



# CDBG-DR PROGRAM GUIDELINES

## WORKFORCE TRAINING PROGRAM

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PUERTO RICO DEPARTMENT OF HOUSING  
CDBG-DR PROGRAM GUIDELINES  
**WORKFORCE TRAINING PROGRAM**  
VERSION CONTROL

<b>VERSION NUMBER</b>	<b>DATE REVISED</b>	<b>DESCRIPTION OF REVISIONS</b>
1	February 21, 2020	Original version
2	March 26, 2020	Edits to Eligible Entities section to include for profit entities as authorized under 24 C.F.R. § 570.201(o).

## Table of Contents

<b>1</b>	<b>Overview</b> .....	<b>6</b>
<b>2</b>	<b>National Objective</b> .....	<b>6</b>
<b>3</b>	<b>Program Description</b> .....	<b>7</b>
3.1	Roles .....	8
<b>4</b>	<b>Eligible Use of Funds</b> .....	<b>9</b>
4.1	Eligible Activities .....	9
4.2	Eligible Use of Funds .....	9
4.3	Ineligible Use of Funds.....	10
4.4	Tie to the Storms .....	10
4.5	Grant Underwriting.....	10
<b>5</b>	<b>Program Eligibility</b> .....	<b>11</b>
5.1	Eligible Entities.....	11
5.2	Program Eligibility Requirements .....	11
5.3	Additional Consideration .....	12
<b>6</b>	<b>Application Process</b> .....	<b>12</b>
6.1	NOFA Process .....	13
<b>7</b>	<b>Environmental Review</b> .....	<b>13</b>
<b>8</b>	<b>Duplication of Benefits (DOB)</b> .....	<b>13</b>
<b>9</b>	<b>General Provisions</b> .....	<b>14</b>
9.1	Program Guidelines Scope .....	14
9.2	Program Guidelines Amendments .....	14
9.3	Disaster Impacted Areas .....	14
9.4	Extension of Deadlines.....	15
9.5	Established Periods of Time .....	15
9.6	Written Notifications.....	15
9.7	Conflict of Interest.....	15
9.8	Citizen Participation.....	17
9.9	Citizen Complaints .....	17
9.10	Fraud, Waste, Abuse or Mismanagement.....	17
9.11	Related Laws and Regulations .....	18
9.12	Cross-Cutting Guidelines .....	19
<b>10</b>	<b>Program Oversight</b> .....	<b>19</b>

**11 Severability Clause ..... 19**

## 1 Overview

In September of 2017, the Island of Puerto Rico was severely damaged by Hurricanes Irma and María (the **Hurricanes**). Torrential downpour, sustained winds of 155 miles per hour (**mph**) and gusts over 175 mph left the Island's infrastructure and economic systems crippled. In the wake of the Hurricanes, most residents were left without access to electricity, fuel, water, or basic communications. Many businesses became immediately restricted in the ability to operate leaving residents without employment during a time of dire need.<sup>1</sup> Prior to the Hurricanes, Puerto Rico had already been in a period of economic contraction in the years leading up to the Hurricanes.

Due to declining economic conditions for much of the last decade, and the lasting impact of the Hurricanes, there are several voids within the Puerto Rican economy that have emerged. One such void is the need for job and skills training to help bolster the economic rebirth of the Island. The Workforce Training Program (**WFT** or **Program**) has a goal to fill that void by training a labor force to meet the needs of the reconstruction and to build the skill capacity necessary to push Puerto Rico into the economy of the future. WFT will boost economic development and create jobs by investing Community Development Block Grant- Disaster Recovery (**CDBG-DR**) funds into resources that enable skills development through education, technical assistance, and mentorship.

Job training is defined in this Program as a method of skill development different from the types of learning typically delivered to students seeking high school diplomas or college degrees. Job training focuses primarily on the practical application of work-related skills rather than theoretical concepts. While there may be classroom learning, the focus of this type of training is specific to a current job or job opportunity. The training under this Program will teach specific tasks and may provide a competency certification versus teaching general concepts.

As funding for this Program will be released in two phases, these Program Guidelines are currently written to address the eligibility criteria and guidelines for participation in Phase One (1) of the Program, and to introduce the concept of Phase Two (2). These Program Guidelines will be amended at a later date to address fully the eligibility criteria and guidelines for participation in Phase Two (2).

## 2 National Objective

All CDBG-DR funded activities must meet one (1) of the three (3) National Objectives defined in the authorizing statute of the CDBG program at 104(b)(3) of the Housing and Community Development Act of 1974 (**HCDA**), as amended, 42 U.S.C. § 5304.

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<sup>1</sup> Estudios Técnicos Inc., Industriales Puerto Rico, *Preliminary Estimate: Cost of Damages by Hurricane María in Puerto Rico*, October 6, 2017, <https://estadisticas.pr/files/inline-files/Preliminary%20Estimate%20Cost%20of%20Maria-1.pdf>

PRDOH anticipates that each national objective shown below will be used to qualify projects for Phase One (1) of this Program. PRDOH will work with entities who are funded through this Program to determine the national objective for each project. Projects in the Program will meet of one (1) of the following national objectives:<sup>2</sup>

- Benefit to low- and moderate-income persons (**LMI**) (24 C.F.R. § 570.483(b))
  - Area Benefit
  - Limited Clientele
  - Job Creation/Retention
- Urgent Need (**UN**) activities (24 C.F.R. § 570.483(d))

PRDOH has set a goal to expend sixty percent (60%) of WFT Program funds on projects that result in a benefit to LMI individuals or that demonstrably serve LMI areas.

### 3 Program Description

The goal of the WFT Program is to prepare Puerto Rican residents with the skills required to gain employment in industries that will drive the Island's economy over the next decade. In addition to training programs that meet the current construction and contractor needs to rebuild the Island in the continued aftermath of the Hurricanes, this Program will engage entities that train residents in industries that are expected to grow in the coming years; namely, tourism and hospitality, computer programming and technology, shipbuilding, manufacturing, and healthcare.

While the above-mentioned industries have been readily identified as areas of need for the recovering economy and workforce, entities from all industries which have or plan to have training programs that should be a part of Puerto Rico's growing economy are encouraged to apply to this Program.

The main goal of this Program is to support entities that seek to expand existing or launch new workforce training and/or apprenticeship programs. In the second phase of this Program, entities may be able to purchase, retrofit, or upgrade facilities that are or will be used for training programs.

Applicant entities should be prepared to demonstrate the number of people they plan to train, establish criteria for either recognized certification or professional licensing in their field, provide proof of available jobs to be filled, and identify potential pipelines to help trainees get placed in meaningful jobs.

As funding for the WFT Program will be released in two phases, Phase One (1) will start with the release of a Notice of Funding Available (**NOFA**) soliciting applications from

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<sup>2</sup> More information on CDBG LMI income limits can be found here: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

entities that seek to expand existing or launch new workforce training and/or apprenticeship programs. Phase Two (2) will release a NOFA soliciting applications for construction or renovation of facilities to be used by a training program and may include funding for technical assistance along with a construction project.

- **PHASE ONE (1) - Expand Existing or Develop New Workforce Training Programs:**

The Program will receive and evaluate through the NOFA process Applications from entities with a project plan to expand their current training programs or to develop new programs that address the current and/or future training needs of the people of Puerto Rico. Funding will allow entities to accept and train more students and to offer new subjects or services to potential trainees in Puerto Rico.

- **PHASE TWO (2) - Construction or Renovation of a Facility for a Workforce Training Program:**

After Phase One (1) begins, a second NOFA will be released to solicit Applications from entities that want to build, renovate, or expand a physical space where a training program will be administered. This funding will allow for Applicant entities to construct or improve spaces for training programs across the Island.

Applicant entities are encouraged to consider other available complementary funding sources in their project plans as CDBG-DR funds can only be used on costs defined in these guidelines and within the NOFA.

### 3.1 Roles

#### 3.1.1 PRDOH

The Puerto Rico Department of Housing (**PRDOH**) is the administering entity for the WFT Program. In this role, PRDOH administers the NOFA process to solicit and select applications from qualified entities. PRDOH then enters into Subrecipient Agreements (**SRA**) with selected entities and monitor performance throughout the grant.

#### 3.1.2 Subrecipients

Subrecipients are entities that respond to the NOFA with a viable Application and are selected by PRDOH to enter into an SRA with PRDOH. Subrecipients are responsible for project implementation under PRDOH guidance and instruction. Subrecipients are responsible for cooperating with CDBG-DR compliant procurement processes in order to execute all project components effectively. Subrecipients are also required to comply with all milestone reporting requirements as per PRDOH Program policies.

PRDOH may at its discretion choose to use affiliate government agencies to achieve any program eligible activities.



## 4 Eligible Use of Funds

The total allocation for the WFT Program is forty million dollars (\$40,000,000), with twenty million dollars (\$20,000,000) available for Phase One (1), subject to change with additional CDBG-DR Action Plan Amendments. The maximum grant award for eligible entities applying to one or more phases is five million dollars (\$5,000,000). However, it is possible that not all entities will receive the maximum amount. Funding through the Program will be based on organizational capacity as submitted in proposals.

### 4.1 Eligible Activities

Eligible activities for this Program, per the Housing and Community Development Act of 1974, include:

- Sections 105(a)(8), provision of public services (42 U.S.C. § 5305(a)(8));
- Section 105(a)(14), assistance to public or private nonprofit entities (42 U.S.C. § 5305(a)(14));
- Section 105(a)(15) assistance to neighborhood-based nonprofit organizations, local development corporations, and nonprofit organization (42 U.S.C. § 5305(a)(15));
- Section 105(a)(17), economic development assistance that creates or retains jobs (42 U.S.C. § 5305(a)(17)); and
- Section 105(a)(21), assistance to institutions of higher education (42 U.S.C. § 5305(a)(21)).

### 4.2 Eligible Use of Funds

As a guideline, subrecipients may use funds for the following activities/expenses:

- Recruitment activity costs that are allowable under federal cost principles and approved by PRDOH;
- Screening and skills assessment of participants;
- Training, instruction, and certification of participants;
- Software and instructional materials for training and educational purposes. All purchased materials and supplies will need to be acquired through proper procurement procedures as defined by PRDOH;
- Tuition, books, supplies, and other materials necessary for participants to complete their training;
- Job placement activities;
- Indirect costs;
- Rent and utilities that are directly related to executing a training program; and
- Sub-recipient staff salaries, benefits, supplies and travel costs that are directly associated with implementing the training programs funded through the Workforce Training Program. Travel costs will be reimbursed in compliance with Federal regulations.

#### 4.2.1 Phase Two (2) Eligible Use of Funds

During Phase Two (2) subrecipients will be able to use funds for the following additional activities/expenses:

- Acquisition of land and buildings for a training facility;
- Architectural, engineering and design costs for construction or rehabilitation of a training facility; and
- Preservation, renovation, or rehabilitation of existing buildings for use a training facility.

All entities receiving CDBG-DR assistance in the Program shall agree to apply green building and business standards with the goal of becoming certified. Failure to meet criteria for certification will not disqualify the business or organization from receiving assistance from the Program. This will allow small businesses and organizations in Puerto Rico to learn about implementation of sustainability and resiliency measures as part of day-to-day operations.

#### 4.3 Ineligible Use of Funds

The subrecipient shall NOT use Workforce Training Program funds for the following:

- Entertainment, including amusement, diversion and social activities; food and alcohol associated with parties or socials, meals, lodging, transportation and gratuities associated with entertainment;
- Pre-award costs, including preparation of the grant proposal;
- Donations and contributions, including cash, services or property;
- Fundraising activities;
- Lobbying;
- Stipends for participants;
- Supplanting Federal and State Funds;
- Any other items unallowable under federal cost principles as stated in 2 C.F.R. Part 200.

#### 4.4 Tie to the Storms

HUD requires that all CDBG-DR funded projects have a tie back to the Storms. With every municipal government in Puerto Rico being determined by HUD to be a "most impacted and distressed" as stated in Federal Register Vol. 83, No. 28 (February 9, 2018), 83 FR 5844, funding is available to all communities across Puerto Rico. In accordance with 83 FR 5844, "[a]ll CDBG-DR funded activities must clearly address an impact of the disaster for which funding was allocated."

#### 4.5 Grant Underwriting

PRDOH follows HUD guidelines as the financial underwriting framework for evaluating the feasibility of proposed projects. PRDOH recognizes that different levels of review are

appropriate to take into account differences in the size and scope of a proposed projects, and in the case of a microenterprise or other small business to take into account the differences in the capacity and level of sophistication among businesses of differing sizes.

The objectives of the underwriting guidelines are to ensure all award Applicants meet the CDBG Underwriting Criteria of 24 C.F.R. § 570.209(a) to evaluate:

- that project costs are reasonable;
- that all sources of project financing are committed;
- that to the extent practicable, CDBG funds are not substituted for non-Federal financial support;
- that the project is financially feasible;
- that to the extent practicable, the return on the owner's equity investment will not be unreasonably high; and
- that to the extent practicable, CDBG funds are disbursed on a pro rata basis with other finances provided to the project.

## **5 Program Eligibility**

The program is designed to fund entities to repair and bolster existing and to launch new workforce training programs in Puerto Rico. Proposals from these entities will be evaluated on the level of the quality of services to be provided to workforce trainees. Selected subrecipients are accountable to the CDBG-DR grantee PRDOH, having administrative and other responsibilities in order to implement grant-compliant projects. Eligible WFT Applicant(s) must meet the requirements as explained below.

### **5.1 Eligible Entities**

Eligible entities for the WFT Program include:

- NGO (501(c)(3)) or Not for Profit Entities
- Professional Associations and Trade Associations
- Community Based Development Organizations
- Municipal Governments
- Public Institution of Higher Learning (University)
- Administrative Agency or Department of Government of Puerto Rico (State Agencies)
- For Profit Entities as authorized under 24 C.F.R. § 570.201(o)

### **5.2 Program Eligibility Requirements**

Eligible Program Applicants must meet all the following requirements:

- Must be physically located in Puerto Rico, branch offices are acceptable.

- Must be running an existing training program with proven capacity or have a training curriculum developed for a new or expanded training program.

### **5.3 Additional Consideration**

All proposed projects submitted with the Application must meet the above Program eligibility requirements. PRDOH will score Applications against a number of factors that are deemed critical to execution and delivery of WFT Program objectives. Scoring factors, including the relative weight and importance will be detailed in the NOFA. Those factors may include but are not limited to the following criteria:

- Organizations that have a proven track record of training.
- Projects for training programs that specifically target LMI individuals and communities.
- Projects for training programs that train Puerto Rican citizens who meet Section 3 Resident criteria.
- Projects for training program designs that will reach multiple municipalities.
- Projects for training programs that offer accredited or certified training programs.
- Projects for training programs or organizations that are able to provide career development services and resources to support job placement for successful trainees.
- Projects for training programs that work with incarcerated or formally incarcerated individuals.
- Projects for training programs that show other sources of funding, either public or private.
- Projects for training programs that show a connection with local or municipal government entities.
- Entities that have experience with administering federally funded programs.

## **6 Application Process**

PRDOH will implement the WFT Program by issuing a separate NOFA for each phase of the Program. After the issuance of the NOFA, potential respondents will have a specified period of time to submit Applications to PRDOH detailing their project and how it meets the objectives of the Program. At the close of the NOFA period, PRDOH will review Applications for eligibility threshold requirements and evaluate how the proposed project(s) within the Application align with the goals of the WFT Program and the established scoring criteria. PRDOH will then inform and work with the selected entities through the remaining steps in successfully completing the SRA process. PRDOH will post the final selected Applicant projects to its website.

Eligible entities that wish to submit an Application will need to follow this process and submit all required documents associated with the NOFA.

## 6.1 NOFA Process

The following is a broad process outline for the Program Application solicitation:

1. PRDOH will inform the public that a NOFA to participate in the WFT Program is open. After formally announcing the Program, PRDOH will post the NOFA to the PRDOH website and/or other outreach locations.
2. The NOFA will be posted for **sixty (60) calendar days**.
3. After the Applications have been evaluated and selected, PRDOH will inform the selected respondents and begin the post selection process outlined in the NOFA.
4. PRDOH will execute SRAs with selected Program Applicants.

Further guidance on specifics related to Application will be provided within the published NOFA. PRDOH will, at its discretion, determine the final items to be provided in the NOFA which will include additional information, criteria, and considerations for Application selection. When the NOFA is released and published, it will be posted to the PRDOH website and additional information may be appended to these guidelines.

## 7 Environmental Review

Every project undertaken with Federal funds, and all activities associated with such project, are subject to the provisions of the National Environmental Policy Act of 1969 (**NEPA**), as well as to the HUD environmental review regulations at 24 C.F.R. Part 58 on Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities.

The WFT Program activity encompassed in the fifty thousand-dollar (\$50,000) grant program which funds the provision of technical assistance, and the purchase of moveable equipment has been determined to have a level of environmental review of EXEMPT in accordance with 24 C.F.R. § 58.34 (A)(9). Except for the applicable requirements of 24 C.F.R. § 58.6 (addressed below), the PRDOH does not have to undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities in 24 C.F.R. § 58.5 for the activities associated with the aforementioned WFT Program activities.

Technical assistance activities and the purchase of moveable equipment under the WFT Program have also been approved by PRDOH's Certifying Officer as exempt activity per 24 C.F.R. § 58.34(A)(9), as accredited in the Certificate of Exemption for HUD Funded Projects signed on April 25, 2019 that resides in the project file.

## 8 Duplication of Benefits (DOB)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, 42 U.S.C. § 5121 et seq., prohibits any person, business concern, or other entity from receiving Federal funds for any part of such loss as to which he/she has received financial assistance under any other program, from private insurance, charitable

assistance, or any other source. As such, PRDOH must consider disaster recovery aid received by Program applicants from any other federal, state, local or other source and determine if any assistance is duplicative. Any assistance determined to be duplicative must be deducted from the Program's calculation of the applicant's total need prior to awarding assistance.

To be eligible to receive CDBG-DR funds under the Program and as part of the application process, all applicants must confirm and provide assurance that efforts will be made to avoid a "duplication of benefits." PRDOH understands and expects that for some projects funded through this Program that other Federal forms of funding may be possible and that for each project PRDOH will perform a DOB analysis for each funded project.

## **9 General Provisions**

### **9.1 Program Guidelines Scope**

This document sets forth the policy governing the Program. These program guidelines are intended to aid and provide program activity guidance in Program implementation and closeout and should not be construed as exhaustive instructions. All Program activities must comply with the policies hereby stated. In addition, all program staff must adhere to established program procedures and all federal and state laws and regulations in effect, as applicable, in the execution of program activities.

However, the PRDOH reserves the faculty to authorize, in its sole discretion, the granting of Program benefits to any Applicant, only when exceptional circumstances, not contemplated in these guidelines, justify it. Such faculty will be exercised on a case by case basis in compliance with local, state and federal requirements. PRDOH is in no way obligated to grant the Program benefits in said cases.

### **9.2 Program Guidelines Amendments**

PRDOH reserves the right to modify the policies established in these guidelines if the program guidelines, as written, do not reflect the intended policy or cause procedures to be impracticable, among any other circumstances. If an amended version of these guidelines is approved, the amended version fully supersedes all other previous versions and should be used as the basis for the evaluation of all situations encountered in the implementation and/or continuance of the Program from the date of its issuance, that is, the date that appears on the cover of these guidelines. Each version of the program guidelines will contain a detailed version control log that outlines any substantive amendment, inclusions and/or changes.

### **9.3 Disaster Impacted Areas**

As described in the initial Action Plan, and its amendments, the Government of Puerto Rico will use CDBG-DR funds solely for necessary expenses related to disaster relief, long-

term recovery, restoration of housing, infrastructure, and economic revitalization in the impacted and distressed areas in Puerto Rico as identified in disaster declaration numbers DR-4336 and 4339. Through the Federal Register Vol. 83, No. 157 (August 14, 2018), 83 FR 40314, HUD identified that, for Puerto Rico, all components of the Island are considered “most impacted and distressed” areas. Therefore, these guidelines apply to all 78 municipalities of Puerto Rico.

#### **9.4 Extension of Deadlines**

The Program could extend deadlines on a case-by-case basis. The Program may decline to extend a deadline if such extension will jeopardize the Program's completion schedule or the schedule of an individual construction project. The aforementioned strictly applies to program deadlines or established program terms. Under no circumstance(s) does the faculty to extend deadlines apply to the established terms of time in any applicable federal or state law or regulation, or to the terms of times established in these guidelines to request a Program-based Reconsideration, administrative review and/or judicial review.

#### **9.5 Established Periods of Time**

Unless otherwise specified, all established periods of time addressed in this and all CDBG-DR Program Guidelines will be considered calendar days. On this matter, PRDOH, as grantee, will follow Rule 68.1 of the Rules of Civil Procedure of Puerto Rico, 32 LPR Ap. V, R. 68.1.

#### **9.6 Written Notifications**

All determinations made by the Program will be notified in writing. If an applicant believes that any determination was made without being written, the applicant may request that such decision be made in writing and duly substantiated.

#### **9.7 Conflict of Interest**

As stated in the Federal Register Vol. 83, No. 28 (February 9, 2018), 83 FR 5844, Federal regulations require that State grantees, in the direct Grant administration and means of carrying out eligible activities, be responsible with program administrative requirements, including those established in 24 C.F.R. §570.489(h) related to conflicts of interest.

Several federal and state conflict of interest laws can govern CDBG-DR assisted activities. Therefore, PRDOH has enacted the Conflict of Interest Policy and Standards of Conduct in conformity with the following applicable federal and state regulations:

1. HUD conflict of interest regulations, 24 C.F.R. §570.611 and 24 C.F.R. §85.36;
2. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. §200 at §200.112 and §200.318 (c)(1);
3. Puerto Rico Department of Housing Organic Act, Act 97 of June 10, 1972, as amended;

4. The Anti-Corruption Code for the New Puerto Rico, Act 2-2018, as amended; and
5. The Puerto Rico Government Ethics Act of 2011, Act 1-2012, as amended.

The Conflict of Interest Policy and Standards of Conduct outlines PRDOH's responsibility, in its role as grantee, to identify, evaluate, disclose and manage apparent, potential or actual conflicts of interest related to CDBG-DR funded projects, activities and/or operations. Said Policy is intended to serve as guidance for the identification of apparent, potential or actual conflicts of interest in all CDBG-DR assisted activities and/or operations. In accordance with 24 CFR § 570.489, the Conflict of Interest Policy and Standards of Conduct also includes standards of conduct governing employees engaged in the award or administration of contracts.

As defined in the Conflict of Interest Policy and Standards of Conduct, a conflict of interest is a situation in which any person who is a public servant, employee, agent, consultant, officer, or elected official or appointed official of the PRDOH, or of any designated public agencies, or of subrecipients that are receiving funds under the CDBG-DR Program may obtain a financial or personal interest or benefit that is or could be reasonably incompatible with the public interest, either for themselves, or with those whom they have business, or an organization which employs or is about to employ any of the parties indicated herein, or a member of their family unit during their tenure or for two (2) years after.

Such conflicts of interests will not be tolerated by PRDOH. PRDOH, Program officials, their employees, agents and/or designees are subject to state ethic laws and regulations, including, but not limited to the Puerto Rico Government Ethics Act of 2011, Act 1-2012, as amended, in regard to their conduct in the administration, granting of awards and program activities.

According to the aforementioned Act, no public servant shall intervene, either directly or indirectly, in any matter in which he/she has a conflict of interests that may result in his/her benefit. No public servant shall intervene, directly or indirectly, in any matter in which any member of his/her family unit, relative, partner or housemate has a conflict of interest that may result in benefit for any of the abovementioned. In the case that any of the abovementioned relationships has ended during the two (2) years preceding the appointment of the public servant, he/she shall not intervene, either directly or indirectly, in any matter related to them until two (2) years have elapsed after his/her appointment. This prohibition shall remain in effect insofar the beneficial ties with the public servant exist. Once the beneficial ties end, the public servant shall not intervene, either directly or indirectly, in such matter until two (2) years have elapsed.

The above conflict of interest statement does not necessarily preclude PRDOH Program officials, their employees, agents and/or designees from receiving assistance from the



Program. On a case by case basis, PRDOH Program officials, their employees, agents and/or designees may still be eligible to apply and to receive assistance from the Program if the applicant meets all Program eligibility criteria as stated in this guideline. PRDOH Program officials, their employees, agents and/or designees should disclose their relationship with PRDOH at the time of their application.

The Conflict of Interest Policy is posted as a standalone document at [www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov).

### **9.8 Citizen Participation**

Throughout the duration of the grant, all citizen comments on PRDOH's published Action Plan, any substantial amendments to the Action Plan, performance reports and/or other issues related to the general administration of CDBG-DR funds, including all programs funded by this grant, are welcomed.

The Citizen Participation Plan is posted as a standalone document at [www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov).

### **9.9 Citizen Complaints**

Citizens who wish to voice a complaint related to PRDOH's published Action Plan, any substantial amendments to the Action Plan, performance reports, or other issues related to CDBG-DR funded activities may do so through any of the following methods:

- Via email at: [infoCDBG@vivienda.pr.gov](mailto:infoCDBG@vivienda.pr.gov)
- Online at: [www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov), via the Contact Form available in the "Citizen Participation" – Contact Section of the website
- In writing at:  
Puerto Rico CDBG-DR Program  
P.O. Box 21365  
San Juan, PR 00928-1365

### **9.10 Fraud, Waste, Abuse or Mismanagement**

PRDOH, as grantee, is committed to the responsible management of CDBG-DR funds by being a good advocate of the resources while maintaining a comprehensive policy for preventing, detecting, reporting and rectifying fraud, waste, abuse, or mismanagement.

Pursuant to 83 FR 40314, PRDOH implements adequate measures to detect and prevent fraud, waste, abuse, or mismanagement in all programs administered with CDBG-DR funds as well as encourages any individual who is aware or suspects any kind of conduct or activity that may be considered an act of fraud, waste, abuse, or mismanagement, regarding the CDBG-DR Program, to report such acts to the CDBG-DR Internal Audit Office, directly to the Office of Inspector General (**OIG**) at HUD, or any local or federal law enforcement agency.

The Anti-Fraud, Waste, Abuse, or Mismanagement Policy (**AFWAM Policy**) is established to prevent, detect and report any acts, or suspected acts, of fraud, waste, abuse, or mismanagement of CDBG-DR funds. This Policy applies to any allegations or irregularities, either known or suspected, that could be considered acts of fraud, waste, abuse, or mismanagement, involving any citizen, previous, current or potential applicant, beneficiary, consultant, contractor, employee, partner, provider, subrecipient, supplier, and/or vendor under the CDGB-DR Program.

<b>REPORT FRAUD, WASTE, ABUSE, OR MISMANAGEMENT TO PRDOH CDBG-DR</b>	
CDBG-DR Hotline	787-274-2135 (English/Spanish/TTY)
Postal Mail	Puerto Rico Department of Housing CDBG-DR Internal Audit Office P.O. BOX 21355 San Juan, PR 00928-1355
Email	<a href="mailto:hotlineCDBG@vivienda.pr.gov">hotlineCDBG@vivienda.pr.gov</a>
Internet	<a href="http://www.cdbg-dr.pr.gov">www.cdbg-dr.pr.gov</a>
In person	Request a meeting with the Deputy Audit Director of the CDBG-DR Internal Audit Office located at PRDOH's Headquarters at 606 Barbosa Avenue, Building Juan C. Cordero Davila, Río Piedras, PR 00918.

<b>REPORT FRAUD, WASTE, ABUSE, OR MISMANAGEMENT DIRECTLY TO HUD OIG</b>	
HUD OIG Hotline	1-800-347-3735 (Toll-Free) 787-766-5868 (Spanish)
Postal Mail	HUD Office of Inspector General (OIG) Hotline 451 7th Street SW Washington, D.C. 20410
Email	<a href="mailto:HOTLINE@hudoig.gov">HOTLINE@hudoig.gov</a>
Internet	<a href="https://www.hudoig.gov/hotline">https://www.hudoig.gov/hotline</a>

The AFWAM Policy is posted as a standalone document at [www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov).

### **9.11 Related Laws and Regulations**

These guidelines make reference as to how the provisions of certain laws apply to the Program. However, other related laws may exist which are not included in these Guidelines. This does not negate or preclude the Program from applying the provisions of those laws, nor an applicant from receiving services, when applicable. Moreover, PRDOH can enact, or may have enacted, regulations that address how the laws mentioned in these guidelines are managed. If there are any discrepancies between these guidelines and the laws and/or regulations mentioned in them, then the latter will prevail over the guidelines. If at any time the laws and/or the applicable regulations mentioned in these

guidelines are amended, the new provisions will apply to the Program without the need to amend these guidelines.

### **9.12 Cross-Cutting Guidelines**

Some federal and local requirements apply to all programs funded by CDBG-DR. These Cross-Cutting Guidelines cover topics such as: financial management; environmental review; labor standards; acquisition; relocation; fair housing; among others. The requirements described in the above referenced Cross-Cutting Guidelines, apply to all programs described in PRDOH's CDBG-DR Initial Action Plan and its amendments.

For more information, please refer to the Cross-Cutting Guidelines, which are posted as a standalone document at [www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov).

## **10 Program Oversight**

Nothing contained within these guidelines is intended to limit the role of PRDOH, HUD, and/or corresponding authorities from exercising oversight and monitoring activities of the Program.

## **11 Severability Clause**

If any provision of these guidelines, or the application thereof to any person, partnership, or corporation, or circumstance, is deemed invalid, illegal, or incapable of being enforced to any extent by a competent court, the remainder of these guidelines, and the application of such provisions, will not be affected. All valid applications of these guidelines shall be severed from any applications deemed invalid, leaving the valid applications in full force.

**END OF GUIDELINES.**