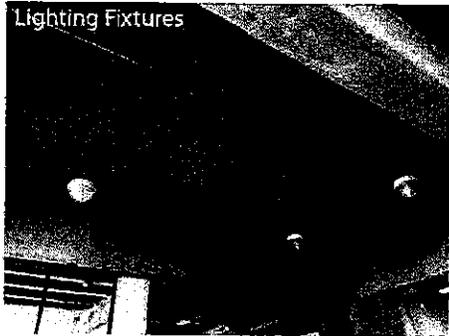
PLAZA LEVEL



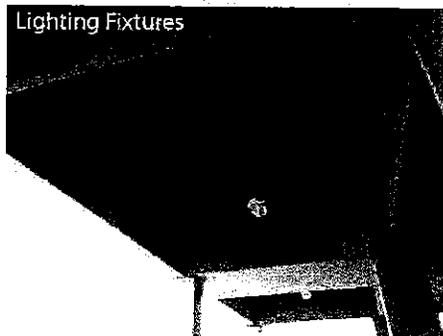
Plaza Level Key Plan

Plaza Level -Damages Locations

Plaza Level Damages



Lighting Fixtures



Lighting Fixtures



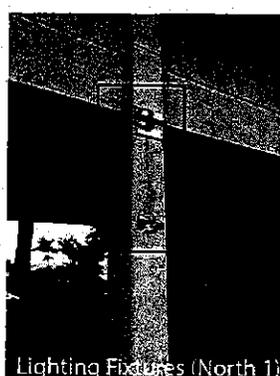
Lighting Fixtures



Water Filtration



Water Filtration



Lighting Fixtures (North 1)



Lighting Fixtures (North 1)

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5.2 PEDESTRIAN OVERPASS – GUADARRAMA PARKING BUILDING

Damage Description and Dimensions	Quantity
1. *Damaged or missing 8mm polycarbonate panels. 5-ft 2-in x 7-ft 6-in	25 units (50 in total)
2. Damaged metal junction box cap to existing 2-inch x 4-inch boxes	4 units
3. Damaged metal junction box cap to existing 4-inch x 4-inch boxes	5 units
4. *Damaged top lighting fixtures	27 units
5. Damaged step light bulbs	16 units
6. Missing bridge aluminum assembly section, 8-ft (W) x 7-ft 10-in (H)	2 units
7. Missing louvers, 3-ft x 2-ft 2-in	4 units

Note: Items were damaged by hurricane force winds and flying debris. Most of the polycarbonate panels suffered damage, including one section of approximately 8-foot wide that was completely ripped from the rest of the aluminum frame system.

RECOMMENDATIONS

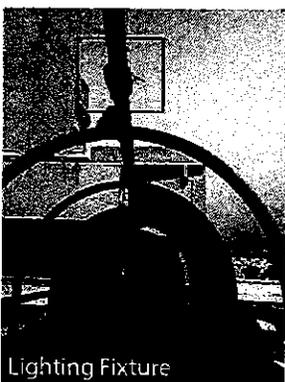
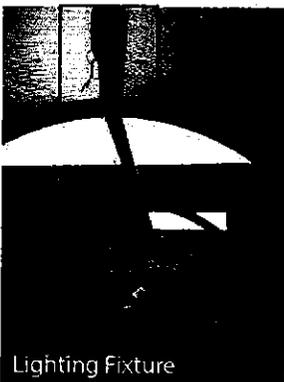
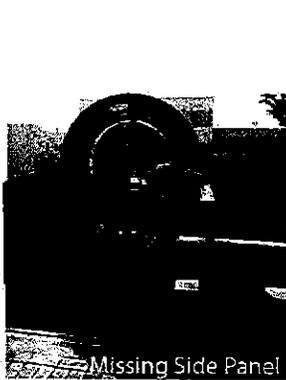
25 polycarbonate panels are missing due to hurricane force winds and most of the lightning fixtures need to be replaced, we recommend replacing the pedestrian overpass in its entirety. That includes aluminum frame, polycarbonate panels, lightning and required wiring and conduits.

RECOMMENDED HAZARD MITIGATION MEASURES

As a hazard mitigation measure, we recommend that the new structure and polycarbonate panels should be designed to withstand hurricane winds as per latest code specifications. It should also be considered a thorough structural assessment of the supporting steel beams and reinforced concrete columns of the overpass, to assure no structural damage, that is not evident, may have suffered damage.

PEDESTRIAN OVERPASS- GUADARRAMA PARKING BULDING

Pedestrian Bridge Damages (Plaza Level Area)



Joe Rf

5.3 PEDESTRIAN OVERPASS – ROAD #2 OVERPASS

Damage Description and Dimensions	Quantity
1. *Damaged interior and exposed acoustic ceiling system.	11,660 square feet
2. Damaged screen enclosure. 1 ¼-inch opening wire mesh #9 galvanized steel.	1,320 square feet
3. Damaged metal junction box cap to existing 4-inch x 4-inch boxes	20 units
4. Damaged step light bulbs	12 units
5. Damaged ceiling lighting fixtures	20 units

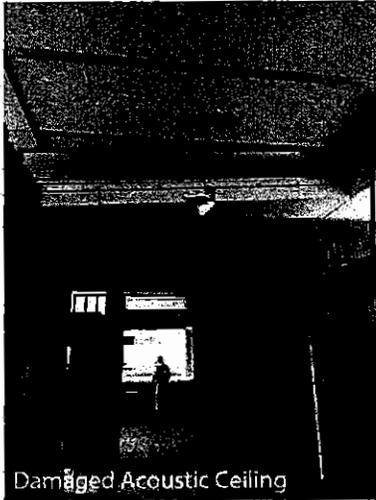
Note: All items were damaged by hurricane force winds and flying debris.

*Damages to this area were significant, additional information regarding this area was requested to the Municipality. Pending information to establish final dimensions and quantities.



PEDESTRIAN OVERPASS – ROAD #2 OVERPASS

Pedestrian Bridge Damages (#2 Street)



Jose RF

5.4 BRAULIO CASTILLO THEATER (ROOF)

Damage Description and Dimensions	Quantity
1. Damaged steel door, frame and hardware 40-inch x 86-inch	1 unit
2. Damaged asphalt membrane treatment	8,600 square feet
3. Damaged roof impermeabilization system	8,600 square feet
4. Air Handling Unit (AHU)	1 unit
5. Damaged HVAC draining system, 1-inch diameter piping	7 units
6. Damaged HVAC 20 tons unit, including 64-inch x 36-inch aluminum/copper coil	3 units
7. Damaged HVAC 15 tons unit, including 50-inch x 28-inch aluminum/copper coil	2 unit
8. Damaged HVAC 35 tons unit, including 66-inch x 48-inch aluminum/copper coil	1 unit
9. Damaged HVAC 30 tons unit, including 64-inch x 45-inch aluminum/copper coil	1 unit
10. Damaged metal duct work, 36-inch x 36-inch	200 linear feet (approx.)
11. Damaged rigid exterior insulation	200 linear feet (approx.)
12. Damaged instrumentation thermometer	14 units
13. Damaged pressure gauge	14 units
14. Damaged control (thermostat)	14 units
15. HVAC rooftop door disconnected, duct work disconnected	14 new connections
16. Mechanical and electrical damage of HVAC fan motor (average 1 horsepower per unit)	7 units
17. Damage of HVAC computer board	7 units
18. Damage of HVAC wiring and conduits	7 units
19. Damage of HVAC thermostat	7 units
20. Damaged HVAC 64-inch x 36-inch aluminum/copper coil	3 units
21. Damaged HVAC 50-inch x 28-inch aluminum/copper coil	2 unit
22. Damaged HVAC 66-inch x 48-inch aluminum/copper coil	1 unit
23. Damaged HVAC 64-inch x 45-inch aluminum/copper coil	1 unit
24. Existing disconnect switches are damaged (SW NEMA 4x)	7 units

The HVAC of the Braulio Castillo Theater system consisted of a 160 tons main cooling supply (which did not suffer major damages and it is operational), connected to the rooftop units by insulated carbon steel pipes to each unit with control valves and operation maintenance valves for the supply and return. The cooling system capacity is according to the square footage of the area it services and consisted of the following seven (7) units:

1. Three (3) 20 tons units
2. Two (2) 15 tons units
3. One (1) 35 tons unit
4. One (1) 30 tons unit

DAMAGE DESCRIPTION AND DIMENSIONS (DDD)
Bayamón City Hall (Casa Alcaldía de Bayamón)
July 6, 2018

HVAC condenser units of the Braulio Castillo Theater were heavily damaged by hurricane force winds and / or flying debris. All the seven (7) units were damaged, along with related piping, ducts insulation, coils, instrumentation such as thermometer, pressure gauges and control panels also suffered damage.

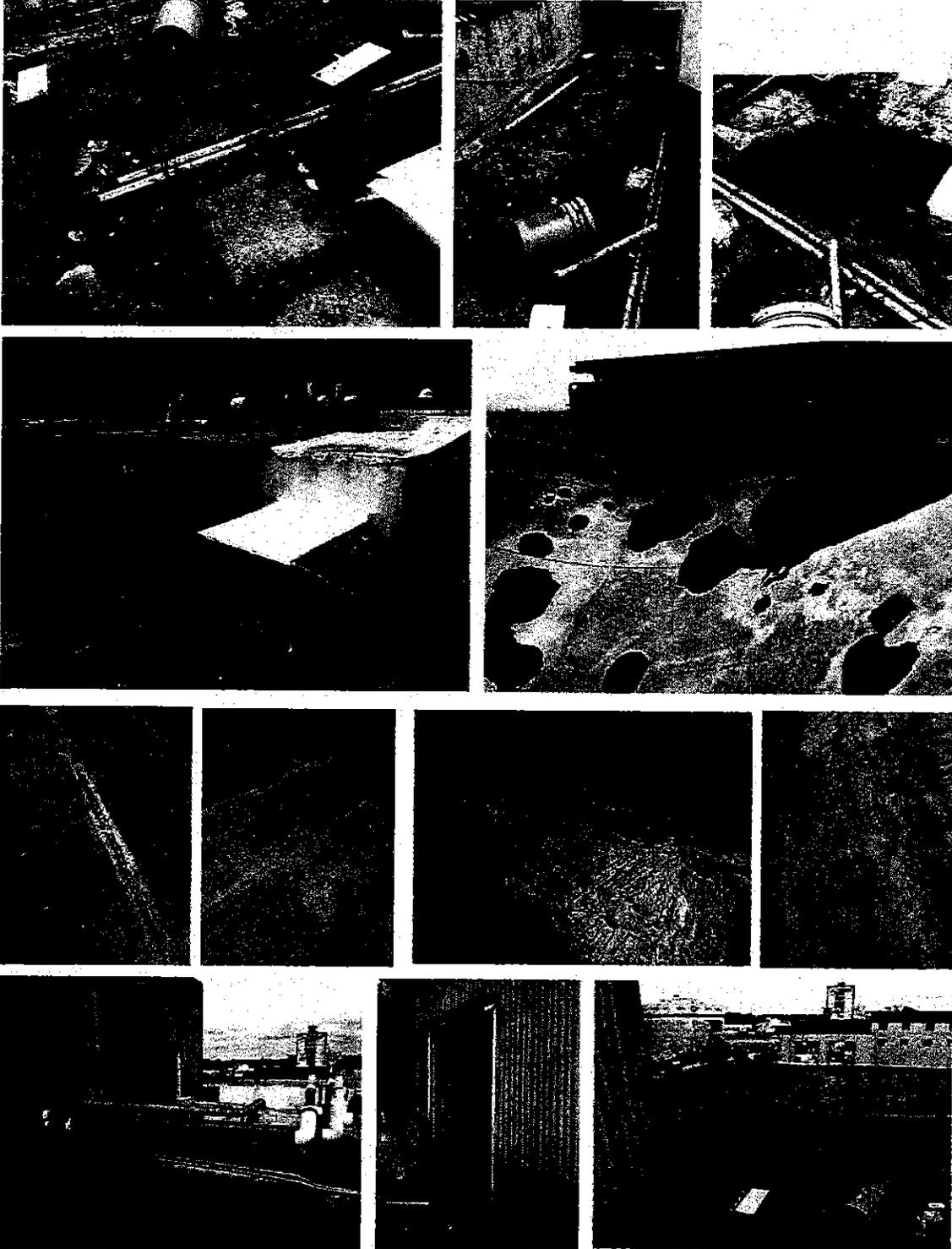
Recommendations for the HVAC system for the Braulio Castillo Theater include the following:

1. Furnish and install new rooftop units.
2. Furnish and install new duct work and rigid insulation.
3. Verify interior duct work and replace damaged pieces.
4. Furnish and install new thermostat and control system.
5. Furnish and install UV light.
6. Furnish and install dehumidifier for humidity control.
7. Furnish and install new disconnect SW NEMA 4x (prevent corrosion)

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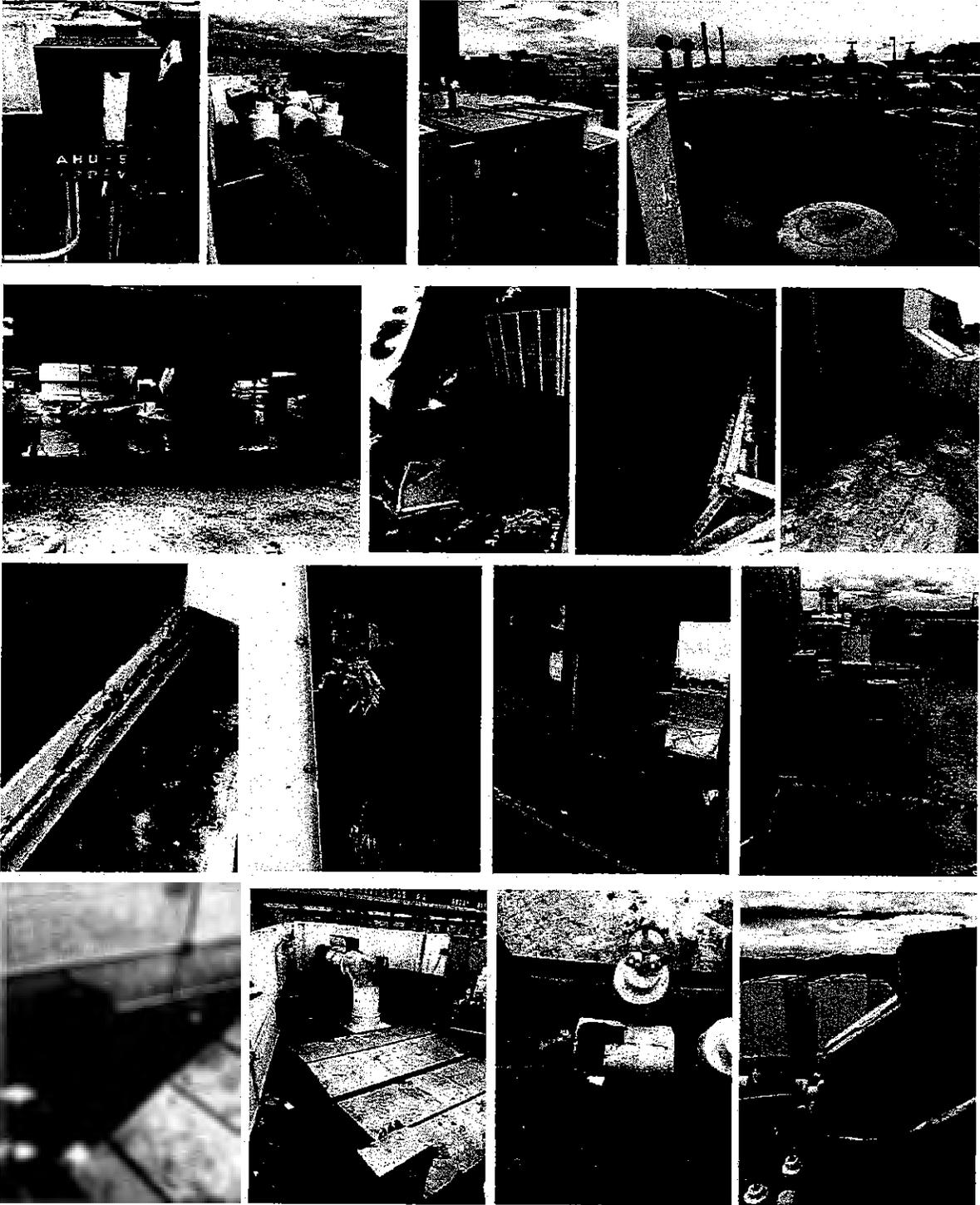
BRAULIO CASTILLO THEATER (ROOF)

Theater Roof Damages (Building 1)



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Theater Roof Damages (Building 1)



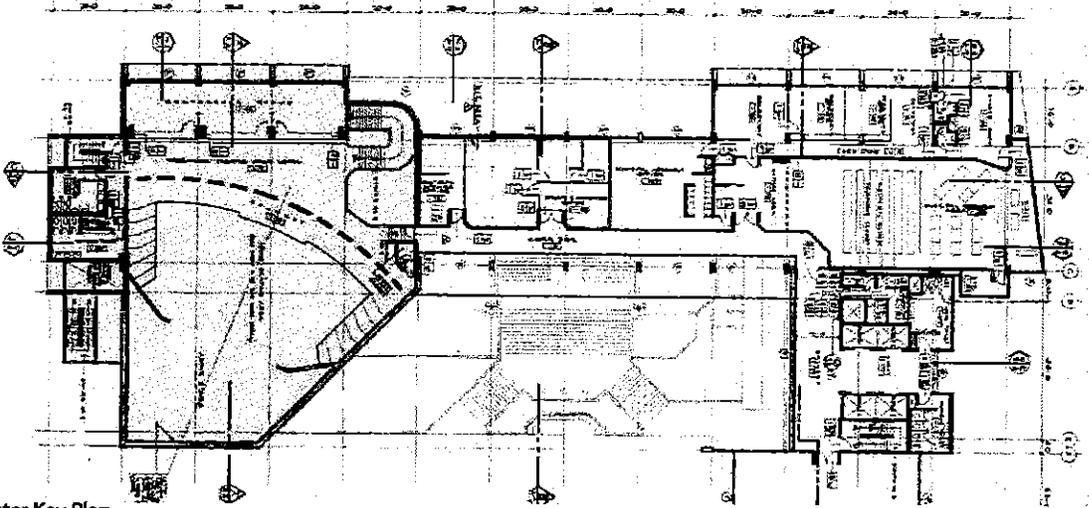
Jose R.

5.5 BRAULIO CASTILLO THEATER (INTERIOR)

Damage Description and Dimensions	Quantity
1. *Damaged / contaminated carpet	1,750 square feet
2. *Damaged / contaminated acoustical ceiling	680 square feet
3. Sanitation / cleaning of floors, walls, plenum and other elements including fixed seats of air-conditioned public and private theater areas	12,800 square feet
4. HVAC ductwork sanitation and cleaning	12,800 square feet
5. Stage area wood structure mold and moth contamination and damage remediation. 50-feet (L) x 10-feet (W) x 3 feet (H)	1 unit
6. Damaged steel door at roof exit, 40-inch x 86-inch	1 unit
7. Damaged luminaries on the east side of the hall's roof	3 units
8. *Damaged curtains / vertical blinds, 4-feet x 10-feet	3 units
9. *Missing window glass panel, 4-feet x 8-feet	4 units

Note: Wind driven rain accumulated in the second floor, infiltrating into the lower level / theater area, A/C duct damaging the theater carpet, stage and fixed seats.

BRAULIO CASTILLO THEATER (INTERIOR)



Theater Key Plan

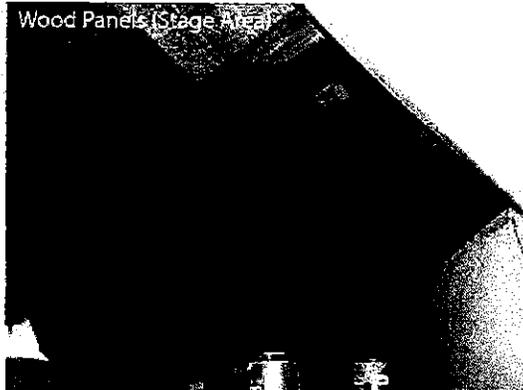
Theater Damages (Interior)



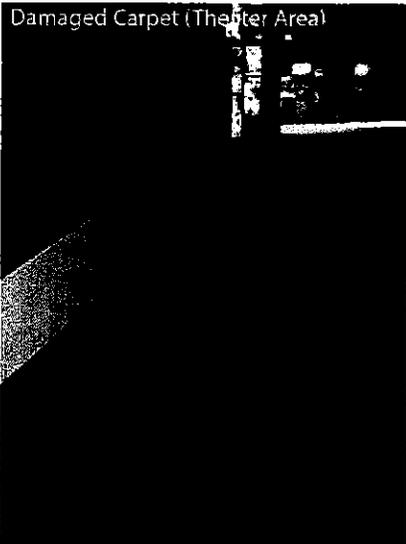
Missing Glass Windows



Water Leak



Wood Panels (Stage Area)



Damaged Carpet (Theater Area)



Theater Area

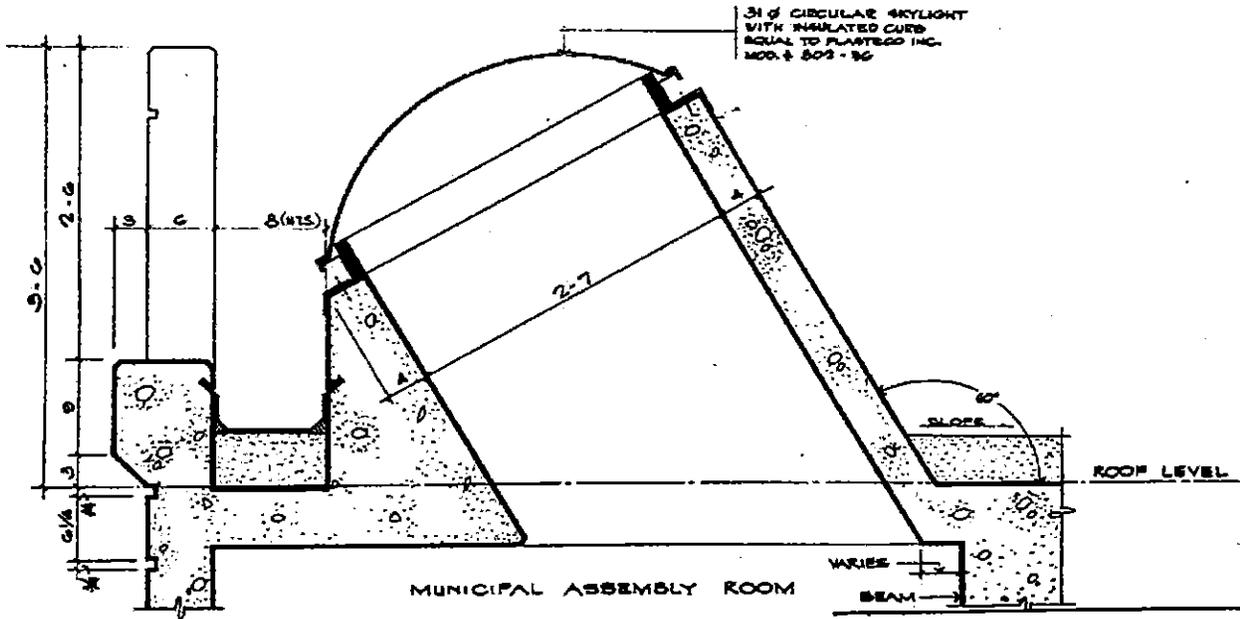


5.6 MUNICIPAL ASSEMBLY

Damage Description and Dimensions	Quantity
1. Damaged / contaminated acoustical ceiling system	6,720 square feet
2. Damaged / contaminated floor carpet	2,192 square feet
3. Damaged 2-feet x 4-feet fluorescent luminary assembly	49 units
4. Sanitation / cleaning of floor walls plenum and other elements	6,800 square feet
5. Damaged / contaminated gypsum board (4 feet from floor)	560 square feet
6. Damaged / contaminated vinyl composition tile	2,720 square feet
7. Damaged 2-feet x 2-feet fluorescent luminary assembly	1 unit
8. Damaged skylights, 31-inch diameter with insulated curb	3 units
9. Damaged / contaminated 4-inch vinyl floor base	480 linear feet
10. Damaged / contaminated semi-solid wood door, including wood frame and hardware	8 units
11. Surface prime / paint work	2,720 square feet
12. HVAC System	Pending information from the Municipality
13. HVAC ductwork sanitation and cleaning	6,720 square feet
14. Damaged 20-channel sound console, Mackie Model SR24-4	1 unit
15. Damaged microphones	19 units
16. Damaged amplifiers (Brand-Crown)	2 units
17. Damaged Equalizers (Brand-Peavey)	2 units
18. Damaged four-frequency expander (Brand-Behringer, Model-Multigate Pro)	1 unit
19. Damaged speakers (JBL Control 25)	6 units
20. Damaged speakers (JBL Control 28)	2 units
21. Damaged acoustic speakers (Brand-Bose)	6 units
22. Damaged elevator components	1 unit
23. Missing windows fixed glass panels	253 square feet
24. Damaged / contaminated vertical blind assembly	253 square feet
25. Damaged 8-foot flag poles and flags	2 units
26. Damaged asphalt membrane roof treatment	6,800 square feet
27. Damaged / contaminated floor kitchen cabinets	6 linear feet

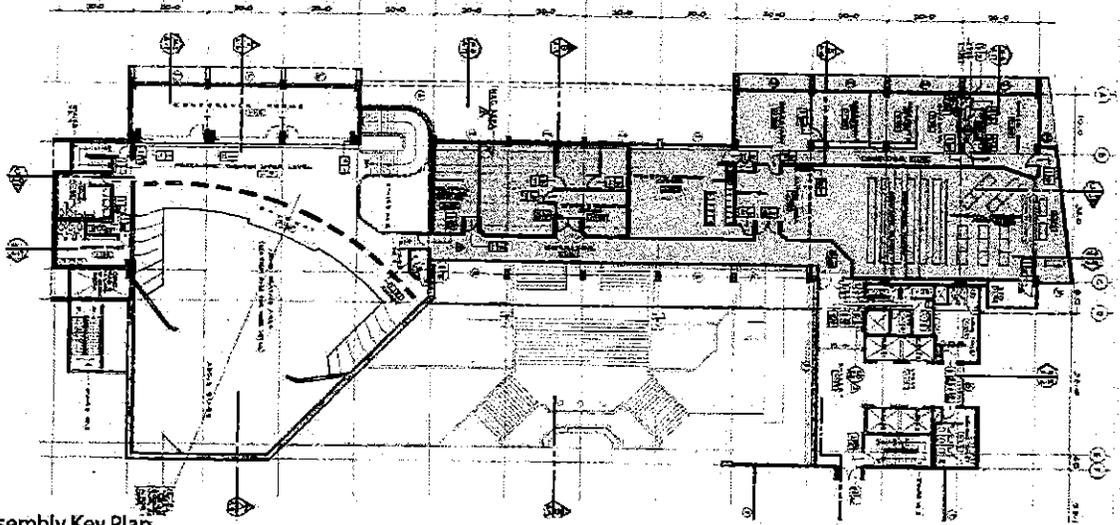
According to the municipality due to broken windows, hurricane force winds and wind driven rain entered the building and damaged the acoustic ceiling system, lightning fixture assembly, carpets, among other elements of the interior. HVAC system was heavily damaged including certain components that were detached from their base.

During the inspection it was observed that work has started in the Municipal Assembly area. Most of the demolition work has been completed at approximately 70%.



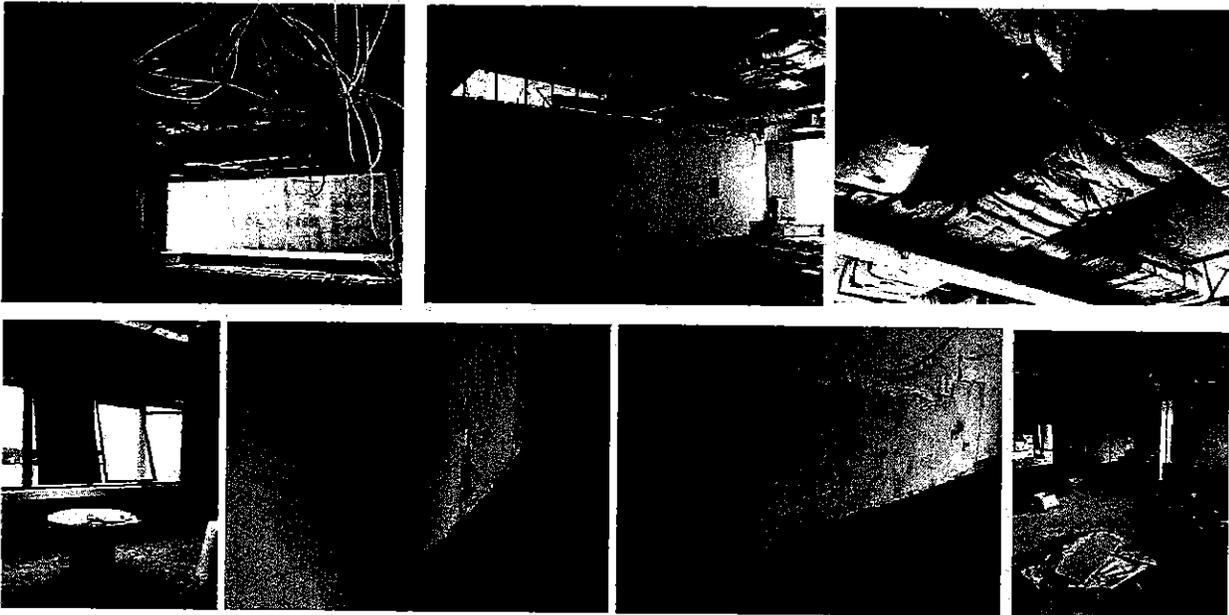
Skylight Shop Drawing Side View

MUNICIPAL ASSEMBLY



Assembly Key Plan

Assembly Damages



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5.7 GENERAL SERVICES / MAINTENANCE AREA

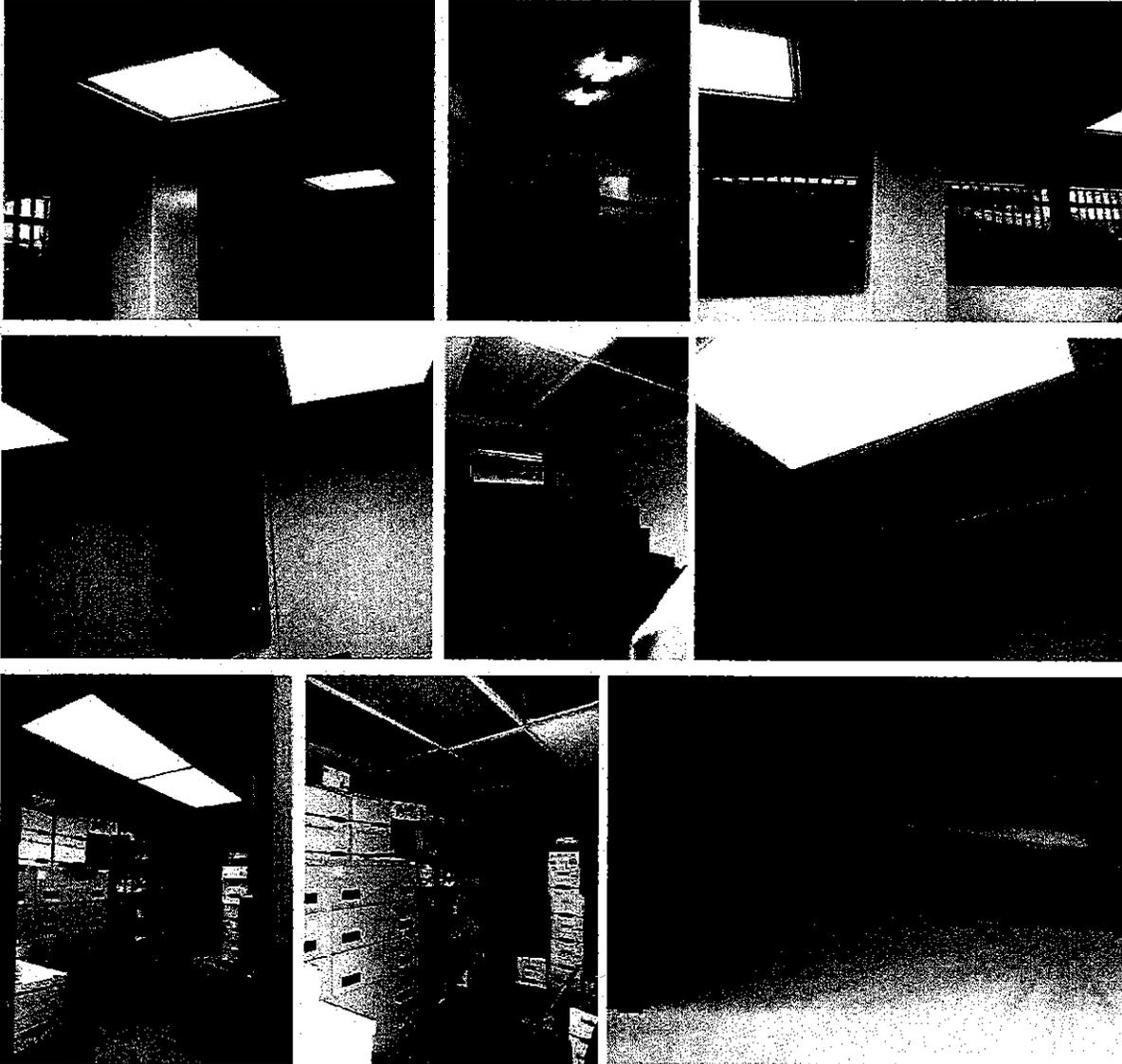
Damage Description and Dimensions	Quantity
1. Damaged/contaminated acoustical ceiling	536 square feet
2. Sanitation/cleaning needed at floors, walls, plenum and other elements.	536 square feet
3. Damaged 36,000 BTU air conditioner split-unit	1 unit
4. Damaged 2-feet x 2-feet fluorescent luminary assembly	6 units

Note: All items were damaged by hurricane force winds and flying debris.



GENERAL SERVICES / MAINTENANCE AREA

General Services/ Maintenance Damages (Building 1)



Handwritten signature
JGE
RB



3. DUPLICATION OF BENEFITS

14. **NJ DCA Duplication of Benefits (DOB) Training (ICF).** This presentation was used to train on DOB for NJ DCA CDBG-DR grantee staff. For evaluation purposes, the file has been shortened to include course objectives, agenda, and module 1 (12 of 55 slides).
15. **New York (NY) Governor's Office of Storm Recovery (GOSR) NY Rising Reconciliation Unit (ICF).** This document was developed to explain the DOB scenarios that may result in grant funding being owed back to the state.
16. **State of Texas, County of Newton DOB Tip Sheet (APTIM).** This document explains what Homeowners should know about DOB and how this could impact their HUD Grant Award.
17. **Anejo 11 – Update to the norm of duplicity of benefits (ETI).** This is an instruction document on the DOB process. Includes the translation to English at the end.

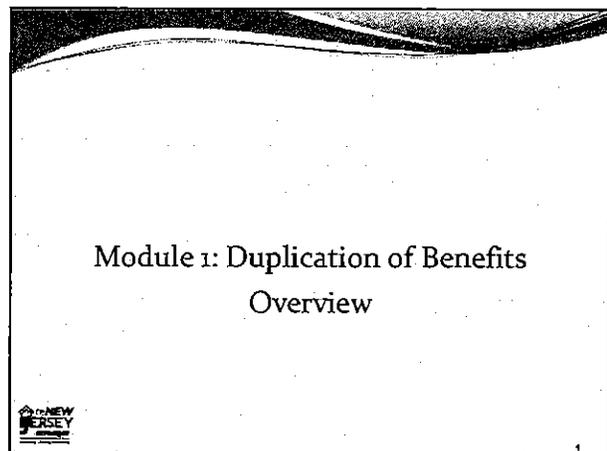
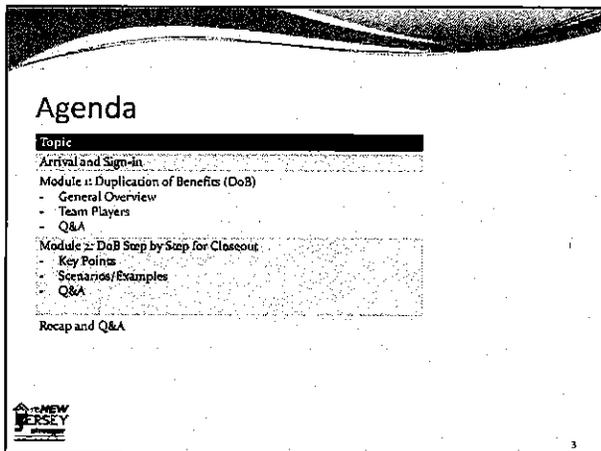
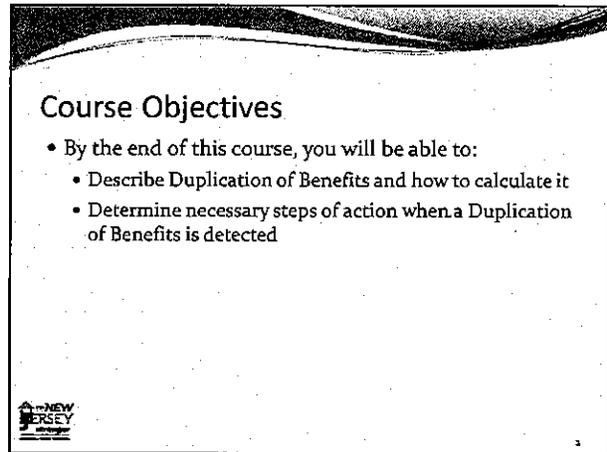
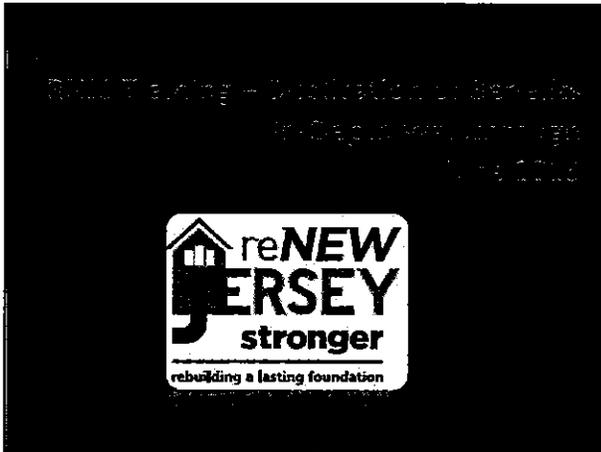
A handwritten signature in black ink, appearing to read 'Johé' followed by a stylized monogram or initials.



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AE RF





John TF

New Hire Training: Housing Advisors

Duplication of Benefits: Purpose

- Guards against fraud and ineligible use of taxpayer funding
- Ensures federal government funding is last source of recovery funding made available



5

Duplication of Benefits: Overview

- Funding recipients cannot receive:
 - More disaster assistance than amount of loss
 - Benefits for a loss (property) already covered by other sources
- Includes private and public sources such as:
 - Federal Emergency Management Agency (FEMA)
 - Small Business Administration (SBA)
 - Insurance proceeds
 - Donations
 - Volunteer work and grants
- Loans or grants "not-in-hand" are not counted as DOB



6

Duplication of Benefits: SBA

- Under the Stafford Act, Applicants may not retain duplicated benefits work on the damaged property
- SBA low-interest loans provide assistance under four broad categories
 - Refinance
 - Contents
 - Mitigation
 - Real estate
- Generally, loan assistance for mitigation and/or real estate purposes is considered duplication of benefits for the RREM program



Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 212 Duplication of Benefits (42 U.S.C. 5155)

7

Duplication of Benefits: Subrogation Form

- Applicants must agree to subrogate (commit to the State) any future payments they may receive after the award amount is determined
 - Includes funds from sources that represent a potential duplication of benefits
 - If this occurs, attach uncashed check to signed form to the Subrogation Form



8

John T. R.

Duplication of Benefits: Discussion

- What would happen if there was an insurance appeal not yet settled at the time of the grant closing?



9

Duplication of Benefits: Examples 1 & 2

- **EXAMPLE 1:**
 - Rehabilitation cost after disaster: \$50,000
 - Insurance benefits: \$50,000
 - Eligible RREM grant funding amount:
- **EXAMPLE 2:**
 - Rehabilitation cost after disaster: \$50,000
 - Total disaster assistance (including insurance and FEMA grant): \$20,000
 - Eligible RREM grant funding amount: Up to



10

Duplication of Benefits: Answers 1 & 2

- **EXAMPLE 1:**
 - Rehabilitation cost after disaster: \$50,000
 - Insurance benefits: \$50,000
 - Eligible RREM grant funding amount: \$0 (zero)
- **EXAMPLE 2:**
 - Rehabilitation cost after disaster: \$50,000
 - Total disaster assistance (including insurance and FEMA grant): \$20,000
 - Eligible RREM grant funding amount: Up to \$30,000



11

Module 2: Duplication of Benefits Step by Step



12

Handwritten signature: JGE RB



NY RISING RECONCILIATION UNIT

Grant Reconciliation for the NY Rising Housing Recovery Program

Prior to grant closeout, the NY Rising Reconciliation Unit will complete a grant reconciliation, which includes a final verification of all the benefits you have received. As part of this process, we will confirm all the factors that make up your Grant Award.

How Is Your Grant Award Calculated?



Total Project Cost

-



Duplication of Benefits

=



Grant Award

What Is Total Project Cost?



Allowable Activities

Work you already completed

+



Estimated Cost of Repair

Repairs that still need to be made

+



Estimated Cost of Elevation

=



Total Project Cost

What Is Duplication of Benefits?

Rebuilding after a storm is a complex process, often involving funds from a variety of third-party sources. But Federal law prohibits **duplication of benefits**. That is, you can't receive funds from different sources to do the same thing.



Flood Insurance

+



Homeowner's Insurance

+

FEMA

FEMA

+

SBA

SBA Loan

=



Duplication of Benefits

Explanation of Grant Award

Your initial Grant Award was based on the information about your scope of work and duplication of benefits that were available at that time. As additional information becomes available about these factors, your Grant Award can change. If the scope of work changed or other factors resulted in duplication of benefits during the rebuilding process, it may affect the amount of your Grant Award, and you may need to repay funds to the NY Rising Reconciliation Unit.

The Amount of Your Grant Award May Change if...

Scenario 1. Your scope of work changed.

Example: Your initial grant calculation called for a 14-foot elevation, at a cost of \$25,000, but surveys later showed you only needed a 10-foot elevation, at a cost of \$18,000.

Scenario 2. You completed less work than originally planned.

Example: Your initial grant calculation called for replacing the roof for \$6,500, but instead you repaired it for \$500.

Scenario 3. You received more benefits after your initial grant calculation.

Example: Your initial grant calculation called for \$40,000 in benefits. But you later received \$20,000 more from flood insurance, bringing your total duplication of benefits to \$60,000.

Initial Award	Reconciled Award	Difference

If any of these scenarios has taken place, you may have received more funding than your final Grant Award, and you may owe money back to the NY Rising Reconciliation Unit.

Sample Grant Reconciliation

Based on the duplication of benefits in Scenario 3.

Initial Grant Award Calculation	
	Total Project Cost \$134,000
	Duplication of Benefits \$40,000
	Initial Grant Award \$94,000

Reconciled Grant Award Calculation	
	Total Project Cost \$134,000
	Duplication of Benefits \$60,000
	Reconciled Grant Award \$74,000

Payment #1	\$15,000
Payment #2	\$20,000
Payment #3	\$22,000
Payment #4	\$30,000
Total Payments Received:	\$87,000

	Grant Payments Received \$87,000
	Grant Award \$74,000
	Difference Owed by Homeowner \$13,000

Still have questions? Visit the Program website at <http://stormrecovery.ny.gov/housing/single-family-homeowner-program>.



DUPLICATION OF BENEFITS



What Homeowners should know about Duplication of Benefits (DOB) and how this could impact their HUD Grant Award

BASIC FACTS

- ? Any HUD Program Award is funded through federal funds, which are subject to federal rules and regulations, including the Robert T. Stafford Disaster Relief and Emergency Act (Stafford Act).
- ? Under the Stafford Act, homeowners may receive assistance from multiple sources; however, the cumulative amount of assistance must not exceed the total financial need for a particular recovery purpose, such as repair work on a damaged property.
- ? A "Duplication of Benefits" occurs when the amount received from two or more sources exceeds the amount required to fund repairs.
- ? For example, if a family's damaged home costs \$75,000 to repair and the homeowner received \$50,000 in insurance proceeds, the homeowner could only receive \$25,000 in federal disaster recovery funds to repair the home. Any additional federal assistance would duplicate the assistance already provided.

WHAT IS COUNTED AS DOB?

Prior to signing any Award or Grant Agreement, a DOB analysis will be conducted.

- ✓ All funds received by the homeowner from other sources for **eligible repair work** (work completed to bring your home into a decent, safe, and sanitary condition) on the damaged property will be included as part of the DOB analysis. This includes:
 - 1) Flood Insurance (NFIP)
 - 2) **Homeowner's Insurance** (Only insurance funds designated for repair work will be considered as DOB. Insurance benefits provided for repair or replacement of personal belongings or automobile insurance are not considered in a DOB analysis)
 - 3) NFIP Increased Cost of Compliance (ICC)
 - 4) Loans from the Small Business Administration (SBA)
 - 5) Other **FEMA assistance** as determined by program policy
 - 6) Any financial assistance for repairs from other government-funded or private non-profit sources
- ✓ Any money received for contents (e.g., furniture, marine equipment, automobiles, etc.) or for rental assistance are **NOT** counted as a Duplication of Benefits.

HOW IS DOB CALCULATED AND HOW WILL IT IMPACT MY GRANT/AWARD?

- ✓ Most HUD-funded Programs estimate two values to calculate your award:
 - 1) **Work in Place (WIP)**, which is the sum of all the eligible and validated repairs you had completed at the time of the City's Initial Site Inspection (ISI), and



DUPLICATION OF BENEFITS



2) **Estimated Cost to Repair (ECR)**, which is an estimated sum of all the repairs that still need to be completed for your damaged property.

- ✓ The WIP and ECR are added together to create a new figure called the **Total Development Cost (TDC)**.
- ✓ All sources of funding that constitute a DOB (see list above) are added together and then subtracted from the TDC to determine the unmet need of the homeowner. This unmet need is the potential maximum grant not to exceed the applicable Program Rehabilitation or Reconstruction cap. Program caps are provided by the Texas General Land Office (GLO).

Example: A property with a TDC of \$100,000 (the Work in Place + the Estimated Cost to Repair) received insurance payment of \$50,000 and an SBA loan of \$30,000. The maximum program award the property owner would be eligible to receive is \$20,000 (\$100,000 - \$80,000).

WHAT IF I RECEIVE ADDITIONAL FUNDS FROM THESE SOURCES AFTER MY GRANT/AWARD SIGNING?

- ✓ Most grant/award agreements include a Subrogation and Assignment provision, which states that if you receive additional third party funds after your grant award is provided or your project is completed, you must notify the City in a timely manner.
- ✓ The Program will determine if the additional third party funds constitute a duplication of benefits, and if so, the impact on your grant/award. Therefore, please contact your Housing Advisor regarding any funding that you believe may constitute a duplication of benefits.

WHAT ABOUT MY SBA LOAN?

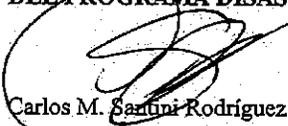
- ✓ The SBA awards low-interest disaster recovery loans as needed to businesses and homeowners.
- ✓ The SBA provides assistance under four broad categories: **refinance, contents, mitigation** and **real estate**.
 - Generally, loan assistance for mitigation and/or real estate purposes will be counted as a DOB in the grant award calculation.
 - However, within each of those four categories are subcategories, some of which may be counted as a DOB, and some of which do not count as a DOB.
- ✓ If you believe that the full mitigation and/or real estate portions of your SBA loan would not be considered a DOB as explained, you must request an updated breakdown of your loan assistance from the SBA and submit it to your Housing Advisor for review and processing, when appropriate.



MEMORANDO CIRCULAR NUM. 2015-05

19 de marzo de 2015

**ALCALDES(AS), DIRECTORES(AS) DE PROGRAMAS FEDERALES,
DIRECTORES(AS) DE FINANZAS DE LOS MUNICIPIOS PARTICIPANTES
DEL PROGRAMA DISASTER RECOVERY y DREF 2008**


Carlos M. Santini Rodríguez

**ACTUALIZACIÓN A LA NORMATIVA DE DUPLICIDAD DE BENEFICIOS
(Duplication of Benefits – DOB) - PUB**

Este Memorando Circular se emite en cumplimiento con el deber y responsabilidad de la Oficina del Comisionado de Asuntos Municipales (OCAM) de administrar los fondos federales provenientes del Programa "Community Development Block Grant" (CDBG) y de conformidad con el Artículo 21.009 de la Ley Núm. 81-1991, según enmendada, conocida como "Ley de Municipios Autónomos", que dispone que la OCAM es la agencia designada para la administración y distribución de los fondos federales del State CDBG Program.

Este Memorando tiene el objetivo de actualizar la normativa adoptada por la OCAM para asegurar el cumplimiento con los requisitos de Duplicidad de Beneficios aplicables a los fondos de recuperación de desastres otorgados a través del programa CDBG (Disaster Recovery).

Base Legal

El Robert T. Stafford Disaster Relief and Emergency Assistance Act, (42 U.S.C. 5121-5207), conocida como Stafford Act, provee el marco del gobierno federal en la preparación y recuperación de un desastre. Además, busca evitar el fraude y el uso no elegible del dinero de los contribuyentes.

Específicamente, la Sección 312 del Stafford Act prohíbe a las agencias federales brindar asistencia a cualquier persona, empresa comercial u otra entidad para mitigar cualquier parte de los daños para los cuales se ha recibido asistencia financiera, en virtud de cualquier otro programa, seguro o cualquier otra fuente de fondos.



Existe duplicidad de beneficios cuando el participante recibe asistencia de varias fuentes por un importe acumulado que supera la necesidad total a consecuencia del desastre. El importe de la duplicidad es el monto de la asistencia prestada que supera las necesidades del beneficiario. Para facilitar el cumplimiento con este requisito, HUD publicó el Federal Register Vol. 76, No. 221, la cual requiere que el "grantee" establezca una política de duplicidad de beneficios que explique y describa todos los métodos para evitar la duplicidad y los requisitos de cumplimiento.

Los requisitos antes descritos aplican a los programas Disaster Recovery (CDBG-DR) y Disaster Recovery Enhancement Fund (DREF) 2008, así como cualquier otro fondo para recuperación de desastre administrado por HUD.

Manual de Procedimientos

Como parte de los esfuerzos de OCAM para asegurar el cumplimiento con los requisitos reglamentarios para evitar la Duplicidad de Beneficios (DoB, por sus siglas en inglés), se incluye como anejo a esta Memorando Circular el Manual de Procedimientos, en inglés y español: Policies and Procedures to Prevent Duplication of Benefits on CDBG-DR Funds (Véase Anejo I). Este documento establece las políticas y procedimientos adoptados por la Agencia para validar el cumplimiento con las normas de DoB y detalla el proceso a seguir en caso que se identifique alguna asistencia duplicada.

Determinación de necesidad y duplicidad de beneficios

La determinación de necesidad se hará tomando en cuenta la asistencia recibida por todos los miembros del núcleo familiar del solicitante. Para estos propósitos, el municipio deberá realizar el cómputo de posible duplicidad de beneficios, según se describe a continuación:

- 
- (1) Identificar la necesidad total post-desastre del solicitante antes de cualquier tipo de asistencia;
 - (2) Identificar otras fuentes de asistencia;
 - (3) Restar toda la asistencia duplicada, lo que resulta en la cantidad de asistencia máxima potencial, o la necesidad insatisfecha;
 - (4) Comparar la cantidad de asistencia máxima con el tope de asistencia del programa, según aplique y el resultado será el total que se ofrecerá al participante.

Certificación de Cumplimiento con las Disposiciones Sobre Duplicidad de Beneficios

Dependiendo del tipo de proyecto, vivienda o infraestructura, el Municipio debe completar la Certificación de Cumplimiento con las Disposiciones Sobre Duplicidad de Beneficios.

- En los casos de proyectos de infraestructura, la Certificación deberá ser firmada por el Alcalde y por el Director de Finanzas (Véase Anejo II).

- En los proyectos de vivienda, la Certificación será firmada por el beneficiario que representa al núcleo familiar que solicita la asistencia de recuperación de desastres (Véase Anejo III).

Responsabilidad

Como sub-recipientes de los programas de asistencia CDBG-DR, los municipios son responsables de lo siguiente:

- El Municipio será responsable de completar y someter a la OCAM, la boja de cálculo para la revisión de duplicidad de beneficios, según dispuesto en el Memorando Circular 2013-18 (Véase Anejo IV).
- El Municipio analizará la asistencia recibida por cada miembro del núcleo familiar del solicitante y someterá dicha información a la OCAM, según dispuesto en la Circular Informativa 2014-10 (Véase Anejo V).
- El Municipio obtendrá la hoja de consentimiento firmada por el solicitante, y que incluya el número de solicitud de FEMA (Véase Anejo VI).
- El Municipio implantará las políticas de determinación de elegibilidad, control de calidad y prevención del fraude.
- El Municipio cumplirá con los requisitos de información e informes establecidos por la OCAM.
- El Municipio mantendrá y retendrá los registros para su evaluación por parte de OCAM y HUD.

Salvo lo dispuesto en este Memorando Circular, los procedimientos y requisitos establecidos en el Memorando Circular 2013-18 y la Circular Informativa 2014-10 continúan vigentes.

Cualquier duda o información adicional sobre este asunto, puede comunicarse con la Sra. Tomasita Rosado Mulero, Comisionada Auxiliar del Área de Programas Federales al teléfono (787) 754-1600, extensión 309 o a través del correo electrónico rosado@ocam.gobierno.pr.

Anejos

JGE RF

Políticas y Procedimientos para Prevenir
Duplicidad de Beneficios en Fondos CDBG-DR



Fecha de Efectividad

19 de marzo de 2015

José RF

Tabla de Contenido

I. APLICABILIDAD	3
II. INTRODUCCION	3
III. DECLARACION DE DESASTRE	4
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I. Aplicabilidad

Estas políticas y procedimientos son aplicables a los programas *Disaster Recovery 2008*, *Disaster Recovery Enhancement Fund*, y a cualquier otra futura subvención financiada por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) bajo el *Community Development Block Grant (CDBG)* para programas de recuperación de desastres que administra la Oficina del Comisionado de Asuntos Municipales de Puerto Rico.

II. Introducción

La Oficina del Comisionado de Asuntos Municipales de Puerto Rico (OCAM) es el administrador designado del Programa *Community Development Block Grant (CDBG)* - en conformidad con el artículo 21.009 de la Ley Núm. 81-1991, según enmendada, conocida como la Ley de Municipios Autónomos de Puerto Rico y es la agencia estatal encargada de manejar los fondos federales de los programas *CDBG Disaster Recovery (CDBG-DR)* y *Disaster Recovery Enhanced Fund (DREF)*. Estos programas son financiados a través del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD).

El *Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act)*, 42 U.S.C. 5121-5207, proporciona el marco legal sobre el rol del Gobierno Federal en la preparación para y recuperación de un desastre. La Ley Stafford prohíbe que cualquier persona, empresa comercial, u otra entidad a reciba asistencia financiera de los fondos CDBG-DR con respecto a cualquier parte de una pérdida como resultado de un desastre mayor para la cual ya ha recibido asistencia financiera, en virtud de cualquier otro programa de asistencia, seguros o cualquier otra fuente.

Después de un desastre, además de los fondos de HUD, hay otras fuentes de asistencia financiera para la recuperación proporcionadas por el *Federal Emergency Management Agency (FEMA)*, el *U.S. Small Business Administration (SBA)*, el Programa de Seguros del Estado, seguro privado, los gobiernos estatales y locales, instituciones de beneficencia, entre otros. Esta situación puede llevar a un escenario de duplicidad de beneficios que se produce cuando un beneficiario recibe asistencia de múltiples fuentes por un importe

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acumulado que supera la necesidad total para un propósito en particular de recuperación. El importe de la duplicidad es el monto de la asistencia prestada en exceso a la necesidad.

HUD ha establecido requisitos específicos relacionados con las políticas y procedimientos, informes y mantenimiento de registros, monitoreo y auditoría interna para que cada beneficiario (*grantee*) para asegurar el cumplimiento de las reglas aplicables a subvenciones bajo el programa CDBG-DR. Sin embargo, HUD no ha diseñado ni requerido un proceso o método específico mediante el cual los "*grantees*" deben evaluar la duplicidad de beneficios. La OCAM se compromete a cumplir con todas las regulaciones aplicables a los fondos CDBG-DR. Por esta razón, la OCAM ha creado estas guías con el propósito de establecer una política de duplicidad de beneficios que describa y explique todos los métodos y procedimientos establecidos por la Agencia para evitar la duplicidad de beneficios.

III. Declaración de Desastre¹

La Ley Stafford (§401) requiere que todas las solicitudes para una declaración por el Presidente de que un desastre mayor existe, sea hecha por el Gobernador del estado o territorio afectado.

La petición del Gobernador se hace a través de la oficina regional de FEMA/EPR. Para Puerto Rico es la Región II. Funcionarios estatales y federales llevan a cabo una evaluación preliminar de los daños (PDA, por sus siglas en inglés) para estimar la magnitud del desastre y su impacto a individuos y las instalaciones públicas.

Esta información se incluye en la solicitud del Gobernador para demostrar que el desastre es de tal gravedad y magnitud que una respuesta efectiva está fuera de las capacidades del Estado y de los gobiernos locales y por lo tanto, la asistencia Federal es necesaria. Normalmente, el PDA se completa antes de la presentación de la solicitud del Gobernador. Sin embargo, cuando ocurre un evento notoriamente grave o catastrófico, la petición del Gobernador podrá ser presentada antes del PDA. Sin embargo, el

¹ Federal Emergency Management Agency: "A guide to the disaster declaration process and federal disaster assistance".



gobernador aún debe hacer la solicitud. Como parte de la solicitud, el Gobernador debe tomar las medidas apropiadas bajo la ley Estatal y la ordenar la ejecución del plan de emergencia del Estado.

El Gobernador deberá suministrar información sobre la naturaleza y cantidad de los recursos Estatales y locales que han sido o serán destinados al alivio de las consecuencias del desastre, proveer un estimado de la cantidad y lo gravedad de los daños, el impacto en el sector privado y público, y proporcionar un estimado del tipo y la cantidad de asistencia necesaria bajo la Ley Stafford. Además, el Gobernador deberá certificar que, para el desastre actual, las obligaciones y gastos del gobierno Estatal y local (de los cuales el compromiso del Estado debe ser una proporción significativa) cumplirán con todos los requisitos de gastos compartidos aplicables.

Basado en la solicitud del Gobernador, el Presidente podrá declarar que existe un desastre o emergencia mayor, activando así una serie de programas Federales para asistir en los esfuerzos de respuesta y recuperación.

IV. Duplicidad de Beneficios (DoB)

Los fondos del programa CDBG-DR están sujetos a las reglas de la Ley Stafford. La Ley Stafford busca evitar el fraude y el uso no elegible de fondos de los contribuyentes; también está diseñada para asegurar que la asistencia federal (y en específico, los fondos CDBG-DR) sea la última fuente de fondos de recuperación, luego de que las demás fuentes de asistencia por desastre se hayan agotado.

Como se explica en la sección de Introducción, la duplicidad de beneficios se produce cuando un beneficiario recibe asistencia de múltiples fuentes por un importe acumulado que supera la necesidad total para la recuperación de un aspecto en particular. La asistencia por desastre puede venir en forma de donaciones, compensaciones seguros, trabajo voluntario, fondos estatales o locales, FEMA, SBA, o el Cuerpo de Ingenieros del Ejército de los Estados Unidos. La cantidad de la duplicidad es el monto de la asistencia prestada en exceso de la necesidad.

Es responsabilidad del Grantee asegurarse que las actividades CDBG-DR solo provean asistencia en aquellas instancias donde la necesidad de recuperación del desastre no se haya cumplido plenamente. Es por esto que es muy importante contar con unas



guías que asistan a la OCAM y a los municipios, como Grantees y Sub-grantees, en el proceso de otorgar la asistencia para la recuperación de desastres.

La siguiente tabla ilustra una forma básica para calcular la cantidad de la asistencia bajo el programa CDBG-DR.

1. Necesidad total del solicitante	Q1
2. Asistencia potencialmente duplicada	Q2
3. Asistencia que se considera duplicada	Q3
4. Cantidad de asistencia máxima (ítem 1 menos ítem 3)	$Q1 - Q3 = Q4$
5. Tope (cap) del programa (si aplica)	Q5
6. Asistencia final (el menor de los ítems 4 y 5)	Si $(Q4 < Q5)$, Q4 Si $(Q5 < Q4)$, Q5

Tabla 1: Marco Básico para Calcular Beneficios/Asistencia de Recuperación de Desastres

El cómputo se hace de la siguiente manera:

- (1) Identificar la necesidad total post-desastre previa a cualquier asistencia;
- (2) Identificar otras fuentes de asistencia;
- (3) Restar la asistencia que se considera duplicada, resultando en la cantidad de asistencia máxima o la necesidad no cubierta;
- (4) Comparar la asistencia máxima elegible con el Tope de Programa – si aplica – y la cantidad menor será el monto de asistencia final.

Veamos el ejemplo a continuación:

- Asuma que el costo para rehabilitar un hogar luego de un desastre es de \$100,000 y el propietario recibe \$45,000 de un seguro privado y \$5,000 por parte de FEMA para alojamiento provisional. El tope de programa es de \$75,000.

1. Necesidad total del solicitante	\$100,000
2. Asistencia potencialmente duplicada	\$50,000
3. Asistencia que se considera duplicada	\$45,000
4. Cantidad de asistencia máxima (ítem 1 menos ítem 3)	\$55,000

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5. Tope de programa (si aplica)	\$75,000
6. Asistencia Final (el menor de los ítems 4 y 5)	\$55,000

De acuerdo con una Notificación del Registro Federal emitida por HUD el 16 de noviembre de 2011, una vez que el concesionario haya determinado la potencial asistencia y la asistencia total recibida o por recibir, puede excluir - para propósitos de duplicidad de beneficios - asistencia que: (1) fue provista para un propósito diferente; (2) se utilizó para un propósito elegible diferente; (3) no estuvo disponible para el solicitante; (4) fue de un préstamo privado no garantizado por el SBA; o (5) cualquier otro activo o línea de crédito a disposición del solicitante.

Para más información sobre tipos de asistencia establecidas como no duplicadas, vea la Notificación del Registro Federal: "Clarification of Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees".

V. Cumplimiento con la Prevención de DoB en los Municipios

Como *sub-grantees* de los programas de asistencia CDBG-DR, los municipios son responsables de lo siguiente:

- Análisis de necesidades no cubiertas para cada participante.
- Políticas para la admisión, control de calidad, subrogación y prevención de fraude.
- Cumplimiento de los requisitos de reportes establecidos por la OCAM
- Mantenimiento y retención de registros para su revisión por el OCAM y HUD.

En esta sección se describe el proceso a seguir por todos los municipios para determinar la asistencia ~~CDBG-DR~~ con el fin de evitar la duplicidad de beneficios.

A. Determinación de Elegibilidad

- *Identifique la necesidad total post-desastre antes de autorizar cualquier asistencia.*

El municipio deberá primeramente determinar la necesidad total post-desastre del solicitante en ausencia de beneficios duplicados o topes de programa, y previo a cualquier tipo de asistencia.

- *Identifique asistencia potencialmente duplicada.*

El municipio deberá identificar toda la ayuda recibida por cada persona, empresa comercial, u otra entidad, a través de seguros, FEMA, SBA, otros programas locales, estatales o federales, y organizaciones benéficas privadas o sin fines de lucro. También deberá determinar la asistencia razonable anticipada (que espera recibir), como futuras reclamaciones de seguros o préstamos aprobados del SBA. Los fondos anticipados razonables incluyen asistencia que se ha adjudicado, pero que aún no se ha recibido.

- *Deduzca la asistencia que se considera duplicada.*

Una vez que el Municipio ha determinado la asistencia potencial y la cantidad total recibida o por recibir, se puede excluir para propósito de duplicación de beneficios, asistencia que fue:

- Provista para un propósito diferente.
- Utilizada para un propósito diferente elegible.
- No disponible al solicitante.
- Un préstamo privado no garantizado por el SBA.
- Cualquier otro activo o línea de crédito a disposición del solicitante.

- *Determine la cantidad de asistencia máxima elegible*

Para determinar la asistencia máxima elegible el municipio tiene que sustraer toda la asistencia que se estableció como duplicada de la necesidad total post-desastre del solicitante.

- *Determine la asistencia final*

Si hay un tope de programa y el tope de programa es mayor que la asistencia máxima elegible, la asistencia final será igual a la asistencia máxima elegible. Por otro lado, si el límite de programa es menor que la asistencia máxima elegible, la asistencia final se reducirá al tope de programa. Si no hay un



tope programa, la asistencia final será igual a la asistencia máxima elegible.

Para las actividades de infraestructura, el Municipio firmará la Certificación de Duplicidad de Beneficios para dar fe de que no hay duplicidad de asistencia con propósito de la recuperación de desastres.

B. Documentación

El municipio tiene la responsabilidad de mantener documentación clara y específica sobre el proceso para la verificación de duplicidad de beneficios para cada proyecto financiado con fondos CDBG-DR, incluyendo las actividades de vivienda e infraestructura.

A continuación encontrará una lista de documentos e información que el municipio deberá solicitar, consultar y mantener en los archivos de los proyectos CDBG-DR.

- Descripción y definición de la duplicidad de beneficios
- Identificación de la necesidad de CDBG-DR del solicitante
- Identificación de otras fuentes de asistencia provistas al solicitante
- Verificación de FEMA y procedimientos de seguro
- Verificación del SBA u otros procedimientos
- Cómputo para la asistencia CDBG-DR
- Certificación de Duplicidad de Beneficios
- Acuerdo firmado para recabar cualquier asistencia luego recibida a con el mismo propósito que los fondos CDBG-DR.

Además, para la construcción y rehabilitación de vivienda, los municipios son responsables de obtener la siguiente información:

- El ingreso del hogar del solicitante.
- El ingreso del hogar como porcentaje de la mediana de ingreso familiar en el área, según definido por HUD.
- La raza y el origen étnico del jefe del hogar.
- Situación familiar del hogar.
- Especificar si existe un miembro del hogar con alguna discapacidad.

C. Informes



Todos los municipios deberán someter un informe trimestral a la OCAM incluyendo información acerca de todos los miembros del hogar que reciben asistencia del programa CDBG-DR. La hoja de cálculo de Excel debe incluir la siguiente información:

- Nombre de cada miembro del hogar
- Seguro Social de cada miembro del hogar
- Dirección física
- Municipio
- Cantidad de asistencia final
- Actividad de recuperación

Ver Anejo.

D. Recobro de Asistencia Duplicada de fondos de asistencia duplicada

Si se detecta una duplicidad de beneficios luego de proveer asistencia CDBG-DR, el municipio deberá recobrar los fondos y proceder de acuerdo con una de las siguientes opciones:

1. Devolver los fondos recobrados por duplicidad a la OCAM.
2. Solicitar una reprogramación de fondos para usarlos para una actividad elegible diferente.

En este último caso, la solicitud deberá ser por escrito, y la OCAM tendrá un plazo de 15 días para responder. Si la OCAM responde afirmativamente, los fondos reasignados se deberán utilizar de acuerdo a lo Plan de Acción aplicable y los topes de programa de la nueva actividad.

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VI. Monitoreo de la OCAM para el Cumplimiento de DoB

Como Grantee, la OCAM es responsable de monitorear los procedimientos para asegurar el cumplimiento de la normativa de duplicidad de beneficios. Si se descubre una posible duplicidad de beneficios luego de que se haya provisto asistencia CDBG para la recuperación de desastres, OCAM puede reevaluar necesidad en ese momento. Si la necesidad adicional no se demuestra, los fondos de recuperación de desastres deben ser recobrados en la medida en que están por encima de la necesidad y duplicados por otra ayuda recibida por el beneficiario para la misma finalidad.

Las siguientes secciones describen los procedimientos para asegurar el cumplimiento con los requisitos DoB.

A. Acuerdos de Intercambio de Información

La Oficina del Comisionado de Asuntos Municipales de Puerto Rico ha establecido acuerdos de intercambio de información con diferentes partes externas de OCAM. Estos acuerdos establecen los términos y condiciones bajo las cuales se producirá el intercambio de información. Los siguientes son los acuerdos actualmente en vigor entre OCAM y otras partes:

1. Memorando de Entendimiento entre la Administración de Pequeños Negocios de Estados Unidos (SBA) y la Oficina del Comisionado de Asuntos Municipales del Estado Libre Asociado de Puerto Rico (OCAM).
2. Acuerdo de Acceso de Intercambio de Información Entre la Agencia Federal de Manejo de Emergencias (FEMA) y la Oficina del Comisionado de Asuntos Municipales del Estado Libre Asociado de Puerto Rico (OCAM).

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B. Proceso de Intercambio de Información

Una vez OCAM reciba el informe trimestral de los municipios, llevará a cabo un proceso de control de calidad (QC). Este proceso de control de calidad permitirá a la OCAM aclarar, con el municipio, la información que no se entienda, la información que falte o cualquier otra duda que pueda surgir en relación con la información proporcionada por el municipio.

i. Proceso de Intercambio OCAM-SBA

Una vez finalizado el proceso control de calidad, OCAM enviará la información de todos los beneficiarios de CDBG-DR al SBA en un archivo de Excel encriptado. El SBA analizará la información enviada por la OCAM y responderá a la solicitud de información de préstamo de SBA para cualquier destinatario en la lista que ha recibido o solicitado un préstamo al SBA. Los siguientes son los campos de datos que el SBA va a compartir con la OCAM en el documento (hoja de cálculo) Excel encriptado:

1. Información de solicitud:

- Número de solicitud del SBA
- Número de control FEMA (núm. de registro de FEMA)
- Tipo de préstamo (Loan type – app_prd_product)
- Tipo de préstamo Loan type – type
- Fecha efectiva de la solicitud
- Estatus actual de la solicitud
- Sub-estatus actual de la solicitud
- Resumen de indicador de disminución (decline)
- Indicador de disminución de pre-procesamiento
- Decisión del Préstamo
- Fecha de acción
- Número de préstamo del SBA

2. Campos para préstamos de vivienda, solicitante principal:

- Apellido
- Nombre
- Inicial
- Tamaño de la familia



3. Dirección postal del solicitante:
 - Calle
 - Ciudad
 - Barrio/Sector
 - Estado
 - Código postal
4. Dirección de la propiedad perjudicada:
 - Calle
 - Ciudad
 - Barrio/Sector
 - Estado
 - Código postal
5. Campos para préstamos comerciales solamente:
 - Nombre del negocio/empresa
 - Número de empleados
 - Código NAICS
6. Para préstamos de negocios- todos los dueños listados:
 - Tipo de relación del solicitante
 - Apellido
 - Nombre
 - Porcentaje de titularidad
7. Verificación de pérdida:
 - Desastre de bienes inmuebles (RE) – daños evaluados relacionados
 - Pérdida verificada (Mitigación)
 - Pérdida verificada (EIDL) (no habitado)
8. Aprobaciones – cantidad aprobada: Préstamo total aprobado -
 - Fondos de préstamos para RE
 - Fondos para préstamos de mitigación

ii. **Proceso de Intercambio OCAM-FEMA**

OCAM le pedirá a FEMA la información de sus solicitantes. El requisito de información incluirá tanto la asistencia prestada a individuos y la asistencia prestada para infraestructura. La

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información compartida por FEMA puede estar sujeta a la Ley de Privacidad de 1974.

Los siguientes son los campos de datos que FEMA va a compartir con la OCAM en un documento (hoja de cálculo) Excel encriptado:

1. Individual

- a. Nombres de todos los miembros del hogar
- b. Número de Seguro Social de todos los miembros del hogar
- c. Dirección física
- d. Necesidad total del solicitante
- e. Adjudicación final por actividad
- f. Número de caso de FEMA

2. Infraestructura

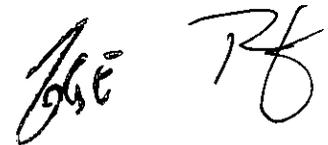
- a. Nombre del municipio
- b. Número de caso de FEMA
- c. Número de proyecto
- d. Dirección física
- e. Necesidad total
- f. Adjudicación final por actividad

Si luego de recibir y revisar la información del solicitante de FEMA, OCAM determina que hay una duplicidad de beneficios potencial, se notificará a FEMA y se solicitará la información de cada campo para ese beneficiario específico.

C. Departamento de Hacienda - División de Seguros Públicos

La División de Seguros Públicos se encarga de los seguros para las agencias del Gobierno de Puerto Rico, Municipios y Corporaciones Públicas; presenta reclamaciones contra las pólizas de seguros estatales y municipales y está a cargo del procesamiento de los pagos de primas.

Su función principal es la de negociar y contratar protección de riesgos del gobierno con la máxima cobertura y al menor costo posible.



La División también celebra subastas, solicita cotizaciones de los contratos de seguro de varias agencias gubernamentales, corporaciones públicas y municipios y realiza inspecciones físicas de todas las áreas de gobierno donde existe concentración de riesgo. Además, sirve a todas las reclamaciones que se entablan contra las políticas globales del gobierno y de los municipios. También supervisa las compañías de seguros para lograr el proceso de pago para las reclamaciones en el plazo más breve posible, entre otras funciones.

Para asistir a la OCAM en la evaluación de las posibles reclamaciones en duplicidad relacionadas con la recuperación de desastres, Hacienda comparte la información de los beneficiarios con la agencia.

D. Revisión de DoB

OCAM revisará y analizará los detalles del procedimiento para la asistencia del solicitante con la información proporcionada por el SBA, FEMA, Hacienda y cualquier otra información adicional de otras fuentes disponibles, para identificar que procedimientos y actividades resultarían en duplicidad de beneficios.

Si se determina una duplicidad de beneficios, la cantidad de la asistencia se reducirá según corresponda. OCAM entonces notificará al municipio correspondiente para iniciar un proceso de recobro, según las políticas de la Agencia y los términos descritos en el Acuerdo de Delegación de Fondos CDBG-DR.

Luego de ser notificado, el municipio, deberá seguir el procedimiento descrito en la sección D: Recobro de Asistencia Duplicada.

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Policies and Procedures to Prevent
Duplication of Benefits on CDBG-DR Funds



Effective Date

March 19, 2015

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I. Applicability

These policies and procedures are applicable to Disaster Recovery 2008, Disaster Recovery Enhancement Fund, and any other future grants funded by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) for disaster recovery programs administered by the Puerto Rico Office of the Commissioner of Municipal Affairs.

II. Introduction

The Puerto Rico Office of the Commissioner of Municipal Affairs (OCAM, for its acronym in Spanish) is the designated administrator of the Community Development Block Grant (CDBG) program—as stated in Article 21.009 of Law No. 81-1991, as amended, known as the Autonomous Municipalities of Puerto Rico Act—and is the state agency in charge of managing the federal funds from the CDBG Disaster Recovery (CDBG-DR) and the Disaster Recovery Enhanced Fund (DREF) programs. These programs are funded through the U.S. Department of Housing and Urban Development (HUD).

The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act), 42 U.S.C. 5121-5207, provides the framework for the Federal government's role in preparing for and recovering from a disaster. The Stafford Act prohibits any person, business concern, or other entity from receiving financial assistance from CDBG-DR funding with respect to any part of a loss resulting from a major disaster for which it has already received financial assistance under any other assistance program, insurance or any other source.

After a disaster, in addition to HUD funds, recovery assistance may also be provided by the Federal Emergency Management Agency (FEMA), the U.S. Small Business Administration (SBA), the State Insurance Program, private insurance, state and local governments, charitable institutions, among others. This situation can lead to a scenario of duplication of benefits, which occurs when a beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose. The amount of the duplication is the amount of assistance provided in excess of need.

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HUD has instituted specific requirements related to policies and procedures, reporting and record keeping, monitoring, and internal audit for each grantee to ensure compliance with program rules for CDBG-DR awards. However, HUD has neither designed nor mandated a specific process or method by which grantees nor evaluate duplication of benefits. The OCAM is committed to comply with all regulations applicable to the CDBG-DR funds. For this reason, the OCAM have created these guidelines—to establish a duplication of benefit policy that explains and describes all methods and procedures established by the Agency to prevent the duplication of benefit.

III. Disaster Declaration¹

The Stafford Act (§401) requires that all requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected state or territory.

The Governor's request is made through the regional FEMA/EPR office. For Puerto Rico it is Region II. State and Federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities.

This information is included in the Governor's request to show that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments and that Federal assistance is necessary. Normally, the PDA is completed prior to the submission of the Governor's request. However, when an obviously severe or catastrophic event occurs, the Governor's request may be submitted prior to the PDA.

Nonetheless, the Governor must still make the request. As part of the request, the Governor must take appropriate action under State law and direct execution of the State's emergency plan.

The Governor shall furnish information on the nature and amount of State and local resources that have been or will be committed to alleviating the results of the disaster, provide an estimate of the

¹ Federal Emergency Management Agency: "A guide to the disaster declaration process and federal disaster assistance".

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amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the Governor will need to certify that, for the current disaster, State and local government obligations and expenditures (of which State commitments must be a significant proportion) will comply with all applicable cost-sharing requirements

Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort.

IV. Duplication of Benefits (DoB)

CDBG-DR funding is subject to the rules of the Stafford Act. The Stafford Act seeks to guard against fraud and ineligible use of taxpayer funding; it also is designed to ensure that federal assistance (and specifically, CDBG-DR funds) is the last source of recovery funding, after all other forms of disaster assistance have been exhausted.

As explained in the Introduction section, the duplication of benefit occurs when a beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose. Disaster assistance may come in the form of donations, insurance proceeds, volunteer work, state or local funds, FEMA, SBA, or the U.S. Army Corps of Engineers. The amount of the duplication is the amount of assistance provided in excess of need.

It is the grantee's responsibility to ensure that activities provide assistance only to the extent that a disaster recovery need has not been fully met. This is why it is very important to have a basic framework that assists OCAM and the municipalities, as grantee and sub-grantees, to address the process of making disaster recovery awards.

The following table illustrates a basic way to calculate an award for CDBG-DR.

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1. Applicant's total need	Q1
2. Potentially duplicative assistance	Q2
3. Assistance determined to be duplicative	Q3
4. Maximum eligible award (item 1 less item 3)	$Q1 - Q3 = Q4$
5. Program cap (if applicable)	Q5
6. Final Award (lesser of items 4 and 5)	If $(Q4 < Q5)$, Q4 If $(Q5 < Q4)$, Q5

Table 1: Basic Framework for Calculating Disaster Recover Awards

The calculation is as follows:

- (1) Identify total post-disaster need prior to any assistance;
- (2) Identify other assistance sources;
- (3) Subtract all assistance found to be duplicative, resulting in the maximum potential award amount, or unmet need;
- (4) Compare the maximum eligible award to the program cap—if applicable—and the lesser is the final award.

Let's take the following example:

- Assume the cost to rehabilitate a home following a disaster is \$100,000 and the homeowner receives \$45,000 from a private insurance and \$5,000 from FEMA for interim housing. The program cap is \$75,000.

1. Applicant's total need	\$100,000
2. Potentially duplicative assistance	\$50,000
3. Assistance determined to be duplicative	\$45,000
4. Maximum eligible award (item 1 less item 3)	\$55,000
5. Program cap (if applicable)	\$75,000
6. Final Award (lesser of items 4 and 5)	\$55,000

According to a Federal Register Notice issued by HUD on November 16, 2011, once the grantee has determined the potential award and the total assistance received or to be received, it can exclude-for duplication of benefit purposes-assistance that was: (1) provided for a different purpose; (2) used for a different, eligible purpose; (3) not available to the applicant; (4) a private loan not guaranteed by SBA; or (5) any other asset or line of credit available to the applicant.

For more information on types of assistance determined non-duplicative, see Federal Register Notice: Clarification of Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees.

JGE RH

V. Municipality DoB Prevention Compliance

As sub-grantees of the CDBG-DR assistance programs, municipalities are responsible for the following:

- Analysis of unmet needs for each beneficiary.
- Policies for intake, quality control, subrogation, fraud prevention.
- Compliance with reporting requirements established by OCAM
- Record keeping and retention for review by grantee and HUD.

This section will describe the process to be followed by all municipalities when determining CDBG disaster recovery assistance, in order to prevent a duplication of benefits under.

A. Determining eligibility

- *Identify total post-disaster need prior to authorizing any assistance.*

The municipality should first determine the applicant's total post-disaster need in the absence of any duplicative benefits or program caps, and prior to any assistance.

- *Identify potentially duplicative assistance.*

The municipality should identify all assistance received by each person, business concern, or other entity, through insurance, FEMA, SBA, other local, state or Federal programs, and private or nonprofit charity organizations. It should also identify reasonably anticipated assistance, such as future insurance claims or approved SBA loan proceeds. Reasonably anticipated funds include assistance that has been awarded, but has not yet been received.

- *Deduct assistance determined to be duplicative.*

Once the Municipality has determined the potential award and the total assistance received or to be received, it can exclude for duplication of benefit purposes, assistance that was:

- Provided for a different purpose.

JGE RF

- Used for a different, eligible purpose.
 - Not available to the applicant.
 - A private loan not guaranteed by SBA.
 - Any other asset or line of credit available to the applicant.
- *Determine maximum eligible award*

To determine the maximum eligible award the municipality has to subtract all assistance found to be duplicative from the applicant's total post-disaster need.

- *Determine final award*

If there is a program cap and the program cap is greater than the maximum eligible award, the final award will be equal to the maximum eligible award. On the other hand, if the program cap is less than the maximum eligible award, the final award will be reduced to the program cap. If there is no program cap, the final award will be equal to the maximum eligible award.

- For infrastructure activities, the Municipality will sign the Duplication of Benefits Certification to attest there is no duplicative assistance for disaster recovery purposes.

B. Documentation

The municipality has the responsibility to maintain clear and specific documentation about the duplication of benefits process for every project financed with CDBG-DR funds, including housing and infrastructure activities. Below you will find a list of documents/information that the municipality should request/consult and maintain in the CDBG-DR project files.

- Description/definition of duplication of benefits
- Identification of applicant's CDBG-DR need
- Identification of sources of assistance provided to applicant
- Verification of FEMA and insurance proceeds
- Verification of SBA or other proceeds
- CDBG-DR award calculation
- Duplication of Benefits Certification
- Signed agreement to repay any assistance later received or the same purpose as the CDBG-DR funds.



In addition, for housing construction and rehabilitation, municipalities are responsible for obtaining the following information:

- Family income of the applicant.
- Household income as a percentage of median household income in the area, as defined by HUD.
- Race and ethnicity of household head.
- Family situation.
- Specify if there is any household member with a disability.

C. Reporting

All municipalities must submit a quarterly report to OCAM including information about all household members receiving assistance from the CDBG-DR program. The Excel worksheet should include the following information:

- Name of each household member
- Social security of each household member
- Physical address
- Municipality
- Amount of financial assistance
- Recovery activity

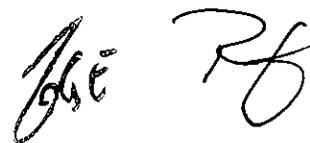
See Attachment.

D. Collecting duplicative funds

If a duplication of benefits is discovered after CDBG-DR assistance has been provided, the municipality should recapture the funds and proceed according to one of the following:

1. Return the collected duplicative funds to OCAM.
2. Request a reallocation of funds to use them for a different eligible activity.

In the latter case, the request must be in writing, and OCAM will have a term of 15 days to answer. If OCAM responds in the affirmative, the reallocated funds must be used according to the applicable action plan and program caps of the new activity.



VI. OCAM DoB Monitoring Compliance

As a grantee, OCAM is responsible for monitoring procedures to assure compliance with the duplication of benefits policy. If a potential duplication of benefits is discovered after CDBG disaster recovery assistance has been provided, the grantee may reassess need at that time. If additional need is not demonstrated, disaster recovery funds should be recaptured to the extent they are in excess of the need and duplicate other assistance received by the beneficiary for the same purpose.

The following sections describe the procedures to assure compliance with DoB requirements.

A. Information Sharing Agreements

The P.R. Office of the Commissioner of Municipal Affairs has established information-sharing agreements with different non-OCAM parties. These agreements provide the terms and conditions under which the exchange of information will occur. The following are the agreements currently in place between OCAM and other parties:

1. Memorandum of Understanding Between the U.S. Small Business Administration and the Commonwealth of Puerto Rico Office of the Commissioner of Municipal Affairs.
2. Information Sharing Access Agreement Between the Federal Emergency Management Agency and the Commonwealth of Puerto Rico Office of the Commissioner of Municipal Affairs.

B. Information Sharing Process

Once OCAM receives the quarterly report from the municipalities, it will perform a quality control (QC) process. This QC process will allow OCAM to clarify, with the municipality, information that is not understood, information that is missing or any other doubt that can arise related to the information provided by the municipality.



i. OCAM-SBA Exchange Process

After the QC process is finished, OCAM will send the information of all CDBG-DR beneficiaries to the SBA in an encrypted Excel spreadsheet. SBA will analyze the information sent by OCAM and will reply the SBA loan application information for any recipient in the list that has received or requested an SBA loan. The following are the data fields that the SBA will be sharing with OCAM in an encrypted Excel spreadsheet:

1. Application information:
 - SBA application #
 - FEMA control # (FEMA registration number)
 - Loan type – *app_prd_product*
 - Loan type – *type*
 - Application effective date
 - Current application status
 - Current application sub status
 - Summary decline indicator
 - Pre-processing decline indicator
 - Loan decision
 - Date of action
 - SBA loan number
2. Fields populated for home loans, primary applicant:
 - Last name
 - First name
 - Middle initial
 - Family size
3. Applicant mailing address:
 - Street
 - City
 - County
 - State
 - Zip code
4. Damaged property address:
 - Street
 - City
 - County

JGE *RF*

- State
 - Zip code
5. Fields populated for business loans only:
- Business' name
 - Number of employees
 - NAICS code
6. Populated for business loans – all owners listed:
- Applicant relation type
 - Last name
 - First name
 - Percentage of ownership
7. Loss verification:
- Real estate (RE) disaster – related damage assessed
 - Verified loss (Mitigation)
 - Verifies loss (EIDL) (not populated)
8. Approvals – approved amount: Total approved loan –
- RE loan funds
 - Mitigation loan funds

ii. **OCAM-FEMA Exchange Process**

OCAM will ask FEMA for the information of their applicants. The information requirement will include both the assistance provided for individuals and assistance provided for infrastructure. The information shared by FEMA may be subject to the Privacy Act of 1974.

The following are the data fields that FEMA will be sharing with OCAM in an encrypted Excel spreadsheet:

1. Individual
- a. Name of all household members
 - b. Social Security number of all household members
 - c. Physical address
 - d. Applicant's total need
 - e. Final award by activity
 - f. FEMA case number

Joe RF

2. Infrastructure

- a. Municipality name
- b. FEMA case number
- c. Project number
- d. Physical address
- e. Total need
- f. Final award by activity

If after receiving and reviewing FEMA's applicant information OCAM determines that there is a potentially duplicative assistance, it will notify FEMA and request the information per line item for that specific beneficiary.

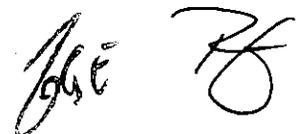
C. Treasury Department (Hacienda) - Public Insurance Division

The Public Insurance Division handles insurance for the agencies of the Government of Puerto Rico, municipalities and Public Corporations; presents claims against state and municipal insurance policies and is in charge of processing premium payments.

Its main function is negotiating and contracting government risk protection with maximum coverage and at lower cost possible.

The Division also celebrates auctions, requests quotes for insurance contracts for various governmental agencies, public corporations and municipalities and performs physical inspections of all areas of government where there is risk concentration. Furthermore, serves all claims that are filed against the government's global policy and that of the municipalities. It also monitors insurance companies to achieve the processing of payment for claims in the shortest time possible, among other functions.

To assist OCAM in the evaluation of potential duplicated claims related to disaster recovery, Hacienda shares beneficiaries' information with the agency.

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a cursive 'JSE' and the second is a cursive 'RF'.

D. Reviewing DoB

OCAM will review and analyze the details of the applicant's grant proceeds with the information provided by SBA, FEMA, Hacienda and any other additional information from other sources available, to identify which proceeds would result in a duplication of benefits.

If a duplication of benefits is determined, the grant amount will be reduced as appropriate. OCAM will then notify the corresponding municipality to start a recapture process, according the Agency's policies and terms described in the CDBG-DR Fund Delegation Agreement

After being notified, the municipality, , should follow the process described in section D Collecting duplicative funds.

Jose B



**CERTIFICACIÓN DE CUMPLIMIENTO CON LAS DISPOSICIONES SOBRE DUPLICIDAD DE
BENEFICIOS - MUNICIPIO**

Yo, _____ Alcalde o persona designada del Municipio _____
certifico que el Municipio:

- No recibió asistencia de otras fuentes tales como FEMA, SBA, seguro y otros para mitigar los daños causados por el desastre para los cuales se solicitaron fondos CDBG-DR-2008.
- Recibió asistencia de otras fuentes tales como FEMA, SBA, seguro y otros para mitigar los daños causados por el desastre. No obstante, los fondos recibidos no se utilizaron para mitigar los mismos danos para los cuales se solicitaron fondos CDBG-DR-2008.

A estos efectos firmo hoy, _____ la presente certificación.

Alcalde(sa) o persona autorizada y Fecha

Director(a) de Finanzas y Fecha

Handwritten signature and initials



Community Development Block Grant (CDBG)
Disaster Recovery (CDBG-DR) & Disaster Recovery Enhanced Fund
(DREF)
**Certificación de Cumplimiento con las Disposiciones Sobre Duplicidad
de Beneficios
BENEFICIARIOS**

Yo, _____, residente del municipio de _____
y beneficiario del programa CDBG- DR y/o DREF, certifico que:

- No recibí asistencia de otras fuentes tales como FEMA, SBA, seguro y otros para mitigar los daños causados por el desastre para los cuales se solicitaron fondos CDBG-DR-2008 y/o DREF.
- Recibí asistencia de otras fuentes tales como FEMA, SBA, seguro y otros para mitigar los daños causados por el desastre. No obstante, los fondos recibidos no se utilizaron para mitigar los mismos daños para los cuales se solicitaron fondos CDBG-DR-2008 y/o DREF o la asistencia recibida de otras fuentes fue por una cantidad menor.

Al firmar esta Certificación entiendo y acepto que, en caso de que se detecte que hubo alguna duplicidad de beneficios, el Municipio podrá recobrar total o parcialmente la asistencia ofrecida con fondos de los programas CDBG-DR-2008 o DREF, según las disposiciones estatutarias que rigen los fondos federales de asistencia para recuperación de desastres y las políticas establecidas por la Oficina del Comisionado de Asuntos Municipales para estos fines.¹

A estos efectos firmo hoy, _____ la presente certificación.

¹ Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) 42 U.S.C. 5121-5207.

[Handwritten signatures]

ANEXO V

HOJA DE INFORMACIÓN SOBRE BENEFICIARIOS DE LOS PROGRAMAS DISASTER RECOVERY Y DREF

Municipio:
Proyecto:
Fecha:
Persona que preparó el informe:



ESTADO LIBRE ASOCIADO DE
PUERTO RICO
Oficina del Comisionado de
Asuntos Municipales

[Handwritten signature]

Complete la información siguiente sobre todos los miembros de los hogares que recibieron asistencia de los programas Disaster Recovery o DREF.

Núm.	Nombre de cada uno de los miembros de los hogares beneficiados por el programa	Seguro Social de cada uno de los miembros de los hogares beneficiados por el programa	Dirección Física	Municipio	Cantidad de la asistencia	Actividad
1						
2						
3						
4						
5						
6						
7						

HOJA DE INFORMACIÓN SOBRE BENEFICIARIOS DE LOS PROGRAMAS DISASTER RECOVERY Y DREF

Municipio:
 Proyecto:
 Fecha:
 Persona que preparó el Informe:



ESTADO LIBRE ASOCIADO DE
PUERTO RICO
 Oficina del Comisionado de
 Asuntos Municipales

Handwritten signature

Complete la información siguiente sobre todos los miembros de los hogares que recibieron asistencia de los programas Disaster Recovery o DREF.

Núm.	Nombre de cada uno de los miembros de los hogares beneficiados por el programa	Seguro social de cada uno de los miembros de los hogares beneficiados por el programa	Dirección Física	Municipio	Cantidad de la asistencia	Actividad
8						
9						
10						
11						
12						
13						
14						

HOJA DE INFORMACIÓN SOBRE BENEFICIARIOS DE LOS PROGRAMAS DISASTER RECOVERY Y DREF

Municipio:
 Proyecto:
 Fecha:
 Persona que preparó el informe:



ESTADO LIBRE ASOCIADO DE
PUERTO RICO
 Oficina del Comisionado de
 Asuntos Municipales

File 75

Complete la información siguiente sobre todos los miembros de los hogares que recibieron asistencia de los programas Disaster Recovery o DREF.

Núm.	Nombre de cada uno de los miembros de los hogares beneficiados por el programa	Seguro Social de cada uno de los miembros de los hogares beneficiados por el programa	Dirección Física	Municipio	Cantidad de la asistencia	Actividad
15						
16						
17						
18						
19						
20						

CONSENTIMIENTO POR ESCRITO
WRITTEN CONSENT

Yo, _____, número de solicitud del *Federal Emergency Management Agency*
First and last names of person authorizing consent

(FEMA, por sus siglas en inglés) para el desastre FEMA-1798-DR, _____
FEMA's aid application number for disaster FEMA-1798-DR

nacido el _____, número de seguro social _____ residente actual de
Date of birth *Social Security number*

_____ y con dirección previa
Current address

en _____
Dirección de la vivienda afectada por la cual la persona está dando el consentimiento
Address of house affected due to disaster by which person is giving consent

por la presente doy mi consentimiento para la divulgación de la información recopilada por FEMA en mi solicitud de asistencia
hereby consent the disclosure of the information collected by FEMA for my aid application.

por los daños sufridos por el desastre iniciado el 24 de septiembre de 2008, Número FEMA-1798-DR, a las organizaciones y/o
due to the damages suffered as a consequence of the disaster that took place during September 24th, 2008; FEMA-1798-DR, to the entities and/or
individuos indicados abajo. Mi número de teléfono es el _____, or the individuals as specified below.
the individuals as specified below. Current telephone number

Yo, específicamente, consiento a que se les revele la información siguiente:
I, hereby agree, to the disclosure of the following information:

- Todo mi expediente, incluyendo el informe de inspección, la cantidad de asistencia, etc. ;
All contents of my file, including the inspection report, the amount of aid, among others;
- Mi información actual de contacto (nombre, dirección, número de teléfono, correo electrónico y el número de
solicitud del municipio, número de solicitud de FEMA)].
My current contact information (name, address, telephone number, email address, and application number of both, FEMA and the municipality).

La información arriba señalada puede ser divulgada a las siguientes organizaciones y/o individuos:
The information, as specified above, can be disclosed to the following entities and/or individuals:

1. Municipio de _____ ;
Municipality name
2. Oficina del Comisionado de Asuntos Municipales; y
Office of the Commissioner of Municipal Affairs
3. Oficina Local del Departamento Federal de la Vivienda y Desarrollo Urbano, (HUD, por sus siglas en inglés).
U.S. Department of Housing and Urban Development's Office at Puerto Rico

Además, autorizo que las organizaciones y/o individuos anteriormente mencionados hablen en mi nombre y me representen
ante el Municipio].
In addition, I authorize entities and/or individuals as specified above, to speak on behalf of me and to represent me before the municipality.

Igualmente, consiento la divulgación de mi información a cualquier otra organización que sea miembro, en buenos términos, ya
Furthermore, I consent the disclosure of my information to any other entity member of, in good terms

sea del *National Voluntary Organizations Active in Disasters (NVOAD)* o que participen en los *Long Term Recovery Committees*
both the National Voluntary Organizations Active in Disasters (NVOAD) or FEMA's Long Term Recovery Committees
(LTRC) de FEMA o el Estado por FEMA-1798-DR.
(LTRC), or the State by FEMA-1798-DR.

Este consentimiento se realiza de conformidad con y en consonancia con el 28 U.S.C. § 1746. Declaro, bajo pena de perjurio,
que lo anterior es verdadero y correcto.

This written consent is performed in compliance with 28 U.S.C. § 1746. I declare, under the penalty of perjury, that all the information here declared is the truth.

Firma del solicitante dando el consentimiento
Signature of person giving consent

Fecha
Date

JGE RB



4. INSPECTIONS

18. **Field Observation Report, Guaynabo, PR (CMA).** Sample of a 6,000 sq.ft. single family resident unit daily field inspection report.
19. **Roof Update (CMA).** Sample of an industrial daily field inspection report for a 24,000 sq.ft. roofing replacement project.
20. **Sample Damage Assessment (APTIM).** 87 damage assessment page report. We included pages 1-7 and pages 81-86.

John R6



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JGE RF



BY:
CONTRACTOR:
PRESENT AT
SITE:

PROJECT NO.: 15093
DATE: March 16, 2016
START TIME: 1 : 45 AM
END TIME: 5 : 00 PM
WEATHER: Sunny - PM
TEMPERATURE: Min. 80°F - Max. 90°F

A. WORK IN PROGRESS

1. Pool Equipment Vault

- a. No related work was observed.

2. Main House

- a. Prior to visit concrete was deposit on the roof slab (West wing) at main house between Axis A-B with Axis 1-7. **Refer to Photo No. 031616-01.**
- b. Prior to visit concrete was deposit for foundation at main house between Axis D-E with Axis 2-3. **Refer to Photo No. 031616-02 & Photo No. 031616-03.**
- c. Installation of steel reinforcement and formwork for floor slab at Axis B -G with Axis 2 -6. **Refer to Photo No. 031616-04.**
- d. Installation of copper pipes for potable water at Axis B -G with Axis 2 -6. **Refer to Photo No. 031616-05.**
- e. Installation of electrical conduits at Axis B -G with Axis 2 -6. **Refer to Photo No. 031616-06 & Photo No. 031616-07.**
- f. Installation of PVC pipe for the gas line. **Refer to Photo No. 031616-08.**

3. Casitas

- a. Installation of roof slab formwork at Casita 1. **Refer to Photo No. 031616-09 & Photo No. 031616-10.**
- b. Prior to site visit concrete was deposit for walls at Casita 2. **Refer to Photo No. 031616-11 & Photo No. 031616-12.**

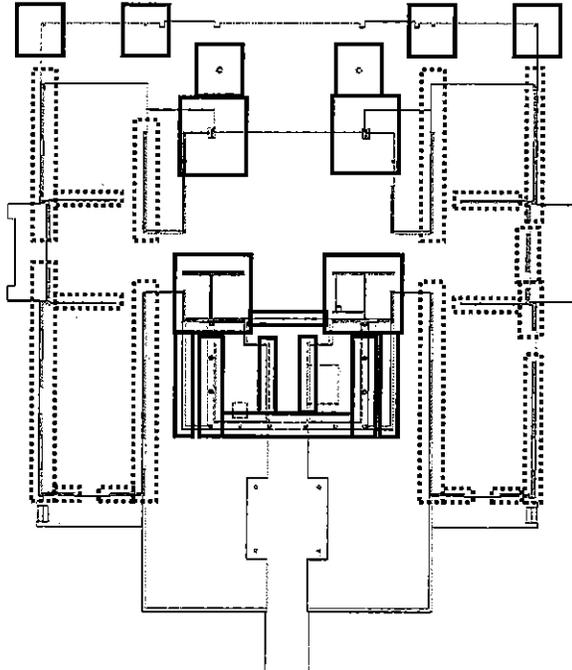
4. Garage

- a. No work was observed.

5. SPA

- a. Installation of roof formwork and steel reinforcement. **Refer to Photo No. 031616-13 & Photo No. 031616-14.**

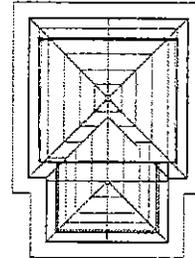
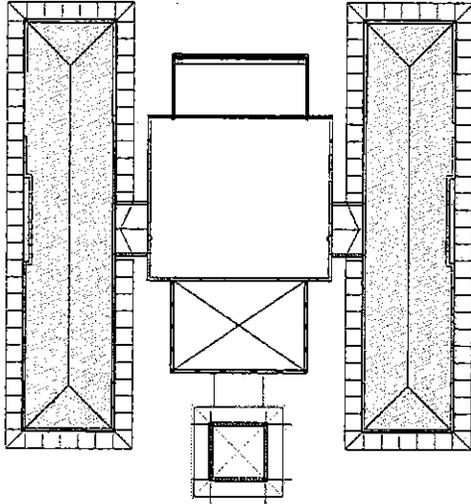




Legend (Foundations and Slab on Grade):

-  Concrete Walls Completed
-  Concrete Foundations Completed
-  Concrete Floor Slab and Foundations Completed

Roof Slab



Legend (2nd Floor and Roof):



Concrete Walls Completed



Concrete Roof Slab Completed



Concrete Floor Slab Completed

B. PHOTOS



Photo No. **031616 - 01 - Main House**



Photo No. **031616 - 02 - Main House**



Photo No. **031616 - 03- Main House**

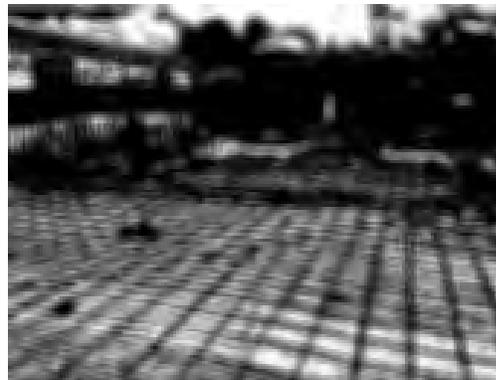


Photo No. **031616 - 04- Main House**

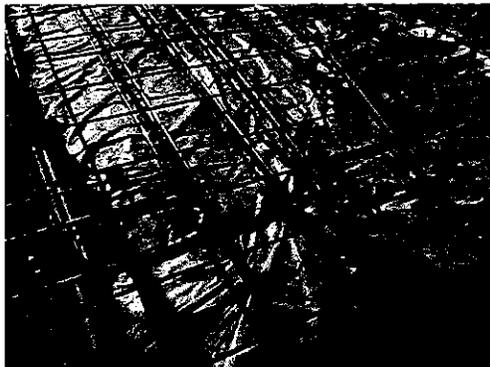


Photo No. **031616 - 05- Main House**



Photo No. **031616 - 06- Main House**

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Page 4 of 13

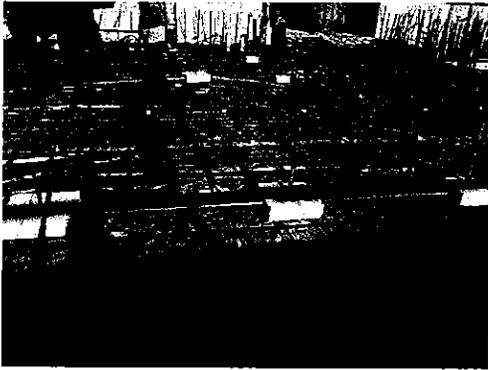


Photo No. **031616 - 07- Main House**



Photo No. **031616 - 08- Main House**



Photo No. **031616 - 09- Casita 1**



Photo No. **031616 - 10- Casita 1**

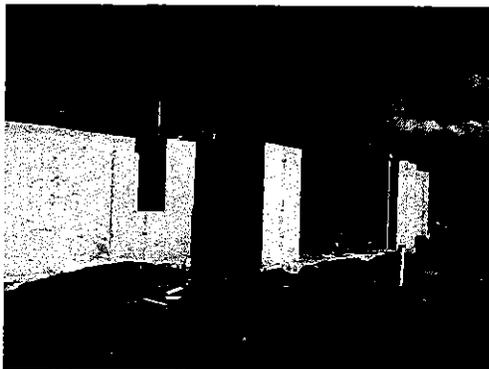


Photo No. **031616 - 11- Casita 2**



Photo No. **031616 - 12- Casita 2**

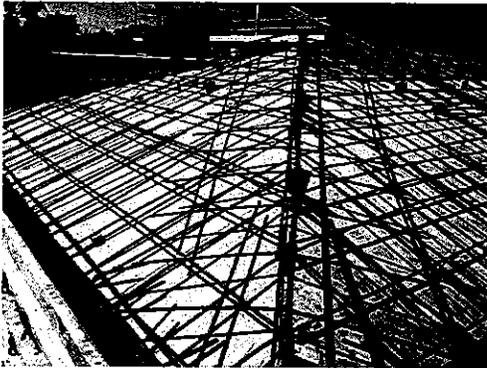


Photo No. 031616 - 13- SPA

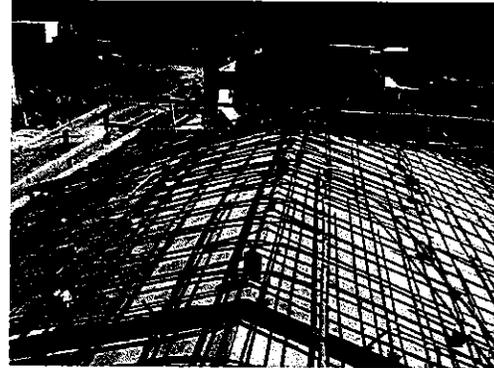


Photo No. 031616 - 14- SPA

C. PROBLEMS FOUND AND ACTION TAKEN

002-03: Wall Penetrations at Pool Vault

There was no prior coordination of the size and location of the pipe penetrations in the walls in order to confirm if they were proposed in structurally acceptable locations.

14-Jan-16 – More wall penetrations were observed at joint between wall and roof slab. We have no evidence of coordination of this pipe penetrations with CMAs structural engineers.

15-Jan-16 – "Status – Pending"

From 25-Jan-16 to 16-Mar-16 - "Status" Pending for pipe installation at annular space between pipe and concrete. Waterproofing is being applied. Interlink informed that they are currently working to provide a drawing or sketch indicating all the pipe penetrations of the pool vault.

002-04: Means & Methods – Sump and Trench at Pool Vault

The decision to leave out the sump and trench rebar for a post foundation pour retrofit installation is questionable. The contractor shall submit specific details how this retrofit will be carried out to confirm that the structural integrity of the affected area is not compromised.

14-Jan-16 – At the time of our visit the bottom of the Pool Vault was flooded. We have no access to the interior of the Vault due to the formwork shoring and water.

15-Jan-16 – We have no access to the interior of the Vault due to the formwork shoring. "Status – Pending"

From 25-Jan-16 to 16-Mar-16 - "Status" Pending for sump and trench installation. Interlink acknowledge that they are still pending to submit how both pits will be constructed.

002-05: Non-conforming Work – Wall thickness at Pool Vault

The consequences of the rebar installation based on the incorrect wall thickness is unknown. The contractor needs to present and as-built of the work and a proposal for how to address the design consequences of the changes.

14-Jan-16 – At the time of visit Contractor confirmed about having an extra 2-inch on the Vault foundation walls, though he informs this extra inches are toward the outside of the structure. Since concrete was already deposited we were not able to observe the actual location of the rebar within the width of the wall.

15-Jan-16 – Concrete was deposited on the Vault roof. Wall rebar is concealed with concrete inside the wall. Status – Pending from the Contractor how to address the rebar location issue.

From 25-Jan-16 to 16-Mar-16 - "Status" Pending for feedback from Interlink on as-built of the work and a proposal for how to address this issue. Interlink indicated the following: "The real issue here

was that only the stair walls leading down to the pool vault were made thicker and it happened when we poured the footing so when it was pointed out to us Ricardo Herrera we told him that we would leave the walls at 12 inches wide and that the stair width would have finished width of 3'-10".

003-04: Pool Equipment Vault pipe penetrations seal

14-Jan-16 – Foam material (Polyurethane) was used for pipe penetrations "block-outs" (openings) at vault walls. CMA expressed concern on waterstopping at the annular space between pipe and concrete. Contractor indicated that he will use "Vandex" waterproofing products to waterproof the voids. Refer to Photo No. 011416-07.

15-Jan-16 – Pending for pipe penetration sealing and waterproofing.

25-Jan-16 – "Status – Pending"

29-Jan-16 – "Status – Pending"

From 1-Feb-16 to 12-Feb-16 - Pending for pipe penetration sealing. Waterproofing is being applied.

17-Feb-16 – Interlink indicated that "Penetrations were sealed with the Vandex BB75."

22-Feb-16 – "Status" Pending for pipe penetration sealing.

1-Mar-16 – "Status" Pending for pipe penetration sealing.

3-Mar-16 – "Status" Pending for pipe penetration sealing.

9-Mar-16 – Interlink indicated the following: "Yes, it is still pending we still haven't started with the pool piping installations."

16-Mar-16 – "Status" Pending for pipe penetration sealing.

006-02: Roof drain PVC pipes location at SPA

29-Jan-16 – PVC roof drain pipes are been installed in non-conformance with Drawing No. MB2-01 (see partial copy of the Drawing below). On the West side of the SPA the installed roof drain pipes were found to be displaced from the position shown on Drawings (they shall be aligned with the Axis at 1, 2, 3 and 4). This was informed to the Contractor. He indicated that pipes position will be corrected.

From 1-Feb-16 to 16-Mar-16 – "Status" Pending form Interlink to perform correction.

006-03: Protection for excavation

29-Jan-16 – CMA inform to Contractor that is needed protection at the foundation excavation. All excavation work shall be in compliance with OSHA regulation.

From 1-Feb-16 to 17-Feb-16 – Pending by Contractor to install safety prevention method at excavation area.

22-Feb-16 – Contractor closed some open excavation but still pending two 5+ feet unprotected against fall from foundations near the Vault. Pending by Contractor to install safety prevention method at excavation area.

1-Mar-16 – Contractor closed the remaining excavation but open a new one for the cistern at the garage area, this excavation needs to be protected.

3-Mar-16 – Excavation still without any protection.

9-Mar-16 – Interlink informed that "Excavations have now been backfilled". However, excavation at the garage cistern still without any protection.

10-Mar-16 – Cistern excavation at the garage area still without any protection.

16-Mar-16 – Cistern excavation at the garage area still without any protection.

012-05: Steel rebar exposed

22-Feb-16 – During site visit we found that in some areas are exposed steel rebar that don't comply with OSHA regulation for protection (Refer to photo 022216-17 & Refer to photo 022216-18). This rebar need to be cover. This was informed to the Contractor. He indicated that steel rebar will be covered.

1-Mar-16 – "Status" Pending for Contractor to cover all exposed steel rebar.
3-Mar-16 – "Status" Pending for Contractor to cover all exposed steel rebar.
9-Mar-16 – Interlink indicated the following: "Acknowledged, we will inform the contractor to enforce and place wood or the plastic cups above the exposed bars." Status: OPEN.
10-Mar-16 – "Status" Pending for Contractor to cover all exposed steel rebar.
16-Mar-16 – "Status" Pending for Contractor to cover all exposed steel rebar.

015-01: Cover at top and bottom for roof steel reinforcement

9-Mar-16 – During inspection we noticed that some vertical steel reinforcement is too low to the roof slab formwork less than half inch or too high more than 5 inches. Both ways don't comply with the minimum cover required at roof slab (3/4"). This was informed to the Contractor. He indicated that rebar position will be corrected prior to concrete deposit. Refer to photo No. 030916-10.
10-Mar-16 – "Status" Pending from Interlink to perform correction.
16-Mar-16 – "Status" Pending from Interlink to perform correction.

015-02: Roof slope discrepancy

9-Mar-16 – The roof slope on the west and east wings of the house is lower than what is shown on the Architectural Drawings. Roof slope shall be 4:12. Concrete was already deposited on the East wing and rebar installation rebar installation is in progress at the West wing.

10-Mar-16 – Refer to letter from Manuel Ray dated March 8, 2016 for more information of the roof slope discrepancy issue. Also see CMA's response to this letter on e-mail dated March 10, 2016.

16-Mar-16 – On March 15, 2016, CMA submitted a sketch to Interlink showing a metal frame with steel deck as a proposed correction to the roof slope.

016-02: Plaster at west wing roof

10-Mar-16 – During inspection we notice that at west wing roof, Interlink applied some type of cementitious plaster on the roof slab surface. This seems to be a repair procedure. Interlink shall indicate the purpose of this material and provide data on the products used. Refer to photo 031016-05.

16-Mar-16 – "Status" Pending from Interlink to submit data.

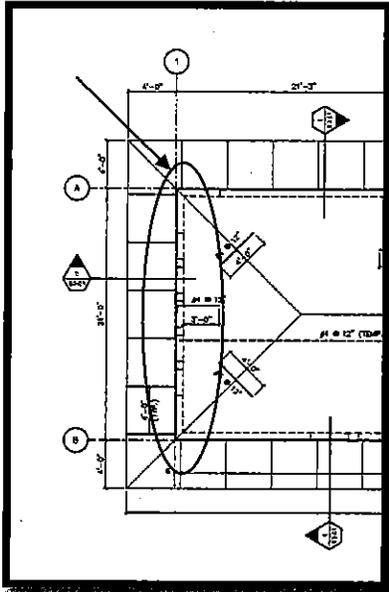
16-03: Safety at east wing

10-Mar-16 – During inspection we notice that the east wing scaffold is incomplete, does not have a handrail and employees are working on the installation of the perimeter formwork without any fall protection. Contractor shall follow OSHA Regulations in activities that requires fall protection. Refer to photo No. 031016-07. This was informed to Interlink. He indicated that will be corrected.

16-Mar-16 – Scaffold still without protection at North side of the West wing main house.

17-01: Missing steel plate at SPA

16-Mar-16 – During inspection we notice that along Axis 1 of the Spa it was missing one steel plate (see image below). This was informed to the Contractor. He indicated that will be corrected.



17-02: Electrical junction box

16-Mar-16 – Some electrical junction boxes were separated from the wood panel (formwork) Refer to photo 031616-15. This was informed to the Contractor and it starts and completes the correction. CLOSED.



Photo 031616-15.

17-03: Copper pressure test at main house

16-Mar-16 – Copper pipe was installed at main house floor slab and have significant welded joints from Axis B to G. This pipe needs to be tested before concrete deposit. This was informed to the Contractor. He indicated that will test to pipes will be perform prior to concrete deposit.

Jose RF

17-04: Copper pipe protection

16-Mar-16 – Installed copper pipe is in direct contact with the steel reinforcement. Refer to photo 031616-05. This was informed to the Contractor. He indicated that problem will be correct prior to concrete deposit.



17-05: Damage polyethylene at Main House

16-Mar-16 – Polyethylene at Main House floor slab was damaged and needs correction. Much of the damage are located where copper welding was done. Refer to photos 031616-16 & 031616-17. This was informed to the Contractor. He indicated that will be performing the correction prior to



Photo 031616-16

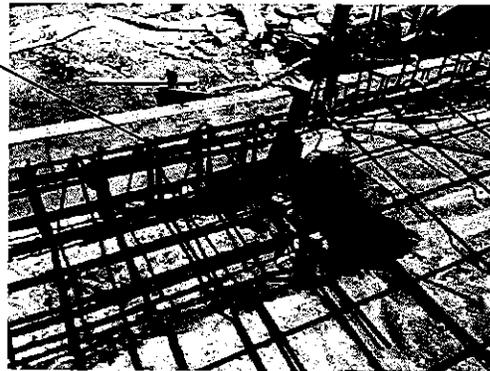


Photo 031616-17

17-06: Floor slab steel reinforcement

16-Mar-16 – At Axis B & G between existing West and East floor slab and new slab the steel reinforcement were not properly install to have the required and proper embedment. Refer to photo 031616-18. This was informed to the Contractor. He indicated that will be performing the correction prior to concrete deposit.



Photo 031616-18

17-07: Steel reinforcement bars top cover at Main House

16-Mar-16 – The required steel reinforcement top cover of 1-inch wasn't in compliance in all perimeter of floor slab (Refer to photo 031616-19). Rebar cover was much larger than 1-inch. This was informed to the Contractor. He indicated that rebar position will be corrected prior to concrete deposit.

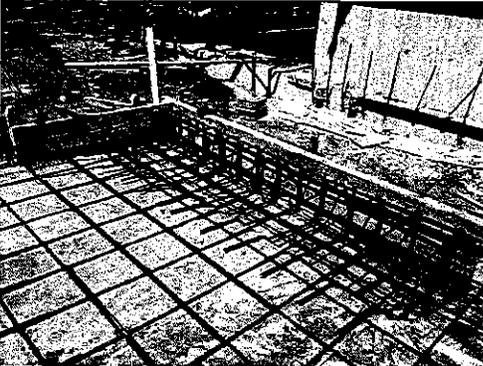


Photo 031616-19

Jose R. J.

17-08: Missing steel reinforcement for second floor slab at Main House

16-Mar-16 – At the beam in Axis B along Axis 4 through 5 the steel reinforcement that attach the second floor slab to the main beam at Axis B was not installed (Refer to photo 031616-20). Interlink sent the RFI#26 on March 15, 2016. CMA evaluates the RFI#26 and responded in March 16, 2016. Pending by Interlink to provide information request by CMA.

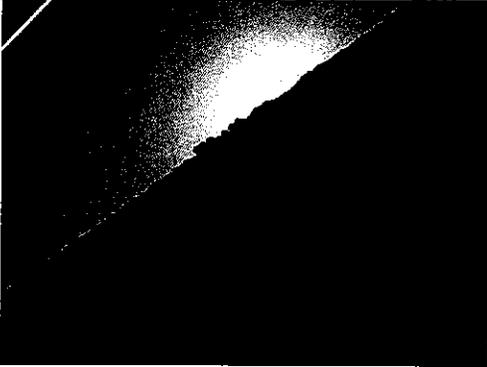


Photo 031616-20

17-09: Roof Slab Curing

16-Mar-16 – We have no evidence of application of curing on the roof slabs. If a membrane curing was used, Contractor shall provide the information for evaluation. If a water method was used then provide information of the procedure. Refer to Paragraph 3.7.5 of Section 02750 for curing requirements.

See next page

Jose RB

17-10: Gas Pipe Encasement

16-Mar-16 – Evidence of installation of gas pipe without the required encasement. The polyethylene gas pipe shall be installed inside a Carbon Steel (CS) encasement as shown on Sections 1 and 2 of Drawing No. C7-10 and as specified in paragraph 2.11 of Specification 02553 (Polyethylene (PE) 2708 Gas Distribution Pipes and Fittings). We noticed that the polyethylene gas pipe is been installed encased with a PVC pipe. Also we have no evidence of a submittal for the gas pipe and carbon steel pipe encasement. Refer to Photos 031616-21 and 031616-22.

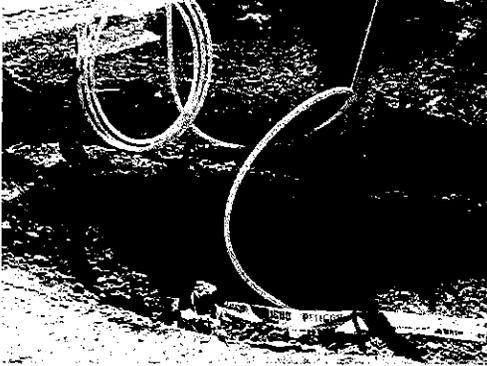


Photo 031616-21



Photo 031616-22

Note: Nomenclature 000-00 is as follows: 000 = report number; 00 = item number

Prepared By: _____

cc. CMA File No.

dc.

Roof Upgrade

Date Sat 10/20/2018

Job #

Prepared By Geraldo Jusino

Weather

6:00 AM

75° 

Partly Cloudy

Wind: 4 MPH | Precipitation: .04" | Humidity: 76%

12:00 PM

82° 

Partly Cloudy

Wind: 2 MPH | Precipitation: .07" | Humidity: 68%

4:00 PM

82° 

Humid and Mostly Cloudy

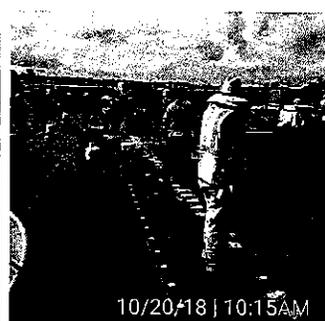
Wind: 2 MPH | Precipitation: .1" | Humidity: 78%

Work Logs

Name	Description	Quantity	Hours
CMA	Field inspection by Felix Rios	0	0
 CR Quality Roofing	A- Installing the screws and seam plates in the Soprema soprafix 614 membrane. B- Installing the Soprema Sopralene Flam 250 membrane. C- Installing the Soprema 180 in the parapet.	18	8
Total		18	144

Work Log Photos

CR Quality Roofing:

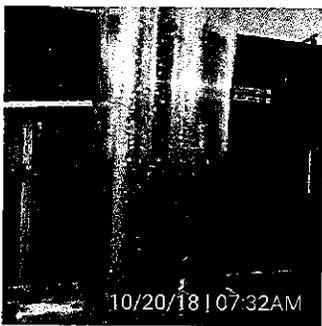


Jose Rios



Notes, Issues, Concerns

- 1. A- The pluviometer lecture is 0.06 inches of rain.
- B- Two working groups, one with six and five in the other, working today.



Site Safety Observations No entry

Quality Control Observations No entry

Survey

Questions	N/A	No	Yes	Description
1. Any visitors on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Works suspended at 11:00 am.
4. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I, Geraldo Jusino, have reviewed and completed this report.

Insured:
Home:

Home:

Property:

Claim Rep.: Adam Rentrop

Estimator: Adam Rentrop

Reference:

Company: Single-Unit Structure

Claim Number: 214152

Policy Number: 1700071149

Type of Loss: Flood

Date Contacted: 10/25/2018

Date of Loss: 8/12/2016

Date Received: 10/18/2018

Date Inspected: 10/29/2018

Date Entered: 10/19/2018 5:48 PM

Date Est. Completed: 10/30/2018 9:15 AM

Price List: LABR8X_MAY17

Restoration/Service/Remodel

Estimate:

This section is used for any site specific remarks that may want to be highlighted on each file:

Flood Zone:

Substantial Damage Determination:

Number of People Living in the Dwelling:

John R

Exterior

Front

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
-----ELECTRICAL-----						
1. Exterior outlet or switch	1.00 EA		4.46	18.37	0.74	23.57
Totals: Front					0.74	23.57

Rear

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
-----ELECTRICAL-----						
2. Exterior outlet or switch	1.00 EA		4.46	18.37	0.74	23.57
Totals: Rear					0.74	23.57

Right

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
Per applicant, flood pushed condenser over and washed away pad; a new pad was added and the condenser was reset. Condenser is not functioning properly since, however.						
-----HVAC-----						
3. Condenser pad - 36" x 36"	1.00 EA		0.00	69.89	5.63	75.52
4. Install Only Central air - condenser unit - 2.5 ton - 14-15 SEER	1.00 EA		0.00	298.40	0.00	298.40
-----HVAC-----						
5. Heat, Vent, & Air Conditioning - Minor repair	1.00 EA		0.00	223.81	0.00	223.81
Condenser is not functioning properly.						
Totals: Right					5.63	597.73
Total: Exterior					7.11	644.87

Main Level

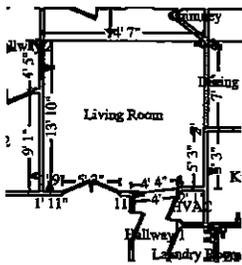
Main Level

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
-----GENERAL ITEMS-----						

11/9/2018


CONTINUED - Main Level

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
6. Final cleaning - construction - Residential	967.08 SF		0.00	0.21	0.00	203.09
-----INSULATION-----						
7. Remove Batt insulation - 4" - R13 - paper faced - walls Bedroom exterior walls were gutted to ceiling, except the window wall in bedroom 1; it was gutted to 6'.	822.02 SF		0.22	0.00	0.00	180.84
-----GENERAL ITEMS-----						
8. Clean with pressure/chemical spray	1,517.08 SF		0.00	0.27	1.55	411.16
-----INSULATION-----						
9. Batt insulation - 4" - R13 - paper faced - walls	822.02 SF		0.00	0.63	34.55	552.42
Total: Main Level					36.10	1,347.51



Living Room

Height: 10'

311.23 SF Walls	201.37 SF Ceiling
512.60 SF Walls & Ceiling	201.37 SF Floor
22.37 SY Flooring	30.25 LF Floor Perimeter
49.17 LF Ceil. Perimeter	

Missing Wall

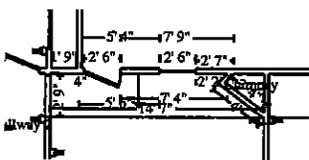
7' 6" X 10'

Opens into ROOM4

Missing Wall

4' 4 3/8" X 10'

Opens into HALLWAY_1



Subroom: Living Room (1)

Height: Sloped

152.01 SF Walls	46.37 SF Ceiling
198.39 SF Walls & Ceiling	37.65 SF Floor
4.18 SY Flooring	17.25 LF Floor Perimeter
35.71 LF Ceil. Perimeter	

Missing Wall

14' 6 11/16" X 8'

Opens into ROOM2

Missing Wall - Goes to Floor

2' 9" X 6' 8"

Opens into HALLWAY_2

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
-----WALLS & CEILINGS-----						
10. Apply anti-microbial agent to more than the floor perimeter	429.04 SF		0.00	0.27	0.88	116.72
11. Seal stud wall for odor control	190.02 SF		0.00	0.67	2.73	130.04
12. Remove 1/2" drywall - hung, taped, floated, ready for paint	190.02 SF		0.37	0.00	0.00	70.31

11/9/2018

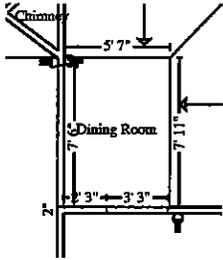
Page: 3

CONTINUED - Living Room

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
13. Remove Baseboard - 2 1/4"	47.51 LF		0.37	0.00	0.00	17.58
-----DOORS & WINDOWS-----						
14. Remove Casing - 2 1/4"	37.00 LF		0.46	0.00	0.00	17.02
15. Remove Window stool & apron	3.00 LF		0.67	0.00	0.00	2.01
-----FLOORING-----						
16. Remove Vinyl floor covering (sheet goods) - Standard grade	239.02 SF		0.81	0.00	0.00	193.61
-----FIREPLACE-----						
17. Remove Fireplace Insert	1.00 EA		265.44	0.00	0.00	265.44
-----GENERAL ITEMS-----						
18. Final cleaning - construction - Residential	239.02 SF		0.00	0.21	0.00	50.19
-----WALLS & CEILINGS-----						
19. 1/2" drywall - hung, taped, floated, ready for paint	190.02 SF		0.00	1.70	9.54	332.57
20. Seal/prime then paint the walls twice (3 coats)	463.24 SF		0.00	1.01	11.40	479.27
21. Baseboard - 2 1/4"	47.51 LF		0.00	2.08	3.41	102.23
22. Base shoe	47.51 LF		0.00	1.07	1.95	52.79
23. Seal & paint baseboard w/cap &/or shoe - two coats	47.51 LF		0.00	1.38	0.97	66.53
-----DOORS & WINDOWS-----						
24. Casing - 2 1/4"	37.00 LF		0.00	1.58	3.19	61.65
25. Prime & paint door slab only - exterior (per side)	6.00 EA		0.00	35.31	7.00	218.86
26. Paint door/window trim & jamb - 2 coats (per side)	6.00 EA		0.00	24.28	2.34	148.02
27. Window stool & apron	3.00 LF		0.00	5.53	0.78	17.37
28. Seal & paint trim - two coats	3.00 LF		0.00	1.10	0.03	3.33
-----FLOORING-----						
29. Floor preparation for resilient flooring	239.02 SF		0.00	0.63	2.45	153.03
30. Vinyl floor covering (sheet goods) - Standard grade	274.87 SF		0.00	2.58	33.53	742.69
<i>15% waste added for vinyl floor covering (sheet goods).</i>						
-----FIREPLACE-----						
31. Fireplace Insert	1.00 EA		0.00	744.00	201.03	945.03
-----ELECTRICAL-----						
32. Outlet	4.00 EA		4.46	12.57	0.57	68.69
Totals: Living Room					281.80	4,254.98

11/9/2018

Page: 4



Dining Room

Height: 10'

38.33 SF Walls	44.20 SF Ceiling
82.53 SF Walls & Ceiling	44.20 SF Floor
4.91 SY Flooring	2.75 LF Floor Perimeter
19.50 LF Ceil. Perimeter	

Missing Wall - Goes to Floor
Missing Wall

3' 3" X 6' 8"
7' 6" X 10'

Opens into KITCHEN
Opens into ROOM2



Subroom: Dining Room 2 (2)

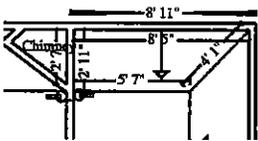
Height: Sloped

113.58 SF Walls	33.25 SF Ceiling
146.83 SF Walls & Ceiling	26.60 SF Floor
2.96 SY Flooring	13.70 LF Floor Perimeter
22.33 LF Ceil. Perimeter	

Missing Wall
Missing Wall

4' 1" X 8'
7' 11" X 8'

Opens into DINING_ROOM1
Opens into ROOM4



Subroom: Dining Room1 (1)

Height: Sloped

94.71 SF Walls	25.42 SF Ceiling
120.12 SF Walls & Ceiling	20.63 SF Floor
2.29 SY Flooring	11.36 LF Floor Perimeter
17.63 LF Ceil. Perimeter	

Missing Wall
Missing Wall

4' 1" X 8'
5' 7" X 8'

Opens into DINING_ROOM_
Opens into ROOM4

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
WALLS & CEILINGS						
33. Apply anti-microbial agent to more than the floor perimeter	202.68 SF		0.00	0.27	0.42	55.14
34. Seal stud wall for odor control	111.25 SF		0.00	0.67	1.60	76.14
35. Remove 1/2" drywall - hung, taped, floated, ready for paint	111.25 SF		0.37	0.00	0.00	41.16
36. Remove Baseboard - 2 1/4"	27.81 LF		0.37	0.00	0.00	10.29
DOORS & WINDOWS						
37. Remove Window stool & apron	3.00 LF		0.67	0.00	0.00	2.01
FLOORING						
38. Remove Vinyl floor covering (sheet goods) - Standard grade	91.43 SF		0.81	0.00	0.00	74.06

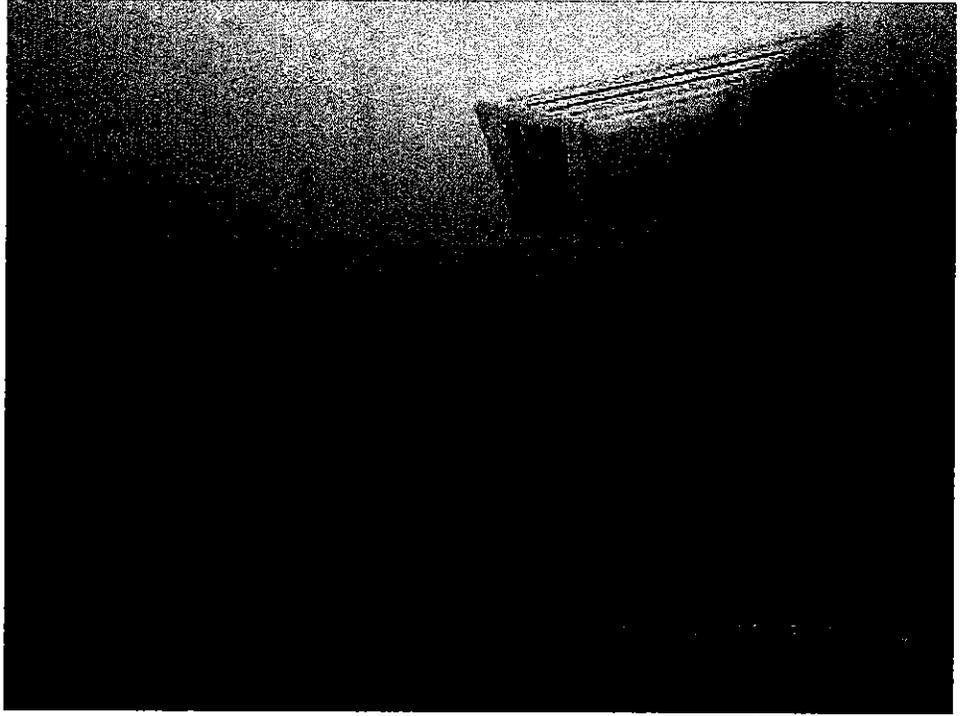
11/9/2018
JGE *RF*

CONTINUED - Hallway 1

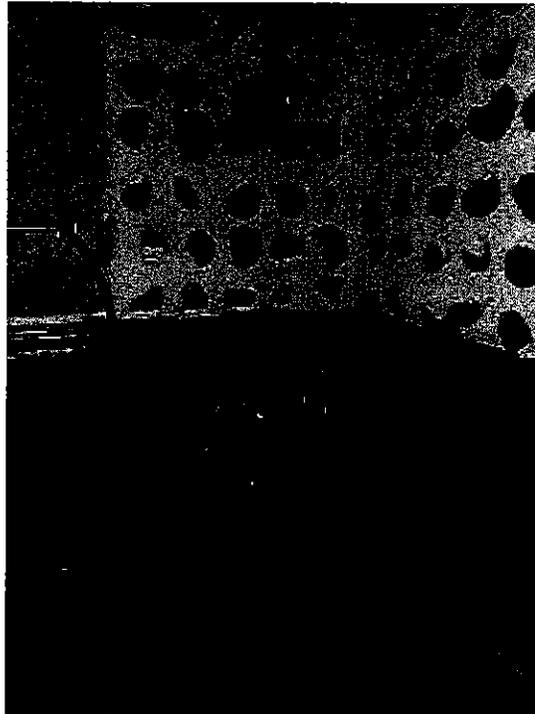
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	TOTAL
52. Remove 1/2" drywall - hung, taped, floated, ready for paint	86.67 SF		0.37	0.00	0.00	32.07
53. Remove Baseboard - 2 1/4"	21.67 LF		0.37	0.00	0.00	8.02
-----DOORS & WINDOWS-----						
54. Remove Casing - 2 1/4" Exterior door.	17.00 LF		0.46	0.00	0.00	7.82
55. Remove Interior door unit - Standard grade	1.00 EA		16.59	0.00	0.00	16.59
56. Remove Interior double door - lauan/mahogany - pre-hung unit	1.00 EA		18.96	0.00	0.00	18.96
-----FLOORING-----						
57. Remove Vinyl floor covering (sheet goods) - Standard grade	34.68 SF		0.81	0.00	0.00	28.09
-----HVAC-----						
58. Remove Cold air return cover	1.00 EA		5.56	0.00	0.00	5.56
-----GENERAL ITEMS-----						
59. Final cleaning - construction - Residential	34.68 SF		0.00	0.21	0.00	7.28
-----WALLS & CEILINGs-----						
60. 1/2" drywall - hung, taped, floated, ready for paint	86.67 SF		0.00	1.70	4.35	151.69
61. Seal/prime then paint the walls twice (3 coats)	173.35 SF		0.00	1.01	4.26	179.34
62. Baseboard - 2 1/4"	21.67 LF		0.00	2.08	1.55	46.62
63. Base shoe	21.67 LF		0.00	1.07	0.89	24.08
64. Seal & paint baseboard w/cap &/or shoe - two coats	21.67 LF		0.00	1.38	0.44	30.34
-----DOORS & WINDOWS-----						
65. Casing - 2 1/4"	17.00 LF		0.00	1.58	1.46	28.32
66. Prime & paint door slab only - exterior (per side)	2.00 EA		0.00	35.31	2.33	72.95
67. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA		0.00	24.28	0.78	49.34
68. Interior door unit - Standard grade	1.00 EA		0.00	131.00	9.05	140.05
69. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	29.08	1.30	59.46
70. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA		0.00	24.28	0.78	49.34
71. Door knob - interior - Standard grade	1.00 EA		0.00	30.19	1.39	31.58
72. Interior double door - lauan/mahogany - pre-hung unit	1.00 EA		0.00	199.49	13.88	213.37

JGE RF

107 Main Level/Bathroom 1 - 107
Date Taken: 10/29/2018
Taken By: Adam Rentrop



108 Main Level/Bathroom 1 - 108
Date Taken: 10/29/2018
Taken By: Adam Rentrop

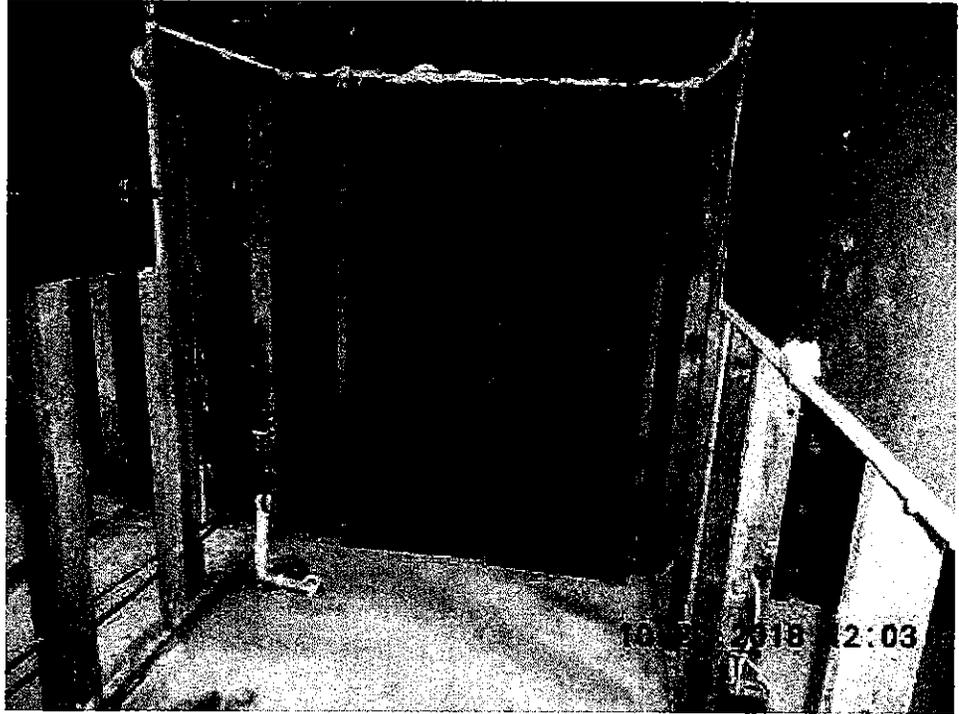


Jose RF
11/9/2018

109 Main Level/Bathroom 2 - 109

Date Taken: 10/29/2018

Taken By: Adam Rentrop



110 Main Level/Bathroom 2 - 110

Date Taken: 10/29/2018

Taken By: Adam Rentrop



Jose R

11/9/2018

Page: 82

111 Main Level/Bathroom 2 - 111

Date Taken: 10/29/2018

Taken By: Adam Rentrop



112 Main Level/Bathroom 2 - 112

Date Taken: 10/29/2018

Taken By: Adam Rentrop



ASR RF

11/9/2018

Page: 83

113 Main Level/Bathroom 2 - 113

Date Taken: 10/29/2018

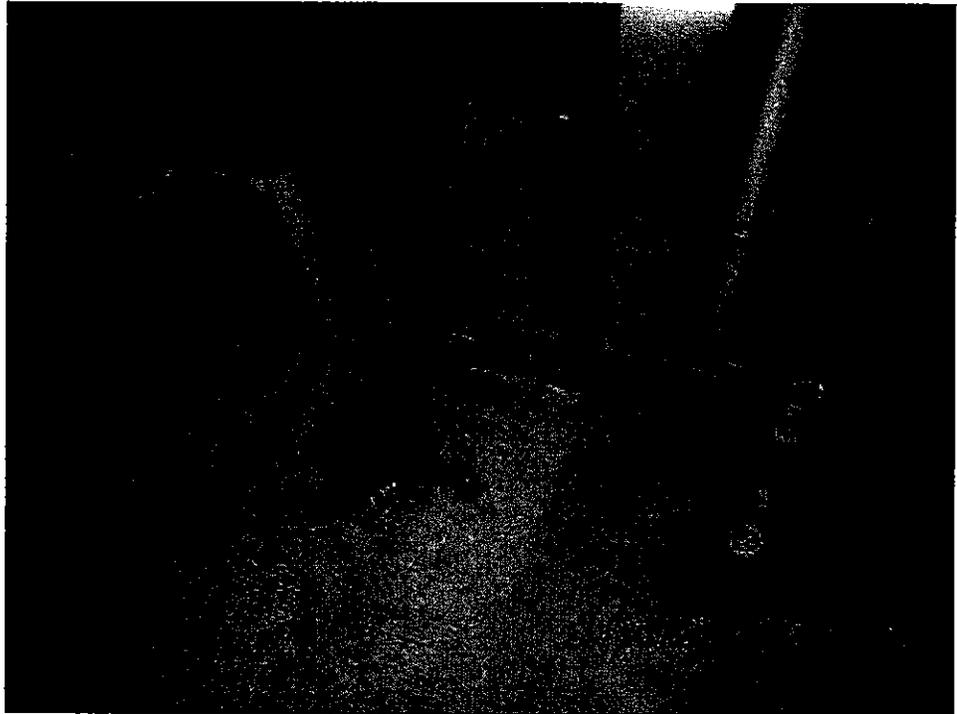
Taken By: Adam Rentrop



114 Main Level/Bathroom 2 - 114

Date Taken: 10/29/2018

Taken By: Adam Rentrop

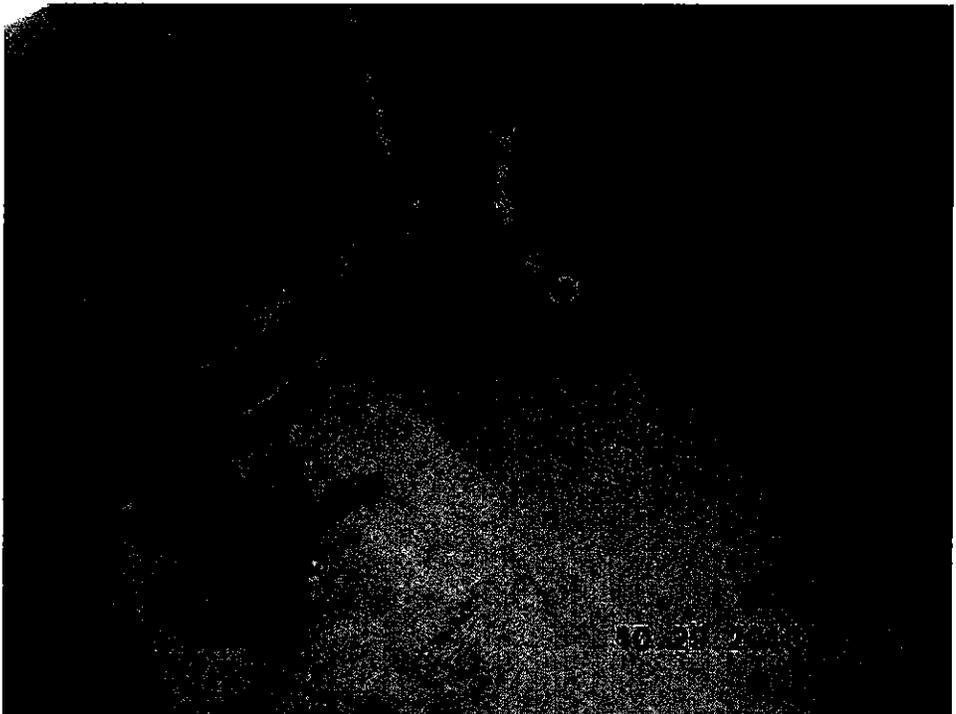


Age R

115 Main Level/Bathroom 2 - 115
Date Taken: 10/29/2018
Taken By: Adam Rentrop



116 Main Level/Bathroom 2 - 116
Date Taken: 10/29/2018
Taken By: Adam Rentrop



Joe RF

117 Main Level/Bathroom 2 - 117
Date Taken: 10/29/2018
Taken By: Adam Rentrop



Case RF



5. REPORTING

21. **Monitoring Guide for the 2018 CDBG-DR Problem Solving Clinic (ICF).** HUD approved guide for monitoring any program that uses CDBG-DR funds.
22. **SRD All Programs Executive Dashboard and Detailed Dashboard (ICF).** These two dashboards were created for the New Jersey Sandy Recovery Division (SRD) and show financial details and HUD Performance Metrics by program category and agency.
23. **Strike Team: HCDD Hurricane Harvey Program Interest Survey Report (APTIM).** Sample metrics on outreach and application process.
24. **MTD Report (Telecontacto).** Month to date report summarizing call results by type and reigon.
25. **Satisfaction (Telecontacto).** Client satisfaction report.

A handwritten signature in black ink, appearing to read 'Joe RF'.



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AGE *TH* 

The ICF logo consists of a stylized sunburst or starburst symbol above the letters "ICF".



CDBG-DR Monitoring Guide

This guide is to assist grantees to develop and administer a monitoring plan as part of your CDBG-DR administrative responsibilities. NOTE: This is not an official HUD document and should be supplemented with additional resources including the CDBG statute, regulations, Federal Register notices, CPD Notices, etc.

Why Monitor

- HUD requires grantees to monitor subrecipients, their programs and projects, contractors, and subcontractors for compliance with federal regulations and program policies and procedures.
- Monitoring plans and frequency are based on grantee's assessment of risk.
- Documentation of monitoring and reporting is a compliance requirement of HUD and the OIG.
- Monitoring includes both programmatic and financial elements.
- Comprehensive monitoring plan will minimize the possibility of fraud, waste and abuse without sacrificing speed of recovery.
- Implementation of a strong and consistent monitoring plan will:
 - Identify and reduce project risks early;
 - Quickly mitigate or eliminate risk with appropriate corrective actions; and
 - Reduce the likelihood of HUD or OIG findings or concerns.
- Monitoring responsibilities:
 - Grantee monitors:
 - Grantee's Projects
 - Direct Subrecipients, including a sample of Subrecipient's Projects
 - Program/Project administrators
 - Subrecipient monitors:
 - Direct Subrecipient's Programs
 - Program/Project administrators, contractors, subcontractors, program participants

NOTE: Consider developing and providing training and technical assistance to assist subrecipients and ensure they understand the rules and requirements of the program.

Approach to Monitoring

- Develop a monitoring plan and set of procedures and tools.
- Focus more on high-risk projects or subrecipients and develop a plan and schedule for each, modifying as indicated.
- Provide training and technical assistance to ensure program and subrecipient staff understand all applicable requirements and have job aids such as file checklists and reference manuals.
- Identify issues early and implement corrective actions.
- Conduct follow up assessments to evaluate the implementation and success of corrective actions.

Monitoring Plan Elements

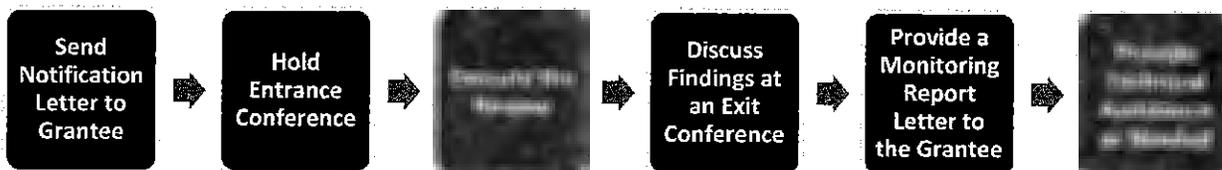
- Basic/overarching monitoring policies & procedures:
 - Actions to be taken to assess program performance
 - Who will be monitored
 - Programs or functions to be monitored
 - Type of monitoring to be done (e.g. in-depth, limited, on-site, remote)



CDBG-DR Monitoring Guide

Monitoring Plan Elements (cont.)

- Monitoring dates/frequency
 - Required resources (number and type of staff, travel & funding)
 - Individual monitoring strategy for each program. Strategy may change with time depending on monitoring findings.
 - Programs/areas/functions to be reviewed
 - Names of staff members who will need to be consulted during monitoring
 - Staff who will conduct monitoring
 - Defined areas of responsibility for each reviewer (if more than one staff to be used)
 - Schedule and time frames for carrying out monitoring tasks
 - Required resources
- Pre-monitoring preparation:
- Understanding of statutes, regulations and official guidance governing specific program
 - Review and analysis of program reports, program policies and procedures, available data, audits and financial information, previous monitoring reports and issues
- Notification to program participant:
- Establish date for monitoring review
 - Determine if on-site or remote
 - Send written communication with monitoring schedule, areas to be reviewed, names and titles of staff conducting monitoring
 - For on-site monitoring – confirm need for conference room, telephone, computer
 - For remote monitoring – confirm need for information to be submitted by participant and timeline



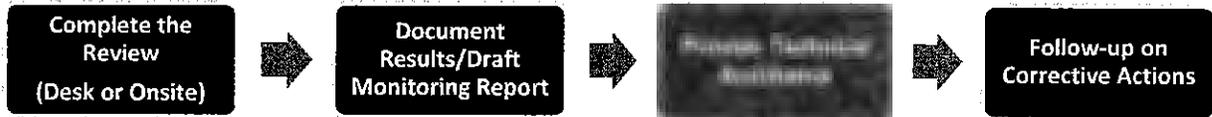
- Entrance conference:
- Explain how monitoring will be conducted
 - Identify/confirm key program staff who will assist
 - Confirm meeting or interview times
 - Verify programs/activities to be reviewed, access to files/work areas
- Assessment process:
- Evaluate program – file reviews for required information, consistency with written policies and procedures; interviews with program participant staff, contractors, subrecipients and clients to determine accuracy of information and level of satisfaction with services provided.
 - Communicate – keep program staff informed of how monitoring is progressing, discuss problem areas identified, allow participant to make immediate adjustments or corrections, provide additional information to assist with review.
 - Document – record responses to questions that will inform decisions.

Joe R 2



CDBG-DR Monitoring Guide

Monitoring Plan Elements (cont.)



- Exit conference – discussion of preliminary findings with appropriate program officials
- Preparation of clear and documentable monitoring report and conclusions – sent to program and placed in program file
- Technical assistance – if deficiencies are identified, grantee may be required to provide technical assistance to resolve deficiencies
- Follow up
 - In the event deficiencies are found, program should be required to prepare a response and corrective action plan. Severity of findings will also impact frequency of additional monitoring.

Monitoring Tools

- Risk assessment matrix
- Program checklists
- Suggested file sampling protocol
- HUD Monitoring Guidebook

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.20

Sample Risk Assessment Matrix to Gauge Capacity

Category	Risk Assessment Criteria	Risk Category/Points ¹ <i>High – 10; Medium – 5; Low – 1</i>
Funding	Criterion based on agency or subrecipient award amount	>\$10 million (High – 10) \$10 million - \$5 million (Medium -5) <\$5 million (Low – 1)
Project Type	Criterion based on types of projects administered	Housing and Economic Development (High – 10) Infrastructure (Medium – 5) Planning (Low – 1)
Funded Entity – Partner Agency or Subrecipient	Criterion based on agency or subrecipient award amount	>\$10 million (High – 10) \$10 million - \$5 million (Medium -5) <\$5 million (Low – 1)
Number of Programs	Criterion based on number of programs funded/administered	6 or more (High – 10) 3-5 (Medium – 5) 3 or less (Low – 1)
CDBG-DR Experience	Criterion based on funded entity experience with HUD program and/or disaster funds	0-3 years (High – 10) 4-6 years (Medium – 5) 7 years or more (Low – 1)

¹ Note: \$\$ amounts are illustrative and can be adjusted based on total DR funding



CDBG-DR Monitoring Guide

Program Checklists

Program checklists for monitoring review should include the following:

- Overall management
- Financial management
- Procurement (including M/WBE outreach)
- National objective
- Cost allowability/eligible activities
- Labor Standards Administration (if applicable)
- Section 3 (if applicable)
- Fair Housing, EEO and Section 504 of Housing and Urban Development Act of 1968 (if applicable)
- Acquisition and relocation (if applicable)
- Lead-Based Paint compliance (if applicable)
- Environmental Review
- Federal Register Notice specific requirements

File Sampling

A sample of subrecipient projects should be reviewed. The table below provides suggestions regarding selection of a project sample for monitoring.

Sample selection can be performed using off-the-shelf software (for random number generators) to select a sample of files from a population. Here are some tips for selecting random samples for monitoring:

- If a subrecipient has several different activity types – make sure to choose at least one of each activity for your review (1 Infrastructure project, 1 Housing project, etc.).
- If a subrecipient is implementing only one type of activity but has multiple projects within that activity – choose a small sample to review and broaden your sample if deficiencies are revealed (10 Infrastructure projects – start with reviewing 3 of those projects).

HUD Monitoring Guidebook

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.

2)

- Chapter 6, 19, 21, 22, 23, 24, 25, 27, and 34 of the HUD Monitoring Guidebook contain the checklists that HUD staff will use to monitor CDBG-DR grantees and subrecipients.
- The Exhibits in Chapter 6 are designed specifically for the CDBG-DR program, grantee staff should pay particular attention to those exhibits and begin any review there. These include the following:
 - Attachment 6-1 - Disaster Recovery CDBG Supplemental Grants Document Reference Tool
 - Exhibit 6-1 - Guide for Review of Overall Management of CDBG Disaster Recovery Grants
 - Exhibit 6-2 - Guide for Review of Flood Zone and Floodway Buyouts and Non-Buyout Acquisitions
 - Exhibit 6-3 - Guide for Review of New Construction of Housing
 - Exhibit 6-4 - Guide for Review of Infrastructure
 - Exhibit 6-5 - Guide for Review of Economic Development

John R. B.
4



CDBG-DR Monitoring Guide

HUD Monitoring Guidebook (cont.)

(https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2)

- Exhibit 6-6 - Guide for Review of Housing Rehabilitation and Reconstruction
 - Exhibit 6-7 - Guide for Review of Written Agreements
 - Exhibit 6-8 - Guide for Review of Procurement
 - Exhibit 6-9 - Guide for Review of Financial Management
- This guidebook is a useful tool in the development of programmatic and fiscal policies and procedures.
- It is also recommended that Grantees monitor programs and subrecipients in advance of HUD monitoring visits to proactively identify and address issues.
- Below are two samples from the Guidebook.

Exhibit 6-1
Disaster Recovery CDBG Supplemental Grants
6509.2 REV. 4 CHG-2

Overall Guide for Review of Overall Management of CDBG Disaster Recovery Grants

Name of Grantee:	Appropriation(s):
State Contract(s):	Date:
Name(s) of:	Director(s):
Reviewer(s):	

NOTE: Most questions that address requirements contain the citation for the source of the requirement (statute, regulation, Federal Register notice, or grant agreement). However, in some instances, a controlling document (i.e., grant agreement or Federal Register notice) is provided without a specific citation. This is because rules can vary significantly from appropriation to appropriation, causing the grant agreements and published Notices to vary accordingly. If deficiencies are identified in these instances, HUD should ensure that program violation citations are appropriately noted. In addition, a statute or Federal Register Notice may only apply to certain grantees; carefully review the citation to determine its applicability. If a requirement is not met, HUD must make a finding of noncompliance. All other questions may not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative comments to these questions may result in a "concern" being raised, but not a "finding." (24 CFR 570.900(a)(5) and 24 CFR 570.951. For entitlement and state grants under Public Law 113-2 (paragraph 26 of March 5, 2013 Notice) and 24 CFR 570.495 for state grantees).

Instructions: This Exhibit should be used to monitor overall management of a CDBG disaster recovery (CDBG-DR) grant. It is divided into three sections: Overall Management, Financial Directability, and Capacity and Performance. For purposes of monitoring CDBG-DR grants awarded to entitlement communities, this Exhibit should supplement Exhibit 5-17. For purposes of monitoring CDBG-DR grants awarded to states and state grant recipients, this Exhibit should supplement Exhibit 4-5. For the Federal Register Notice issued by the Department, CDBG-DR state grantees are provided a waiver and alternative requirement that allows them to carry out activities directly or through a subrecipient.

Programs are directly administered by a state when:	Programs are not directly administered by a state when:
<ul style="list-style-type: none"> The state develops the program guidelines/misr. A subrecipient applies directly to the state for funding to undertake activities. 	<ul style="list-style-type: none"> The state uses a method of distribution (MOD) to award funds to local governments; The state gives flexibility to main of local government to design and implement their own program; and The state releases the funds, but local governments are responsible for environmental reviews.

Some grantees may use a combination of the above; they may administer a portion of CDBG-DR funds directly and distribute another portion through a MOD. To monitor any CDBG-DR grant, obtain copies of the appropriate Federal Register Notice(s). See Attachment 6-1, "Document Reference Tool," to determine which Federal Register Notices are applicable.

6509.2 REV. 4 CHG-2
Exhibit 6-1
Disaster Recovery CDBG Supplemental Grants

Question:

A. OVERALL MANAGEMENT

1. List below the grants being monitored and the corresponding grant amounts.

CDBG-DR Grant(s)	Amount (s)
Disaster grant number(s)	
Disaster grant number(s)	
Disaster grant number(s)	
Total	

2. Has the grantee documented through its Action Plan and amendments how its programs are related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization? (Applicable appropriations list and Federal Register notice(s). Note that the language of each appropriation law may or may not include economic revitalization as an alternate connection to a disaster.)

Yes No N/A

Describe Basis for Conclusion:
CDBG

3. Has the grantee developed policies and procedures specific to CDBG-DR (e.g., program design, management of program income)?

Yes No N/A

Describe Basis for Conclusion:
CDBG

4. Is the grantee maintaining its public website in accordance with the statutory requirement to "maintain comprehensive Web sites regarding all disaster recovery activities initiated with these funds," and does the Website include details of all contracts and ongoing procurement policies? (Federal Register Notice published March 5, 2013 (78 FR 14329); only applicable to grants under Public Law 113-2)

Yes No N/A

Describe Basis for Conclusion:
CDBG

JGE TR

SRD All Programs Executive Dashboard

By Program Category

Report generated on February 5, 2018
 Financials as of January 26, 2018
 Performance metrics actuals as of December 31, 2017
 Performance metrics forecasts generated using data as of September 30, 2017

Financials

Program Category	Allocation		Actual % LMI	LMI	Forecast % LMI	Burn Rate		Allocation Remaining
	% Allocation Expended	% Allocation Remaining				Rolling Weekly Burn Rate	Required Weekly Burn Rate	
Homeowner Assistance Programs	85.4%	14.6%	46.6%	>	44.5%	\$966,793.22 <	\$1,044,666.87	\$253,854,048.20
RREM	92.5%	7.5%	47.0%	>	46.0%	\$759,421.92 >	\$405,020.37	\$98,419,950.09
Rental Housing and Renter Programs	54.0%	46.0%	99.5%	>	99.1%	\$2,520,749.97 >	\$1,620,910.07	\$393,881,146.01
Economic Development	79.8%	20.2%	17.7%	>	13.7%	\$441,304.15 >	\$247,782.57	\$60,211,165.40
Infrastructure Programs	28.1%	71.9%	17.6%	<	34.9%	\$34,958.84 <	\$1,500,440.44	\$364,607,027.58
Support for Government Entities	100.0%	0.0%	27.5%	<	27.9%	\$97.08 <	\$283.26	\$68,833.15
Supportive Services	60.3%	39.7%	94.2%	<	95.9%	\$112,106.47 >	\$76,224.05	\$18,522,444.25
Planning	81.2%	18.8%	n/a	n/a	n/a	\$6,144.31 <	\$14,369.08	\$3,496,547.60
Administration	71.2%	28.8%	n/a	n/a	n/a	\$257,745.46 >	\$230,815.85	\$56,088,252.42
Rebuild by Design*	6.8%	93.2%	n/a	n/a	n/a	\$491,467.74 <	\$1,489,060.27	\$349,691,644.44
TOTAL	64.1%	35.9%	51.7%	<	55.6%	\$4,891,367.24 <	\$6,174,572.47	\$1,500,421,109.35
NDR Programs								
Regional Resiliency Planning Grant	3.5%	96.5%	n/a	n/a	n/a	\$3,693.81 <	\$39,692.65	\$9,645,314.48
Resiliency Toolkit	4.5%	95.5%	n/a	n/a	n/a	\$8,620.00 <	\$19,650.34	\$4,775,093.83
TOTAL	3.9%	96.1%	n/a	n/a	n/a	\$12,313.81 <	\$59,343.00	\$14,420,348.31

HUD Performance Metrics

Program Category	Program	Measure	Actuals	Forecast total	% of Forecast	
Homeowner Assistance Program	RREM	Number of Households	5,750	7,000	82.1%	
		Number of Housing Units	5,750	7,000	82.1%	
		Number of Elevated Structures	5,050	5,822	86.7%	
		Number of Substantially Rehabilitated Units	4,184	4,892	85.5%	
		Housing Resettlement Program	Number of Households	18,251	18,252	100.0%
			Number of Households	153	300	51.0%
			Number of Housing Units	153	300	51.0%
			Number of Elevated Structures	138	220	62.7%
			Number of Substantially Rehabilitated Units	88	230	38.3%
		Blue Acres Buyout Program	Number of Properties	63	550	11.5%
Number of Properties	2,318		4,168	55.6%		
Rental Housing and Renter Program	Fund for Restoration of Large Multifamily Housing	Number of Households	38	62	61.3%	
		Number of Properties	347	347	100.0%	
	Sandy Home Buyer Assistance Program	Number of Households	158	424	37.3%	
		Number of Properties	26	35	74.3%	
	Rental Assistance Program	Number of Households	817	1,145	71.4%	
		Number of Households	409	600	68.2%	
	LRP	Number of Housing Units	328	372	88.2%	
		Number of Properties	140	157	89.2%	
	Neighborhood Enhancement Program	Number of Substantially Rehabilitated Units	186	199	93.5%	
		Number of Households	69	165	41.8%	
Incentive for Landlords	Number of Properties	26	85	30.6%		
	Number of Households	594	594	100.0%		
Pre-development Fund	Number of Non-business Organizations benefiting	4	8	50.0%		
	Number of Permanent Jobs Created	2,057	2,013	102.2%		
Economic Development	Grants/Recovery Loans to Small Business	Number of Permanent Jobs Retained	3,093	3,097	99.9%	
	Direct Loans for Small Businesses	Number of Permanent Jobs Created	286	366	76.1%	
		Number of Permanent Jobs Retained	849	1,040	81.6%	

Program Category	Program	Measure	Actuals	Forecast total	% of Forecast
Economic Development, con't	Neighborhood & Community Revitalization	Number of Non-business Organizations benefiting	12	38	31.6%
		Number of Events Held	44	44	100.0%
	Tourism Marketing	Number of Public Facilities	0	13	0.0%
Infrastructure Program	Energy Resilience Bank	Number of Properties	195	274	71.2%
		Number of Public Facilities	0	8	0.0%
	Flood Hazard Risk Reduction & Resiliency	Number of Linear feet of Public Improvement	0	66,000	0.0%
	Federal Highway Administration	Number of Public Facilities	128	360	35.6%
	FEMA Match	Number of Properties	95	212	44.8%
Support for Government Entities	Essential Services Grants	Number of Non-business Organizations benefiting	57	57	100.0%
		Number of Properties	85	85	100.0%
	Unsafe Structure Demolition	Number of Building Inspections	91,277	91,277	100.0%
	Code Enforcement	Number of Non-business Organizations benefiting	14	14	100.0%
	Zoning Code Enforcement	Number of Cases opened	18,947	23,862	79.4%
Supportive Services	Housing Counseling Services	Number of Cases closed	21,451	26,966	81.4%
		Number of Persons	4,896	9,739	50.3%
	DOH Mosquito Surveillance	Number of Non-business Organizations benefiting	42	42	100.0%
		Number of Non-business Organizations benefiting	21	21	100.0%
	Tenant Based Rental Assistance	Number of Households	1,785	1,787	100.1%
Lead Hazard Reduction Program	Number of Households	10	10	100.0%	
Planning	Local Planning Services	Number of Plans or Planning Products	304	308	98.7%
		Number of Plans or Planning Products	1	-	-
	Post-Sandy Planning Grants	Number of Plans or Planning Products	0	6	0.0%
Rebuild by Design	Rebuild by Design Hudson River	Number of Linear feet of Public Improvement	0	15,700	0.0%
		Number of Linear feet of Public Improvement	0	0	0.0%
	Rebuild by Design Meadowslands	Number of Linear feet of Public Improvement	0	0	0.0%

Notes: 1) All financial data reflects FBI data from the SRD Finance's Budget vs Actuals Report; 2) LMI % Forecast are as of 12/31/2017 and based on actuals as of 9/30/2017; 3) Rolling Weekly Burn Rate is a simple average of weekly expenditures the previous four (4) weeks of data; 4) Required Weekly Burn Rate assumes a HUD program end date of September 30, 2022; 5) Required Weekly Burn Rate assumes a constant weekly spending rate between date of report and HUD program end date; 6) Allocations used are the Original Allocation, which is the sum of Allocation 1, 2, and 3 plus Amendments; 7) "-" indicates a metric that was not forecasted in the previous reporting period; 8) newly added metrics or programs, metrics that fall under the Planning category, Administration category, and USA metrics; 9) "Rebuild by Design*" indicates that the Actual and Forecast LMI percentage of "n/a" do not reflect the 100% actual and forecast LMI amount for the RSD Meadowslands project.

SRD All Programs Executive Dashboard By Agency

Report generated on February 5, 2018
Financials as of January 26, 2018
Performance metrics actuals as of December 31, 2017
Performance metrics forecasts generated using data as of September 30, 2017

Financials

Agency	Allocation		Actual % LMI	LMI	Forecast % LMI	Burn Rate		Allocation Remaining
	% Allocation Expended	% Allocation Remaining				Rolling Weekly Burn Rate	Required Weekly Burn Rate	
DCA	89.3%	10.7%	44.3%	<	47.6%	\$1,358,780.43 >	\$944,115.82	\$229,420,143.10
RREM	91.5%	7.5%	47.0%	>	46.0%	\$759,421.92 >	\$403,020.37	\$98,419,950.03
DEP	9.4%	90.6%	26.9%	<	47.7%	\$591,905.23 <	\$2,628,398.03	\$638,700,720.40
DOH	100.0%	0.0%	0.0%	=	0.0%	\$0.00 =	\$0.00	\$0.00
DOT	84.7%	5.3%	29.5%	>	23.0%	\$5,811.84 <	\$15,158.22	\$3,693,168.37
EDA	50.0%	50.0%	17.3%	<	32.6%	\$442,677.88 <	\$1,029,072.24	\$250,054,554.89
HMFA	49.3%	50.7%	98.7%	=	99.0%	\$2,432,191.86 >	\$1,556,915.68	\$378,330,509.52
NJRA	94.4%	5.6%	100.0%	=	100.0%	\$0.00 <	\$872.48	\$212,012.97
TOTAL	64.1%	35.9%	51.7%	<	55.6%	\$4,831,367.24 <	\$6,174,572.47	\$1,500,421,109.35
NDR Programs								
Regional Resiliency Planning Grant	3.5%	96.5%	n/a		n/a	\$3,683.81 <	\$39,692.65	\$9,645,314.48
Resiliency Toolkit	4.5%	95.5%	n/a		n/a	\$8,620.00 <	\$19,650.34	\$4,775,033.83
TOTAL	3.9%	96.1%	n/a		n/a	\$12,303.81 <	\$59,343.00	\$14,420,348.31

HUD Performance Metrics

Agency	Program	Measure	Actuals	Forecast total	% of Forecast	Agency	Program	Measure	Actuals	Forecast total	% of Forecast
DCA	RREM	Number of Households	5,750	7,000	82.1%	DEP	Blue Acres Buyout Program	Number of Properties	63	550	11.5%
		Number of Housing Units	5,750	7,000	82.1%		Flood Hazard Risk Acquisition	Number of Properties	195	274	71.2%
		Number of Elevated Structures	5,050	5,822	86.7%		Flood Hazard Risk Reduction & Resiliency	Number of Public Facilities	0	8	0.0%
		Number of Substantially Rehabilitated Units	4,184	4,892	85.5%		Mosquito Control	Number of Non-business Organizations benefitting	21	21	100.0%
	Housing Resettlement Program	Number of Households	18,251	18,252	100.0%		Planning/CEP Mitigation	Number of Plans or Planning Products	0	6	0.0%
	LMI Homeowner Rebuilding Program	Number of Households	153	300	51.0%		Rebuild by Design Hudson River	Number of Linear feet of Public Improvement	0	15,290	0.0%
		Number of Housing Units	153	300	51.0%		Rebuild by Design Meadowlands	Number of Linear feet of Public Improvement	0	0	0.0%
		Number of Elevated Structures	138	220	62.7%	DOH	DOH Mosquito Surveillance	Number of Non-business Organizations benefitting	42	42	100.0%
		Number of Substantially Rehabilitated Units	88	230	38.3%	DOT	Federal Highway Administration	Number of Linear feet of Public Improvement	0	66,000	0.0%
	LRRP	Number of Households	409	600	68.2%	EDA	Grants/Recovery Loans to Small Business	Number of Permanent Jobs Created	2,057	2,013	102.2%
		Number of Housing Units	455	600	75.8%			Number of Permanent Jobs Retained	3,093	3,097	99.9%
		Number of Properties	328	372	88.2%		Direct Loans for Small Businesses	Number of Permanent Jobs Created	286	366	78.1%
		Number of Elevated Structures	140	157	89.2%			Number of Permanent Jobs Retained	849	1,040	81.6%
		Number of Substantially Rehabilitated Units	186	199	93.5%		Neighborhood & Community Revitalization	Number of Non-business Organizations benefitting	12	38	31.6%
	Neighborhood Enhancement Program	Number of Households	69	165	41.8%		Tourism Marketing	Number of Events Held	44	44	100.0%
		Number of Properties	26	85	30.6%		Energy Resilience Bank	Number of Public Facilities	0	12	0.0%
	Incentive for Landlords	Number of Households	584	594	100.0%	HMFA	Fund for Restoration of Large Multifamily Housing	Number of Households	2,318	4,168	55.6%
	FEMA Match	Number of Public Facilities	128	360	35.6%			Number of Properties	38	62	61.3%
		Number of Properties	95	212	44.8%		Sandy Home Buyer Assistance Program	Number of Households	347	347	100.0%
		Number of Non-business Organizations benefitting	11	8	137.5%		Special Needs Housing	Number of Households	158	424	37.3%
	Essential Services Grants	Number of Non-business Organizations benefitting	57	57	100.0%			Number of Properties	26	35	74.3%
	Unsafe Structure Demolition	Number of Properties	85	85	100.0%		Rental Assistance Program	Number of Households	817	1,145	71.4%
	Code Enforcement	Number of Building Inspections	91,277	91,277	100.0%	NJRA	Pre-development Fund	Number of Non-business Organizations benefitting	4	8	50.0%
	Zoning Code Enforcement	Number of Non-business Organizations benefitting	14	14	100.0%						
	Housing Counseling Services	Number of Cases opened	18,947	23,862	79.4%						
		Number of Cases closed	21,451	26,366	81.4%						
		Number of Persons	4,895	9,739	50.3%						
	Tenant Based Rental Assistance	Number of Households	3,788	3,787	100.1%						
	Lead Hazard Reduction Program	Number of Households	10	10	100.0%						
	Local Planning Services	Number of Plans or Planning Products	304	308	98.7%						
	Post-Sandy Planning Grants	Number of Plans or Planning Products	1								

Notes: 1) All financial data reflects FBLT data from the SRD Finance's Budget vs Actuals Reports; 2) LMI % Forecasts are as of 12/1/2017 and based on actuals as of 9/30/2017; 3) Rolling Weekly Burn Rate is a simple average of weekly expenditures the previous four (4) weeks of data; 4) Required Weekly Burn Rate assumes a HUD program end date of September 30, 2022; 5) Required Weekly Burn Rate assumes a constant weekly spending rate between date of report and HUD program end date; 6) Allocations used are the Original Allocation, which is the sum of Allocation 1, 2, and 3 plus Amendments; 7) "-" indicates a metric that was not forecasted in the previous reporting period; applies to newly added metrics or programs, metrics that fall under the Planning category, Administration category, and URA metrics.

SRD All Programs Detailed Dashboard
Financials - By Program Category

Report generated Feb. 5, 2018
Actuals as of Jan. 26, 2018
Forecasts generated Dec. 1, 2017 with actuals as of Sept. 30, 2017

Program Category	Program	Allocation		Actual % LMI	LMI Forecast % LMI	Burn Rate		Allocation Remaining
		% Allocation Expended	% Allocation Remaining			Rolling Weekly Burn Rate	Required Weekly Burn Rate	
Homeowner Assistance Programs								
	Reconstruction, Rehabilitation, Elevation, & Mitigation	92.5%	7.5%	47.0%	> 46.0%	\$759,421.92	> \$405,020.37	\$98,419,950.03
	Housing Resettlement Program	99.2%	0.8%	40.2%	> 40.0%	\$3,222.99	< \$6,731.98	\$1,695,870.65
	LMI Homeowners Rebuilding Program	76.0%	24.0%	100.0%	= 100.0%	\$95,945.61	> \$49,580.17	\$12,047,980.85
	Blue Acres Buyout Program	18.8%	81.2%	9.2%	< 25.0%	\$108,202.70	< \$583,334.35	\$141,750,246.67
	TOTAL - Homeowner Assistance Programs	85.4%	14.6%	46.6%	> 44.5%	\$966,793.22	< \$1,044,666.87	\$253,854,048.20
Rental Housing and Renter Programs								
	Fund for Restoration of Large Multi-Family Housing	47.3%	52.7%	100.0%	= 100.0%	\$2,428,956.95	> \$1,412,054.67	\$343,129,285.01
	Sandy Homebuyer Assistance	99.8%	0.2%	100.0%	= 100.0%	\$0.00	< \$169.04	\$41,077.77
	Sandy Special Needs Housing	54.2%	45.8%	100.0%	= 100.0%	\$2,185.71	< \$112,409.23	\$27,315,443.85
	Rental Assistance Program	47.2%	52.8%	57.7%	> 57.0%	\$676.25	< \$27,138.07	\$6,594,551.12
	Small Rental Properties /Landlord Rental Repair	93.9%	6.1%	100.0%	= 100.0%	\$88,630.62	> \$13,653.39	\$3,317,774.87
	Neighborhood Enhancement Program	67.1%	32.9%	100.0%	= 100.0%	\$251.96	< \$52,394.67	\$12,731,905.73
	Incentives for Landlords	96.7%	3.3%	100.0%	= 100.0%	\$48.48	< \$2,424.26	\$589,094.69
	Pre-development Loan Fund	95.7%	4.3%	100.0%	= 100.0%	\$0.00	< \$666.72	\$162,012.97
	TOTAL - Rental Housing and Renter Programs	54.0%	46.0%	99.5%	> 99.1%	\$2,520,749.97	> \$1,620,910.07	\$393,881,146.01
Economic Development								
	Grants/Recovery Loans to Small Business	98.3%	1.7%	11.5%	< 15.0%	\$35,324.25	> \$5,169.34	\$1,256,149.43
	Direct Loans for Small Businesses	69.3%	30.7%	27.4%	> 15.0%	\$179,342.81	> \$155,916.20	\$97,887,637.46
	Neighborhood & Community Revitalization	71.8%	28.2%	19.3%	> 15.0%	\$226,637.09	> \$86,697.03	\$21,067,378.51
	Tourism Marketing	100.0%	0.0%	0.0%	= 0.0%	\$0.00	= \$0.00	\$0.00
	TOTAL - Economic Development	79.8%	20.2%	17.7%	> 13.7%	\$441,304.15	> \$247,782.57	\$60,211,165.40
Infrastructure Programs								
	New Jersey Energy Resilience Bank	5.3%	94.7%	8.1%	< 60.0%	\$1,373.73	< \$775,658.81	\$188,485,091.94
	Flood Hazard Risk Reduction Program - Acquisition	4.6%	95.4%	0.3%	> 0.0%	\$0.00	< \$195,298.50	\$47,457,536.69
	Flood Hazard Risk Reduction Program - Infrastructure	6.4%	93.6%	11.5%	< 67.0%	\$11,003.30	< \$191,694.93	\$46,581,868.40
	FEMA Match (Cost-share/Match)	65.1%	34.9%	7.2%	< 10.0%	\$16,769.97	< \$130,593.79	\$31,719,711.84
	Federal Highway Administration (Cost-share/Match)	94.7%	5.3%	29.5%	> 29.0%	\$5,811.84	< \$15,198.22	\$3,693,168.37
	Cleanwater State Revolving Fund (Cost-share/Match)	0.0%	100.0%	0.0%	= 0.0%	\$0.00	< \$66,273.58	\$16,104,481.00
	Water Program Delivery	23.1%	76.9%	0.0%	= 0.0%	\$0.00	< \$5,137.77	\$1,248,478.54
	Drinkingwater State Revolving Fund (Cost-share/Match)	1.5%	98.5%	0.0%	= 0.0%	\$0.00	< \$120,644.82	\$29,316,691.10
	TOTAL - Infrastructure Programs	28.1%	71.9%	17.6%	< 34.9%	\$34,958.84	< \$1,500,440.44	\$364,607,027.88
Support for Government Entities								
	Essential Services Grants	100.0%	0.0%	28.6%	< 29.0%	\$0.00	< \$64.66	\$15,711.68
	Unsafe Structure Demolition	99.1%	0.9%	10.2%	> 10.0%	\$97.08	< \$142.67	\$34,669.26
	Code Enforcement	99.7%	0.3%	14.9%	< 15.0%	\$0.00	< \$60.07	\$14,597.92
	Zoning Program	99.7%	0.3%	8.8%	< 9.0%	\$0.00	< \$15.86	\$3,854.29
	TOTAL - Support for Government Entities	100.0%	0.0%	27.5%	< 27.9%	\$97.08	< \$283.26	\$68,833.15
Supportive Services								
	Housing Counseling /Case Mgmt. Program	61.2%	38.8%	100.0%	= 100.0%	\$44,170.10	> \$12,535.88	\$3,046,219.53
	Supportive Services - DOH Mosquito Surveillance	100.0%	0.0%	0.0%	= 0.0%	\$0.00	= \$0.00	\$0.00
	Supportive Services - DEP Mosquito Control	88.6%	11.4%	0.0%	= 0.0%	\$0.00	< \$603.20	\$146,578.71
	Homeless Housing/Tenant Based Rental Program	64.0%	36.0%	100.0%	= 100.0%	\$67,800.01	> \$47,409.34	\$11,520,469.03
	Lead Hazard Reduction Program	23.8%	76.2%	100.0%	= 100.0%	\$136.35	< \$15,675.63	\$3,809,176.98
	TOTAL - Supportive Services	60.3%	39.7%	94.2%	< 95.9%	\$112,106.47	> \$76,224.05	\$18,522,444.25
Planning								
	Local Planning Services	82.2%	17.8%	n/a	n/a	\$6,144.31	< \$9,853.47	\$2,394,392.19
	Post-Sandy Planning Grants	96.4%	3.6%	n/a	n/a	\$0.00	< \$626.15	\$152,155.41
	Planning-DEP Mitigation	0.0%	100.0%	n/a	n/a	\$0.00	< \$3,909.47	\$950,000.00
	TOTAL - Planning	81.2%	18.8%	n/a	n/a	\$6,144.31	< \$14,389.08	\$3,496,547.60
Administration								
	Administration-DCA	73.7%	26.3%	n/a	n/a	\$276,141.01	> \$197,393.45	\$47,966,608.15
	Administration-DEP	0.0%	100.0%	n/a	n/a	\$0.00	< \$4,147.12	\$1,007,750.00
	Administration-DEP-Water	24.5%	75.5%	n/a	n/a	\$0.00	< \$745.83	\$181,235.73
	Administration-EDA	42.4%	57.6%	n/a	n/a	\$0.00	< \$5,630.85	\$1,368,297.55
	Administration-HMFA	63.2%	36.8%	n/a	n/a	\$372.96	< \$5,144.66	\$1,250,151.87
	Administration-RBD	11.2%	88.8%	n/a	n/a	-\$18,768.52	< \$17,548.19	\$4,264,209.12
	Administration-NIRA	0.0%	100.0%	n/a	n/a	\$0.00	< \$205.76	\$50,000.00
	TOTAL - Administration	71.2%	28.8%	n/a	n/a	\$257,745.46	> \$230,815.85	\$56,088,252.42
Rebuild by Design								
	Rebuild by Design - Hoboken	4.9%	95.1%	n/a	n/a	\$77,069.27	< \$889,075.48	\$216,045,341.50
	Rebuild by Design - Meadowlands	9.8%	90.2%	100.0%	= 100.0%	\$414,398.47	< \$549,984.79	\$133,646,303.14
	TOTAL - Rebuild by Design	6.8%	93.2%	n/a	n/a	\$491,467.74	< \$1,439,060.27	\$349,691,644.44
TOTAL		64.1%	35.9%	51.7%	< 55.6%	\$4,831,367.24	< \$6,174,572.47	\$1,500,421,109.35

Notes: 1) All financial data reflects FBLT data from the SRD Finance's Budget vs Actuals Reports; 2) LMI % Forecasts are as of 12/1/2017 and based on actuals as of 9/30/2017; 3) Rolling Weekly Burn Rate is a simple average of weekly expenditures the previous four (4) weeks of data; 4) Required Weekly Burn Rate assumes a HUD program end date of September 30, 2022; 5) Required Weekly Burn Rate assumes a constant weekly spending rate between date of report and HUD program end date; 6) Allocations used are the Original Allocation, which is the sum of Allocation 1, 2, and 3 plus Amendments

SRD All Programs Detailed Dashboard
HUD Performance Metrics by Program Category

Report generated Feb. 5, 2018
 Actuals as of December 31, 2017
 Forecasts generated Dec. 1, 2017 with actuals as of Sept. 30, 2017

Program Category	Program	Measure	Total	Forecast total	% of Forecast
Homeowner Assistance Programs					
RREM		Number of Households	5,750	7,000	82.1%
		Number of Owner Households	5,750	7,000	82.1%
		Number of Housing Units	5,750	7,000	82.1%
		Number of Single Family Units	5,750	7,000	82.1%
		Number of Properties	5,750	7,000	82.1%
		Number of Elevated Structures	5,050	5,822	86.7%
		Number of Substantially Rehabilitated Units	4,184	4,892	85.5%
		Number of Households	5	-	-
		Number of Renter Households	5	-	-
		Number of Properties	5	-	-
RREM - Relocation		Number of Households	5	-	-
		Number of Renter Households	5	-	-
Housing Resettlement Program		Number of Households	18,251	18,251	100.0%
		Number of Owner Households	18,251	18,251	100.0%
LMI Homeowner Rebuilding Program		Number of Households	153	300	51.0%
		Number of Owner Households	153	300	51.0%
		Number of Housing Units	153	300	51.0%
		Number of Single Family Units	153	300	51.0%
		Number of Properties	153	300	51.0%
		Number of Substantially Rehabilitated Units	88	220	39.7%
Blue Acres Buyout Program		Number of Properties	63	550	11.5%
		Number of Households	21	-	-
Blue Acres Buyout Program - Relocation		Number of Renter Households	21	-	-
		Number of Properties	21	-	-
Rental Housing and Renter Programs					
Fund for Restoration of Large Multifamily Housing		Number of Households	2,318	4,168	55.6%
		Number of Renter Households	2,318	4,168	55.6%
		Number of Housing Units	2,318	4,168	55.6%
		Number of Multifamily Units	2,318	4,168	55.6%
		Number of Properties	39	62	61.3%
Sandy Home Buyer Assistance Program		Number of Households	347	347	100.0%
		Number of Owner Households	347	347	100.0%
		Number of Housing Units	337	347	97.1%
		Number of Single Family Units	347	347	100.0%
		Number of Properties	158	424	37.3%
Special Needs Housing		Number of Households	158	424	37.3%
		Number of Renter Households	158	424	37.3%
		Number of Housing Units	155	416	37.3%
		Number of Multifamily Units	123	349	35.2%
		Number of Single Family Units	35	40	87.5%
Rental Assistance Program		Number of Properties	26	35	74.3%
		Number of Households	817	1,145	71.4%
		Number of Renter Households	817	1,145	71.4%
		Number of Households	409	600	68.2%
		Number of Renter Households	409	600	68.2%
LRRP		Number of Housing Units	455	600	75.8%
		Number of Multifamily Units	52	87	59.8%
		Number of Single Family Units	403	513	78.6%
		Number of Properties	328	372	88.2%
		Number of Elevated Structures	140	157	89.2%
		Number of Substantially Rehabilitated Units	185	195	93.5%
		Number of Households	4	-	-
		Number of Renter Households	4	-	-
		Number of Properties	4	-	-
		Number of Renter Households	4	-	-
LRRP - Relocation		Number of Households	2	-	-
		Number of Renter Households	2	-	-
		Number of Housing Units	67	141	47.5%
		Number of Multifamily Units	69	165	41.8%
		Number of Single Family Units	32	37	86.5%
		Number of Properties	32	128	25.0%
Neighborhood Enhancement Program		Number of Properties	26	65	39.9%
		Number of Households	89	165	41.8%
		Number of Owner Households	2	24	8.3%
		Number of Renter Households	87	141	47.5%
		Number of Housing Units	69	165	41.8%
		Number of Multifamily Units	32	37	86.5%

Program Category	Program	Measure	Total	Forecast total	% of Forecast
Rental Housing and Renter Programs, con't					
Incentive for Landlords		Number of Households	594	994	100.0%
		Number of Renter Households	594	994	100.0%
Pre-development Fund		Number of Non-business Organizations benefiting	4	8	50.0%
		Number of Properties	4	8	50.0%
Economic Development					
Grants/Recovery Loans to Small Business		Number of Businesses	1,150	1,150	100.0%
		Number of Permanent Jobs Created	2,057	2,013	102.2%
		Number of Permanent Jobs Retained	3,093	3,097	99.9%
Direct Loans for Small Businesses		Number of Businesses	100	126	79.4%
		Number of Permanent Jobs Created	286	366	78.1%
		Number of Permanent Jobs Retained	849	1,040	81.6%
Neighborhood & Community Revitalization		Number of Non-business Organizations benefiting	12	38	31.6%
		Number of Public Facilities	6	0	0.0%
Tourism Marketing		Number of Distributed Materials	36,952	36,952	100.0%
		Number of Events Held	44	24	183.3%
		Number of Non-business Organizations benefiting	562,828	562,828	100.0%
Infrastructure Programs		Number of Pasted Advertisements for Tourism Initiatives	284,799,407	284,799,407	100.0%
		Number of Properties	0	0	0.0%
Energy Resilience Bank		Number of Public Facilities	0	12	0.0%
		Number of Properties	195	274	71.2%
Flood Hazard Risk Acquisition		Number of Public Facilities	0	8	0.0%
		Number of Properties	95	212	44.8%
Flood Hazard Risk Reduction & Resiliency Measures		Number of Non-business Organizations benefiting	11	8	137.5%
		Number of Elevated Structures	2	7	28.6%
FEMA Match		Number of Public Facilities	128	350	36.6%
		Number of Properties	0	66,000	0.0%
Federal Highway Administration		Number of Linear Feet of Public Improvement	0	66,000	0.0%
		Number of Properties	0	66,000	0.0%
Support for Government Entities					
Essential Services Grants		Number of Non-business Organizations benefiting	57	57	100.0%
		Number of Properties	85	85	100.0%
Unsafe Structure Demolition		Number of Building Inspections	51,277	51,277	100.0%
		Number of Non-business Organizations benefiting	14	14	100.0%
Code Enforcement		Number of Non-business Organizations benefiting	14	14	100.0%
		Number of Properties	14	14	100.0%
Supportive Services					
Housing Counseling Services		Number of Cases closed	21,451	26,366	81.4%
		Number of Cases opened	18,947	23,862	79.4%
		Number of Persons	4,896	9,789	50.3%
DOH Mosquito Surveillance		Number of Non-business Organizations benefiting	41	42	100.0%
		Number of Non-business Organizations benefiting	21	21	100.0%
Mosquito Control		Number of Households	1,788	1,787	100.1%
		Number of Properties	10	10	100.0%
Tenant Based Rental Assistance		Number of Households	8	8	100.0%
		Number of Renter Households	2	2	100.0%
Lead Hazard Reduction Program		Number of Housing Units	10	10	100.0%
		Number of Single Family Units	10	10	100.0%
Planning		Number of Properties	8	8	100.0%
		Number of Properties	8	8	100.0%
Local Planning Services		Number of Plans or Planning Products	304	308	98.7%
		Number of Plans or Planning Products	1	-	-
		Number of Plans or Planning Products	0	6	0.0%
Post-Sandy Planning Grants		Number of Plans or Planning Products	1	-	-
		Number of Plans or Planning Products	0	6	0.0%
		Number of Plans or Planning Products	0	6	0.0%
Rebuild by Design		Number of Linear feet of Public Improvement	0	0	0.0%
		Number of Linear feet of Public Improvement	0	0	0.0%
		Number of Linear feet of Public Improvement	0	0	0.0%

Note: "-" denotes a metric that was not forecasted in the previous reporting period; applies to newly added metrics or programs, metrics that fall under the Planning category, Administration category, and URA metrics.

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SRD All Programs Detailed Dashboard
Financials - By Agency

Report generated Feb 5, 2018
Actuals as of Jan. 26, 2018
Forecasts generated Dec. 1, 2017 with actuals as of Sept. 30, 2017

Agency	Program	Allocation		LMI		Burn Rate		Allocation Remaining
		% Allocation Expended	% Allocation Remaining	Actual % LMI	Forecast % LMI	Rolling Weekly Burn Rate	Required Weekly Burn Rate	
DCA	Reconstruction, Rehabilitation, Elevation, & Mitigation	92.5%	7.5%	47.0%	> 46.0%	\$759,421.92 >	\$405,020.37	\$98,419,950.03
	Housing Resettlement Program	99.2%	0.8%	40.2%	> 40.0%	\$3,222.99 <	\$6,731.98	\$1,635,870.65
	LMI Homeowners Rebuilding Program	76.0%	24.0%	100.0%	= 100.0%	\$95,945.61 >	\$49,580.17	\$12,047,980.85
	Small Rental Properties /Landlord Rental Repair	93.9%	6.1%	100.0%	= 100.0%	\$88,630.62 >	\$13,653.39	\$9,317,774.87
	Neighborhood Enhancement Program	67.1%	32.9%	100.0%	= 100.0%	\$251.96 <	\$52,394.67	\$12,791,905.73
	Incentives for Landlords	96.7%	3.3%	100.0%	= 100.0%	\$48.48 <	\$2,424.26	\$589,094.69
	FEMA Match (Cost-share/Match)	65.1%	34.9%	7.2%	< 10.0%	\$16,769.97 <	\$130,533.79	\$31,719,711.84
	Essential Services Grants	100.0%	0.0%	28.6%	< 29.0%	\$0.00 <	\$64.66	\$15,711.68
	Unsafe Structure Demolition	99.1%	0.9%	10.2%	> 10.0%	\$97.08 <	\$142.67	\$34,669.26
	Code Enforcement	99.7%	0.3%	14.9%	< 15.0%	\$0.00 <	\$60.07	\$14,597.92
	Zoning Program	99.7%	0.3%	8.8%	< 9.0%	\$0.00 <	\$15.86	\$3,854.29
	Housing Counseling /Case Mgmt. Program	61.2%	38.8%	100.0%	= 100.0%	\$44,170.10 >	\$12,535.88	\$9,046,219.53
	Homeless Housing/Tenant Based Rental Program	64.0%	36.0%	100.0%	= 100.0%	\$67,800.01 >	\$47,409.34	\$11,520,469.03
	Lead Hazard Reduction Program	23.8%	76.2%	100.0%	= 100.0%	\$136.35 <	\$15,675.63	\$3,809,176.98
	Local Planning Services	82.2%	17.8%	n/a	n/a	\$6,144.31 <	\$9,853.47	\$2,394,392.19
	Post-Sandy Planning Grants	96.4%	3.6%	n/a	n/a	\$0.00 <	\$626.15	\$152,155.41
	Administration-DCA	73.7%	26.3%	n/a	n/a	\$276,141.01 >	\$197,393.45	\$47,966,608.15
	TOTAL - DCA	89.3%	10.7%	44.3%	< 47.6%	\$1,358,780.43 >	\$944,115.82	\$229,420,143.10
DEP	Blue Acres Buyout Program	18.8%	81.2%	9.2%	< 25.0%	\$108,202.70 <	\$583,334.35	\$141,750,246.67
	Flood Hazard Risk Reduction Program - Acquisition	4.6%	95.4%	0.3%	> 0.0%	\$0.00 <	\$195,298.50	\$47,457,536.69
	Flood Hazard Risk Reduction Program - Infrastructure	6.4%	93.6%	11.5%	< 67.0%	\$11,003.30 <	\$191,694.93	\$46,581,868.40
	Cleanwater State Revolving Fund (Cost-share/Match)	0.0%	100.0%	0.0%	= 0.0%	\$0.00 <	\$66,273.58	\$16,104,481.00
	Water Program Delivery	23.1%	76.9%	0.0%	= 0.0%	\$0.00 <	\$5,137.77	\$1,248,478.54
	Drinkingwater State Revolving Fund (Cost-share/Match)	1.5%	98.5%	0.0%	= 0.0%	\$0.00 <	\$120,644.82	\$29,316,691.10
	Supportive Services - DEP Mosquito Control	88.6%	11.4%	0.0%	= 0.0%	\$0.00 <	\$603.20	\$146,578.71
	Planning-DEP Mitigation	0.0%	100.0%	n/a	n/a	\$0.00 <	\$3,909.47	\$950,000.00
	Administration-DEP	0.0%	100.0%	n/a	n/a	\$0.00 <	\$4,147.12	\$1,007,750.00
	Administration-DEP-Water	24.5%	75.5%	n/a	n/a	\$0.00 <	\$745.83	\$181,235.73
	Rebuild by Design - Hoboken	4.9%	95.1%	n/a	n/a	\$77,069.27 <	\$889,075.48	\$216,045,341.30
	Rebuild by Design - Meadowlands	9.8%	90.2%	100.0%	= 100.0%	\$414,398.47 <	\$549,984.79	\$133,646,303.14
	Administration-RBD	11.2%	88.8%	n/a	n/a	-\$18,768.52 <	\$17,548.19	\$4,264,209.12
	TOTAL - DEP	9.4%	90.6%	26.9%	< 47.7%	\$591,905.23 <	\$2,628,398.03	\$638,700,720.40
DOH	Supportive Services - DOH Mosquito Surveillance	100.0%	0.0%	0.0%	= 0.0%	\$0.00 =	\$0.00	\$0.00
	TOTAL - DOH	100.0%	0.0%	0.0%	= 0.0%	\$0.00 =	\$0.00	\$0.00
DOT	Federal Highway Administration (Cost-share/Match)	94.7%	5.3%	29.5%	> 23.0%	\$5,811.84 <	\$15,198.22	\$3,693,168.37
	TOTAL - DOT	94.7%	5.3%	29.5%	> 23.0%	\$5,811.84 <	\$15,198.22	\$3,693,168.37
EDA	Grants/Recovery Loans to Small Business	98.3%	1.7%	11.5%	< 15.0%	\$35,324.25 >	\$5,169.34	\$1,256,149.43
	Direct Loans for Small Businesses	69.3%	30.7%	27.4%	> 15.0%	\$179,342.81 >	\$155,916.20	\$37,887,637.46
	Neighborhood & Community Revitalization	71.8%	28.2%	19.3%	> 15.0%	\$226,637.09 >	\$86,697.03	\$21,067,378.51
	Tourism Marketing	100.0%	0.0%	0.0%	= 0.0%	\$0.00 =	\$0.00	\$0.00
	New Jersey Energy Resilience Bank	5.3%	94.7%	8.1%	< 60.0%	\$1,373.73 <	\$775,658.81	\$188,485,091.94
	Administration-EDA	42.4%	57.6%	n/a	n/a	\$0.00 <	\$5,630.85	\$1,368,297.55
	TOTAL - EDA	50.0%	50.0%	17.3%	< 32.6%	\$442,677.88 <	\$1,029,072.24	\$250,064,554.89
HMFA	Fund for Restoration of Large Multi-Family Housing	47.3%	52.7%	100.0%	= 100.0%	\$2,428,956.95 >	\$1,412,054.67	\$343,129,285.01
	Sandy Homebuyer Assistance	99.8%	0.2%	100.0%	= 100.0%	\$0.00 <	\$169.04	\$41,077.77
	Sandy Special Needs Housing	54.2%	45.8%	100.0%	= 100.0%	\$2,185.71 <	\$112,409.23	\$27,315,443.85
	Rental Assistance Program	47.2%	52.8%	57.7%	> 57.0%	\$676.25 <	\$27,138.07	\$6,594,551.12
	Administration-HMFA	63.2%	36.8%	n/a	n/a	\$372.96 <	\$5,144.66	\$1,250,151.87
	TOTAL - HMFA	49.3%	50.7%	98.7%	< 99.0%	\$2,432,191.86 >	\$1,556,915.68	\$378,330,509.62
NJRA	Pre-development Loan Fund	95.7%	4.3%	100.0%	= 100.0%	\$0.00 <	\$666.72	\$162,012.97
	Administration-NJRA	0.0%	100.0%	n/a	n/a	\$0.00 <	\$205.76	\$50,000.00
	TOTAL - NJRA	94.4%	5.6%	100.0%	= 100.0%	\$0.00 <	\$872.48	\$212,012.97
TOTAL		64.1%	35.9%	51.7%	< 55.6%	\$4,831,867.24 <	\$6,174,572.47	\$1,500,421,109.35

Notes: 1) All financial data reflects FBLT data from the SRD Finance's Budget vs Actuals Reports; 2) LMI % Forecasts are as of 12/1/2017 and based on actuals as of 9/30/2017; 3) Rolling Weekly Burn Rate is a simple average of weekly expenditures the previous four (4) weeks of data; 4) Required Weekly Burn Rate assumes a HUD program end date of September 30, 2022; 5) Required Weekly Burn Rate assumes a constant weekly spending rate between date of report and HUD program end date; 6) Allocations used are the

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SRD All Programs Detailed Dashboard
HUD Performance Metrics by Agency

Report generated Feb. 5, 2018
Actuals as of Dec. 31, 2017
Forecast generated Dec. 1, 2017 with actuals as of Sept. 30, 2017

Agency	Program	Measure	Total	Forecast total	% of Forecast
OCA	RREM	Number of Households	5,750	7,000	82.1%
		Number of Owner Households	5,750	7,000	82.1%
		Number of Housing Units	5,750	7,000	82.1%
		Number of Single Family Units	5,750	7,000	82.1%
		Number of Properties	5,750	7,000	82.1%
	RREM - Relocation	Number of Elevated Structures	5,050	5,822	86.7%
		Number of Substantially Rehabilitated Units	4,184	4,892	85.5%
		Number of Households	5	-	-
		Number of Renrer Households	5	-	-
		Number of Properties	5	-	-
	Housing Resedement Program	Number of Households	18,251	18,252	100.0%
		Number of Owner Households	18,251	18,252	100.0%
	LMI Homeowner Rebuilding Program	Number of Households	153	300	51.0%
		Number of Owner Households	153	300	51.0%
		Number of Housing Units	153	300	51.0%
		Number of Single Family Units	153	300	51.0%
		Number of Properties	153	300	51.0%
		Number of Elevated Structures	138	220	62.7%
	LARP	Number of Substantially Rehabilitated Units	88	230	38.3%
Number of Households		409	600	68.2%	
Number of Renrer Households		409	600	68.2%	
Number of Housing Units		455	600	75.8%	
Number of Multifamily Units		52	87	59.8%	
Number of Single Family Units		403	513	78.6%	
LARP - Relocation	Number of Properties	328	372	88.2%	
	Number of Elevated Structures	140	157	89.2%	
	Number of Substantially Rehabilitated Units	166	199	83.5%	
	Number of Households	4	-	-	
	Number of Renrer Households	4	-	-	
	Number of Properties	4	-	-	
Neighborhood Enhancement Program	Number of Households	69	165	41.8%	
	Number of Owner Households	7	24	29.2%	
	Number of Renrer Households	67	141	47.5%	
	Number of Housing Units	69	165	41.8%	
	Number of Single Family Units	32	128	25.0%	
	Number of Multifamily Units	37	37	100.0%	
Incentive for Landlords	Number of Properties	26	65	40.0%	
	Number of Households	954	954	100.0%	
	Number of Renrer Households	954	954	100.0%	
	Number of Properties	95	212	44.8%	
FEMA Match	Number of Non-business Organizations benefiting	11	8	137.5%	
	Number of Elevated Structures	3	7	28.6%	
	Number of Public Facilities	126	360	35.0%	
	Number of Properties	57	57	100.0%	
Essential Services Grants	Number of Non-business Organizations benefiting	85	85	100.0%	
	Number of Properties	85	85	100.0%	
Unsafe Structure Demolition Code Enforcement	Number of Building Inspections	91,277	91,277	100.0%	
	Number of Non-business Organizations benefiting	14	14	100.0%	
Housing Counseling Services	Number of Cases closed	21,451	26,368	81.4%	
	Number of Cases opened	18,947	23,852	79.4%	
	Number of Persons	4,896	9,739	50.3%	
Tenant Based Rental Assistance	Number of Households	1,788	1,787	100.1%	
Lead Hazard Reduction Program	Number of Households	10	10	100.0%	
	Number of Owner Households	8	8	100.0%	
	Number of Renrer Households	2	2	100.0%	
	Number of Housing Units	10	10	100.0%	
	Number of Single Family Units	10	10	100.0%	
	Number of Properties	8	8	100.0%	

Agency	Program	Measure	Total	Forecast total	% of Forecast
DCA.com	Local Planning Services	Number of Plans or Planning Products	304	308	98.7%
		Number of Plans or Planning Products	1	-	-
DEP	Blue Acres Buyout Program	Number of Properties	63	550	11.5%
		Number of Households	21	-	-
	Blue Acres Buyout Program - Relocation	Number of Renrer Households	21	-	-
		Number of Properties	195	274	71.2%
	Flood Hazard Risk Reduction & Resiliency Measures	Number of Public Facilities	0	8	0.0%
		Number of Non-business Organizations benefiting	21	21	100.0%
Planning-DEP Mitigation	Number of Plans or Planning Products	0	6	0.0%	
	Number of Linear feet of Public Improvement	0	0	0.0%	
Rebuild By Design Meadowlands	Number of Linear feet of Public Improvement	0	0	0.0%	
	Number of Non-business Organizations benefiting	42	42	100.0%	
DOH	DOH Mosquito Surveillance	Number of Non-business Organizations benefiting	42	42	100.0%
DOT	Federal Highway Administration	Number of Linear feet of Public Improvement	0	66,000	0.0%
EDA	Grants/Recovery Loans to Small Business	Number of Businesses	1,150	1,150	100.0%
		Number of Permanent Jobs Created	2,057	2,013	102.2%
		Number of Permanent Jobs Retained	3,053	3,097	98.6%
	Direct Loans for Small Businesses	Number of Businesses	100	126	79.4%
		Number of Permanent Jobs Created	265	365	72.6%
		Number of Permanent Jobs Retained	849	1,040	81.6%
	Neighborhood & Community Revitalization	Number of Non-business Organizations benefiting	12	38	31.6%
		Number of Public Facilities	8	0	0.0%
	Tourism Marketing	Number of Distributed Materials	38,952	36,952	100.0%
		Number of events held	41	44	100.0%
Number of Non-business Organizations benefiting		562,318	-	-	
Energy Resilience Bank	Number of Elevated Structures	204,799,407	204,799,407	100.0%	
	Number of Public Facilities	0	13	0.0%	
HMFA	Fund for Restoration of Large Multifamily Housing	Number of Households	2,318	4,168	55.6%
		Number of Renrer Households	2,318	4,168	55.6%
		Number of Housing Units	2,318	4,168	55.6%
		Number of Multifamily Units	2,318	4,168	55.6%
	Sandy Home Buyer Assistance Program	Number of Properties	38	61	61.8%
		Number of Households	347	347	100.0%
	Special Needs Housing	Number of Owner Households	347	347	100.0%
		Number of Housing Units	337	347	97.2%
		Number of Single Family Units	347	347	100.0%
	Rental Assistance Program	Number of Households	158	424	37.3%
Number of Renrer Households		158	424	37.3%	
Number of Housing Units		155	416	37.3%	
Number of Multifamily Units		123	349	35.3%	
Number of Single Family Units		35	40	87.5%	
NIRA	Pre-development Fund	Number of Non-business Organizations benefiting	4	8	50.0%
		Number of Households	817	1,145	71.4%
NIRA	Pre-development Fund	Number of Renrer Households	817	1,145	71.4%
		Number of Non-business Organizations benefiting	4	8	50.0%

Note: "-" denotes a metric that was not forecasted in the previous reporting period; applies to newly added metrics or programs, metrics that fall under the Planning category, Administration category, and URA metrics.

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Strike Team: HCDD Hurricane Harvey Program Interest Survey

Report 1: Overview of Outreach Results by Year Property was Built

As of 11/2/2018

	Post-1978	Pre-1978	Grand Total
Complete	57	341	398
Survey Complete	46	266	312
Declined Survey	9	69	78
Does Not Want to Provide Requested Information	2	12	14
Fully Recovered	4	2	6
No Harvey Damage	2	41	43
Not Interested in Program Options	—	11	11
Not Property Owner	1	3	4
Sold Home	2	6	8
Pending Follow-up	22	379	401
Left Message	15	194	209
Unable to Leave Message	6	145	151
Requested Call Back	1	33	34
Language Access Call Back	—	7	7
Grand Total	79	720	799

Report 2: Overview of Surveys Completed by Program Priority & Homeowner Assessment of Level of Damage

As of 11/2/2018

	Post-1978	Pre-1978	Grand Total
Priority 1	—	8	8
Major	—	8	8
Priority 2	12	107	119
Destroyed	1	7	8
Major	6	74	80
Minor	5	25	30
No Response	—	1	1
Priority 3	1	2	3
Major	1	2	3
Priority 4	12	98	110
Destroyed	—	1	1
Major	8	70	78
Minor	4	22	26
Affected	—	3	3
No Response	—	2	2
Priority 5	4	9	13
Major	2	6	8
Minor	2	3	5
Priority 6	17	42	59
Destroyed	2	3	5
Major	12	32	44
Minor	3	5	8
Affected	—	2	2
Grand Total	46	266	312

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Report 3: Overview of Surveys Completed by Interest in Program Options

As of 11/2/2018

Home Repairs				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	41	256	297	95%
No	5	10	15	5%
Total	46	266	312	-

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	8	8
Priority 2	9	105	114
Priority 3	1	2	3
Priority 4	12	95	107
Priority 5	3	7	10
Priority 6	16	39	55
Total	41	256	297

Demolition & Reconstruction				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	11	125	136	44%
No	35	141	176	56%
Total	46	266	312	-

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	6	6
Priority 2	3	52	55
Priority 3	1	1	2
Priority 4	3	42	45
Priority 5	1	5	6
Priority 6	3	19	22
Total	11	125	136

Reimbursement				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	39	174	213	68%
No	7	92	99	32%
Total	46	266	312	--

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	7	7
Priority 2	10	66	76
Priority 3	--	2	2
Priority 4	9	63	72
Priority 5	3	7	10
Priority 6	17	29	46
Total	39	174	213

Selling Property to City				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	4	37	41	13%
No	42	229	271	87%
Total	46	266	312	-

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 2	1	13	14
Priority 4	1	13	14
Priority 5	1	1	2
Priority 6	1	10	11
Total	4	37	41

Interim Mortgage Assistance				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	19	49	68	22%
No	27	217	244	78%
Total	46	266	312	-

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	1	1
Priority 2	5	14	19
Priority 3	--	1	1
Priority 4	3	15	18
Priority 5	1	3	4
Priority 6	10	15	25
Total	19	49	68

Mental Health & Counseling Services				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	7	45	52	17%
No	39	221	260	83%
Total	46	266	312	-

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	2	2
Priority 2	1	17	18
Priority 4	2	13	15
Priority 5	--	3	3
Priority 6	4	10	14
Total	7	45	52

Job Training				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	2	42	44	14%
No	44	224	268	86%
Total	46	266	312	--

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	1	1
Priority 2	--	13	13
Priority 4	2	14	16
Priority 5	--	4	4
Priority 6	--	10	10
Total	2	42	44

Economic Revitalization Program				
Overall				
	Post-1978	Pre-1978	Total	% of Total
Yes	1	26	27	9%
No	45	240	285	91%
Total	46	266	312	-

Interest By Program Priority			
	Post-1978	Pre-1978	Total
Priority 1	--	1	1
Priority 2	--	10	10
Priority 4	--	6	6
Priority 5	--	3	3
Priority 6	1	6	7
Total	1	26	27



**Strike Team: HCDD Hurricane Harvey Program
Priority Groups Overview****

	Income Range Percent of AMI	Age 62 or Older*	Disabled*	Age 5 or Younger*
Priority 1	At or Below 80%	✓	✓	✓
Priority 2	At or Below 80%	✓	✓	
Priority 3	At or Below 80%	✓		✓
			✓	✓
Priority 4	All Ranges	✓		
			✓	
Priority 5	All Ranges			✓
Priority 6	All Ranges			

* Any Household Members

** Note that homeowners who completed all repairs to their home may receive a priority scoring not reflected in the table above.

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Report
 -MTD-

Begin date: 11/01/2018
 End date: 11/08/2018

Send

Accumulatives November, 2018	Date: 11/01/2018	Date: 11/02/2018	Date: 11/03/2018	Date: 11/04/2018	Date: 11/05/2018	Date: 11/06/2018	Date: 11/07/2018	Date: 11/08/2018	
TOTALS									
Received Calls	12256	1628	1630	669	447	2349	2030	1943	1560
Answered Calls	11899	1596	1580	642	384	2251	1966	1928	1552
Abandoned Calls	331	31	48	24	57	86	57	13	6
Short Abandon	0.45s	0.45s							
ABN %	2.7%	1.9	2.94	3.59	12.75	4.04	2.81	0.67	0.38
Service Level	10257 86%	1466 92%	1303 84%	522 81%	278 72%	1587 67%	1736 88%	1900 99%	1515 98%
Occupancy	73.11%	70.51%	73.65%	86.56%	53.26%	63.37%	77.03%	69.79%	71.42%
Attention Level	97.1%	98%	96.9%	99%	85.9%	95.8%	96.8%	99.2%	99.5%
Avg Speed of Answer	00:00:20	00:00:12	00:00:22	00:00:27	00:01:01	00:00:44	00:00:16	00:00:02	00:00:05
Avg Talk Time	00:05:05	00:05:13	00:05:11	00:03:58	00:04:38	00:05:09	00:05:07	00:05:16	00:05:07
Agents	53	41	36	13	9	44	40	44	41
REGION'S CALLS									
R. Metro	1041	149	155	18	39	213	170	149	147
R. Norte	681	75	111	17	24	136	116	125	77
R. Sur	394	50	61	13	14	81	74	61	40
R. Este	558	49	76	11	27	135	102	83	76
R. Oeste	309	51	31	11	15	61	58	47	35
CALL RESULTS									
Total	11446	1553	1529	640	383	2186	1839	1838	1486
Total Call Center	7948	1087	1042	548	207	1483	1211	1328	1043
Total Solicitud de Servicio/Ordenes	773	90	86	33	42	160	141	129	92
Total Seguimiento a Solicitudes	437	53	39	5	35	91	92	63	59
Total Trámite/Info. General	1892	271	304	47	78	370	328	259	235
Total Web/VR	159	21	21	5	8	29	29	24	22
Total Oficina Virtual	17	2	5	0	0	4	1	3	2
Total Transferencias	219	28	31	1	12	48	36	31	32
CALL CENTER									

Jose RB

Reporte General Ventas 

Rango de tiempo: Octubre/2018
 Fecha de extracción: 11/08/2018

Concesionario	Satisfaccion General (9 o 10)	BASE	P6. ¿Cómo califica las facilidades del concesionario (baños limpios, áreas verdes, limpieza, temperatura comoda)?	P7. ¿Cómo califica el interés que mantuvo el vendedor en ofrecerle un vehículo que se ajuste a sus necesidades?	P8. ¿Como califica la explicacion de las características y opciones del vehículo?	P9. ¿Cómo la explicacion sobre el financiamiento del vehículo?	P10. ¿Cómo califica el estado en el que le entregaron el vehículo (limpio, con alfombras, sin plasticos en asientos, etc)?	P11. ¿Recomendaría usted al que lo compró?
Medina Auto	100.0%	14	83%	97%	91%	94%	97%	100%
Auto Plaza	100.0%	9	96%	96%	91%	94%	100%	100%
Adriel Auto	100.0%	10	92%	96%	92%	92%	96%	100%
Ricardo Caballero	100.0%	14	91%	100%	97%	91%	100%	100%
SEÑORIAL AUTOMOTIVE CORP	100.0%	2	80%	100%	80%	100%	100%	100%
Toñito Auto	96.0%	25	90%	90%	92%	93%	97%	100%
Autos del Este	94.4%	18	78%	93%	93%	89%	84%	100%
Auto Land	92.9%	14	91%	89%	89%	85%	94%	100%
Yokomuro	91.4%	35	92%	91%	94%	89%	95%	90%
Pepe Abad	91.2%	34	92%	96%	92%	88%	94%	100%
Nortecars	88.9%	9	82%	96%	100%	87%	82%	100%
Cidra Auto	85.7%	35	90%	95%	94%	84%	90%	90%
Auto Grupo	85.7%	28	90%	91%	89%	86%	87%	100%





6. CLOSEOUT

26. **RREM Closeout Training (ICF)**. This is an abbreviated version of the training presentation that was used to cover the closeout procedures for each of the applicant pathways (A, B, and C) in the RREM program. For evaluation purposes, we only included the first four slides with the agenda (4 of 64 slides).
27. **Pathway A QA/QC Closeout Checklist/Guidelines (ICF)**. Checklist used to ensure all required documents are in the applicant file for closeout. For ease of evaluation, pathways B and C have been removed.
28. **Reconstruction File Validation Data Checklist (ICF)**. This document was used for RREM as the final step prior to archiving.
29. **Anejo 12 – Requisition of funds (ETI)**. This is a form the municipalities can use for requesting funds for the CDBG-DR projects in the municipality, so the form would be submitted to receive additional funds.
30. **Anejo 12 – Checklist requisitions of municipalities (ETI)**. This is a checklist to ensure the application has the necessary components, a tool to help the applicant complete the request.

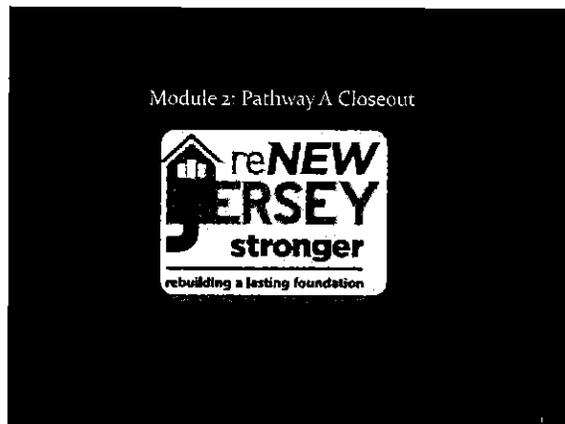
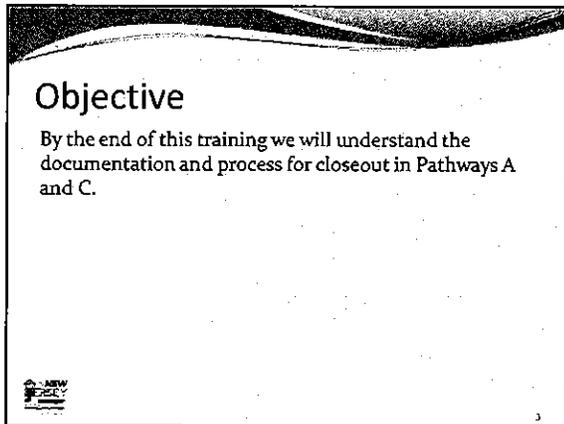
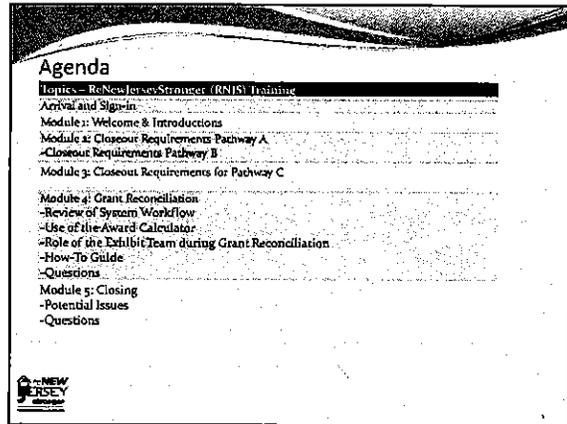
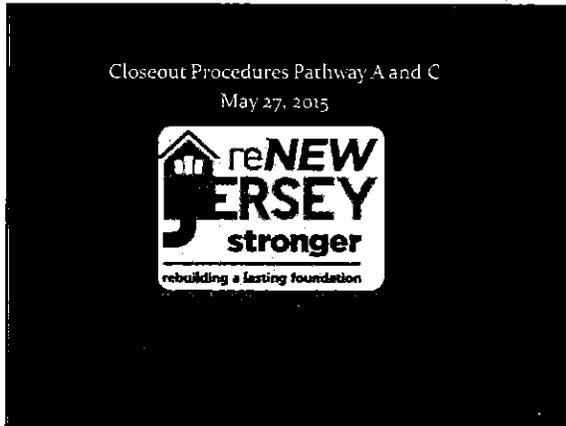
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Jose Rf





AGC RF

PATHWAY A QA/QC CLOSEOUT CHECKLIST as of 1/6/16

Section	Location of Document	Notes Regarding Document
1 Initial Site Inspection and Closeout Documents		
a. Estimated Cost of Repair [R04]	Initial Site Inspections	
b. Work in Place [WIP]	Initial Site Inspections	
c. Form 6 [R07]	Initial Site Inspections	Need Form 6 or Form 6AD or ECT
d. Form 6AD [R07AD]	Initial Site Inspections	Need Form 6 or Form 6AD or ECR Transmittal (Form 6AD for Special Dwelling Unit)
e. ECR Transmittal [ECT]	Initial Site Inspections	Need Form 6 or Form 6AD or ECT [Earliest version of Form 6]
f. Does Form 6/6AD/ECT match ECR and WIP?		Review a and b = c or d or e (must be one of these)
g. Certificate of Occupancy [COO]	Project Closeout/Construction	Need g, h, i, or j
h. Certificate of Approval [CAP]	Project Closeout/Construction	Need g, h, i, or j
i. Temporary CO [TCO]	Project Closeout/Construction	Need g, h, i, or j - If TCO is found, inform Jim
j. Self-Certified Certificate of Occupancy [SCO]	Project Closeout/Construction	Need g, h, i, or j
k. Certificate of Elevation [COE]	Project Closeout/Construction	On or before 12/1/15 - COA is acceptable After 12/1/15 - COO required or kick back [COE] to be within 18 months from date of COO
2 Lead-Based Paint and Asbestos		
a. Lead Safe Housing Rule Applicability Form [LSH]	Lead Based Paint/Asbestos	must have a or b (CBI can include both)
b. Lead-Based Paint Risk Assessment Report [R01]	Lead Based Paint/Asbestos	must have a or b (CBI can include both)
c. Lead Paint Notice Receipt #1 [LBP]	Lead Based Paint/Asbestos	Required document; could be under Legacy Lead-Based Paint Notices Form (Notice 1-4) [LBP1]
d. Lead-Based Paint valuation Receipt #2 [LBP2]	Lead Based Paint/Asbestos	Must be program form, not the mail receipt

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RREM Application Fields

APPLICANT INFORMATION	DATA VALIDATED	SOURCE OF DATA FOR COMPARISON/VALIDATION
Prefix		eGrants Application; TIF files
First Name		eGrants Application; TIF files
Middle Name		eGrants Application; TIF files
Last Name		eGrants Application; TIF files
Suffix		eGrants Application; TIF files
Power of Attorney		eGrants Application; TIF files
Demographics	DATA VALIDATED	
Gender		eGrants Application; TIF files
Race		eGrants Application; TIF files
Ehnicity		eGrants Application; TIF files
Marital Status		eGrants Application; TIF files
Address	DATA VALIDATED	
Street Address Line 1		eGrants Application; TIF files
Street Address Line 2		eGrants Application; TIF files
City		eGrants Application; TIF files
State		eGrants Application; TIF files
Zip (5 digit)		eGrants Application; TIF files
Zip (4 digit)		eGrants Application; TIF files
Country		eGrants Application; TIF files
Contact Information	DATA VALIDATED	
Email		eGrants Application; TIF files
Day Time Telephone		eGrants Application; TIF files
Evening Telephone		eGrants Application; TIF files
Cell Phone		eGrants Application; TIF files
Fax		eGrants Application; TIF files
Co-Applicant Information	DATA VALIDATED	
Prefix		eGrants Application; TIF files
First Name		eGrants Application; TIF files
Middle Name		eGrants Application; TIF files
Last Name		eGrants Application; TIF files
Suffix		eGrants Application; TIF files
Power of Attorney		eGrants Application; TIF files
Address (Co-Applicant)	DATA VALIDATED	

Joe RB

RREM Application Fields

Street Address Line 1		eGrants Application; TIF files	
Street Address Line 2		eGrants Application; TIF files	
City		eGrants Application; TIF files	
State		eGrants Application; TIF files	
Zip (5 digit)		eGrants Application; TIF files	
Zip (4 digit)		eGrants Application; TIF files	
Country		eGrants Application; TIF files	
Contact Information (Co-Applicant)	DATA VALIDATED		
Email		eGrants Application; TIF files	
Day Time Telephone		eGrants Application; TIF files	
Evening Telephone		eGrants Application; TIF files	
Damaged Property	DATA VALIDATED		
Street Address Line 1		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
Street Address Line 2		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
City		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
State		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
Zip		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
Country		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
County		eGrants Application; TIF files (FEMA registration notification, homeowner's insurance, NFIP Proof of Loss)	
Municipality		eGrants Application; TIF files (NJ Property Tax Assessment Database; Copy of Deed)	
Phone			
Structure Type		eGrants Application; RREM Initial Site Inspection (ISI); Tier II Environmental Review	
In Property in Historic District		eGrants Application; RREM Initial Site Inspection (ISI); Tier II Environmental Review	
Is Property part of Condominum Association		eGrants Application; RREM Initial Site Inspection (ISI); Tier II Environmental Review	
Block Number		eGrants Application; TIF files (NJ Property Tax Assessment Database; Copy of Deed)	
Lot Number		eGrants Application; TIF files (NJ Property Tax Assessment Database; Copy of Deed)	
Environmental Questions	DATA VALIDATED		
NJ or National Register of Historic Places		eGrants Application; TIF files (Tier II Environmental Assessment)	
Property in or adjacent an historic district		eGrants Application; TIF files (Tier II Environmental Assessment)	
Year house constructed		eGrants Application; TIF files (Tier II Environmental Assessment)	
Is property located near a major noise source		eGrants Application; TIF files (Tier II Environmental Assessment)	
Known hazards or Storage tanks adjacent/near property		eGrants Application; TIF files (Tier II Environmental Assessment)	
within 3000 ft of toxic or solid waste landfill		eGrants Application; TIF files (Tier II Environmental Assessment)	
site contain underground storage tanks		eGrants Application; TIF files (Tier II Environmental Assessment)	
Propane above ground storage tank		eGrants Application; TIF files (Tier II Environmental Assessment)	
Gallon capacity (propane tank)		eGrants Application; TIF files (Tier II Environmental Assessment)	

John P. G.

RREM Application Fields

Natural gas		eGrants Application; TIF files (Tier II Environmental Assessment)	
Farmland - is site being farmed		eGrants Application; TIF files (Tier II Environmental Assessment)	
Water supply		eGrants Application; TIF files (Tier II Environmental Assessment)	
Sanitary sewer and waste water disposal system		eGrants Application; TIF files (Tier II Environmental Assessment)	
Permits pending or issued from gov't agencies		eGrants Application; TIF files (Tier II Environmental Assessment)	
Type of Permit		eGrants Application; TIF files (Tier II Environmental Assessment)	
Permit Number		eGrants Application; TIF files (Tier II Environmental Assessment)	
Damaged Property	DATA VALIDATED		
Property damaged by Superstorm Sandy		eGrants Application; TIF files (insurance, NFIP, FEMA); FEMA datafeed	
Foreclosed property		eGrants Application	
FEMA Registration for Superstorm Sandy		eGrants Application; TIF files (FEMA letter); FEMA datafeed	
Consider "Buy-out" from State of NJ		eGrants Application; Blue Acres target sites or buy-out list	
Offered "Buy-out" from State of NJ		eGrants Application; Blue Acres target sites or buy-out list	
Household Income	DATA VALIDATED		
Number of permanent household members		eGrants Application; TIF files (income certification; income worksheet)	
Estimated Annual Income of all adult members		eGrants Application; TIF files (income certification; income worksheet)	
2012 income compared to 2013 income		eGrants Application; TIF files (income certification; income worksheet)	
Lits of all household members		eGrants Application; TIF files (income certification; income worksheet)	
Number of current household members		eGrants Application; TIF files (income certification)	
Number of Property units		TIF files (Initial Site Inspection; Tier II Environmental Assessment)	
Eligibility Information	DATA VALIDATED		
Is total household income less than \$250,000		eGrants Application; TIF files (income certification; income worksheet)	
Was 50% or more of home damaged		eGrants Application; TIF files (Substantial Damage Letter; NFIP; Private Insurance)	
Flood Plain manager -Substantial Damage Letter		TIF files; Substantial Damage letter from Flood Plain manager of municipality	
Have repairs started on home		eGrants Application; Initial Site Inspection (ISI)	
Alternative Contact	DATA VALIDATED		
Prefix		eGrants Application; TIF files	
First Name		eGrants Application; TIF files	
Middle Name		eGrants Application; TIF files	
Last Name		eGrants Application; TIF files	
Suffix		eGrants Application; TIF files	
Day Time Telephone		eGrants Application; TIF files	
Street Address Line 1		eGrants Application; TIF files	
Street Address Line 2		eGrants Application; TIF files	
City		eGrants Application; TIF files	
State		eGrants Application; TIF files	

Age RF

RREM Application Fields

Zip		eGrants Application; TIF files	
Country		eGrants Application; TIF files	
Email		eGrants Application; TIF files	
INSURANCE INFORMATION	DATA VALIDATED		
Homeowner Insurance Company Name		eGrants Application; TIF files	
Homeowner Insurance Policy Number		eGrants Application; TIF files	
Homeowner Insurance other explanation		eGrants Application; TIF files	
Flood Insurance Company Name		eGrants Application; TIF files	
Flood Insurance Policy Number		eGrants Application; TIF files	
Flood Insurance other explanation		eGrants Application; TIF files	
LITIGATION INFORMATION	DATA VALIDATED		
Legal Costs			
Insurance Claim for Sandy damaged property		eGrants Application; TIF files	
Total legal costs to settle Sandy damage claim		eGrants Application; TIF files	
Law Firm Information			
Attorney Name		eGrants Application; TIF files	
Law Firm Name		eGrants Application; TIF files	
Day Time Telephone		eGrants Application; TIF files	
Street Address Line 1		eGrants Application; TIF files	
Street Address Line 2		eGrants Application; TIF files	
City		eGrants Application; TIF files	
State		eGrants Application; TIF files	
Zip		eGrants Application; TIF files	
Country		eGrants Application; TIF files	
DISASTER RELIEF INFORMATION	DATA VALIDATED		
Small Business Administration (SBA)			
Apply to SBA for Sandy damaged property		eGrants Application; TIF files (DOB Questionnaire); SBA datafeed	
SBA Loan Number		eGrants Application; TIF files (DOB Questionnaire); SBA datafeed	
Apply to SBA - other Sandy related assistance		eGrants Application; TIF files (DOB Questionnaire); SBA datafeed	
SBA Loan Number		eGrants Application; TIF files (DOB Questionnaire); SBA datafeed	
Federal Emergency Management Admin (FEMA)			
Register with FEMA		eGrants Application; TIF files (DOB Questionnaire); FEMA datafeed	
Tele-Registration Number		eGrants Application; TIF files (DOB Questionnaire); FEMA datafeed	
Apply to FEMA - other Sandy related assistance		eGrants Application; TIF files (DOB Questionnaire); FEMA datafeed	
Tele-Registration Number		eGrants Application; TIF files (DOB Questionnaire); FEMA datafeed	
Non-Profit			

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RREM Application Fields

RREM Application Fields			
Funds from Non-profit for damaged property		eGrants Application; TIF files (DOB Questionnaire)	
Non-Profit Funds Amount		eGrants Application; TIF files (DOB Questionnaire)	
GRANT DETAILS SCREEN			
PROJECT INFORMATION	DATA VALIDATED		
Funding Status		eGrants Grant Summary	
LMI		eGrants Grant Summary; TIF files (Income certification, Income worksheet)	
RREM Pathway		eGrants Summary; RREM Tracker; TIF files (Pathway Selection Form)	
Activity		eGrants Summary; RREM Tracker; TIF files (Feasibility determination)	
Legal Description of Site			
Pre-Storm Value of Structure		Property Tax Assessment database; Initial Site Inspection (ISI)	
Primary Housing Advisor		eGrants Grant Summary	
SSHIP Housing Advisor Phone		eGrants Grant Summary	
SSHIP Housing Advisor Email		eGrants Grant Summary	
RREm Contractor		eGrants Grant Summary	
RREM Project Manager		eGrants Grant Summary	
RREM Project Manager Email		eGrants Grant Summary	
Lead Based Paint		TIF files (Lead-based Paint Risk Assessment)	
ESCROW	DATA VALIDATED		
Builder Selected		RREM Tracker	
CDBG Funds Awarded		TIF files (Exhibit 1 Grant Agreement)	
CDBG Funds Balance		TIF files (Exhibit 1 Grant Agreement)	
Applicant Funds Provided		TIF files (Exhibit 1 Grant Agreement)	
Applicant Funds Balance		TIF files (Exhibit 1 Grant Agreement)	
INITIAL SITE INSPECTION	DATA VALIDATED		
Initial Site Inspection Meeting Scheduled		RREM Tracker	
RREM Damage Assessor		RREM Tracker	
Initial Site Inspection Meeting Completed		RREM Tracker; TIF files (Initial Site Inspection); eGrants Summary	
AA Verification Value		RREM Tracker	
Site Inspection Complete		RREM Tracker; TIF files (Initial Site Inspection); eGrants Summary	
Inspection Outcome		RREM Tracker; TIF files (Feasibility form); eGrants Summary	
RREM Recommended Feasibility		RREM Tracker; TIF files (Feasibility form); eGrants Summary	
Applicant Selected Feasibility		RREM Tracker; TIF files (Feasibility form); eGrants Summary	
ENVIRONMENTAL REVIEW	DATA VALIDATED		
Elevation		RREM Tracker; TIF Files; Tier II Environmental Assessment	

Joe RF

RREM Application Fields

Year Structure Constructed		RREM Tracker; TIF files; eGrants Summary	
Tier II Result		RREM Tracker; TIF files; eGrants Summary	
Date Approved		RREM Tracker; TIF files; eGrants Summary	
QA/QC File Review		RREM Tracker; TIF files; eGrants Summary	
QA/QC Result		RREM Tracker; TIF files; eGrants Summary	
DEP Returned Notes		RREM Tracker; TIF files; eGrants Summary	
STEP 5 MEETING	DATA VALIDATED		
Date Grant Not Signed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Date Grant Signed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Grant Award Signing - Housing Recovery Ctr		RREM Tracker; eGrants Interface Module; eGrants Summary	
RREM Pathway at Grant Award Signing		RREM Tracker; eGrants Interface Module; eGrants Summary	
Reimbursement Amount		RREM Tracker; eGrants Interface Module; eGrants Summary	
Total Grant Award Amount		RREM Tracker; eGrants Interface Module; eGrants Summary	
Sent to DCA for Approval		RREM Tracker; eGrants Interface Module; eGrants Summary	
DCA Received from SSHIP		RREM Tracker; eGrants Interface Module; eGrants Summary	
DCA Approved		RREM Tracker; eGrants Interface Module; eGrants Summary	
Received from DCA		RREM Tracker; eGrants Interface Module; eGrants Summary	
Mailed to Applicant		TIF files	
Reimbursement Sent to SIROMS		RREM Tracker; eGrants Interface Module; eGrants Summary	
Reimbursement Approved by DCA		RREM Tracker; eGrants Interface Module; eGrants Summary	
Payment Processed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Change Order Requested by DCA		RREM Tracker; eGrants Interface Module; eGrants Summary	
Change Order Approved by DCA		RREM Tracker; eGrants Interface Module; eGrants Summary	
ADA Questionnaire		RREM Tracker; eGrants Interface Module; eGrants Summary; TIF files	
ADA Form Received		RREM Tracker; eGrants Interface Module; eGrants Summary; TIF files	
Elderly in Home		RREM Tracker; eGrants Interface Module; eGrants Summary; TIF files	
Disabled in Home		RREM Tracker; eGrants Interface Module; eGrants Summary; TIF files	
Accessibility Needs Amount		RREM Tracker; eGrants Interface Module; eGrants Summary; TIF files	
Reconstruction Prototype Selected		RREM Tracker; eGrants Interface Module; eGrants Summary	
PRE-CONSTRUCTION	DATA VALIDATED		
HO Construction Certificate Signed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Contractor Acceptance		RREM Tracker; eGrants Interface Module; eGrants Summary	
Site Design Completed (Rehab or Recon)		RREM Tracker; eGrants Interface Module; eGrants Summary	
Homeowner Approval of Final Scope		RREM Tracker; eGrants Interface Module; eGrants Summary	
Bid Package Sent to Builder Pool (rehab only)		RREM Tracker; eGrants Interface Module; eGrants Summary	
Builder Selected		RREM Tracker; eGrants Interface Module; eGrants Summary	

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RREM Application Fields

Zoning Permit Submitted		RREM Tracker; eGrants Interface Module; eGrants Summary	
Zoning Permit Completed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Variance Required		RREM Tracker; eGrants Interface Module; eGrants Summary	
Final TDC Calculated		RREM Tracker; eGrants Interface Module; eGrants Summary	
Notification of Final Escrow Amount		RREM Tracker; eGrants Interface Module; eGrants Summary	
Demolition Required		RREM Tracker; eGrants Interface Module; eGrants Summary	
FINAL GRANT MEETING	DATA VALIDATED		
Construction Agreement Signed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Escrow Agreement Signed		RREM Tracker; eGrants Interface Module; eGrants Summary	
Amended Grant Agreement		RREM Tracker; eGrants Interface Module; eGrants Summary	
Amended Total Grant		RREM Tracker; eGrants Interface Module; eGrants Summary	
Amended Reimbursement		RREM Tracker; eGrants Interface Module; eGrants Summary	
Amended Construction Grant Amount		RREM Tracker; eGrants Interface Module; eGrants Summary	
Applicant Fund Escrowed		RREM Tracker; eGrants Interface Module; eGrants Summary	
NTP Issued		RREM Tracker; eGrants Interface Module; eGrants Summary	
CONSTRUCTION PHASE	DATA VALIDATED		
Construction Start		RREM Tracker; eGrants Interface Module; eGrants Summary	
Final Inspection		RREM Tracker; eGrants Interface Module; eGrants Summary	
Final Inspection Outcome		RREM Tracker; eGrants Interface Module; eGrants Summary	
Construction Complete		RREM Tracker; eGrants Interface Module; eGrants Summary	
AWARD CALCULATIONS			
TOTAL DEVELOPMENT COSTS	DATA VALIDATED		
Total Completed Repairs		RREM Tracker; eGrants Interface Module; eGrants Summary	
Reconstruction Estimate		RREM Tracker; eGrants Interface Module; eGrants Summary	
Estimated Cost To Complete		RREM Tracker; eGrants Interface Module; eGrants Summary	
Estimated Elevation Cost		RREM Tracker; eGrants Interface Module; eGrants Summary	
TOTAL DEVELOPMENT COSTS		RREM Tracker; eGrants Interface Module; eGrants Summary	
Construction Contingency		RREM Tracker; eGrants Interface Module; eGrants Summary	
Design Services		RREM Tracker; eGrants Interface Module; eGrants Summary	
Total Not-to-Exceed Development Costs		RREM Tracker; eGrants Interface Module; eGrants Summary	
DOB: OTHER FUNDS AVAILABLE	DATA VALIDATED		
FEMA		RREM Tracker; eGrants Interface Module; eGrants Summary	
SBA Loan		RREM Tracker; eGrants Interface Module; eGrants Summary	
SBA Accepted Loan		RREM Tracker; eGrants Interface Module; eGrants Summary	
Homeowner Insurance		RREM Tracker; eGrants Interface Module; eGrants Summary	

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RREM Application Fields

National Flood Insurance Program (NFIP)		RREM Tracker; eGrants Interface Module; eGrants Summary	
ICC		RREM Tracker; eGrants Interface Module; eGrants Summary	
Private Non-Profit Sources		RREM Tracker; eGrants Interface Module; eGrants Summary	
Other Funds Received		RREM Tracker; eGrants Interface Module; eGrants Summary	
TOTAL FUNDS AVAILABLE - OTHER SOURCES		RREM Tracker; eGrants Interface Module; eGrants Summary	
AWARD CALCULATION	DATA VALIDATED		
Maximum Award		RREM Tracker; eGrants Interface Module; eGrants Summary	
Program Cap		RREM Tracker; eGrants Interface Module; eGrants Summary	
GRANT AWARD		RREM Tracker; eGrants Interface Module; eGrants Summary	
CALCULATION	DATA VALIDATED		
Maximum eligible repairs		RREM Tracker; eGrants Interface Module; eGrants Summary	
Ineligible repairs		RREM Tracker; eGrants Interface Module; eGrants Summary	
Grant Award		RREM Tracker; eGrants Interface Module; eGrants Summary	
Override Grant Award		RREM Tracker; eGrants Interface Module; eGrants Summary	
Applicant Requested Reimbursement Amount		RREM Tracker; eGrants Interface Module; eGrants Summary	
Reimbursement Award		RREM Tracker; eGrants Interface Module; eGrants Summary	
Remaining Construction Award		RREM Tracker; eGrants Interface Module; eGrants Summary	
ESCROW REQUIRED	DATA VALIDATED		
Estimated Cost to Complete + Contingency		RREM Tracker; eGrants Interface Module; eGrants Summary	
Remaining Construction Award		RREM Tracker; eGrants Interface Module; eGrants Summary	
Additional Funds from Owner		RREM Tracker; eGrants Interface Module; eGrants Summary	
Upgrades selected by Owner		RREM Tracker; eGrants Interface Module; eGrants Summary	
Total Escrow Required		RREM Tracker; eGrants Interface Module; eGrants Summary	
UNMET NEED	DATA VALIDATED		
Unmet Need		RREM Tracker; eGrants Interface Module; eGrants Summary	

Joe RF

Solicitud de Fondos HUD CDBG-DR

OFICINA DEL COMISIONADO DE ASUNTOS MUNICIPALES
 DIVISION DE ADMINISTRACION DE FONDOS FEDERALES (CDBG)
 SOLICITUD DE FONDOS HUD-CDBG AL ESTADO

Municipio:
 Fecha:
 yyyy-mm-dd

Sección I - Solicitud de Fondos	Documento # ()	
Nombre y Dirección de la Agenda Oficina del Comisionado de Asuntos Municipales PO Box 70167 San Juan, Puerto Rico 00936-8167	Banco Num. Cuenta Bancaria	Monto Solicitado: \$

Sección II - Estatus de Fondos Federales

Desglose de Fondos	Cantidad
1. Fondos Federales recibidos hasta el momento	\$
2. Reste los desembolsos hasta el momento	\$
3. Fondos Federales total disponibles a la fecha de esta petición	\$
4. Cantidad de esta solicitud de fondos	\$
5. Solicitudes de pago pendientes	\$
6. Total (Sume líneas 3, 4 y 5)	\$

[PARA USO DE OCAM]

Sección II-A

Niveles de aprobación

1. Revisado por:	3. Aprobador por:
2. Fecha: yyyy-mm-dd	4. Fecha: yyyy-mm-dd

Sección III - Distribución de la cantidad solicitada por proyecto y Administración

Número de Actividad y Proyecto \ Cantidad	
	\$
	\$

Certifico que esta solicitud de fondos del programa HUD CDBG-DR al Estado ha sido redactada conforme a los términos y condiciones del contrato realizado entre este municipio y OCAM y que los fondos solicitados son necesarios y correctos. Además, certifico que la data antes informada es correcta y que la cantidad de la solicitud de Fondos no exceden las necesidades actuales.

Fecha	Nombre Completo	Puesto que Ocupa
yyyy-mm-dd		

Nota: Será responsabilidad del Municipio cumplimentar este formulario en todas sus partes, exceptuando la Sección II-A

Sección IV

Desglose por actividades

Tipo Fondo:
 Exento:
 Administración

Número de Actividad/Proyecto:
 Título Proyecto:

Código Cuenta	Nombre Cuenta	Monto

Total de la solicitud de fondos \$

Seccion V: Detalle de costos por unidad de vivienda

Para los proyectos relacionados con vivienda (adquisición, rehabilitación o construcción) el municipio deberá incluir detalle de costos por unidad. El expediente del municipio debe mantener un acumulativo para poder determinar el costo total por unidad al finalizar el proyecto.

Dirección	Costos en este requisición	Breve descripción
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Como mínimo, el Municipio debe incluir la siguiente documentación con la requisición. Para asegurar el cumplimiento debe completar la Hoja de Cotejo de Proyectos de vivienda

- Solicitud de Asistencia del Beneficiario
- Hoja de cálculo para determinar la duplicidad de beneficio
- Hoja de Consentimiento sobre Beneficios de FEMA
- Certificación de Cumplimiento con las Disposiciones sobre Duplicidad de Beneficios
- Documentos de apoyo para el desembolso

Proyectos de infraestructura

- Área de servicio – información censal, mapas.
- Evidencia de los daños causados por el desastre
- Certificación de Cumplimiento con las Disposiciones sobre Duplicidad de Beneficios
- Documentos de apoyo para el desembolso

JGE RH

**CDBG- Disaster Recovery
Hoja de Cotejo Requisiciones
Municipio**

Municipio	Proyecta	Fecha de la requisición	Monto	Balance disponible ¹

Actividad	Objetivo Nacional	Documentación	Verificación	Progreso
Proyectos de Infraestructura	LMI Area Benefit	<input type="checkbox"/> Área de servicio – información censal, mapas. <input type="checkbox"/> Evidencia de los daños causados por el desastre <input type="checkbox"/> Documentación de acuerdo a las Políticas y Procedimientos para Prevenir Duplicidad de Beneficios en Fondos CDBG-DR.	<input type="checkbox"/> Área de servicio es la misma de la propuesta. <input type="checkbox"/> Documentación demuestra daños por el desastre <input type="checkbox"/> Verificación de acuerdo con las Políticas y Procedimientos para Prevenir Duplicidad de Beneficios en Fondos CDBG-DR.	<input type="checkbox"/> Información sobre los pies lineales de construcción completados a la fecha de la requisición, según la certificación de construcción sometida por el contratista.

¹ Se refiere al balance antes de procesar la requisición.

AgE RB

Actividad	Objetivo Nacional	Documentación	Verificación	Progreso
Adquisición de vivienda (oplica en conjunto con la relocalización de familias afectadas por el desastre)	LMI Housing (El municipio)	<input type="checkbox"/> Cumplimiento con las normas de adquisición y realojo. <input type="checkbox"/> Evidencia de los daños causados por el desastre en la vivienda anterior del beneficiario <input type="checkbox"/> Determinación de elegibilidad del porticipante LMI <input type="checkbox"/> Documentación de acuerdo a las Políticas y Prcedimientos para Prevenir Duplicidad de Beneficios en Fondos CDBG-DR. <input type="checkbox"/> Detalle de gastos por unidad de vivienda (dirección)	<input type="checkbox"/> Área de servicio es la misma de la propuesta. <input type="checkbox"/> Beneficiario potencial de la actividad es elegible <input type="checkbox"/> Documentación demuestra daños por el desastre <input type="checkbox"/> Verificación de ocuerdo con las Políticas y Procedimientos para Prevenir Duplicidad de Beneficias en Fondas CDBG-DR.	<input type="checkbox"/> Información demográfico de los miembros del hogar
Rehabilitación de vivienda ocupada por dueños/Nueva construcción	LMI Housing	<input type="checkbox"/> Cumplimiento con revisión ambiental <input type="checkbox"/> Determinación de elegibilidad del participante LMI <input type="checkbox"/> Documentación sobre duplicidad de beneficios <input type="checkbox"/> Detalle de gastos por unidad de vivienda	<input type="checkbox"/> Área de servicio es la misma de la propuesta. <input type="checkbox"/> Beneficiario potencial de la actividad es elegible <input type="checkbox"/> Documentación demuestra daños por el desastre	<input type="checkbox"/> Información demográfica de los miembros del hogar

Actividad	Objetivo Nacional	Documentación	Verificación	Progreso
		(dirección)	<input type="checkbox"/> Verificación de acuerdo con las Políticas y Procedimientos para Prevenir Duplicidad de Beneficios en Fondos CDBG-DR.	
Affordable rental housing	LMI Housing	<input type="checkbox"/> Determinación de elegibilidad del participante LMI <input type="checkbox"/> Documentación sobre duplicidad de beneficios <input type="checkbox"/> Evidencia sobre la disponibilidad de la vivienda para alquiler por personas LMI <input type="checkbox"/> Detalle de gastos por unidad de vivienda (dirección)	<input type="checkbox"/> Área de servicio es la misma de la propuesta. <input type="checkbox"/> Beneficiario potencial de la actividad es elegible <input type="checkbox"/> Documentación demuestra daños por el desastre <input type="checkbox"/> Verificar evidencia de alquiler	<input type="checkbox"/> Información demográfica de los miembros del hogar

Para proyectos de vivienda, se incluye en la requisición el costo por unidad.



CDBG- Disaster Recovery
Hoja de Cotejo Requisiciones

1. Si es la primera requisición del proyecto, debe incluir:

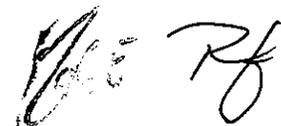
- Contrato de construcción
- Contrato de servicios profesionales
- Contrato de arrendamiento de equipo
- Oferta y aceptación de compra-venta o sentencia de expropiación

2. Evidencia del gasto:

- Certificaciones de pago emitida por los contratistas
- Facturas por concepto de compra de materiales, suministros, servicios prestados y otros, según aplique.
- Certificación de nómina de proyectos desarrollados por administración (brigadas municipales).
- Foto del rótulo donde se indica el proyecto, origen de los fondos y la obra a realizarse, según estipulado en el Acuerdo de Delegación de Fondos.

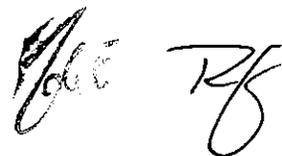
3. Si es una solicitud de la totalidad del balance de fondos asignados al proyecto, deberá someter:

- Notificación del 10% de retenido
- Carta del relevo del Fondo del Seguro del Estado
- Carta de aceptación del proyecto



4. Solicitudes de fondos de gastos administrativos deben incluir:

- Evidencia que demuestre que los gastos fueron incurridos como parte de la administración de los proyectos CDBG-DR.
- Certificación de nómina
- Método que utiliza para distribuir los entre las subvenciones federales que administra en cumplimiento con la Circular OMB A-87, según enmendada por el 2 CFR 200 Sub-parte E Cost Principles.

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4. PLAN FOR COMPLIANCE WITH SECTION 3 (6.3.7)

Local participation is a cornerstone of our approach. We understand and take seriously our compliance with the goal of subcontracting 3% of the overall value of our awarded contract with Section 3 business concerns. We also have made extensive efforts to incorporate locally based small, minority-owned, and women-owned businesses into our team structure to support Puerto Rico's recovery contributions to the growth of local, disadvantaged businesses and brings recovery dollars back into the Puerto Rican economy.

In demonstration of this, our team includes five firms based in Puerto Rico and owned by Puerto Ricans, including *CMA Architects and Engineers LLC*, *Estudios Tecnicos (ETI)*, *RAC Titles Search, Inc.*, *Luis Reyes Vazquez Title, Inc.*, and *Telecontacto*, each of whom are performing key functions as described throughout our work approach. *CMA Architects and Engineers LLC*, part of our Inspections Team, is an MBE certified by the Puerto Rico Minority Development Supplier Council. ETI, part of our Data Analytics and Reporting and our URA Specialists, is wholly owned by Puerto Rico residents, with 20% ownership by women and three women in leadership roles. Both *ETI* and our Call Center partner, *Telecontacto*, are in the process of obtaining certification as MBEs.

ICF will provide preference to Section 3 business concerns as it identifies additional services needed in delivering these programs. We will use HUD's Section 3 business registry to proactively identify businesses that can be solicited for services as needs arise. We will also work with businesses that may be eligible, but have not yet registered, to become registered as Section 3 businesses to provide the ICF Team and PRDOH credit for their utilization in recovery efforts.

In carrying out our plan, the ICF Team will identify, hire, and train local residents living in the impacted areas whenever possible. This local hiring and training will also capitalize on the

The ICF Team Uses Disaster Recovery Funding to Create Workforce Development Opportunities

Following Hurricanes Maria and Irma, ICF was awarded a nearly \$5 million National Dislocated Worker Grant by the U.S. Department of Labor to create workforce solutions in the U.S. Virgin Islands. This funding is being used to train and connect storm-impacted citizens, many who qualify as Section 3 residents, to jobs.



opportunity to leverage recovery spending to facilitate the return home for residents who left the island due to economic circumstances.

As we have done with our prior recovery efforts throughout the country, we will establish a 30% Section 3 hiring and training goal, targeted in areas such outreach, intake, and case management. We will assign a **Section 3 Coordinator** to review solicitations, provide

technical assistance, and monitor Section 3 plan implementation and reporting. This strategy has worked well for us in the past, most notably in Louisiana after Katrina, where 28% of new hires were Section 3 local residents (and overall 75% of the 2,000 new hires made were from the local community).

To further support these hiring and training efforts, the ICF Team will promote initiatives developed by PRDOH and other government organizations to leverage recovery investment to train new entrants to the recovery industry. ICF will also support employment initiatives identified in *ReImagina PR*, such as internships, apprenticeships, youth transitions into the workforce under Juvempleo, and retraining older workers to re-enter the labor force.

Exhibit 4-1 further illustrates the ways in which the ICF Team intends to meet its Section 3 goals for its staff and its subcontractors as well as how it plans to incorporate local participation and MBE/WBE/DBEs.

Exhibit 4-1. ICF plans will engage and integrate Local Participation, Section 3, MBEs and WBEs involvement in aspects of our program implementation.

For Businesses

- Encourage and assist identified businesses to register in the HUD Section 3 business registry.
- Contact any businesses already registered to bid on work as needed.
- Conduct outreach to local business organization, unions, and training facilities to advise them of opportunities.
- Ensure that Section 3 Contract Clause for Covered Contracts is inserted in all RFPs, solicitations, and any contracts.

For Residents

- Effectively engage and communicate with elected and appointed municipal officials, faith-based and community-based leaders, community residents, residents of public housing, and public housing leadership, and share with them the array of new employment opportunities available for eligible residents.

Our Section 3 strategy has worked well for us in the past, most notably in Louisiana after Katrina:

- **28%** of our 2,000 new hires were **Section 3 local residents** and
- **75%** were from the **local community**.

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Exhibit 4-1. ICF plans will engage and integrate Local Participation, Section 3, MBEs and WBEs involvement in aspects of our program implementation.

- Coordinate recruitment, training, and hiring activities with local Workforce Development Boards and their respective American Job Centers to attract job-ready and training-ready candidates. In addition, ICF will provide Section 3 certification training to prepare local workforce providers so they are able to “pre-certify” Section 3 participants as qualifying workers under HUD guidelines.
- Conduct a short, clear, and concise supportive services local asset map to identify community resources that may be needed for applicants to take advantage of new employment opportunities. Examples of supportive service may include identification of childcare, transportation assistance, food and nutrition, medical assistance, drug and alcohol abuse treatment, and legal services.
- Sponsor, advertise, and convene job fairs in local communities.
- Provide assistance to local, low-income residents who wish to complete job applications and apply for new employment opportunities.
- The Puerto Rico Department of Economic Development and Commerce (DEDC) is Puerto Rico’s federally recognized state workforce agency. DEDC is the recipient of about \$100 million in annual federal Workforce Innovation and Opportunity Act (WIOA) funding. Per WIOA, 15% of each state’s annual WIOA funding is reserved for innovative workforce solutions. ICF will investigate working with DEDC to invest a portion of the 15% reserve to identify, interview, employ, retain, and advance eligible low- and moderate-income individuals. Potential workforce solutions could include Customized Training, On-the-Job Training, and Incumbent Worker Training.
- The U.S. Department of Labor provides oversight and funding for the nation’s 131 Job Corps Centers. Job Corps provides academic and occupational training, job placement, and job retention services for Puerto Rico’s at-risk youth, who are ages 16-24. The Ramey Job Corps Center, which is located in the City of Aguadilla, Puerto Rico, is open. The Arecibo Job Corps Center, which is located in the City of Garrochales, is projected to reopen in 2020 after repairs from the 2017 hurricanes are completed. USDOL projects 1,073 graduates in 2019 and 1,893 in 2020 from these two Job Corps Centers. ICF has an existing relationship with the operator of the Puerto Rico Job Corps Centers and will engage them to strategically connect Puerto Rican Job Corps graduates with these new employment opportunities.



GOVERNMENT OF PUERTO RICO
Department of Housing

ATTACHMENT 2
SCOPE OF WORK
Request for Proposals
Program Management Services
Community Development Block Grant – Disaster Recovery
Puerto Rico Department of Housing
CDBG-DR-RFP-2018-04
(Revised for Negotiations)

This document defines the program management tasks that the Proposer must perform in order to support PRDOH in the implementation and administration of two (2) CDBG-DR Housing Programs. The PRDOH reserves the right to retain program management of some of these programs internally and to select more than one Program Manager. A description of the two (2) CDBG-DR Housing programs is included in the Action Plan approved by the U.S. Housing and Urban Development (HUD) on July 29, 2018. A complete copy of the Action Plan is available at www.cdbg-dr.pr.gov/action-plan. The two (2) CDBG-DR Housing programs that will be subject to the Program Management services, are briefly described as follows:

1. **Home Repair, Reconstruction, or Relocation Program (R3)** - provides funding to repair damaged homes or rebuild substantially damaged homes in-place in non-hazard areas. Reconstruction activity returns otherwise displaced families to their homes in their same communities. Homes become eligible for reconstruction when the property estimated cost of repair exceeds the lesser of \$60,000 or 50% of the current value – as confirmed through program inspection, or if a feasibility inspection determines that reconstruction is required. Duplication of benefit review is required to ensure no individual receives duplication of benefit for the same purpose and/or effect as funds provided from other sources to recover from the hurricanes. Applicant awardees must subrogate any additional funds received for damage caused by hurricanes Irma or Maria back to the PRDOH. If additional funds are paid to applicant awardees for the same purpose as the housing assistance award received through PRDOH funding (i.e., repair or replacement of the damaged structure) after PRDOH has completed the repair/rehabilitation project, those funds must be returned to the Puerto Rico Department of Housing. The Housing Relocation Program provides homeowners with substantially damaged homes located in high risk areas an opportunity to relocate to a safer location.
2. **Housing Counseling** - provides recovering residents with wrap-around educational services to promote understanding of housing and financial options such as: financial literacy education, homebuyer counseling, credit repair counseling, mitigate default/foreclosure proceedings, etc. Housing Counselors will be equipped to connect program participants with resources including, but not limited to, Voluntary Organizations Active in Disaster (VOAD), and other federally funded programs like Continuums of Care (COC), section 8, and rental subsidy programs. The Program Manager will assign program participants to Housing Counselors retained by the PRDOH.

The PRDOH is conceptualizing the implementation of the housing programs through the use of internal resources and outsourced consultants and contractors. Call Center Services will be managed at a centralized location for all programs implemented under the CDBG-DR grant(s). Call Center Services are being procured by the PRDOH separately from all other services. However, it is expected that selected Program Manager(s) staff offices with adequate staff to answer calls from applicants assigned to the Program Manager Team. For the Housing Counseling Program, the PRDOH will establish agreements with HUD-approved Housing Counseling Agencies.

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These agencies will be the entities responsible for the actual counseling services to be provided. The implementation of the Home Repair, Reconstruction, or Relocation Program will be divided into regions. For these programs the PRDOH will outsource general contractors to be responsible for the implementation of repair and construction works. The PRDOH will also contract independent environmental consulting firms to execute environmental reviews and studies, as well as test for the presence hazardous materials and develop abatement measures. The Proposer will be responsible for everyday management of the different tasks performed by the PRDOH's other contractors and consultants. The Proposer will also be responsible for the inspection of all construction works completed through the housing programs, except for homes located at participating municipalities of which additional details may be found further in this Scope of Work.

The Proposer will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The scope of work presented is based upon circumstances existing at the time this Scope of Work is released. The PRDOH reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract.

If additional CDBG-DR funds are allocated to Puerto Rico during the life of the contract, Proposer staff may be assigned to work on those future federal grants awarded and potentially expand those services to accommodate other similar programs yet to be defined. There is no guarantee of a minimum level of services which may be requested by the PRDOH under this contract.

Operations Start-Up

The Program Manager's key staff resources must be ready to begin working within two (2) weeks after the contemplated contract execution date. As the PRDOH may select more than one Program Manager, the specific municipalities or regions where each Program Manager shall perform work will be determined at the sole discretion of the PRDOH. Program Managers may not charge additional costs due to the PRDOH assignment of municipalities or regions. The Proposer must provide and secure the necessary office space, office furniture, office supplies and personnel to staff the offices. The PRDOH may redefine municipalities or regions initially assigned based on Program Managers performance, compliance, and quality of work. The PRDOH will not guarantee a minimum number of applicants or cases to be handled by the Program Manager. The Program Manager's offices must be set up to assist property owners with existing applications and must be located within the region assigned by the PRDOH. Offices must be set up and adequately staffed to accept applicants within thirty (30) days of the contemplated contract execution date.

Task 00: General Program Management and Administration

Hourly Rate Task

The Program Manager must have retained, and must maintain over the life of the contract, the following key staff resources:

- **Program Manager** **Qty: 1**
The resource assigned to the Program Manager position will be the main point of contact between the PRDOH and the Program Manager. He shall be available on-call and assist program status and progress meetings. The Program Manager position responsibilities include formulating, organizing, and monitoring the overall performance of the projects; deciding on suitable strategies and objectives; coordinating cross-project activities; lead and evaluate other staff; develop and control deadlines, budgets, and activities; apply change, risk, and resource management; assume responsibility for the program's performance and its staff; assess program performance and aim to maximize it; resolve program issues; prepare and review reports to the PRDOH; and any other function required



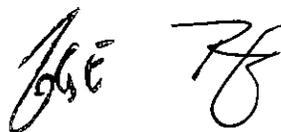
in support of the program. The Program Manager shall maintain a complete understanding of all applicable Housing Program policies, requirements, and procedures and reviews all cases within the established guidelines; and shall possess knowledge of regulatory and statutory compliance requirements for CDBG disaster recovery and similar programs/projects. Should have a bachelor's degree from an accredited institution and at least ten (10) years of experience in CDBG-DR program funder for disaster recovery and community development or related field.

- **Deputy Program Manager** **Qty. 1**
The resource assigned to the Deputy Program Manager position shall work together with the Program Manager to ensure the smooth performance of the project. Responsibilities will include: scheduling, assigning staff, allocating resources, assessing and managing risk, coordinating various components that contribute to the project as a whole to ensure on-time delivery, ensuring that deadlines are met, and keeping all parties informed of progress and any outstanding issues. The resource assigned to the Deputy Program Manager positions shall have at least a bachelor's or associate degree from an accredited institution or have at least five (5) years of experience in CDBG-DR, housing, community development, or related fields.

- **Operations Manager** **Qty. 1**
The resource assigned to the Operations Manager position will be responsible for the daily field operations and ensuring that such daily operations are performed in the most efficient manner. He will oversee logistics management, ensuring that procedures are in place to align with the program's goals and objectives. He will oversee standards of performance, safety policies, and procedures, and adjust internal policies as necessary. He will direct human resources and management activities on the operational side of the programs and may determine the staff needed to accomplish the operational tasks. The resource to be assigned to the Operations Manager position shall be a licensed professional engineer in compliance with Puerto Rico's Act Number 173 of August 12, 1988, as amended and must have at least five (5) years of experience in the management of projects.

- **Regulatory Compliance Officer** **Qty. 1**
The resource assigned to the Compliance Officer position will be responsible for ensuring that program activities and contracts follow applicable federal, state, and local regulations. He will create and implement policies, standards, and procedures to monitor compliance of all parties with applicable regulations. In addition, he will enforce standards to ensure that program maintains compliance standards. The Regulatory Compliance Officer shall maintain open lines of communication with all relevant decision makers and stakeholders to keep all parties informed of regulatory changes as they may apply to the programs. The resource assigned to the Regulatory Compliance Officer positions must have be acquainted with the requirements of the Davis-Bacon Act, the Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, Fair Housing and Equal Opportunities Standards, Section 3 requirements of the Housing and Urban Development Act of 1968, Minority Business Enterprise, and Women Business Enterprise. Shall have at least five (5) years of experience working in some sort of regulatory compliance field.

- **Complaints Coordinator** **Qty. 1**
The resource assigned to the Complaints Coordinator position will be responsible for coordination and resolution of complaints and appeals by performing tasks such as investigating the complaint or appeal, surveys, interviews, educating the applicants, etc.



The Complaints Coordinator must pay special attention to applicants and their complaints or appeals and must do anything possible to ensure that complaints are properly mitigated and attended to. If a complaint or appeal merits it, the Complaints Coordinator may escalate the complaint or appeal to a higher management position for the appropriate actions to be taken. He must also ensure that applicant complaints are resolved in a timely matter. The resource assigned to the Complaints Coordinator position must have excellent communication skills with applicants and must have at least five (5) years of experience working in some sort of customer relations position.

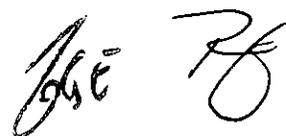
- **Safety Officers** **Qty. 2**
The resources assigned the Safety Officer position shall be responsible for developing, monitoring, and implementing health and safety policies as to ensure that programs follow health and safety laws and regulations, and to reduce or prevent hazards, dangers, and accidents. Safety Officers shall conduct spot inspections at projects to identify potential hazards, assess their risk, report on them, and enforce compliance with policies and regulations. Resources assigned to the Safety Officer positions must have at least five (5) years of experience working as safety officers in construction projects and must have, at the least, an OSHA 30 hours training certification in the construction industry.

- **Special Inspectors** **Qty. 2**
The resources assigned to the Special Inspector position shall be responsible for assessing special cases of work non-compliance and construction-related complaints or appeals. They will also assist in damage assessments requiring special engineering considerations for out of the ordinary conditions that may require specialized knowledge and attention to determine if repairs can or cannot be performed in a way that assures overall safety and integrity of the structures. Resources assigned to the Special Inspector positions shall be licensed professional engineers in compliance with Puerto Rico's Act Number 173 of August 12, 1988, as amended and must have at least ten (10) years of experience performing construction inspections.

Key staff resources must remain assigned to the Programs over the life of the contract and are to be invoiced by the Program Manager to the PRDOH on an hourly basis with a maximum not to exceed monthly amount of the **Task 00: General Program Management and Administration**. Program Managers must notify PRDOH in writing of any changes in key staff resources. All changes to Key Staff are subject to approval of the PRDOH. Additional resources to be employed will be determined by the Program Manager based on the workload assigned and performance, nonetheless PRDOH will not compensate for time worked by any additional positions other than the positions specified above. These will be invoiced by the Program Manager to the PRDOH based on the unit prices of **Tasks 1 through 6** described below.

The Program Manager shall be responsible for program operations, applications processing, and administration of the tasks and services contained herein related to the two (2) assigned CDBG-DR Housing Programs. This task will include the activities listed below. The activities listed under this task also apply to Tasks 01 through 06 to ensure proper management of the two (2) Housing Programs.

- **Operational Support**
 - Work closely with the PRDOH officials, and its designees in preparing and maintaining the overall project plan for all phases of the assigned Housing Programs, manage day-

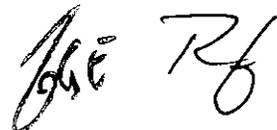


- to-day operations, improve processes for quality and efficiency, implement policy changes, and adapt to a program closeout environment.
- Develop a Communication Plan to match programs' objectives and include a formal structure for regular reporting, performance milestones, project-wide meetings, and policies on information for the community and press.
 - Assist the PRDOH in the development of program policies and procedures, and, once approved by the PRDOH, their dissemination among all involved parties. Given that more than one Program Manager may be selected by the PRDOH for the programs, different Program Managers will have to collaborate as to ensure program policies and procedures are concise for the entire implementation group. Program Manager will have a lead role in the development of program policies and procedures. All policies and procedures are subject to PRDOH approval.
 - Review contractors and subcontractors (including construction contractors, environmental contractors, etc.) contract deliverables to determine if such contractors and subcontractors are in compliance with their contracts and CDBG-DR requirements.
 - Report on various aspects of the project that reflects the major activities for the reporting period as specified by PRDOH (e.g. monthly, quarterly, etc.).
 - Regularly communicate potential risks, issues, and statuses to PRDOH and pertinent parties.
 - Offer alternatives to utilize IT solutions that support the management and implementation of all assigned disaster recovery programs/projects. The proposal for these IT solution alternatives shall consider the costs of synchronizing data with IT solutions provided by PRDOH.
 - Develop and/or utilize existing processes for PRDOH to properly collect data and document information as necessary to optimize compliance with all funding streams.
 - Ensure PRDOH's documentation is sufficient to respond to Office of Inspector General, HUD, PRDOH, or any other entity that audits or reviews the Programs.
 - Assist PRDOH training sessions regarding programs implementation. The Program Manager's lead staff shall be required to attend PRDOH training sessions. After training has been provided to the Program Manager's lead staff by the PRDOH, such lead staff will be responsible for the knowledge transfer to other PM staff.
 - Document all applicant interactions and communications within the PRDOH system of record.
 - Any other task necessary to support the programs' operations.
- **Project Management**
- Provision of project management for the assigned CDBG-DR Housing Programs as needed by the PRDOH.
 - Provide survey, engineering, and construction oversight for flood zone determinations, elevation certificates, inspections for scope compliance, and HUD quality standards. All applicants must be able to obtain flood insurance in accordance with federal regulations.
 - Perform periodic reviews of construction contractor inspection reports, evaluations of invoices, etc.
 - Ensure compliance with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (when applicable), Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, Fair Housing and Equal Opportunity Standards, and all other applicable federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the execution of the assigned Housing

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Programs. Take special notes of minimum wage increases planned for Puerto Rico's construction workforce. Program Manager will be required to ensure compliance with minimum wages.

- Perform periodic reviews of construction contractor files to ensure compliance with the statutory and regulatory compliance of Section 3 Housing and Urban Development Act of 1968.
 - Coordinate efforts of compliance over environmental, construction, financial, and HUD regulations.
 - Establish project performance benchmarks and updated budget comparisons to measure progress and compliance with critical objectives in mind. Critical stages will be identified, and a monitoring checkpoint established to ensure follow-up.
 - Adopt portfolio management processes and tools for organizing and managing programs, funds, and project files.
 - Track and control project schedules.
 - Establish program timelines, goals, metrics, and deliverables of services in accordance with project funding allocations and production goals specified by PRDOH.
 - Manage all designated construction, rehabilitation, and repair activities to include, but not limited to, cost analysis, inspections, construction progress, contractors' invoices review, and payment approvals, among others.
 - Manage all acquisition, demolition, and clearance activities in accordance with Uniform Relocation Act (URA), FEMA requirements, and procedures established by the PRDOH.
 - Manage program compliance requirements to include programmatic and financial reporting including, but not limited to, coordinating and preparing project and financial management reports with PRDOH designee for federal, state, and local government audits.
 - Prepare documentation requested by PRDOH appeals board as it may apply. Comply with any requests from the PRDOH appeals board.
 - Any other supporting functions or task necessary for proper project management.
- **Construction and Statutory Compliance**
- Prepare, review, and approve change orders.
 - Set-up on-site visits and perform on-site monitoring interviews.
 - Hold construction/rehabilitation contractors and suppliers/installers accountable for warranty issues and oversee warranty calls to a firm.
 - Ensure that applicants are conforming to all applicable Uniform Relocation Act (URA) guidelines. If tenants are identified at any point in the process, a due-diligence must be performed to relocate the tenant, if required, and log appropriate actions into the system of record.
 - Any other task necessary to ensure construction and statutory compliance of the programs.
- **Document Control and Management**
- Store, archive, and retrieve physical documents and electronic images of all paper documents, applicant-related emails, correspondence, training material, and policies and procedures.
 - Establish and maintain protocols for physical file management to include, among other things, access to a file, tracking of location and possession of a file, and return of a file. This assumes that the Proposer will provide the necessary secure space and



- storage equipment to perform such function. It also assumes that the Proposer will maintain soft copy backups of originals in their custody.
- Ensure all project information and documentation is available at all times in the PRDOH system of record.
 - Any systems, tools, or technology provided must meet PRDOH's Personal Identifiable Information requirements.
 - Provide sufficient, appropriate document control and management to meet the financial and documentation requirements for CDBG-DR grants. At a minimum, the following records are required:
 - Records providing full description of each activity;
 - Records verifying that activity meets national and grant objectives;
 - Records related to demonstrating eligibility of activities;
 - Records required to document activity related to real property;
 - Records documenting compliance with Davis-Bacon Act, Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, Minority Business Enterprise, Women Business Enterprise, Section 3 of the Housing and Urban Development Act of 1968, fair housing and equal opportunity requirement;
 - Financial records and reports required by the Program; and
 - Records supporting any specific requirements of the Housing Programs or the CDBG-DR allocations.
 - Please note that the PRDOH will not pay for any work not documented in the PRDOH system of record.
 - Any other task necessary for the proper document control management.
- **Accounting and Reporting**
- Provide status reports on a regular basis to keep the PRDOH informed of progress.
 - As requested, meet with the PRDOH to discuss the status of the project, applicant concerns, and any other issues that may have arisen during the administration of the assigned Housing Programs.
 - Provide the PRDOH with project progress reports on demand, as well as access to the project management system for PRDOH to monitor the project.
 - Report on information that includes project activity deemed critical by the PRDOH.
 - Compile and review information necessary to prepare reports required under HUD regulations.
 - Account for and reconcile, (a) all federal funds requested and drawn from HUD and awarded to grant recipients, (b) all funds returned by applicants and their insurance companies (through the insurance subrogation process), (c) all funds deposited by applicants to reduce duplicative benefits potential award gap, and (d) all other funds returned by applicants.
 - Administer the collection and processing of insurance subrogation funds and funds provided by applicants to reduce duplicative benefits potential award gap. These funds will be reviewed and accounted for according to Program policies and procedures.
 - Reconcile with the PRDOH, on an established periodic basis, a complete inventory of all items furnished by the PRDOH, including items such as: equipment, furniture, computers, phones, laptops, network printers, network equipment, etc., if applicable.
 - Review and submit recommendations for approval of CDBG-DR funding requests if needed.
 - Review requests for payment from grantees and subrecipients for CDBG-DR awards. This will include review of all reimbursement of eligible costs as well as cost feasibility.

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- Any other task necessary to ensure proper accounting and reporting as related to the programs.
- **Applicant Relations**
 - Set up a local Program Manager Call Center to receive and handle calls forwarded from the CDBG-DR Call Center. The Program Manager will receive calls from the CDBG-DR Central Call Center with potential applicants for the Program Manager staff to guide them through the application process; collect eligibility requirements, duplication of benefits, and other documents; and to make sure that complaints are properly addressed all throughout the process.
 - The portfolio of applications will require the staff to provide program support for inquiries made by the applicants via phone, email, or online web submission.
 - Track all inquiries in the PRDOH system of records.
 - Coordinate outreach efforts, including call-out campaigns and letter campaigns as required by the PRDOH.
 - Provide written correspondence to all applicants to relay the status of their file at critical stages.
 - Provide applicant consultation services to applicants as required. This includes providing technical assistance to facilitate communication between applicant and work site personnel for timely completion of construction.
 - Respond to applicants within a 48-hour period from the time applicants make any requests.
 - Adhere to reasonable customer service standards established by PRDOH. This may include tasks such as sending mass texts to applicants whose applications may be on hold for any number of reasons.
 - Assist in the identification of vulnerable populations, develop and execute application intake strategies for specific geographies or applicant demographics.
 - Refer to PRDOH any inquiries or complaints from elected offices or high-profile organizations such as mayors, representatives, or senators, media, cabinet members, etc.
 - Document outreach efforts and outcomes.
 - Any other task necessary to ensure proper relations of the Program Manager with its assigned applicants.

Task 01: Complete Applications of the R3 Program

Per Unit Task

As related to the R3 Program the Program Manager shall be responsible for the collection of all required information related to eligibility and duplication of benefits analysis. Program Manager will be responsible for making recommendations for determinations as to eligibility and award amounts. These recommended determinations must be approved by PRDOH staff. The Program Manager will submit application packages, including all required documentation and the recommended determination, to the PRDOH for the corresponding eligibility and award amounts review and approval. The Program Manager is responsible for remedying deficiencies associated with the recommendation, as requested by PRDOH staff. This task shall include the following:

- **Intake**
 - Intake of applications for programs/projects. Take care, receive, and process all applicants referred by the CDBG-DR Call Center or Municipalities Offices and related to the assigned Housing Programs. Intake can be performed by the Program Manager at on-site or off-site locations for special events or for applicants with special needs. Intake will also be done using housing applications from a web-site or phone.

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- Educate and guide the applicant through the requirements and timing.
 - Assist the applicant in the evaluation of his/her options.
 - Perform initial application screening and processing, including completeness review and threshold eligibility review.
 - Collect required documentation for the applicable program such as income documentation, proof of ownership, proof of primary residence, pre-disaster housing conditions and values, status of applicant's property taxes, mortgage, insurance, etc.
 - Interview applicants and collect all relevant information required to make a Benefit Determination and Verification, including Duplication of Benefits (DOB).
 - Evaluate documentation to be later submitted for PRDOH's determination of eligibility for CDBG-DR award based on program and federal requirements.
 - Request any additional information that may be required from the applicants.
 - Follow due-diligence processes established by PRDOH to provide opportunity for applicants to supply missing and supporting information.
 - Verify that information submitted by applicants is recorded in the PRDOH system of record; contact the applicant to resolve any missing or incomplete items.
 - Document communications with applicants regarding the status of their applications and subsequent related processes. All communication with applicants shall be recorded in the PRDOH system of record.
 - Any other task necessary to complete the intake process of applicants.
- **Eligibility**
- Confirm applicant ownership/title. Identify owners from recorded documents. Coordinate efforts for title clearance with Title Clearance Program representatives when necessary.
 - Review Uniform Relocation Act (URA) implications for each applicant.
 - Identify/verify applicant disabilities and need for accommodations.
 - Work with applicant, municipalities, taxing authorities, insurance companies, third-party inspectors, title companies, lenders, and other vendors to collect information to perform a complete eligibility verification of the applications.
 - Perform a review of all documents required from applicants and third parties and ensure that the provided documents are sufficient according to Program policies and procedures.
 - Work in coordination with PRDOH to maintain records and communications for detection and prevention of fraud, waste and abuse of federal funds.
 - Review receipts provided for previous work and calculate the preliminary amount of funding the applicant is eligible to receive. Determine reimbursement for materials and labor charges, if applicable.
 - Mail eligibility, ineligibility, withdrawal confirmation letters and any other required program notifications. Program Manager is responsible for the payment of any postage, certified mail, mail delivery, and expedited delivery, among others as needed.
 - Advise applicants who are deemed ineligible and inform them of the applicable appeals process.
 - Provide eligibility decision justification to appeals team.
 - Review all open application, eligibility award determination, and/or owner-occupant issues.
 - Document communications with applicants regarding the status of their applications and subsequent related processes.
 - Any other task necessary to complete the eligibility process of applicants.

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The PRDOH will only issue payments for completed applications that are deemed eligible by the PRDOH. No payment will be issued by the PRDOH to the Program Manager for applications deemed ineligible or for applications where the applicant withdraws from the assigned Programs or is found to be non-responsive to the assigned Programs. Also, Program Manager may be required to perform intake tasks outside of normal business hours to accommodate program needs (i.e. weekends or evenings).

Task 02: R3 Damage Assessments

Per Unit Task

As related to the R3 Program the Program Manager shall be responsible for the assessment of damages to homes and the development of a scope of work for their rehabilitation. Damages to homes must have been caused by Hurricanes Irma and/or María. Damage Assessments shall be performed after the PRDOH has deemed an applicant eligible for the R3 Program. Damage assessments must be certified by a licensed professional engineer or licensed architect in Puerto Rico. This task shall include the following:

- **Preparation**
 - Coordinate with the applicant, the appraiser, and the environmental inspector, the date and time for the damage assessment to be conducted. The damage assessment, appraisal, and on-site environmental review should be conducted at the same date and time.
 - Assign the inspection team that will conduct the damage assessment.
 - Identify if the home to be assessed for damages is located in a flood plain or other flood-risk zone.
 - Identify if there is any record of hazards in the soil or water on or near the home.
 - Identify if the home has potential for lead based materials.
 - Coordinate with the PRDOH's Environmental Consultants the environmental site visit to the home. Damage assessment and environmental site visits should be performed in parallel as to minimize disturbances to the applicants.
 - Damage Assessments shall be performed by the Program Manager within a week from the time the PRDOH deems an applicant eligible. If Damage Assessment cannot be performed within the required timeframe, the Program Manager must document the reasons for not complying. PRDOH will only accept non-compliance with the established timeframe for reasons out of the control of the Program Manager.
 - Any other task necessary to prepare for the Damage Assessment.

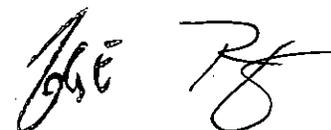
- **Damage Assessment**
 - Assess the home's site elements and determine their conditions and damages. Home site elements may include (but is not limited to):
 - Site restrictions;
 - Site accessibility;
 - Drainage systems;
 - Site improvements such as: plantings, fences, lighting, paved areas, stairs, and retaining walls, among others;
 - Outbuildings; and
 - Yards and courts.
 - Assess the home's exterior elements and determine their conditions and damages. Home exterior elements may include (but is not limited to):
 - Foundation walls and piers;



- Exterior wall elements such as: wood elements, siding, shingles, stucco, brick or stone veneers, and exterior insulation and finish systems, among others;
 - Windows and doors;
 - Weather stripping;
 - Shutters;
 - Awnings;
 - Garage doors;
 - Decks, porches, and balconies;
 - Exterior railings and stairs;
 - Roof weatherproofing and covering including: asphalt shingles, wood shingles or shakes, metal roofing, cement shingles, built-up roofing, single-ply membranes, and roll roofing, among others;
 - Skylights;
 - Gutters and downspouts, as well as drainage issues;
 - Parapets and gables;
 - Lighting protection;
 - Electrical service entry including: overhead wires, electric meter, service entry conductor;
 - Water service entry including: curb valve, house service main, master shut-off valve, and water meter; and
 - Septic tanks.
- Assess the home's interior elements and determine their conditions and damages. Home interior elements may include (but is not limited to):
- Basement and crawl spaces;
 - Fungal and insect infestation;
 - Thermal insulation;
 - Structural, electrical, plumbing, and HVAC systems;
 - Walls and ceilings;
 - Floors;
 - Columns;
 - Interior doors;
 - Windows;
 - Closets;
 - Trim and finishes;
 - Convenience outlets and lighting;
 - HVAC sources;
 - Skylights;
 - Plumbing;
 - Tub and shower enclosures;
 - Ceramic tile;
 - Counters and cabinets;
 - Electrical service;
 - Storage spaces;
 - Stairs and hallways;
 - Smoke detectors;
 - Handrails and guardrails;
 - Laundries;
 - Roof trusses and joist spaces;
 - Main panelboard;
 - Branch circuits;

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- Water distribution piping;
- Equipment such as water heaters, plumbing components, water wells, pumps, gas supply components; air conditioning units and their components, among others.
- Review Tier 2 Environmental Questionnaire – Execute Tier 2 Questionnaire while on-site with the applicant.
- Quantify and document the value of work performed by the applicant at his/her home after the disaster that may result in a reduction to the applicant's duplication of benefits determination.
- Affirm home location on lot and gather GPS coordinates for home site to confirm flood zone designation.
- Complete any other surveys requested by the PRDOH while on-site with the applicant.
- Any other task necessary to complete the Damage Assessment.
- **Damage Assessment Report**
 - Prepare a detailed report on the condition of the home and damages identified during the damage assessment.
 - Include the total cost of the rehabilitation to bring the home within the Program parameters.
 - Include the quantification of the value of work performed by the applicant at his/her home after the disaster.
 - Include a detailed item-by-item take-off of the damages identified. For cost determination, take-offs shall be combined with standardized unit prices for each type of damage.
 - Include photographic evidence of the home's exterior including photos of the front, back, and sides. Include any additional photograph required to document the overall building structure and site.
 - Include photographic evidence of the damages identified during the damage assessment. Pictures must be of reasonable resolution to adequately discern the subject matter.
 - Include any conditions identified (engineering or otherwise) during the assessment that may not allow rehabilitation works to be performed at the home and, as such, may trigger reconstruction or relocation.
 - Ensure that the Damage Assessment Report is certified by a licensed professional engineer or licensed architect in Puerto Rico.
 - Include any other pertinent information to the Damage Assessment Report.
 - For damage assessment reports Program Managers are required to acquire, be proficient, and make use of Xactimate software for the damage assessment reports. Xactimate will be used throughout the R3 Program for consistency in line item pricing as well as damage assessment reports format. Costs associated with Xactimate product licenses are the responsibility of the Program Manager.
 - Program Managers must work with PRDOH to provide reports and line item data directly to the PRDOH system of record via Xactanalysis or other suitable alternatives.
 - Upload the report to the PRDOH system of record for review and approval of the PRDOH. Reports and data re to be uploaded in the format established by PRDOH.



Damage Assessment Reports shall be submitted by the Program Manager within a 5-day period of the damage assessment on-site inspection. Otherwise, the Program Manager may be subject to liquidated damages as set forth in the Contract.

Task 03: R3 Program Award Coordination

Per Unit Task

As related to the R3 Program the Program Manager, once the PRDOH has made a final eligibility determination, shall be responsible for the coordination of the award benefits with the applicant and the PRDOH's construction/rehabilitation contractors. Award coordination shall be completed when a notice to proceed with repair, reconstruction, or new construction works is issued to the construction/rehabilitation contractors. This task shall include the following:

- **Environmental Coordination**
 - Broad review of Tier I for GIS based environmental criteria.
 - Review of all environmental package (performed by PRDOH's Environmental Consultant that includes Tier II, Lead-Based Paint and Asbestos Assessment) to evaluate its completeness and to identify significant environmental issues.
 - Issue written comments on any inaccuracies identified in the environmental package during the site inspections.
 - Ensure that mitigation element notes of environmental assessments are included in construction documents.
 - Prepare suggested "conditions approval" to be added to the final environmental assessment prior to approval by the PRDOH to ensure all information shared during review process.
 - Ensure appropriate permitting for environmental (including lead-based paint and floodplain), drainage, storm water pollution prevention plan, building and other necessary permits have been acquired.
 - Any other task necessary to ensure environmental compliance of the project.

- **Finalize Benefit Determination and Verification, Duplication of Benefits, and Scoping**
 - Perform final feasibility analysis – rehabilitate, reconstruct, or relocate
 - Verification of benefits available to applicants
 - Identify and prevention of any remaining DOB.
 - Complete DOB review, including review of owner investment, insurance, FEMA or other funds are available. DOB determination is subject to PRDOH review
 - Incorporate findings of the Damage Assessment performed to the applicant's total need.
 - Incorporate environmental mitigation requirements to applicant's total need (LBP, SHPO, Radon, Asbestos, mold, flood plains, etc.).
 - Incorporate elevation requirements to the applicant's total need, if required.
 - Develop work order – scope and price the feasibility decision incorporating all hard (construction, elevation, accessibility, remediation) and soft costs (surveys, site plans, elevation certification, permits).
 - Deduct scope for DOB adjustments when necessary, red line changes and document justification.
 - Perform final review of the work order and file. Send for final approval by PRDOH.
 - Prepare and mail/email the applicant's award letter, notate duplication of benefit findings, and offer appeal.
 - Any other task necessary to finalize the award to the applicant.

- **Coordination with Applicant**



- Inform the applicant about the award and provide him with guidance as to the next steps to be taken by the Program.
 - Ensure that the applicant is informed about the process, the works to be performed, and the conditions of the award prior to any work being performed. This information should be shared in-person, whenever feasible.
 - Obtain and upload to the PRDOH system of record all required documents, signed and/or notarized when necessary. Required documents include, but are not limited to, the subrogation agreement, the right of entry, the grant agreement, promissory note and lien, from the applicant. Record the grant agreement and lien with appropriate jurisdictional entity. Program Manager is responsible for providing notary services.
 - Escrow applicant funds – hold applicant funds for duplication of benefits reduction/cancellation, distribute to the builder at the first construction draw.
 - Coordinate with the applicant the date to start construction works and his relocation during construction.
 - URA relocation services to permanent current occupants, permanent vacated tenants and temporary relocation of tenants to be performed by the Program Manager, will include but are not limited to the following categories: 1) Intake – Information Gathering; 2) Eligibility calculation; 3) Relocation Advisory and Technical Assistance; 4) Assist in drafting/reviewing procedures, forms, etc.; and 5) File Closing.
 - Any other task necessary to ensure proper coordination of works with the applicant.
- **Coordination of Construction/Rehabilitation Contractor**
- Assign a PRDOH approved construction/rehabilitation contractor to the project. Prior to assigning the project, the Program Manager shall perform and have available an evaluation of performance and bonding availability of the contractors in order to make an informed decision. Evaluation may require coordination with other Program Managers.
 - Once selected, coordinate with the construction/rehabilitation contractor and the applicant regarding the design, permitting, specific scope of work, plans, and specifications required for the project.
 - Ensure the inspectors to conduct R3 Progress Inspections participate in construction-ready documents review process along with required reviews of plans and specifications where applicable, these responsibilities carrying over to the construction phase services.
 - Issue a notice to proceed with the works to the selected construction/rehabilitation contractor.
 - Coordinate, perform, and lead a pre-construction meeting with the participation of the construction/rehabilitation contractor, the applicant, and personnel from the Program Manager.
 - Any other task necessary to ensure proper coordination of works with the construction/rehabilitation contractor.
- **Coordination of Housing Counseling for Relocation**
- Refer applicant to Housing Counseling Agency in the appropriate geographic region.
 - Coordinate with assigned Housing Counseling Agency to transfer knowledge of any pertinent information as related to relocation, including, but not limited to: applicant relocation preferences, desired amenities in a replacement property/community, household composition, or accessibility needs of household members.

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- Perform review of all information and documentation submitted by the Housing Counseling Agency to ensure relocation efforts are properly documented in the PRDOH system of record.
- Any other tasks necessary to ensure provision of proper Housing Counseling services.

Task 04(A1): R3 Progress Inspections & Payment Request (by the PM) Per Unit Task

As related to the R3 Program the Program Manager shall be responsible for certifying work progress during rehabilitation or construction works by the Program. For this purpose, milestone inspections shall be conducted by the Program Manager at specific intervals of progress. Intervals of progress that require a milestone inspection and certification of works are determined by the PRDOH. All progress inspections and certifications shall be conducted and certified by a licensed professional engineer or licensed architect in Puerto Rico. This task shall include the following:

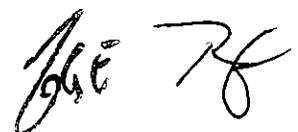
- **Coordination of R3 Progress Inspection**
 - Review documentation submitted by the construction/rehabilitation contractor in support of the requested progress inspection as to ensure that current project progress merits a progress inspection, including code compliance and project permits necessary up to the requested inspection. If documentation submitted by the construction/rehabilitation contractor does not merit a progress inspection, the Program Manager shall deny the progress inspection request to the construction/rehabilitation contractor and state the reasons as to why the progress inspection requested was denied.
 - If the project's progress warrants a progress inspection, coordinate the date and time for the progress inspection with the construction/rehabilitation contractor and the assigned inspector.
 - The assigned progress inspector shall be acquainted with the scope of work, plans, and specifications of the project to be inspected.
 - R3 Progress Inspections shall be performed within a 72-hour period from the time the construction/rehabilitation contractor requests the inspection.
 - Any other task necessary to properly coordinate the R3 Progress Inspection.
- **R3 Progress Inspection**
 - Visit the project site along with the construction/rehabilitation contractor and inspect works for overall progress and quality standards.
 - Assess compliance of the work performed with the project scope of work, plans, and specifications when applicable.
 - Take photographic evidence of the project's progress, paying special attention to items that will be later covered by other items of work.
 - Assess materials and/or equipment incorporated to the project by the construction/rehabilitation contractor and ensure that such materials and/or equipment are in compliance with the project's scope of work, plans, and specifications when applicable.
 - Any other task to ensure that a complete and thorough inspection is performed in the field.
- **Report on R3 Progress Inspection**
 - Prepare a detailed report on the progress and compliance of the work performed by the construction/rehabilitation contractor.
 - Include a brief narrative of the overall assessment of the project's progress.



- Clearly indicate the overall result of the inspection (i.e. pass or fail).
 - Clearly indicate in the report the scope of work items completed by the construction/rehabilitation contractor.
 - Include photographic evidence that supports the project's progress.
 - Indicate in the report any non-compliance items identified during the progress inspection.
 - Ensure that the progress inspection report is certified by a licensed professional engineer or licensed architect.
 - Include any other information pertinent to the findings of the R3 Inspection.
 - Upload inspection reports to the system of record in a format directed by the PRDOH.
- **Review of R3 Progress Report, Contractor Invoice, and Statutory Compliance**
 - Collect all appropriate information and record documents to meet the standards set forth by the CDBG-DR and the PRDOH at the onset of every project.
 - Provide assurance that all appropriate bonding and insurance requirements are in place.
 - Monitor and collect documentation to support Davis-Bacon Act requirements, when applicable.
 - Ensure that applications conform to all applicable Uniform Relocation Act (URA) guidelines. If tenants are identified at any point in the process, a due-diligence must be performed to relocate the tenant, if required, and log appropriate actions into the system of record.
 - Review the R3 Progress Report for compliance and overall completeness.
 - Submit the report to the PRDOH and the construction/rehabilitation contractor. This report shall become part of the construction/rehabilitation contractor's application for progress payment.
 - If required by federal, state, or local laws or regulations, submit the report to pertinent third-party regulatory entities such as OGPe.
 - Review and provide recommendation for approval of contractor's payment request.
 - Assist in the review and submittal of properly completed and compliant CDBG-DR funding requests to the PRDOH finance division.
 - Track construction expenditures of CDBG-DR funds.
 - If, final R3 Progress Inspection of works, complete performance evaluation of construction contractor at the completion of the project, whether it is rehabilitation, reconstruction, or relocation.
 - Any other task necessary to ensure compliance of the reports and the processing of payments to contractors.

Milestone Inspection Reports shall be completed and submitted to the PRDOH within a 3-day period of the actual on-site inspection being performed. Contractor Invoices shall be reviewed, and comments (if any) issued to the Contractor, within a 5-day period of the Program Manager receiving the draft invoice documents.

For those cases where a progress inspection is failed by the construction/rehabilitation contractor and the Program Manager needs to perform an additional R3 Progress Inspection the PRDOH will only pay 50% of the cost of a full R3 Progress Inspection. This is in consideration that the follow-up inspection will not have the same scope as the original inspection. For follow-up inspections the Program Manager only needs to inspect items that failed during the original inspections. The follow-up inspection report will be developed in such a way that it supplements the original R3

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Progress Inspection report. PRDOH may deduct from the construction contractor's payment any Program Manager failed inspection cost.

Note: There are four (4) R3 Progress Inspections to be performed by the Program Manager. The milestones identified for R3 Progress Inspections are (a) demolition and forming of new foundation, (b) structure completion, (c) home finishes, and (d) final inspection after all punch list items identified at the home finishes inspection are completed. For reconstruction cases, the progress and compliance of the demolition portion of the project shall be assessed along with the progress and compliance of the new home's foundations. For relocation cases, the demolition of the storm-damaged home shall be the final inspection for the project.

Task 04(A2): R3 Progress Inspections & Payment Request (by Municipalities) Per Unit Task

For the R3 Program the PRDOH will provide local municipal governments with the option of conducting the R3 Progress Inspections. If a project is located within a participating municipal government's jurisdiction, the R3 Progress Inspection shall be conducted by staff to be contracted by the local municipal government. For these cases, the Program Manager shall only be responsible for coordinating the progress inspection between the construction/rehabilitation contractor and the local municipal government assigned inspector. The Program Manager shall also be responsible for reviewing the Progress Inspection Report submitted by the local municipal government. This task shall include:

- **Coordination of R3 Progress Inspection**
 - Review documentation submitted by the construction/rehabilitation contractor in support to the requested progress inspection as to ensure that current project progress merits a progress inspection, including code compliance and project permits necessary up to the requested inspection. If documentation submitted by the construction/rehabilitation contractor does not merit a progress inspection, the Program Manager shall deny the progress inspection request to the construction/rehabilitation contractor and state the reasons as to why the progress inspection requested was denied.
 - If the project's progress warrants a progress inspection, coordinate with the construction/rehabilitation contractor and the assigned local municipal government inspector the date and time for the progress inspection.
 - The assigned progress inspector shall be acquainted with the scope of work, plans, and specifications of the project to be inspected.
 - R3 Progress Inspections shall be performed within a 72-hour period from the time the construction/rehabilitation contractor requests the inspection.
 - Any other task necessary to properly coordinate the R3 Progress Inspection.

- **Review of R3 Progress Report, Contractor and Municipal Invoice, and Statutory Compliance**
 - Collect all appropriate information and record documents to meet the standards set forth by the CDBG-DR and the PRODH at the onset of every project.
 - Provide assurance that all appropriate bonding and insurance requirements are in place.
 - Monitor and collect documentation to support Davis-Bacon Act requirements, when applicable.
 - Ensure that applicants are conforming to all applicable Uniform Relocation Act (URA) guidelines. If tenants are identified at any point in the process, a due-diligence must

be performed to relocate the tenant, if required, and log appropriate actions into the system of record.

- Review the R3 Progress Report for compliance and overall completeness.
- Submit the report to the PRDOH and the construction/rehabilitation contractor. This report shall become part of the construction/rehabilitation contractor's application for progress payment.
- If required by federal, state, or local laws or regulations, submit the report to pertinent third-party regulatory entities such as OGPe.
- Review and provide recommendation for approval of contractor's payment request.
- Review and provide recommendation for approval of pay requests for inspector services by participating municipalities.
- Review and provide recommendation for approval of pay requests for services provided by participant municipalities, other than inspection services.
- Assist in the review and submittal of properly completed and compliance CDBG-DR funding requests to the PRDOH finance division.
- Track construction expenditures of CDBG-DR funds.
- If, final R3 Progress Inspection of works, complete performance evaluation of construction contractor at the completion of the project, whether it is rehabilitation, reconstruction, or relocation.
- Any other task necessary to ensure compliance of the reports and the processing of payments to contractors.

Contractor and Municipality Invoices shall be reviewed, and comments (if any) issued to the Contractor and Municipality, within a 5-day period of the Program Manager receiving the draft invoice documents.

Task 05: R3 Applications Closeout

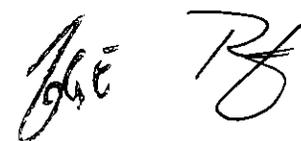
Per Unit Task

For the R3 Program the Program Manager shall be responsible for the final closeout of applications once all work under an award is completed. This task shall include the following:

- Ensure that construction/rehabilitation contractors or installers/suppliers have completed all tasks required by the award to the applicant by PRDOH.
- Ensure that all payments for tasks performed as related to the applicant and his/her awards have been performed by the PRDOH.
- Ensure that all supporting documentation is included in the application file.
- Ensure that any permits obtained for the project, that require a closeout process, are diligently closed by the construction/rehabilitation contractor and the installers/suppliers as may be applicable.
- Ensure that all environmental activities were performed, and the all environmental permits are closed out.
- Ensure that a use permit was obtained by the construction/rehabilitation contractor for the work performed for the award, if applicable.
- Ensure that the applicant was able to obtain flood insurance, if applicable, after rehabilitation works are completed.
- Review project list for closeout operations.
- Ensure compliance with 2 CFR 200 Subpart F, 24 CFR 570.509, CPD Closeout Notices, and DR Closeout Process, as may be applicable to the application.
- Any other task necessary to ensure proper closeout of the R3 Application.

Task 06: R3 HQS Inspections

Per Unit Task



In relocation awards under the R3 Program applicants will have the option of purchasing an existing home to replace the storm damaged one. Program Manager will be responsible for inspecting such homes prior to program purchase for compliance with Housing Quality Standards. This task shall include the following:

- Scheduling the HQS Inspection with seller within a week from the Program Manager being notified of the applicant's selection of a home.
- Coordinating an environmental assessment of the home with the PRDOH's Environmental Consulting firm and appraisal of the home.
- Inspect units, common areas, and exteriors to ascertain compliance with HUD's HQS.
- Document each inspection by completing an inspection report as approved by the PRDOH, and noting thereon when appropriate, information relating to the unit, deficiencies, and failures.
- Inform R3 applicants in writing, within five (5) days of the HQS inspection, as to the home's compliance with HQS.
- Ensure that all HQS inspections are certified by licensed professional engineer or architect in Puerto Rico.
- Any other activity required by HUD's or PRDOH's guidelines to ascertain HQS compliance.

If repairs are required to the unit to comply with HQS the Program Manager shall proceed with a damage assessment of the home to determine the scope of the work necessary to comply.

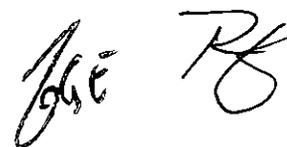
Additional Services (Allowance)

Per Unit Tasks

Specific cases may require the Program Manager to provide additional services to those stated above. For such services, the contract shall include an allowance and the Program Manager shall provide the PRDOH with unit pricing of the additional tasks to be performed. No additional task may be performed by the Program Manager without authorization of the PRDOH. Identified additional tasks are as follows:

▪ **Intake Centers**

The PRDOH may request the Program Manager to set up additional intake centers for the programs. These additional intake centers are separate from the Program Manager's regional office and must be requested by PRDOH. The PRDOH is contemplating to set up these intake centers at municipal offices, local government offices or at regional offices of the PRDOH. Regardless of the location determined by the PRDOH the Program Manager is expected to set-up requested intake offices and provide the necessary equipment for these offices to function. Intake centers will be paid by the PRDOH based on a per-office monthly lump sum amount. The Program Manager shall provide his proposed monthly lump sum amounts for the intake offices in the RFP Cost Form. Intake centers will be set-up at local municipal government offices or PRDOH regional offices. Therefore, it is not expected that the Program manager will have to incur in costs such as rent, utilities, etc. However, the Program Manager, for the intake centers, is expected to provide items such as furnishings and equipment for the centers (including such items as computers, printers, office materials, etc.). Program Manager will be responsible for the proper operation of the intake centers. Intake centers shall each have two (2) resources for the intake and processing of applications. The contract will include an allowance item from which, with the prior approval of the PRDOH, the Program Manager may be able to bill for the Intake Offices in operations for a specific period. At no time whatsoever may the Program Manager bill to the PRDOH over the total allowance amount included in the contract for Intake Offices. If additional funds are required for the allowance, then the proper



amendment to the contract shall be executed between the parties to allow for the additional budget.

▪ **Appraisal of Home Market Values**

Certain cases may require the appraisal of a home's current value. For such cases the Program Manager will be responsible for developing an opinion of market value. Such opinion shall be developed by analyzing such factors as utility, scarcity, desire, and effective purchasing power of the community. The analysis shall require the study of all value influences and may take the following approaches: the current cost of reproducing or replacing the home, minus an estimate for depreciation plus the value of land; the value indicated in recent sales of comparable properties in the market; and the value that the property's net earning power will support. Once the appraisal process is completed the Program Manager must submit the corresponding valuation report to the PRDOH for the specific case requested. This task shall also include any other task necessary to complete the appraisal of a home's fair market value. The contract will include an allowance item from which the Program Manager may be able to bill for the appraisal of home fair market values. At no time whatsoever may the Program Manager bill to the PRDOH over the total allowance amount included in the contract for Appraisal of Home Market Value. If additional funds are required for the allowance, then the proper amendment to the contract shall be executed between the parties to allow for the additional budget.

END OF SCOPE OF WORK

Compensation Schedule
 Program Management Services
 ICF Incorporated, LLC

Program Management & Administration Task (Maximum Per Month)

Position	Qty.	Hours/Month	Rate	Cost
Program Manager	1	200	\$ 240.75	\$ 48,150.00
Deputy Program Manager	1	200	\$ 173.55	\$ 34,710.00
Operations Manager	1	200	\$ 167.22	\$ 33,444.00
Regulatory Compliance Officer	1	200	\$ 151.45	\$ 30,290.00
Compliance Officer	1	200	\$ 61.05	\$ 12,210.00
Safety Officers	2	200	\$ 154.33	\$ 61,732.00
Special Inspectors	2	200	\$ 148.65	\$ 59,460.00
Sub-Total Monthly Cost				\$ 279,996.00
Overhead			8.693%	\$ 24,341.99
Profit			4.00%	\$ 12,173.48
Maximum Monthly Cost/PM				\$ 316,510.47
Services Total for 3 Years (36 Months)				\$ 11,394,376.92

R3 Applications Per Unit Tasks (Applications 1 to 1,000)

Task	Qty. Applications	Units / Application	Unit Price	Total Cost
R3 Complete Applications	1,000	1	\$ 2,426.76	\$ 2,426,760.00
R3 Damage Assessments	1,000	1	\$ 1,566.92	\$ 1,566,920.00
R3 Award Coordination	1,000	1	\$ 1,901.79	\$ 1,901,790.00
R3 Progress Inspections & Payment Requests (by PM)	500	4	\$ 1,133.55	\$ 2,267,100.00
R3 Progress Inspections & Payment Requests (by Municipality)	500	4	\$ 470.88	\$ 941,760.00
R3 Application Closeout	1,000	1	\$ 234.14	\$ 234,140.00
				\$ 9,338,470.00

R3 Applications Per Unit Task (Application 1,001 to 3,000)

Task	Qty. Applications	Units / Application	Unit Price	Total Cost
R3 Complete Applications	500	1	\$ 812.80	\$ 406,400.00
R3 Damage Assessments	500	1	\$ 1,139.38	\$ 569,690.00
R3 Award Coordination	500	1	\$ 1,470.60	\$ 735,300.00
R3 Progress Inspections & Payment Requests (by PM)	250	4	\$ 852.57	\$ 852,570.00
R3 Progress Inspections & Payment Requests (by Municipality)	250	4	\$ 346.58	\$ 346,580.00
R3 Application Closeout	500	1	\$ 234.10	\$ 117,050.00
				\$ 3,027,590.00

R3 Applications Per Unit Task (Applications >3,000)

Task	Qty. Applications	Units / Application	Unit Price	Total Cost
R3 Complete Applications	0	1	\$ 757.08	\$ -
R3 Damage Assessments	0	1	\$ 1,063.99	\$ -
R3 Award Coordination	0	1	\$ 1,426.54	\$ -
R3 Progress Inspections & Payment Requests (by PM)	0	4	\$ 750.39	\$ -
R3 Progress Inspections & Payment Requests (by Municipality)	0	4	\$ 305.04	\$ -
R3 Application Closeout	0	1	\$ 234.07	\$ -
				\$ -

Other Tasks

Task	Quantity	Unit Price	Total Cost
R3 HQS Inspections	500	\$ 614.75	\$ 307,375.00
Appraisal of Home Market Value	1,200	\$ 481.93	\$ 578,316.00
Intake Centers	360	\$ 1,133.20	\$ 407,952.00
			\$ 1,293,643.00

Total Contract Amount: \$ 25,054,079.92

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GOVERNMENT OF PUERTO RICO
Department of Housing

*DV-OSPA-78-5

ATTACHMENT 5
OSPA
 Request for Proposals
 Program Management Services
 Community Development Block Grant – Disaster Recovery
 Puerto Rico Department of Housing

DEPARTAMENTO DE LA VIVIENDA
SECRETARIA AUXILIAR PARA ASUNTOS LEGALES
SECCIÓN DE SEGUROS

CONDICIONES ESPECIALES SOBRE SEGUROS Y/O FIANZAS

CONTRATO DE SERVICIOS PROFESIONALES

NÚMERO DE LICITACIÓN: _____

ATENCIÓN A TODOS LOS LICITADORES Y SUS CORREDORES DE SEGUROS

A. Invitación a Licitador Condiciones Especiales de Seguros y Fianzas

Antes de comenzar su trabajo o de recibir una notificación para proceder con el mismo, o que se le permita comenzar a trabajar, el licitador agraciado debe someter a la **Autoridad de Vivienda Local* (Departamento de la Vivienda de Puerto Rico y Administración de Vivienda Pública)** según sea el caso, en adelante la "AVL" en original o dos (2) copias certificadas de las pólizas de seguros y/o fianzas mencionadas a continuación, incluyendo todos los endosos y acuerdos según convenidos y requeridos bajo estas condiciones contractuales especiales, conforme a la siguiente lista de cotejo bajo los artículos marcados con una (X):

- (X) 1. **PÓLIZA DE SEGURO DE COMPENSACIÓN LABORAL DEL FONDO DEL SEGURO DEL ESTADO**

Conforme a la Ley de Compensaciones por Accidentes del Trabajo Núm. 45, para facilitar su adquisición, la "AVL" le proveerá al licitador exitoso una carta dirigida al Fondo del Seguro del Estado.

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(X) 2. RESPONSABILIDAD GENERAL COMERCIAL

CUBIERTAS		LIMITES
I. Commercial General Liability:		\$1,000,000.00
• General Agregate		\$2,000,000.00
• Products & Complete Operations		\$1,000,000.00
• Personal Injury & Advertising		\$1,000,000.00
• Each Occurrence		\$1,000,000.00
• Fire Damage		\$100,000.00 (Any one Fire)
• Medical Expense		\$10,000 (Any one person)
II. Employer's Liability Stop Gap:		
• Bodily Injury by Accident Each Employee Each Accident		\$1,000,000.00 \$1,000,000.00
• Bodily Injury by Disease Each Employee Each Accident		\$1,000,000.00 \$1,000,000.00
III. Personal Property under care, custody and control:		\$1,000,000.00
IV. Garage Liability and Garage Keepers – Legal Liability Forms		\$1,000,000.00 (occ.agg)

() k. OTRO: _____

(X) 3. CUBIERTA DE CRIMEN:

CUBIERTAS REQUERIDAS	
I. Employee Dishonesty:	
• Limit - \$250,000 Per Occurrence	
• Deductible \$2,500 Per Occurrence	
II. Forgery & Alteration Form:	
• Limit - \$250,000 Per Occurrence	
• Deductible \$2,500 Per Occurrence	
III. Theft, Dissappearance & Destruction (Inside/Outside):	
• Limit \$100,000 Per Occurrence	
• Deductible \$1,000 Per Occurrence	
IV. Computer Fraud:	
• Limit \$100,000 Per Occurrence	
• Deductible \$1,000 Per Occurrence	

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4. RESPONSABILIDAD COMPRENSIVA DE AUTOMÓVIL COMERCIAL

LIMITES
<ul style="list-style-type: none">• Auto Liability - \$500,000.00• Physical Damages - \$500,000.00• Medical Payments - \$5,000.00
La cubierta de Auto Comercial debe aplicarse a los siguientes símbolos:
<ul style="list-style-type: none">• Liability Coverage - 1• Physical Damages - 2 and 8• Hired - Borrowed Auto - 8• Non-Owned Auto Liability - 9

h. OTRO: _____

5. POLIZA PROFESSIONAL LIABILITY

a. Riesgo, interés, localización y límites

i. Descripción del trabajo a realizarse

ii. LÍMITES:

Cada reclamación U.S. \$5,000,000.00
Agregado U.S. \$1,000,000.00
Deducible U.S. \$ 5,000.00

iii. Certificación de que el contrato de seguros ha sido otorgado como cubierta de líneas e excedentes con arreglo al Código de Seguros del E.L.A.

e. OTRO: _____

6. UMBRELLA

Limite - \$10,000,000.00

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(X) 7. CYBER LIABILITY

(X) Limite - \$3,000,000.00

(X) 8. LAS POLIZAS A OBTENERSE DEBERAN CONTENER LOS SIGUIENTES ENDOSOS INCLUYENDO COMO ASEGURADOS ADICIONALES AL "AVL" Y AL GOBIERNO PUERTO RICO:

- (X) a. Breach of warranty**
- (X) b. Waiver and / or Release of Subrogation**
- (X) c. Additional Insured Clause**
- (X) d. Hold Harmless Agreement**
- (X) e. 90 Days Cancellation Clause**

B. EVIDENCIA DE COBERTURA DE SEGURO DE CADA SUB-CONTRATISTA A SOMETERSE POR EL LICITADOR AGRACIADO COMO CONTRATISTA PRINCIPAL:

El licitador agraciado como Contratista Principal tiene el deber, de exigir de cada uno de los sub-contratistas o sub-sub-contratistas, mantengan vigentes todas las pólizas de seguros y/o fianzas necesarias para cubrir su participación individual en el riesgo o riesgos relacionados con el trabajo sub-contratado o el servicio a prestarse.

Por lo tanto, recalcamos, que antes de comenzar a trabajar o de recibir una notificación escrita de proceder con dicho trabajo o de que se le autorice a comenzar el trabajo, el licitador agraciado como Contratista Principal tiene la responsabilidad de proveerle a la "AVL" evidencia a los efectos de que todos los seguros y/o fianzas requeridos bajo las condiciones especiales o requeridos bajo el sub-contrato a cada uno de los sub-contratistas o sub-sub-contratistas, están vigentes y debidamente aprobados por la Sección de Seguros de la "AVL".

Todas las pólizas de seguros se mantendrán vigentes durante el periodo contractual completo, de modo que con cualquier enmienda que resulte en la alteración de la fecha original de terminación del proyecto o de su costo total original, el Contratista principal tomara las medidas necesarias para solicitar del asegurador que incluya dichos cambios en todas las pólizas de

*DV-OSPA-78-5

seguros y/o fianzas relacionadas y someter evidencia mediante los endosos apropiados con las fechas de vigencia. Las cancelaciones sin consentimiento no son aceptadas.

La "AVL" reserva el derecho de parar cualquier trabajo o servicio bajo control hasta que la infracción a estos requisitos se haya subsanado, de modo que cualquier retraso en el cumplimiento del contrato basado en cualquier incumplimiento con los requisitos de cobertura del seguro se considerara de la exclusiva responsabilidad del Contratista Principal.

- C. Las compañías aseguradoras al emitir las pólizas y las fianzas deben estar autorizada para hacer negocios en Puerto Rico, tener una sólida reputación económica estar clasificadas como "A" por el "Best Key Rating Guide" y/o ser aceptadas por la agencia contratante a través de la Sección de Seguros.
- D. El contratista antes de comenzar los trabajos, o de recibir comunicación escrita para proceder, o que le sea permitido empezar a trabajar deberá someter a la agencia contratante para revisión, aprobación y certificación por la Sección de Seguros, original o copia certificada de cada una de las pólizas y/o fianzas mencionadas incluyendo todos los endosos y acuerdos según lo requerido y acordado bajo las Condiciones Contractuales Especiales de Seguros según se describe en este anejo.

E. CERTIFICACION

Por todo lo cual, certificamos, que según nuestro mejor conocimiento y a nuestro mejor entender, hemos preparado las "Condiciones Especiales de Seguros y Fianzas" mencionadas anteriormente, luego de la evaluación adecuada de los riesgos relacionados, en base a la información sobre la naturaleza y la descripción del proyecto que nos fue sometida a petición del Programa Contratante mediante solicitud escrita.

NÚMERO DE LICITACIÓN:

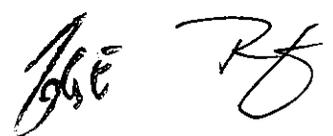
DESCRIPCIÓN COMPLETA DEL SERVICIO:

Program Management Services

Sept-6-18
FECHA



Arlyn Rodríguez Fuentes
Sección de Seguros
Secretaría para Asuntos Legales
arodriguez@vivienda.pr.gov
(787) 274-2527 x6311



HUD GENERAL PROVISIONS

Given that the Contract involves funds for which the U.S. Department of Housing and Urban Development (HUD) is the oversight agency, the following terms and conditions may apply to this Contract. In addition, Contractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <https://www.hudexchange.info/resource/2490/hud-form-4010-federal-labor-standards-provisions/>

The CONTRACTOR shall include these terms and conditions in all subcontracts or purchase orders directly servicing the Contract.

These general provisions may be updated from time to time. It is the sole responsibility of the CONTRACTOR to be aware of any changes hereto, to amend and implement such changes and to ensure subcontracts terms and conditions are modified as necessary, if any.

General Provisions:**1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.

2. STATUTORY AND REGULATORY COMPLIANCE

CONTRACTOR shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (Appropriations Act), as amended, including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including if certain expenses are allowed.

3. BREACH OF CONTRACT TERMS

The PRDOH reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this Contract, in instances where the CONTRACTOR or any of its subcontractors violate or breach any Contract term. If the CONTRACTOR or any of its subcontractors violate or breach any Contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the Contract documents, and the rights and remedies available

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thereunder, shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

4. REPORTING REQUIREMENTS

The CONTRACTOR shall complete and submit all reports, in such form and according to such schedule, as may be required by the PRDOH and/or the Government of Puerto Rico. The CONTRACTOR shall cooperate with all the PRDOH and/or the Government of Puerto Rico efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and 570.507, when applicable.

5. ACCESS TO RECORDS

The Government of Puerto Rico, the PRDOH, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the CONTRACTOR which are related to this Contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

6. MAINTENANCE/RETENTION OF RECORDS

All records (files, data, work product) connected with this Contract will be turned over to PRDOH following the Agreement termination to be maintained for the remainder of the grant and post grant closeout.

7. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

The CONTRACTOR will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include, but are not limited to:

- (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and

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- (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Additionally, for contracts of \$10,000 or more, the CONTRACTOR shall file Form HUD 2516 (Contract and Subcontract Activity) with the PRDOH on a quarterly basis.

8. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by HUD.

9. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

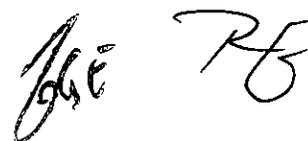
The Proposer will comply with the provisions of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timeliness of program services, aids or benefits that they provide or the manner in which they provide them. This prohibition applies to intentional discrimination as well as to procedures, criteria or methods of administration that appear neutral but have a discriminatory effect on individuals because of their race, color, or national origin. Policies and practices that have such an effect must be eliminated unless a recipient can show that they were necessary to achieve a legitimate nondiscriminatory objective.

10. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The CONTRACTOR shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

11. SECTION 504 OF THE REHABILITATION ACT OF 1973

The CONTRACTOR shall comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations.



The CONTRACTOR agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

12. AGE DISCRIMINATION ACT OF 1975

The CONTRACTOR shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under, any program or activity receiving Federal financial assistance.

13. DEBARMENT, SUSPENSION, AND INELIGIBILITY

The CONTRACTOR represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. Part 2424.

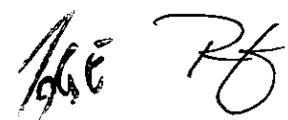
14. CONFLICTS OF INTEREST

The CONTRACTOR shall notify the PRDOH as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 or 84.42, if applicable). The CONTRACTOR shall explain the actual or potential conflict in writing in sufficient detail so that the PRDOH is able to assess such actual or potential conflict. The CONTRACTOR shall provide the PRDOH any additional information necessary to fully assess and address such actual or potential conflict of interest. The CONTRACTOR shall accept any reasonable conflict mitigation strategy employed by the PRDOH, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

15. SUBCONTRACTING

When subcontracting, the CONTRACTOR shall solicit for and contract with such subcontractors in a manner providing for fair competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (ii) Requiring unnecessary experience and excessive bonding;
- (iii) Noncompetitive pricing practices between firms or between affiliated Companies;
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest;
- (vi) Specifying only a brand name product instead of allowing an equal

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- product to be offered and describing the performance of other relevant requirements of the procurement; and
- (vii) Any arbitrary action in the procurement process.

The CONTRACTOR represents to the PRDOH that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this Contract.

The CONTRACTOR will include these HUD General Provisions in every subcontract issued by it, so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

16. ASSIGNABILITY

The CONTRACTOR shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the PRDOH.

17. INDEMNIFICATION

The CONTRACTOR shall indemnify, defend, and hold harmless the Government of Puerto Rico and PRDOH, its agents and employees, from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the CONTRACTOR in the performance of the services called for in this Contract.

18. COPELAND "ANTI-KICKBACK" ACT

(Applicable to all construction or repair contracts)

Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The CONTRACTOR shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Agreement to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

19. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

(Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers.)

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The CONTRACTOR shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by CONTRACTORS or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the CONTRACTORS and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

20. DAVIS-BACON ACT

(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation.)

The CONTRACTOR shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by CONTRACTORS or subcontractors, including employees of other governments, on construction work assisted under this Contract, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

On a semi-annual basis, the CONTRACTOR shall submit Form HUD 4710 (Semi-Annual labor Standards Enforcement Report) to PRDOH.

21. TERMINATION FOR CAUSE

(Applicable to contracts exceeding \$10,000)

If, through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner his or her obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this Contract, the PRDOH shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONTRACTOR under this Agreement shall, at the option of the PRDOH, become the PRDOH's property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the Government of Puerto Rico and PRDOH for damages sustained by the Government of Puerto Rico and/or PRDOH by virtue of any breach of the Agreement by the CONTRACTOR, and the Government of Puerto Rico and/or PRDOH may withhold any payments to the

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CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due to the Government of Puerto Rico and/or PRDOH from the CONTRACTOR is determined.

22. TERMINATION FOR CONVENIENCE

(Applicable to contracts exceeding \$10,000)

The PRDOH may terminate this Contract at any time by giving at least ten (10) days' notice in writing to the CONTRACTOR. If the Contract is terminated by the PRDOH as provided herein, the CONTRACTOR will be paid for the time provided and expenses incurred up to the termination date.

23. SECTION 503 OF THE REHABILITATION ACT OF 1973

(Applicable to contracts exceeding \$10,000)

The CONTRACTOR shall comply with Section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

Equal Opportunity for Workers with Disabilities:

- 1) The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
 - (i) Recruitment, advertising, and job application procedures;
 - (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - (iii) Rates of pay or any other form of compensation and changes in compensation;
 - (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 - (v) Leaves of absence, sick leave, or any other leave;
 - (vi) Fringe benefits available by virtue of employment, whether or not administered by the CONTRACTOR;
 - (vii) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 - (viii) Activities sponsored by the CONTRACTOR including social or recreational programs; and
 - (ix) Any other term, condition, or privilege of employment.

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- 2) The CONTRACTOR agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- 3) In the event of the CONTRACTOR's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- 4) The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the CONTRACTOR'S obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The CONTRACTOR must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the CONTRACTOR may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- 5) The CONTRACTOR will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the CONTRACTOR is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
- 6) The CONTRACTOR will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

24. EQUAL EMPLOYMENT OPPORTUNITY

(Applicable to construction contracts and subcontracts exceeding \$10,000)

The CONTRACTOR shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

During the performance of this Agreement, the CONTRACTOR agrees as follows:



- 1) The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 2) The CONTRACTOR shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The CONTRACTOR shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3) The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- 4) The CONTRACTOR will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers representative of the CONTRACTOR's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 6) The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- 7) In the event of the CONTRACTOR's non-compliance with the non-discrimination clause of this Agreement or with any of such rules, regulations or orders, this

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Agreement may be cancelled, terminated or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

- 8) CONTRACTOR shall incorporate the provisions of 1 through 7 above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such subcontractor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

25. CERTIFICATION OF NONSEGREGATED FACILITIES
(Applicable to construction contracts exceeding \$10,000)

The CONTRACTOR certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The CONTRACTOR agrees that a breach of this certification is a violation of the equal opportunity clause of this Agreement.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The CONTRACTOR further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will

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forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

26. CERTIFICATION OF COMPLIANCE WITH CLEAN AIR AND WATER ACTS

(Applicable to contracts exceeding \$100,000)

The CONTRACTOR and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Part 15 and 32, as amended, Section 508 of the Clean Water Act (33 U.S.C. § 1368) and Executive Order 11738.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- 1) A stipulation by the CONTRACTOR or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Part 15, as amended.
- 2) Agreement by the CONTRACTOR to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3) A stipulation that as a condition for the award of the Agreement, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Agreement, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.
- 4) Agreement by the CONTRACTOR that he or she will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the CONTRACTOR will take such action as the government may direct as a means of enforcing such provisions.

27. ANTI-LOBBYING

(Applicable to contracts exceeding \$100,000)

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By the execution of this Contract, the CONTRACTOR certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- 3) The CONTRACTOR shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

28. BONDING REQUIREMENTS

(Applicable to construction and facility improvement contracts exceeding \$100,000)

The CONTRACTOR shall comply with Puerto Rico bonding requirements, unless they have not been approved by HUD, in which case the CONTRACTOR shall comply with the following minimum bonding requirements:

- 1) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the

bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified.

- 2) A performance bond on the part of the CONTRACTOR for one hundred percent (100%) of the Agreement price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the CONTRACTOR's obligations under such contract.
- 3) A payment bond on the part of the CONTRACTOR for one hundred percent (100%) of the Agreement price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

**29. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968
(As required by applicable thresholds)**

- 1) The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- 2) The parties to this Agreement agree to comply with HUD's regulations in 24 C.F.R. Part 135, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- 3) The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONTRACTOR's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- 4) The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 135, and agrees to take appropriate

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action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 135. The CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 135.

- 5) The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled: (1) after the CONTRACTOR is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 135 require employment opportunities to be directed, were not filled to circumvent the CONTRACTOR's obligations under 24 C.F.R. Part 135.
- 6) Noncompliance with HUD's regulations in 24 C.F.R. Part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- 7) With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- 8) For contracts exceeding \$100,000, the CONTRACTOR shall submit Form HUD 60002 (Section 3 Summary Report) to PRDOH on a quarterly basis, notwithstanding the annual reporting requirement set forth in that form's instructions.

30. FAIR HOUSING ACT

CONTRACTOR shall comply with the provisions of the Fair Housing Act of 1968, as amended. The act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status. The Equal Opportunity in Housing Act prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with Federal funds.

31. ENERGY POLICY AND CONSERVATION ACT



CONTRACTOR shall comply with mandatory standards and policies relating to energy efficiency as contained in the Government of Puerto Rico's energy conservation plan, issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 *et seq.*).

32. HATCH ACT

CONTRACTOR agrees to comply with mandatory standards and policies relating to Hatch Act, Public Law 94-163, as amended.

The Hatch Act applies to political activities of certain state and local employees. As a Puerto Rico Department of Housing CONTRACTOR, you may do any of the following activities: be a candidate in nonpartisan elections; attend political meetings and conventions; contribute money; campaign in partisan elections; and hold office in political parties.

The CONTRACTOR may not do the following activities: be a candidate in partisan elections; use official influence to interfere in elections; coerce political contributions from subordinates in support of political parties or candidates the office of special counsel operates a website that provides guidance concerning hatch act issues.

33. HEALTH AND SAFETY STANDARDS

All parties participating in this project agree to comply with Sections 107 and 103 of the Contract Work Hours and Safety Standards Act. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his or her health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

34. PERSONNEL

The CONTRACTOR represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the contracting party. All the services required hereunder will be performed by the CONTRACTOR or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

35. WITHHOLDING OF WAGES

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If in the performance of this Agreement, there is any underpayment of wages by the CONTRACTOR or by any subcontractor thereunder, the PRDOH may withhold from the CONTRACTOR out of payment due to him or her an amount sufficient to pay to employees underpaid the difference between the wages required thereby to be paid and the wages actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the PRDOH for and on account of the CONTRACTOR or subcontractor to the respective employees to whom they are due.

36. CLAIMS AND DISPUTES PERTAINING TO WAGE RATES

Claims and disputes pertaining to wage rates or to classifications of professional staff or technicians performing work under this Contract shall be promptly reported in writing by the CONTRACTOR to the PRDOH for the latter's decision, which shall be final with respect thereto.

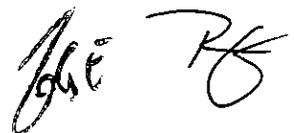
37. DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS

No person employed on the services covered by this Agreement shall be discharged or in any way discriminated against because he or she has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his or her employer.

38. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY AND OTHERS

The CONTRACTOR agrees to establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have a family, business, or other tie. The CONTRACTOR will be aware of and avoid any violation of the laws of this State which prohibit municipal officers and employees from having or owning any interest or share, individually or as agent or employee of any person or corporation, either directly or indirectly, in any contract made or let by the governing authorities of such municipality for the construction or doing of any public work, or for the sale or purchase of any materials, supplies or property of any description, or for any other purpose whatsoever, or in any subcontract arising therefrom or connected therewith, or to receive, either directly or indirectly, any portion or share of any money or other thing paid for the construction or doing of any public work, or for the sale or purchase of any property, or upon any other contract made by the governing authorities of the municipality, or subcontract arising therefore or connected therewith.

The CONTRACTOR will also be aware of and avoid any violation of the laws of this State which prescribe a criminal penalty for any public officer who has an interest in any contract passed by the board of which he or she is a member during the time he or she was a member and for one year thereafter.



39. INTEREST OF CERTAIN FEDERAL OFFICERS

No member of, or delegate to, the Congress of the United States and no Resident Commissioner shall be admitted any share or part of this Agreement or to any benefit to arise therefrom.

40. INTEREST OF CONTRACTOR

The CONTRACTOR agrees that it presently has no interest and shall not acquire any interest, direct or indirect, in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of the Work hereunder. The CONTRACTOR further agrees that no person having any such interest shall be employed in the performance of this Agreement.

41. POLITICAL ACTIVITY

The CONTRACTOR will comply with the provisions of the Hatch Act (5 U.S.C. 1501 *et seq.*), which limits the political activity of employees.

42. RELIGIOUS ACTIVITY

The CONTRACTOR agrees to abstain from using any funds related to this Agreement for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

43. FLOOD DISASTER PROTECTION ACT OF 1973

The CONTRACTOR will ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found in the Flood Disaster Protection Act of 1973, 24 C.F.R. § 570.605.

44. LEAD BASED PAINT

The CONTRACTOR must comply with the regulations regarding lead-based paint found at 24 C.F.R. § Part 35 on LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES with regards to all housing units assisted using CDBG-DR funds.

45. VALUE ENGINEERING

(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation.)

The CONTRACTOR must comply with the regulations regarding systematic and organized approach to analyze functions of systems, equipment, facilities, services, and materials to ensure they achieve their essential functions at the lowest cost consistent to life cycle in execution, reliability, quality, and safety, in accordance with 24 C.F.R. § 200.318.(g).

