



**ADDENDUM NO.1  
Notice of Funding Availability**

**Technical Assistance and Capacity Building Providers  
Community Development Block Grant-Disaster Recovery  
Puerto Rico Department of Housing**

**CDBG-DR-NOFA-2020-04**

This addendum consists of six (6) digital size pages (8.5"x11").

This Addendum is hereby included in, and made part of, the Notice of Funding Availability CDBG-DR-NOFA-2020-04 for Technical Assistance and Capacity Building dated May 4<sup>th</sup>, 2020 (NOFA). All requirements and provisions of the NOFA for Technical Assistance and Capacity Building under CDBG-DR shall remain in full force and effect except as amended by this Addendum. This Addendum only provides answers to questions related to the TA NOFA. If there are questions related to other programs and NOFAs, please refer directly to those programs and NOFAs.

In accordance with the NOFA, the Puerto Rico Department of Housing (PRDOH) is issuing this Addendum to address questions posed by prospective Applicants regarding the NOFA and provide responses related thereto.

Please note that in addition to addressing questions posed by prospective Applicants, this addendum contains revisions to the Service Delivery Section and Exhibit H Budget Template.

**Questions and Answers**

**NOFA Funding Announcement Summary:**

Question #1: What is the current availability of funds for the Technical Assistance and Capacity Building Provider program?

*Answer: As per the language under the Funding Opportunity Description of the Funding Announcement Summary, the Technical Assistance and Capacity Building Providers currently has six million dollars (\$6,000,000) in available funds.*

**NOFA Section 1:**

Question #1: Would an otherwise Qualified Applicant that is currently or potentially will be participating in other Vivienda-funded CDBG-DR implementation programs at the local or municipal level (MRP, Social Interest Housing, Workforce Training Program, R3, etc.) be eligible to be a Technical Assistance and Capacity Building Provider if potential

conflicts of interest are mitigated through geographic, programmatic, or other means?

*Response: In general terms, an Applicant who applies and is selected for award for various programs will not necessarily enter into a conflict of interest. However, Section 6.2 of the NOFA provides the following: "Applicants shall identify and list any entities which they currently work with and that are known to them as subrecipients and/or partners of the PRDOH."*

*In addition, Section 4.7 provides the following:*

*"PRDOH further reserves the right, without limitations, to make such investigations, as it deems necessary as to the qualifications or **perceived conflicts of interest** of any/all entities submitting Applications in response to this NOFA. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of an Application." (Emphasis added.)*

*Conflicts of interest are evaluated on a case-by-case basis; thus, PRDOH cannot give a definitive answer to this question at the moment. Keep in mind that PRDOH will review any advantage or perceived advantage an applicant may have by participating in this NOFA and any other CDBG-DR program, which may be sufficient cause for disqualification from the process.*

### **NOFA Section 3.6**

Question #1: Will the selected subrecipient have to develop an independent site to store written guidance or products such as webinars, FAQs, etc. or is it intended that Vivienda would receive these items for a subrecipient for an established page in the greater CDBG-DR website?

*Response: No. The developed material are intended for PRDOH to keep in its own repository.*

Question #2: Will TA recipient be responsible for procuring printing services for hard copy materials or will Vivienda cover that?

*Response: Section 3.9 of the NOFA states that allowable costs are those "incurred in the performance of the Program, that are determined by HUD and PRDOH to be allowable, allocable, determined reasonable in accordance to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. part 200, and the Grant Agreement." In addition Section 6.3.4(VII) states that "Applicant will submit the budget proposal using Exhibit H Budget Template. Applicants must provide a proposed budget identifying the staffing levels and rates and o other direct costs associated with delivering the level of service proposed." Direct Costs are defined in the NOFA as "costs directly related to implementing the eligible activity. Typical examples of direct costs may include salaries of staff working directly on the Program, equipment and supplies used directly by the Program, and other expenses that are specific to the*

*Program.”*

*Thus, TA NOFA subrecipients should include such costs as part of the budget presented for Program evaluation for the acquisition of such services.*

## **NOFA Section 6.2**

Question 1: There is no notary information on Exhibit D. Does this form still require notarization?

*Answer: No. Exhibit D, Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion does not require a notarization of the document.*

Question #2: With States granting approval for remote notarization, will remote notarization be accepted, given remote working conditions?

*Answer: If reference is made to notarization of documents outside of Puerto Rico, Section 6.2 of the NOFA states the following:*

*“All documents authorized by a Notary Public outside of Puerto Rico jurisdiction shall be authenticated and include an official certificate or apostille from the Secretary of State, County Clerk, or corresponding entity of the State government.”*

*In the event that an Applicant notarizes documents outside of Puerto Rico, the Applicant needs to follow the State requirements, in addition to requirements established in the NOFA.*

## **NOFA Section 6.3.3**

Question #1: Will the selected subrecipient have access to utilize translation services (English to Spanish or Spanish to English) that Vivienda currently uses for programs or should they provide budget for that separately and/or choose a vendor for that?

*Answer: No. The organization must describe its own ability to provide certified English and Spanish translations of all developed tools, products, and materials.*

Question #2: For additional team members who may provide services as part of the TA delivery for certain areas or topics, what level of commitment between the entities must the applicant demonstrate?

*Answer: The level of commitment must be appropriate and in relation to the task allocated to the team member performing them.*

## **NOFA Section 6.3.4**

Question #1: Is there a preferred or required webinar platform for virtual presentation?

*Answer: Yes there will be. However, PRDOH currently is finalizing its process to procure the desired platform.*

Question #2: Where in the budget template should travel costs be included as well as venue rentals if necessary?

*Answer: Applicants should include such costs under the Other Operating Section of the Budget Detail Tab within Exhibit H, Budget Template.*

### **NOFA Section 6.3.5**

Question #1: Can you list different types of established organizational relationship which will be considered to be eligible for bonus points in this section?

*Answer: Established organization relationships might include, but are not limited to, contractual relationships between the parties such as memorandums of understanding or relationships that result from written agreements between the parties and any other types of binding written agreements between the parties that provide for a working relationship.*

### **Other Questions:**

Question #1: We are requesting clarification on whether or not we would be entering into a conflict of interest in other CDBG-DR funded projects if we participate in the Application for the Technical Assistance and Capacity Building Providers (NOFA).

We are also interested in knowing if participating would inhibit our other companies from participating in other CDBG-DR funded projects.

*Answer: With regards to your first request for clarification, in general terms, an applicant who applies and is selected for award for various programs will not necessarily enter into a conflict of interest. However, Section 6.2 of the NOFA provides the following: "Applicants shall identify and list any entities which they currently work with and that are known to them as subrecipients and/or partners of the PRDOH."*

*In addition, Section 4.7 provides the following:*

*"PRDOH further reserves the right, without limitations, to make such investigations, as it deems necessary as to the qualifications or perceived conflicts of interest of any/all entities submitting Applications in response to this NOFA. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of an Application."*

*As to your second question, in general terms an organizations participation in a NOFA*

*process under the CDBG-DR Program, does not inhibit other companies from future participation in other programs, as long as there is no conflict of interest and eligibility requirements are met.*

*Conflicts of interest are evaluated on a case-by-case basis; thus, PRDOH cannot give a definitive answer to this question at the moment. Keep in mind that PRDOH will review any advantage or perceived advantage an applicant may have by participating in this program and any other CDBG-DR program, which may be sufficient cause for disqualification from the process.*

Question #2: We would like to know the possibility of having a Municipality develop a work force capacity plan while joining efforts with a private institution. Should it be possible, would the selected institution have to go through a procurement process?

*Answer: Section 3.2 Eligible Applicants states that "Eligible Applicants for this NOFA are NGOs (501(c)(3)) or Not for Profit Entities." Therefore, neither municipalities or private institutions are considered eligible applicants.*

Question #3: Is electronic signature permitted using DocuSign due to remote working conditions?

*Answer: Yes, electronic signatures are permitted to the extent the document being signed allows for it. This excludes documents that require notarization, which need to be signed in person before a notary public.*

### **Amendments To NOFA Sections:**

Section 3.6 Service Delivery of the NOFA is hereby revised to read as follows and such changes shall be considered by Applicants:

#### **"3.6 Service Delivery**

...  
...

PRDOH is looking to implement the technical assistance & capacity building services in three (3) phases as follows:

#### **Phase 1 – Development and Facilitation of Training Curriculums of Standardized Information and Processes**

During this phase:

- Providers meet with departments of assigned topic/area to ensure definition of training needs and content;
- Providers develop outlines of training to allow for corresponding department to validate data;

- Providers provide instructional design for the curriculum and upon confirmation develop said curriculum;
- Providers facilitate training curriculums to ensure consistency across Program Participants; and
- Any other task as needed.

### **Phase 2 – Identification of Needs and Provision of TA and/or Coaching**

During this phase:

- Providers work with program leads and departments to identify gaps and needs to increased capacity within specific Program participants;
- Technical assistance and/or coaching sessions will be conducted to meet the identified need;
- Provider will support PRDOH in the development of virtual helpdesk to streamline questions and answers provided to Program participants; and
- Any other task as needed.

### **Phase 3 – Facilitation of Training Curriculums and Continuation of TA and/or Coaching Sessions (new Program participants)**

During this phase:

- Providers facilitate trainings curriculums developed during Phase 1 to new Program participants;
- Providers implement TA and/or coaching based on needs identified; and
- Any other task as needed.

While it is the intention of the PRDOH to implement the technical assistance and capacity building services as provided above, these phases might be subject to change based on the needs of the PRDOH at such moment.”

Exhibit H Budget Template has been amended and should be used by Applicants for Application submittal.

Majia I. Lefebre Llavona  
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CDBG-DR Program  
Puerto Rico Department of Housing

San Juan, Puerto Rico  
May 22, 2020