

NOTICE OF FUNDING AVAILABILITY

FOR THE

WHOLE COMMUNITY RESILIENCE PLANNING

UNDER THE

COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY

CDBG-DR-NOFA-2021-01

PUERTO RICO DEPARTMENT OF HOUSING

June 11, 2021 September 27, 2021

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Funding Announcement Summary

Agency Name: Puerto Rico Department of Housing (**PRDOH**)

Funding Opportunity Title: Whole Community Resilience Planning (WCRP) Program under the Community Development Block Grant-Disaster Recovery (CDBG-DR) Program

Announcement Date: June 11, 2021

Announcement Type: Notice of Funding Availability (**NOFA**) for programs funded through the CDBG-DR Program from the United States Department of Housing and Urban Development (**HUD**) allocation under Public Law 115-56, as amended, and Public Law 115-123, as amended.

Application Submissions: Applicants must submit a completed Application, as described in this NOFA, by September 27, 2021.

Electronic Application – Applicants must follow instructions provided within this
document and at https://cdbg-dr.pr.gov/en/funding-opportunities/. No hard
copies will be accepted.

Funding Opportunity Description: The PRDOH is pleased to announce the availability of **twenty million dollars (\$20,000,000)** for recovery planning activities. The **WCRP Program** provides funds for eligible planning activities, as defined by HUD and the Code of Federal Regulations. Together with beneficiary communities, selected Applicants will co-develop Community Resilience Plans (**CRPs**) to address conditions created or exacerbated by Hurricanes Irma and María. Plans will project strategies for faster recovery and preparedness for future disasters. Under the conditions of this NOFA, maximum awards may not exceed **five hundred thousand dollars (\$500,000)** per community.

Contact:

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Exhibits

- A Non-Conflict of Interests Certification
- B Non-Conflict of Interest on Existing or Pending Contracts Certification
- C Limited Denial of Participation Affidavit
- D Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- E Sworn Statement Under Act 2-2018
- F Anti-Lobbying Certification
- G Authorization for Background and/or Financial Information
- H Entity Prior Performance Certification

1 Definitions/Acronyms

The following terms shall have the meanings indicated below, which will be applicable to both their singular and plural forms:

- Action Plan refers to the Puerto Rico Disaster Recovery Action Plan, as it may be amended, that outlines the uses for the approximately \$9.7 billion CDBG-DR funds allocated to Puerto Rico, found at www.cdbg-dr.pr.gov.
- Addendum or Addenda refer to a written or graphic document issued by PRDOH before the Application Due Date, which modifies or interprets the NOFA by means of additions, deletions, clarifications, or corrections.
- Applicant or "Eligible Applicant" means a(n) (i) Unit of Local Government (Municipal Governments), (ii) NGO or Not for Profit Entities under the Internal Revenue Code (IRC) sections 501(c)(3) and 501(c)(6), or tax exempt status under section 1101.01 of the Puerto Rico Internal Revenue Code of 2011, as amended (iii) Other Community-based Development Organizations as define by HUD 24 CFR 570.204. (iv) Public Institution of Higher Learning and (v) Administrative Agency or Department of Government of Puerto Rico. Please refer to Section 4.1: Eligible Applicants for further information on Eligible Applicants.
- Application refers to the responses(s) submitted by the Applicant(s) to this NOFA.
 Only electronic applications will be accepted; no hard copies.
- Authorized Representative refers to the person authorized to bind the Applicant and appear on its behalf in matters related to this NOFA.
- CDBG-DR refers to the Community Development Block Grant-Disaster Recovery which is additional funding appropriated by the United States Congress to rebuild affected areas and provide crucial seed money to start the recovery process.
- CDBG-DR Website refers to the CDBG-DR Program website at <u>www.cdbg-dr.pr.gov</u>.
- Community refers to a social unit that shares a sense of identity and common experiences; or shares a place that is situated in a geographical area within a municipality (e.g. municipality, ward/"barrio"; local community or neighborhood/ "sector").
- Community Resilience Plan or "CRP" refers to a strategy originating from within the community, and with the assistance of other entities as relevant, to guide the adoption, use or incorporation of near- medium- and long-term measures designed to enhance resilience. These measures may include policies, procedures, programs and/or projects, and may include or necessitate the

participation of one or more entities that directly or indirectly impact the community, such as the Municipality.

- Direct Cost refers to 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.
- **Evaluation Committee** refers to a committee designated by PRDOH, which will evaluate all the Applications pursuant to the criteria listed in this NOFA.
- Federal Government means any of the departments of the executive branch of the Government of the United States of America, or any department, corporation, agency, or instrumentality created, or which may be created, designated, or established by the United States of America.
- Entities or State Government Entity refers to any department, agency, board, commission, body, bureau, office, public corporation, or instrumentality of the Government of Puerto Rico's Executive Branch, whether existing or created in the future.
- High risk and vulnerable communities refers to groups of people that share a common vulnerability, whether physical, economic, social, cultural, or environmental. These vulnerable social units are often disproportionately affected by disruptions and disasters. A few examples include: a) Communities with a low socioeconomic level; high concentrations of poverty, lack of basic infrastructure, unacceptable environmental conditions, poor housing status, and high social stressors; b) Communities that are situated in the floodway or floodplain, landslide areas, and other natural hazards; and c) Communities that share a special need or disability.
- **HUD** refers to the United States Department of Housing and Urban Development.
- Indirect Costs refers to costs incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. For a cost to be chargeable to the program, it must be necessary, reasonable, allowable, and allocable pursuant to §200.403, 200.404 and 200.405, respectively. Typical examples of indirect costs may include depreciation on buildings and equipment, the costs of operating and maintaining facilities,

¹ 2 C.F.R. § 200.56 – Indirect (facilities & administrative (F&A)) costs

general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

- Mandatory Requirements refers to those requirements that Applicant(s) must meet to pass to the next evaluation stage of the NOFA Application process. Noncompliance with mandatory evaluation requirements will result in the disqualification of the Applicant.
- NOFA means Notice of Funding Availability and any addenda issued by PRDOH.
- PRDOH refers to the Puerto Rico Department of Housing.
- Qualified Applicant means a responsible and responsive Applicant whose Application meets the mandatory requirements and, therefore, may continue on to the technical requirements evaluation process.
- Selected Applicant refers to a Qualified Applicant who has received a minimum Technical score of sixty (60) points and who was selected by PRDOH as being advantageous to the furtherance of the goals of the Program. Selected Applicants will be invited to enter into a Subrecipient Agreement with PRODH to administer their scope of work.
- **Subrecipient** means a Selected Applicant with whom PRDOH has executed a Subrecipient Agreement, receiving CDBG-DR funds to undertake CDBG-DR eligible activities for the Program. See also, 24 C.F.R. § 570.500(c), 2 C.F.R. § 200.93 and 2 C.F.R. § 200.331.
- Subrecipient Agreement refers to the agreement entered into between PRDOH
 and a Program Subrecipient which governs the relationship between both parties
 as well as subrecipient funding and activities.

2 Overview

The Puerto Rico Department of Housing (**PRDOH**) issues this Notice of Funding Availability (**NOFA**) to invite Applicants to submit applications as described within this NOFA, to carry out eligible planning activities and support communities in the development of Community Resilience Plans (**CRPs**) as described in the CDBG-DR WCRP Program Guidelines and this NOFA.

Prospective Applicants should carefully read all instructions in all sections to avoid submitting an ineligible application. PRDOH funding is competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive application.

During the selection process, PRDOH is prohibited from disclosing 1) information regarding any Applicant's relative standing, 2) the amount of assistance requested by an Applicant, and 3) any information contained in the application. Prior to the application deadline, PRDOH may not disclose the identity of any Applicant or the number of Applicants that have applied for assistance.

Please direct questions regarding the specific requirements of this NOFA to the office contact identified in the Funding Announcement Summary.

2.1 Authority

This NOFA is issued by PRDOH for the CDBG-DR Program, which has allocated funds appropriated by the Supplemental Appropriations for Disaster Relief Requirements Act, 2017 (Pub. L. 115-56, as amended, and Pub. L. 115-123, as amended), to provide assistance in long-term recovery from 2017 natural disasters.

3 Funding Opportunity

3.1 Program Description

The Whole Community Resilience Planning (**WCRP**) Program pursues the active and direct participation of communities in the development of Community Resilience Plans (**CRPs**). The Program will also provide community resilience tools to support long-term recovery planning processes.

For purposes of the WCRP Program, the term "planning" is considered as a process where community residents, businesses, non-governmental organizations, and not-for-profit entities, with the support of neighboring communities and central government agencies, work together to identify holistic strategies and actions to support recovery from Hurricanes Irma and María and build long-term resilience. The six core areas of focus for the Program include Economic Development, Education, Environment, Health, Housing, and Infrastructure. More information on the WCRP Program and the core areas can be found in the WCRP Program Guidelines.

The WCRP Program aims to support community-driven, recovery planning processes resulting in the development of CRPs.

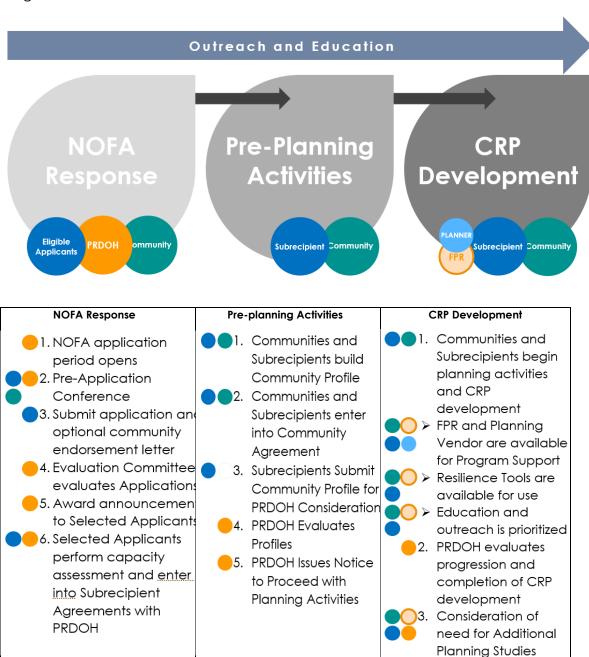
3.2 Program Activities

The WCRP Program activities are described in detail in the WCRP Program Guidelines and will be discussed during Pre-Application Conference described below.

The WCRP Program prioritizes high-risk and vulnerable communities (see Section 1, Definitions/Acronyms). Subrecipients will steward a collaborative community planning process to identify needs, vulnerabilities, and resilience actions necessary to recover from Hurricanes Irma and María and build long-term resilience to future impacts. Program

Support Services will be available -as needed- to reinforce planning processes that require: additional technical assistance, studies or resilience tools. The planning processes stewarded by the Subrecipients will conclude in a public community document called a Community Resilience Plan (**CRP**) containing all findings, recommendations for resilience actions, and implementation strategy. Subrecipients will also work closely with communities to build the capacity required to manage and support the implementation of long-term recovery activities associated with CDBG-DR grant funds.

Program Activities are summarized below:



NOFA Response

Applicants may assume that the NOFA response may take between two (2) and four (4) weeks. Selected Applicants enter into a Subrecipient Agreement; this process may take between between four (4) and eight (8) weeks.

Activity	Description	Reference
NOFA Application Period Opens	The WCRP Application for Funding will be open and accessible according to Table 1: Application Schedule, found in Section 5.4 Award Schedule: Submission Dates and Times.	Section 5.4 Award Schedule: Submission Dates and Times
Pre-Application Conference	The Pre-Application Conferences will provide communities and potential Applicants with an overview of the WCRP Program requirements, financial and budget structure, planning framework, milestones, and CRP Template. It can be accessed live through the CDBG-DR website (https://cdbg-dr.pr.gov/) according to the schedule in Table 1: Application Schedule, Section 5.4 Award Schedule: Submission Dates and Times. It will also be recorded and posted to the website, accessible through the CDBG-DR website (https://cdbg-dr.pr.gov/).	Section 5.4 Award Schedule: Submission Dates and Times
Applicants Submit Application Documents	Application components and the associated scoring criteria can be found in Section 6: Application Review.	Section 6: Application Review
Evaluation Committee Evaluates Applications	An evaluation committee will score and evaluate applications according to processes described in Section 6: Application Review and Section 7: Evaluation.	Section 6: Application Review Section 7:
		Evaluation
PRDOH Announces Award to Selected Applicants	PRDOH will provide notice to selected Applicants according to the processes described in Section 8.1: Notice of Award.	Section 8.1: Notice of Award

Activity	Description	Reference
Selected Applicants enter into Subrecipient Agreements with PRDOH	Upon notification of award, Selected Applicants will enter into a Subrecipient Agreement (SRA).	-

Pre-Planning Activities

Once Selected Applicants have entered into Subrecipient Agreements with PRDOH, they may begin working with communities for pre-planning activities.

Applicants may assume that pre-planning activities for each community will require between two (2) weeks and two (2) months.

Activity	Description	Reference
Community Profile	The first step in the pre-planning period is the collaboration of Subrecipients and Communities to establish a working committee and build a "Community Profile". Subrecipients will be provided with a Community Profile Template.	Community Profile Template
	The Profile will include a map of the Community area to be served, the total population of the area to be served, and additional information related to the community served. It will identify the main challenges, obstacles and difficulties that could affect the preparation of the CRP and completion of all Planning Milestones, and present possible solutions and alternatives to resolve such risks. The working committee and Community Profile will be discussed in greater detail during the Pre-Application Conference.	
Community Agreement	The Community and the Subrecipient will enter into a Community Agreement. PRDOH will provide a template for the Community Agreement. It will include a statement of intent to collaborate, will outline roles and responsibilities, and will require the signatures of community residents and the Subrecipient.	Community Agreement Template
Submit Profile,	Upon completion, Subrecipient will submit to PRDOH the Community Profile and the Community Agreement.	

Activity	Description	Reference
Assessment and Agreement to PRDOH	PRDOH will asses these documents to determine if Subrecipient may proceed with planning activies and CRP development. The relevant criteria and considerations for this assessment will be discussed in greater detail during the Pre-Application Conference.	
Notice to Proceed with Planning Activities	Once the above-mentioned documents are approved by PRDOH, the Subrecipient will receive a Notice to Proceed with planning activities and CRP development.	

CRP Development

Upon receiving the Notice to Proceed with Planning Activities, Subrecipients (Selected Applicants) and communities may begin working with the Planning Framework and developing CRPs.

Applicants may assume that each CRP will require between nine (9) and twelve (12) months for development. Additional studies or services may require additional time.

Activity	Description	Reference
CRP Development:	Communities and Subrecipients will begin CRP development when they receive the Notice to Proceed with Planning Activities. The CRP will be developed in four phases, described in the planning framework and will use a template provided by PRDOH. Additional support will be available from FPR and the Planning Vendor procured by PRDOH.	Planning Framework and CRP Template
Evaluation of progression and completion of CRP development	PRDOH will evaluate the progression and completion of CRP Development using the milestones described in the planning framework.	Planning Framework
Identification of Additional Studies	Throughout the process of pre-planning activies and CRP development, the Subrecipient and Community, PRDOH, or FPR may identify a need	

Activity	Description	Reference
	for additional expertise or to perform additional studies and research to compliment or reinforce the findings of the CRP. Once approved by PRDOH, this expertise and/or research may be performed by the planning vendor or another entity	

3.3 Roles and Responsibilities

The following entities will participate in the development of the CRPs.

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Entity	Role	Responsibilities
PRDOH	-Grantee -Program Manager	 Recipient of Federal Funds. Publishes all programmatic documents. Manages contracts with Subrecipients and procured service providers.
Community	-Beneficiary	 Works with Subrecipients during Pre-Planning activities. Enters into Community Agreement with Subrecipient Actively participates with Subrecipient in Planning Activities for development of CRP. Engages with Subrecipient to identify additional technical assistance and studies as needed.
Applicant	-Apply for Funding	 Attends Pre-Application Conference. Assesses internal capacity. Submits complete application for funding to develop CRPs in coordination with communities.
Subrecipient	-Selected Applicants who have been awarded planning funds	 Enters into Subrecipient Agreement with PRDOH. Works with Communities in Pre-planning activities. Enters into Community Agreement. Submits Community Profile and Agreement to PRDOH for consideration. Facilitates Planning Activities with Communities. Identifies additional studies as needed. Requests Technical Assistance as needed.
Foundation for Puerto Rico (FPR)	Shared Program Support -Resilience Tools development Lead	 Leads resilience tool development for Communities, Subrecipients and general public. Leads stakeholder engagement by implementing outreach and educational strategies.

Entity Role		Responsibilities	
	-Engagement and Technical Assistance Lead	 Supports and participates with PRDOH in the evaluation committee process of applications. Provides Technical Assistance to Subrecipients and Communities. 	
Planning Vendor	Shared Program Support -Planning Support -Specialty Studies	Perform additional studies or provide expertise as needed or requested.	

3.4 WCRP Program Structure

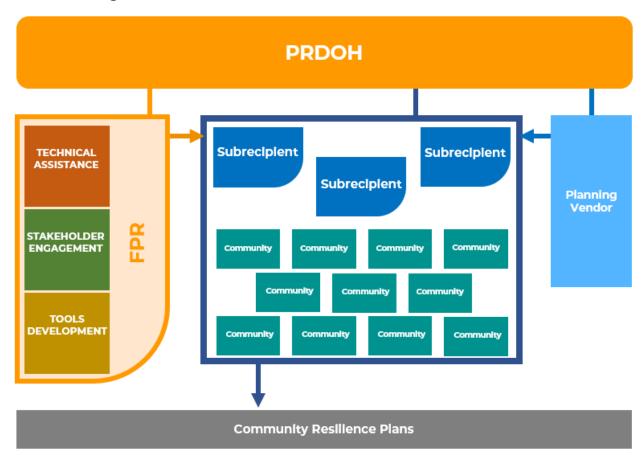


Figure 1: WCRP Program Structure

3.5 Elegible Use of Funds

PRDOH provides funding to WCRP Program Subrecipients through reimbursement only. CDBG-DR Programs do not provide upfront funding; Subrecipients must incur eligible costs and submit them to PRDOH for reimbursement consideration.

Subrecipients may use funds for the following activities/expenses:

- Activities related to the Pre-planning process and activities necessary to develop CRPs. Examples of these activities include, but are not limited to:
 - o Outreach and coordination with citizens and stakeholders;
 - o Development of vision, goals, objectives, and activities; and
 - o Drafting of CRPs.
- Activities related to the collection and analysis of data. Examples of these activities include, but are not limited to:
 - Coordination, compilation, development, and analysis of data and existing studies;
 - Data gathering and analysis contributing to necessary new studies or mapping efforts; and
 - o Review of the findings and drafting of relevant reports.
- Activities necessary for the management and evaluation of deliverables. Examples of these activities could include, but are not limited to:
 - Grant management;
 - Monitoring, reporting and evaluations;
 - o Invoicing and recordkeeping;
 - QA/QC and monitoring of deliverables;
 - Coordination with PRDOH.

3.6 Funding Restrictions

Per 24 C.F.R. §570.483(f), the following costs are considered NOT eligible for funding or reimbursement: Engineering, architectural, and design costs related to a specific project such as detailed engineering specifications and working drawings; construction or any costs of implementation of projects or plans; costs not associated with the development of plans or other planning activities.

3.7 Period of Performance

Selected Applicants will execute a Subrecipient Agreement with PRDOH with a period of performance that aligns with the timeline of activities for development of all assigned CRPs, which will never be longer than The expenditure deadline of the Grant Agreement. This term will begin on the date that the Subrecipient and the PRDOH sign the complete Subrecipient Agreement Package. All planning-specific activities should be concluded

within nine (9) to twelve (12) months from receipt of the Notice to Proceed with Planning Activities from PRDOH. All program closeout activities must be concluded within six (6) months of the conclusion of all CRPs and final approval from PRDOH.

3.8 Maximum Award Information

PRDOH estimates that at least one (1) or more awards may be issued. Maximum number of awards will be determined by the amount of funds available for the Program and the applications received. All awards are subject to the applicable funding restrictions contained in this NOFA.

Maximum Award Amount: Selected Applicants are eligible to receive an award of two hundred thousand dollars (\$200,000) per community and CRP they work with. Applicants may apply for funding to work with multiple communities, as limited by their internal organizational and fiscal capacity.

Additional funding may be approved to cover specialty studies or planning services per community. These studies or services may be provided by the Subrecipient or by a Planning Vendor. However, the Maximum Award amount to each Community must not exceed five hundred thousand dollars (\$500,000), including the initial award plus any additional funding approved for specialty studies or planning services.

• **Award Adjustments**: PRDOH reserves the right to adjust funding levels for each Subrecipient.

3.9 Instrument(s) of Assistance

Subrecipient Agreement (SRA) - Selected Applicants will enter into an SRA with PRDOH. Subsequently, funding will be distributed on a reimbursement basis for the eligible expense of grant funds, evidenced by substantial supporting documentation.

4 Eligibility Information

4.1 Eligible Applicants

Eligible Applicants for the WCRP Program must be legally incorporated organizations of the following status:

- NGO or Not for Profit organizations which are tax-exempt organizations under:
 - o Internal Revenue Code (IRC) section 501 (26 U.S.C. § 501 (a)):
 - (c)(3)
 - (c)(6)); or

- o Tax exempt status under section 1101.01 of the Puerto Rico Internal Revenue Code of 2011, as amended.
- Some examples may include mission-based non-profits whos purpose is to further a social cause and provide a public benefit, Professional Associations and Public or Not for Profit Institutions of Higher Learning.
- Community Based Development Organizations as defined by HUD 24 CFR 570.204.
- Municipal Governments of Puerto Rico: Municipal governments may only apply to work with communities that lay all or partially within their jurisdictional boundaries.

4.2 Cost Sharing or Matching

Cost sharing, matching, or cost participation are not required.

4.3 Unique entity identifier and System for Award Management (SAM)

Each Applicant is required to:

- (i) Be registered in SAM before submitting its application;
- (ii) Provide a valid unique entity identifier in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

PRDOH will not award any Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements and, if an Applicant has not fully complied with the requirements by the time PRDOH is ready to make the award, PRDOH may determine that the Applicant is not qualified to receive an award and use that determination as a basis for making an award to another Applicant.

4.4 Minority and Women Owned Business Enterprises (MWBE's)

PRDOH encourages MWBE certified firms to submit Applications in response to this NOFA (as applicable). For those interested in locating registered Minority Owned Businesses, The Puerto Rican Minority Supplier Development Council also has a digital catalog that can be accessed at: https://www.prmsdc.org/advertising/html/men124/index.html.

4.5 Section 3

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) (**Section 3**), and its implementing regulation set forth in 24 C.F.R. § 135, require that recipients, subrecipients, contractors, subcontractors, and/or developers funded in whole or in part by CDBG-DR funding, to the greatest extent feasible, extend hiring opportunities and contracts to Section 3 eligible residents and businesses.

PRDOH has established policy guidelines to ensure compliance with 24 C.F.R. § 135.

4.6 Environmental Compliance

The WCRP Program will develop comprehensive, community resilience strategies, which are exempt activities under 24 C.F.R. § 58.34 (a)(1) and (3), therefore, with the applicable requirements of 24 C.F.R. § 58.6. A Certificate of Exemption was signed on April 25th, 2019 for this purpose.

5 Application and Submission

All applications shall comply with the general requirements stated in the following sections:

5.1 Application Access

To access and submit an application, Applicants are required to visit the CDBG-DR Program website: https://cdbg-dr.pr.gov/en/funding-opportunities/ and complete the online application adhering to the instructions contained therein.

5.2 Content and Form of Application Submission

Applications shall be completed in Spanish or English. Applications will be entered online as directed. A general outline of the online application can be found in Section 6.1 Application Scoring.

Application Attachments: The online Application portal allows a maximum size file of 25 MB for uploaded documents. Supplemental documents uploaded should reference the following parameters:

- **Format**: Attachments should be formatted to standard letter size (8 ½" x 11"). Content should be typewritten at one and one-half (1.15) line spacing and 12-point font.
 - Attachments to have a one-inch (1") margin.
 - Larger layout formats (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc.
 - o Upload resumè(s) in PDF file type.
 - Upload organizational chart in PDF file type.
- **Signatures**: All documents requiring a signature shall be signed in blue ink.
 - Signed names must be PRINTED below each signature.
 - Application's Authorized Representative should initial the top-right corner of all signed documents containing more than one (1) page.

5.3 English Proficiency

An Applicant can respond to the NOFA in English or Spanish, however a Subrecipient to the Program must have the capacity to produce Program documents in both languages to submit program documentation to oversight entities (e.g. HUD, OIG), upon request. If Applicant will require translation services to comply with the above, those costs should be accounted for in the Subrecipient Agreement Budget.

5.4 Award Schedule: Submission Dates and Times

Applications shall be submitted at https://cdbg-dr.pr.gov/en/funding-opportunities/. Applicants will receive their final submitted Application in PDF format via email following a successful submission.

Applications are to be submitted on or before the Application Due Date stated in Table 1 (below). A schedule summary of the major activities associated with this PRDOH funding process is also presented in Table 1. The dates, times, and activities are subject to change. Therefore, Applicants are encouraged to periodically review the CDBG-DR website for regular updates, which may alter the terms or requirements of this NOFA. Complete schedules for subsequent application submission dates will be published prior to those dates.

Table 1: Application Schedule

Event		Time and Date
Public Notice		June 11, 2021
Documents Availability		June 11, 2021
Pre-Application Conference		June 18, 2021
Questions Due		June 25, 2021
Questions & Answers Posted		July 2, 2021
Application Submission Start Date		July 5, 2021
Application Submission Due Date		September 24 , 2021
Application Evaluation Period (Expected)	From:	September 27, 2021
Application Evaluation Felloa (Expected)	Up To:	December 17, 2021
Notice of Award (Expected)		January 28, 2022
Execution of the Agreement (Expected)		February 28, 2022

5.5 Correspondence, Communications, and Conferences

Allowed communications regarding this NOFA must be submitted to PRDOH electronic email WCRP@vivienda.pr.gov and shall reference this specific NOFA in the subject line of

5.6 Submission of Inquiries

Each prospective Applicant may submit questions or ask for clarifications as to the intent of this NOFA, and its exhibits. Applicants shall submit all questions in writing on or before the deadline established in the Schedule Section of this document through the following link https://app.smartsheet.com/b/form/a89c2867e91a4c2bb3e4b5502f053e01.

Questions shall be clearly labeled and shall cite the section(s) and page number(s) in this NOFA or other document that form the basis of the question. Questions can be submitted in the English or Spanish language. Responses to all Applicants' questions will be posted on the CDBG-DR Website as an Addendum to this NOFA.

5.7 Allocated and Prohibited Communications

Only questions and requests for clarifications on this NOFA submitted by prospective Applicants as per the Correspondence, Communications, and Conferences and Submission of Inquiries sections of this NOFA are allowed. Communications by prospective Applicants with officials and/or representatives of PRDOH, other government entities, the Government of Puerto Rico and any of its instrumentalities, HUD, Foundation for Puerto Rico or other relevant entities of the Federal government, and/or others associated with the CDBG-DR Program, regarding the contents of this NOFA or its qualification and selection process, are prohibited during the submission and selection processes. Failure to adhere to this requirement may result in the disqualification of submitted Applications. Verbal inquiries or emails sent to addresses not specified in this NOFA will not be addressed or considered by PRDOH.

5.8 Representation for Application Submission

All cost associated with the response to this NOFA are the sole responsibility of the Applicant. Neither PRDOH, the Government of Puerto Rico, nor HUD will be responsible for any expenses in the preparation and/or presentation of the Applications, oral presentations, or for the disclosure of any information or material received in connection with this NOFA. No individual or firm is assured of obtaining an award under this NOFA.

PRDOH reserves the right, without limitations, to reject partially or completely any/all Applications received in response to this NOFA when, in its opinion, the best interest of the Government of Puerto Rico, PRDOH, or of the impacted communities will be served by such action. 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. If any or all Applications are rejected, PRDOH reserves the right, without limitations, to re-solicit Applications.

By submitting an Application, the Applicant shall comply with all applicable Federal and local laws and regulations, including but not limited to, those regarding the proper use of CDBG-DR funds and procurement processes related thereto.

PRDOH reserves the right, without limitations, to: (i) grant more than one (1) Agreement and/or select more than one (1) qualified Applicant; (ii) amend the Agreement(s) of the selected Applicant(s) to, among others, extend its original duration, as explained in this NOFA, or (iii) extend its scope to include work under subsequent CDBG-DR Action Plans.

This NOFA, its award, and any derivative agreement are subject to the execution of a Grant Agreement between the Government of Puerto Rico or PRDOH, and HUD, and the availability of the allocated CDBG-DR funds. Applicant acknowledges and agrees that any suspension, cancellation, or termination of the CDBG-DR allocation(s) will result in the immediate suspension, cancellation, or termination of this NOFA, award, or executed Agreement, upon PRDOH's notice.

5.9 Application Modification or Withdrawal

An Applicant may not modify their Application after it has been submitted. An Applicant may withdraw an Application at any time before the Application Due Date.

Applications submitted after the Due Date will not be accepted.

5.10 Ownership of Applications

All materials submitted in response to this NOFA will be the property of PRDOH and will not be returned. Selection or rejection of an Application does not affect this provision.

6 Application Review

Eligible Applicants will be expected to meet the following overall conditions for consideration:

- Complete Application submitted; and
- All required documentation is in accordance with requirements.

Each Application received should comply with the requirements set forth in the following sections and will be scored as described below.

6.1 Application Scoring

Table 2: Application Scoring presents the maximum points for the mandatory and technical requirements of the Applications. For details regarding the distribution of scoring for each aspect of the Application, please refer to the corresponding section. Applicants deemed to meet the Mandatory Requirements will receive further consideration under the review of Technical Requirements. Applications will be scored based on the below listed criteria and then compared against all others received.

Applications will be evaluated according to the following criteria:

Table 2: Application Scoring

CRITERIA	SCORING FACTOR				
Mandatory Requirements					
Mandatory Requirements					
 Timely and Complete Application Submission 	PASS/FAIL				
 Organizational Information 	17\03/17\1L				
Exhibits					
Technical Requirements					
Organizational Qualifications					
 Current Financial Extent 	60				
Staffing Scope					
Proposed Work Approach					
 Statement of Purpose and Resilience Focus 					
 Community Participation Process and Approach 	40				
 Community Endorsement Letter (optional) 	40				
 Target Number of Communities and Budget Statement 					
Timeline					
Bonus Criteria					
 Section 3/MWBE 	5				
TOTAL	105				

All mandatory requirements must be met for an Application to be eligible. Once mandatory requirements are reviewed and deemed sufficient, Applicants will be considered Qualified Applicants, and applications will then be evaluated on technical aspects. A score for each criterion will be assigned based on the maximum allowable points stated in **Table 2**.

All Applications must meet the mandatory requirements and receive a technical score of **seventy (70) points** or higher to be eligible for consideration of award. Applicant(s)

whose Application(s) are determined to be most advantageous shall become Selected Applicant(s).

After the proposed work plan has been evaluated and the initial budget proposals are reviewed, PRDOH may request a more detailed budget to clarify or explain portions of the already submitted budget proposal.

6.2 Mandatory Requirements

Applicants shall comply with the following mandatory requirements in order for their Application to be evaluated. Mandatory requirements will be scored as either "**Pass**" or "**Fail**." If the Application meets all mandatory requirements, the Application will "Pass" this evaluation. On the contrary, if the Application does not meet said requirements, it will "Fail" this evaluation. Failure to comply with these requirements will result in the disqualification of the Applicant. However, PRDOH reserves the right to waive minor irregularities and minor instances of non-compliance. Mandatory requirements for this NOFA are as follows:

6.3 Timely and Complete Application Submission

Complete Applications which contain all required components and attachments must be submitted within the closing date and time as established in Section 5.4 Award Schedule: Submission Dates and Times of this document.

6.4 Organizational Information

The Applicant, in its Application, must submit organizational documents, such as

- + Demonstration of Eligibility these will vary by the Applicant's type of organization
 - Proof that the organization is tax-exempt under Internal Revenue Code (IRC) section 501 (26 U.S.C. § 501 (a)): (c)(3); (c)(6)); or has tax exempt status under section 1101.01 of the Puerto Rico Internal Revenue Code of 2011, as amended; or proof that the organization is a Community Based Development Organizations as defined by HUD 24 CFR 570.204.
 - A certified copy of the Applicant's certificate of incorporation or similar document which may state nonprofit status when applicable.
 - A statement from a state taxing body that the organization is a nonprofit organization operating in good standing within the state.
 - A certificate of good standing from the Puerto Rico Department of State, or a higher learning institutions' license to operate issued by the appropriate authority, as applicable.
- + Entity Information
 - Entity Name
 - Year of incorporation as an entity

- Tax ID or Employer Identification Number (EIN)
- Data Universal Numbering System (**D.U.N.S Number**)
- Valid and current registration in Federal System of Award Management (SAM);
 (Applicants may register at https://www.sam.gov/SAM/ or at least provide evidence of having started the process for this NOFA purpose)
- Physical Address
- Mailing Address
- + Entity Representative Information
 - Contact information for the persons PRDOH should contact regarding the Application, including the names, telephone numbers and email addresses of a first and second Point of Contact (POC).
 - The application must be properly executed by an authorized representative of the
 entity. In order to constitute proper execution, evidence of the representative's
 authority to sign the application and to bind the entity thereto must be submitted.
- + Exhibits

The Applicant must submit all required exhibits in its Application, including the following:

- Exhibit A Non-Conflict of Interest Certification
- Exhibit B Non-Conflict of Interest on Existing or Pending Contracts Certification)
- **Exhibit C** Limited Denial of Participation Affidavit)
- Exhibit D Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion duly completed and notarized
- Exhibit E (Sworn Statement Under Act 2-2018) duly completed and notarized.
- **Exhibit F** Anti-Lobbying Certification
- Exhibit G Authorization for Background and Financial Information
- Exhibit H Entity Prior Performance Certification

All documents authorized by a Notary Public outside of Puerto Rico's 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.

6.5 Organizational Capacity

- + Past Federal Grant Experience
 - The Applicant will provide their experience in implementing federally funded programs, with a focus on meeting federal requirements through the results of past monitoring and audit events, including but not limited to Federal, PRDOH, State or Office of Inspector General audits. The Applicant must provide:

- A list and copy of grant agreement of the top five (5) grants received from federal agencies, other than FEMA, and the last five years of each award, with priority in HUD related awards.
- A copy of the most recent monitoring events reports received directly from a federal agency for the expenditure of federal funds.
- A copy of the five most recent monitoring and audit reports received from a state or local entity for the management and expenditure of federal awards from a pass-through entity.
- A copy of the five most recent audit reports from an Office of the Inspector General, if any.

NOTE: For all reports please include the complete report, any response provided to the report, corrective action plans submitted, evidence of actions taken to solve the findings, and letters of findings closure, if any.

+ Current Staffing Capacity

- The Applicant will provide their current organization chart. Provide an accompanying narrative which discusses the general duties, individual's Name and years of experience of the team members in the following areas:
 - Grant Management
 - Policy & Planning
 - Financial Management
 - Procurement and Contract Management
 - Data Systems and Reporting
 - Compliance and Monitoring
 - Communications and Outreach
 - Program Operations

If needed, identify if the Applicant organization will have any staffing needs to administer the proposed program. If so, outline the plan to hire needed staff to implement the proposed program(s), or identify any work that will be contracted to another service provider.

+ Internal Controls

- The Applicant will provide their internal controls policies and procedures to document adherence to 2 CFR 200 and other federal requirements including but not limiting to:
 - Financial Management
 - Record Retention and Access
 - Monitoring and Reporting Program Performance
 - Procurement Requirements

The Applicant shall provide an internal financial workflow, staff name, title and years of experience, including roles and responsibilities to indicate the staff who will be responsible for managing the CDBG-DR funds and how this staff will create a separation of financial duties (i.e. who is responsible for reviewing invoices, approving invoices, and payment of invoices).

If in the past five years, the Applicant has managed over \$750,000 in federal funds in a single year, the applicant is required to submit a copy of the three (3) most recent single audits; indicate if there were findings or concerns noted in prior audits and, if so, what steps were taken to resolve them. If the applicant has not met the requirement to submit a single audit in the past, please submit your prior experience with auditing processes, and a copy of the three (3) most recent audit reports.

+ Systems

• The Applicant will provide information pertaining to their primary digital systems used for tracking program information, such as financial, timekeeping and any assets, among other if applicable, and identify any redundancies or backup mechanisms in place for each system. The Applicant must also provide copies of their policies and procedures regarding system access and use, as well any supporting documentation to ensure the security and privacy of systems data and the protection of Personally Identifiable Information (PII)

+ Citizen Engagement

• The Applicant will provide documentation to assess their compliance regarding civil rights, fair housing, equal opportunity, discrimination, public relations, and speed of services provided. In doing so, the Applicant will provide a copy of their policies and procedures regarding citizen engagement and any records of past citizen complaints and steps taken to resolve.

6.6 Technical Requirements

This portion of the application will have a maximum score of **one hundred (100) points**. The scoring criteria shall consider and include the Proposed Work Approach, for **forty (40 points** and the Organizational Qualifications for **sixty (60) points**.

Applicants are required to have English proficiency to perform the tasks services included herein. While an Applicant can respond to the NOFA in English or Spanish, the Applicant must have the capacity to produce Program documents in both languages for purposes of delivering to oversight entities upon request. If Applicant will require translation services to comply with the above, those costs should be accounted for in the Subrecipient Agreement Budget.

6.7 Organizational Qualifications (60 POINTS)

Each Applicant shall draft and submit their organizational qualifications as part of the Application. The qualifications shall contain the following:

+ Current Financial Extent (30 Points)

2020 and 2021 Operating Budget: Description of the organization's operating budget during the years 2020 and 2021, identifying revenues, expenses, and funding commitments to other programs and a description of financial reporting, accounting, and record-keeping systems. Description should include the percent of the budget that is grant-funded, and an itemization, including granting entity, name of grant, year awarded, and budget amount of those grants. The Applicant must include Past Fiscal Year Annual Financial Statement.

Experience with Grant Administration: Description of grants managed since 2015 including the granting entity, name of grant, year awarded, year of closeout (if applicable) and budget amount of those grants. This should also include a description of findings, concerns or issues identified by the granting entity in the administration or management of those grants and whether those findings or concerns were resolved.

+ **Staffing Scope** (30 Points)

Proposed Organization and Staff: Applicant should provide an organizational chart with the proposed structure of the entity, including lines of responsibility and authority, and job descriptions for the positions included. All positions that arecurrently filled should be identified or highlighted.

Applicant's Experience: Applicant should provide a description of no more than 150 words related to their experience and accomplishments in providing programs and/or services to communities that have been affected by a major disaster (individuals, households, businesses, organizations) and/or vulnerable populations.

Section 3: The Applicant should state whether they work with or employ Section 3 residents and/or businesses, and provide an explanation of how Section 3 participants are engaged currently and how they will be engaged during the program.

6.8 Proposed Work Approach (40 POINTS)

Each Applicant shall draft and submit a proposed work approach document as part of the Application. The Work Approach shall contain the following:

+ Statement of Purpose and Resilience Focus (10 Points)

The Statement of Purpose should be no more than 350 words. It should describe how all or part of the entity's mission is fulfilled by participating in the WCRP Program and how it will benefit the community in the recovery process. It should include a description of the entity's ability to implement the Planning Framework phases and its specialty in one or more of the six (6) core areas of focus: Economic Development, Education, Environment, Health, Housing, and/or Infrastructure. These Core Areas of Focus are described in more detail in the Program Guidelines.

+ Community Participation Process and Approach (10 Points)

The Community Participation Process and Approach should be no more than 250 words. It should describe how the Applicant will identify vulnerable communities to collaborate with, and the approach they will use to connect with community leaders, initiate community-wide discussions about resilience planning, and identify interest in the WCRP Program.

If submitting an (optional) Community Endorsement Letter, applicants should also use this section to describe their relationship with the community and why the community and the Applicant chose to work together.

+ Community Endorsement Letter (Optional) (Zero (0) points)

Although it is optional for the application itself, as a condition of the Subrecipient Agreement, Applicants will be required to submit a letter of endorsement from one or more communities they intend to work with. Although it is not required to be submitted until the applicant has been selected and is ready to sign the subrecipient agreement, PRDOH encourages the early submission of this document. Therefore, the NOFA Application provides a space for the Applicant to submit this letter of endorsement.

+ Target Number of Communities and Budget Statement (8 Points)

Applicants will provide the target number of communities they reasonably expect to work with, based on staff and organizational capacity, duration of the Applicants contract with PRDOH, and the length of time to develop each CRP. Applicants may be reimbursed up to \$200,000 for each community worked with. Each Applicant's budget is determined by the number of communities they intend to work with.

Applicants will also provide a high level budget statement of no more than 150 words. It should include a description of the types of expenses to be funded, including staff, equipment and other operating expenses. The statement shall be based on an allocation of up to \$200,000 for each community the Applicant plans to work with. The Applicant will calculate their budget based on the following:

[A] = Target number of Communities (One CRP per Community)

[B] = \$200,000

[C] = Total Budget Allocated = [A] * [B]

The Total budget calculated represents a Not-To-Exceed amount. The WCRP Program is reimbursement-based. All costs must be incurred by the Subrecipient and are subject to PRDOH review of eligibility prior to reimbursement.

+ **Timeline** (12 Points)

Applicants will provide an expected timeline of milestones and activities based on the Planning Framework, and a performance period that should be concluded within **nine (9) to twelve (12) months** from receipt of the Notice to Proceed. Timeline of milestones and activities must be based on projected and proposed staff and organizational capacity and should include, at a minium, the following:

- 1. Time until the entity is operating with full staff capacity;
- 2. Workplan development
- 3. Expected timing for each Community the entity expects to work with:
 - a. Begin working with Communities on Pre-planning activities
 - b. Pre-planning document Submission(s) to PRDOH
 - c. Begin Planning Activities with Community
 - d. Performance monitoring and evaluation checkpoints following the Planning Milestones
 - e. Finalize Plan(s) with Community

6.9 Bonus Criteria

Section 3/MWBE (5 POINTS)

This portion of the Application will have a maximum score of five (5) points. The scoring criteria shall consider the status of the entity as a Minority and/or Women-Owned Enterprise (MWBE) and Section 3 participant. The Applicant should state whether they work with or employ Section 3 residents and/or businesses, and provide an explanation of how Section 3 participants are engaged currently and how they will be engaged during the program.

6.10 Total and Scoring

All Applications must PASS the Mandatory requirements and receive a technical score of **seventy (70) points** or higher to be eligible for consideration of award. The Bonus criteria may add five (5) points to the application score.

7 Evaluation

The scoring and funding methodology for this NOFA is intended to enable entities with capacity to work with interested communities and provide them with the opportunity to identify needs and solutions that will make them stronger and better prepared to recover from future disasters through a participatory approach and the development of a CRP. Applications will be evaluated on the level and quality of services to be provided to the to communities interested in taking part of the Program. The selection of Applicants will be conducted by an Evaluation Committee through a review of submitted Applications based on the scoring criteria outlined above.

7.1 Evaluation Committee

An Evaluation Committee will be appointed by PRDOH. This Committee will review and score the different sections of the Applications, for which it may rely upon specialized advisers, consultants, and/or subject-matter experts as support. Following the application deadline, the Evaluation Committee will evaluate each submission based on the criteria stated in this NOFA. The Committee may request clarifications to Applicants to gain additional understanding of their Applications.

Applications will be scored and ranked in accordance with the scoring criteria outlined in this NOFA. The Applicant(s) whose Application(s) receive a technical score of seventy (70) points or higher and are determined to be most advantageous shall become the Selected Applicant(s).

PRDOH reserves the right to appoint a Technical Committee, depending on the complexity of the proposals submitted or if the Evaluation Committee asks for one.

7.2 Errors and Omissions in Applications

PRDOH reserves the right, without limitations, to reject an Application that contains an error or omission. PRDOH also reserves the right, without limitations, to request correction of any errors or omissions and/or to request any clarification or additional information from any Applicant, without opening clarifications for all Applicants. No communication between PRDOH and the Applicant shall mean that PRDOH is in any way obligated to make an award and does not create rights for the Applicant to receive an award under this NOFA.

7.3 Negotiation of Funding

PRDOH may negotiate specific terms of the funding agreement and budget with Selected Applicants. If PRDOH and a Selected Applicant do not successfully conclude negotiations in a timely manner, or a Selected Applicant fails to provide requested information, an award will not be made to that Applicant. In this case, PRDOH may select

another Applicant eligible for consideration of award. PRDOH may impose special conditions on an award as provided under 2 C.F.R. §200.207:

- Based on PRDOH's review of the Applicant's risk under 2 C.F.R. §200.205;
- When the Applicant or Subrecipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the Applicant or Subrecipient fails to meet expected performance goals contained in a Federal award; or
- When the Applicant or Subrecipient is not otherwise responsible.

8 Award Administration

8.1 Notice of Award

Following the evaluation process, PRDOH will notify successful Applicants of their selection for funding. PRDOH will also notify other Applicants, whose applications were received by the deadline, but were not chosen for award. **Notifications will be sent by email only to the authorized representative submitted within the application.**

8.2 Performance and Reporting Requirements

Subrecipients will be required to submit reports on a monthly basis to PRDOH in electronic format and any time upon request. PRDOH will ensure that Subrecipients comply with all applicable federal regulations.

8.3 Cancellation of NOFA

Issuance of this NOFA does not constitute a commitment by the Government of Puerto Rico and/or PRDOH to award a Subrecipient Agreement. PRDOH reserves the right to cancel this notice and reissue this NOFA or another version of it, if it deems that doing so is in the best interest of the Government of Puerto Rico, PRDOH or the impacted communities.

END OF NOFA.