



DEPARTMENT OF
HOUSING



CDBG-DR PROPOSAL GUIDE

**REGIONAL MUNICIPAL PLANNING AND INDIVIDUAL
SPECIALIZED PLANNING ANALYSIS
MUNICIPAL RECOVERY PLANNING PROGRAM
(MRP)**

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1 Purpose

The Municipal Recovery Planning Program (**MRP or Program**) aims to address municipal needs in the Disaster Impacted Areas (**DIA**) from Hurricanes Irma and María. The Program design process has three (3) consecutive components: Individual Municipal Planning, Individual Specialized Planning Analysis and Regional Municipal Planning. With these plans, municipalities and regions will be strategically positioned to qualify for funding through other CDBG-DR and/or CDBG-MIT programs and have recovery and resilience strategies in place.

The purpose of the **Individual Specialized Planning Analysis** is to address the needs and essential or desirable planning activities, at a municipal level, detected during the Individual Municipal Planning and that require additional efforts, professional/specialized professional services and/or highly technical planning analysis or activities for the development of future recovery and/or mitigation strategies.

During the **Regional Municipal Planning** process, Municipalities will use the data, information, and engagement from Individual Municipal Plans to identify solutions to issues that extend beyond individual municipal jurisdictions. In addition, Municipalities will work with neighboring Municipalities to understand complex issues that extend beyond civic boundaries and identify solutions that are regional in nature. These issues and solutions may include regional transportation planning, supply chain support, watershed planning and flood mitigation, or environmental and resource conservation planning, among others. This process will conclude with a public document containing regional findings and visions for future success, specific identified issues, and solutions, as well as implementation and funding strategies.

This Proposal Guide will assist eligible Municipalities in the development and submittal of **Regional Municipal Planning and/or Individual Specialized Planning Analysis Proposals**. The Proposal Guide is to be used as a general reference tool and in conjunction with the **CDBG-DR and CDBG-MIT Action Plans** and the **MRP Program Guidelines**¹. This Guide was created to provide clarity and general instructions for the Proposal development process and technical requirements.

¹ The CDGB-DR and CDBG-MIT Action Plans are available in English and Spanish at: <https://cdbg-dr.pr.gov/en/action-plan/> and <https://cdbg-dr.pr.gov/plan-de-accion/>. The MRP Program Guidelines are available in English and Spanish at: <https://cdbg-dr.pr.gov/en/municipal-recovery/> and <https://cdbg-dr.pr.gov/recuperacion-municipal/>.

2 General Proposal Recommendations

2.1 Preparation for Proposal Submission

Before starting the process herein described, to assure your Proposal adheres to the MRP Program requirements, please review the Puerto Rico Department of Housing (**PRDOH**) webpage, the CDBG-DR, and CDBG-MIT Action Plans, and the MRP Program Guidelines.

All program related questions and technical assistance requests should be directed to the MRP programmatic area before Proposal Submission through the following email address: planningCDBG@vivienda.pr.gov.

2.2 Remain Responsive During Proposal Review & Evaluation

After the Proposal submission, the Program may request additional information or clarification on any topic/criteria deemed inconclusive in the submitted Proposal. The request for information will be directed to the point of contact (**POC**) designated in the Proposal. Failure to respond or provide the requested information may jeopardize the selection of the Proposal, which could be denied through a Proposal Denial Letter.

2.3 After Submitting the Proposal

PRDOH will review and evaluate the submitted Proposals. Awarded Proposal shall be notified through a Proposal Approval Letter. After PRDOH's Proposal approval, the Municipality must execute a new Subrecipient Agreement (**SRA**).

PRDOH reserves the right to reject partially or completely any, and all Proposals received when the public interest, the best interest of the Government of Puerto Rico and/or PRDOH, or of the impacted communities will be served by such action.

3 Proposal Review and Selection

3.1 Proposal Review Process Overview

The Proposal evaluation process is divided in two (2) steps:

- **First Step:** Review and compliance with Mandatory Requirements. Mandatory Requirements include, but are not limited to, the proposer(s) general documentation and information, name of the proposer(s) designated POC, entity information, and copy of the agreement or consortium. During the review, PRDOH may contact and request the Proposer to submit missing documentation and/or to replace incorrectly submitted documentation, as well as any other information needed pursuant to the Mandatory Requirements. Proposers who do not comply with the request of information/documentation during the First Step will not move forward to the Second Step of the Proposal Evaluation Process.

- **Second Step:** Technical Requirements Review and Compliance. The Technical Requirements include, but are not limited to, Proposal alignment with the MRP goals through a detailed description of the proposed planning study and/or analysis, scope, needs, and benefits associated with the plan or study; and compliance with all other MRP Program Guidelines established requirements.

3.2 Eligible Proposers

Eligible Proposers for the Regional Municipal Planning and/or Individual Specialized Planning Analysis Activities are:

- Municipalities that participated in the Individual Municipal Recovery Planning Program

3.3 Proposal Selection and Other Considerations

PRDOH shall review and approve Proposals as they are received. PRDOH reserves the right to award more than one (1) proposal to any eligible Proposer. Consideration and selection of additional Proposals per entity will be contingent upon funding availability and alignment with the MRP Program goals, objectives, and requirements. During the evaluation and review of the submitted Proposals, PRDOH may request that the Proposer submit and provide additional information and/or documentation to clarify any topic/criteria deemed inconclusive in the Proposal.

The information contained in the Proposal Guide does not constitute a commitment by the Government of Puerto Rico and/or PRDOH to award an SRA.

4 Proposal Requirements and Evaluation

The Proposal must contain the following elements:

4.1 Mandatory Requirements

The Proposer must submit the following documents and information:

- Individual Municipal Recovery Planning Program participation confirmation.
- Individual Municipal Recovery Plan is at least seventy-five percent (75%) completed.² It is important to note that for the execution of the SRA, the municipalities must have completed (100%) their Individual Municipal Recovery Plans.
- Proposer(s) information, including:
 - Entity name
 - Physical and postal address

² Evidence that may be submitted includes, but is not limited to, monthly reports, copy of the plan in progress or completed, or a certification of the planning service provider, where applicable.

- Email address
- Phone number
- Consortium or Collaboration Agreement Documentation³ such as:
 - Copy of inter-municipal alliance or consortium
 - Copy of the agreements within municipalities
 - Copy of trusts and/or collaborative agreements.
- Information of each Municipality or formalized consortium:
 - Name or group name
 - Physical and postal address
 - Email address
- Authorized Representative information, including:
 - Name(s) of authorized representative(s) or POC(s) (First and second POC or person(s) PRDOH should contact to request information regarding the Proposal)
 - Email address
 - Postal and physical address
 - Phone number

4.2 Technical Requirements

The Proposal must also include the following Technical Requirements:

- A. Narrative description of the Proposer's overall understanding of the requirements, goals, and expectations of the Regional Municipal Planning and/or Individual Specialized Planning Analysis.
 1. Provide a detailed description of how the proposed plan or study fulfills the Disaster Recovery and/or Mitigation objectives. Please, review the CDBG-DR and CDBG-MIT Action Plans and/or MRP Program Guidelines for more information.
 2. Elaborate on your understanding of planning goals and activities requirements, such as: Identification of recovery, resilience, and mitigation actions and/or strategies that can be undertaken by municipalities and/or stakeholders.
 3. Provide mitigation and resilience strategies that address areas such as capital improvements, economic development, and debris management, among others.
- B. Technical description of the proposed Regional Municipal Planning and/or Individual Specialized Planning Analysis.

³ For Individual Specialized Planning Proposals, this Mandatory Requirement **does not** apply.

1. Provide a detailed description of the conditions to be improved, including urban, environmental, social, economic, housing, and other variables as needed for the fulfillment of the plan or study. Proposer must also provide information related to the Low- and Moderate-Income (**LMI**) communities to be impacted, involved and/or benefited. Proposer should include PR Community Survey data from the U.S. Census, GIS mapping⁴, and/or other related data or documents.
 2. Provide previous studies, reports, data and/or analysis of the area in which the scope, needs, or benefits of the proposed plan or study was identified, such as academic research, non-governmental organization (**NGO**) research, Federal Emergency Management Agency (**FEMA**) Hazard Mitigation Plan (**HMP**), and Individual MRP Plan, among others.
 3. Include legal and regulatory framework of the area where the plan or study is proposed, such as relevant municipal and state plans, laws, regulations, ordinances, executive orders, among others.
- C. The Proposer's approach or strategy for carrying out the required planning activities.
1. Provide a program document describing the goals and outcomes of the proposed plan or study. For example, how it will provide or result in concrete goals, projects or specific actions that will lead to the recovery and resilience of municipalities or regions.
 2. Include activities, phases, deliverables, and schedule of the proposed plan or study. Proposal could include Gantt charts, tables, diagrams, narrative documents, or any other documentation to detail all the required information.
 3. Provide a full description of the scope, needs, benefits and costs for the municipality, region and/or participating municipalities. Proposal could include tables, charts, spreadsheets, narrative documents, or any other documentation that detail everything required.
 4. Include a stakeholder engagement and outreach strategy to present the plan or study to the different communities involved, impacted and/or benefited by the Proposal.
- D. Description of the Proposer's approach to the general administration and coordination of the efforts, including the partner municipalities, PRDOH, and Program vendors.

⁴ For GIS data, Proposers can use ESRI ArcGIS, QGIS, or other software, as well as, Google Earth (<https://earth.google.com/web/>), Google Maps (<https://www.google.com/maps>), or other online platforms.

1. Include an organizational chart for the management and implementation of the proposed plan or study. The organizational chart must identify key personnel names, positions, responsibilities, and tasks distribution. For Regional Municipal Planning Proposal, the chart must also include personnel from each of the proposing/participating municipalities.
2. Provide a detailed description of the funding strategy and implementation and demonstrate secured funding mechanisms for day-to-day operations.
3. Include a narrative describing how the Proposer and partners will work in coordination with PRDOH, Program vendors, or any entity that PRDOH determines necessary in the implementation of activities, coordination of meetings, progress monitoring and/or reports, among others.

E. Past Performance in CDBG-DR Planning Programs

The evaluation of the eligible Proposer past performance in CDBG-DR planning programs includes:

1. Consistent invoicing practices. Invoices to PRDOH are submitted with all required documentation and with minor corrections such as grammatical errors, signatures, among other minimum errors that can be easily corrected.
2. Consistent compliance with payments to service providers/vendors. Payments promptly made for services rendered with minor corrections or errors that can be easily corrected.
3. Compliance with administrative and SRAs requirements. These requirements include without limitation the submittal of quarterly and monthly reports, and training (Talents LMS, program area material, etc.), among others. At the time of Proposal submittal, Proposers shall not have more than two (2) monthly reports open, unresolved, and/or pending.
4. Consistent implementation of activities. Proposers carry out the activities in compliance with the planning program and SRA requirements. These requirements include without limitation, compliance with established timelines, performance goals, and consistent monthly progress of activities and/or responsibilities in a timely manner and within the established timeframes.

For the selection and award, Proposals must pass the Mandatory Requirements section and score at least seventy percent (70%) in the Technical Requirements section.

For Regional and Individual Specialized Planning Proposal Score Cards, see **Attachments A and B** of this Guide.

5 Proposal Submittal

Proposals should be submitted by e-mail to the following address: planningCDBG@vivienda.pr.gov. All Proposal documents should be properly identified in accordance with the sections above. Examples of proper naming conventions are provided below:

- Mandatory Requirements_3_Collaboration Agreement
- Mandatory Requirements_5_Authorized Representative
- Technical Requirements_2.2_Previous Studies
- Technical Requirements_4.1_Org Chart

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6 Attachments

Attachment A: Regional Municipal Planning Proposal Evaluation Criteria

Mandatory Requirements Evaluation	
Criteria	Potential Score
1. Proposal Submission: Proposal is submitted on or before the Proposal due date and time.	Pass/Fail
2. MRP Program participation confirmation: Municipality achieved at least 75% of their Individual Municipal Recovery Plan, or Proposers completed their Municipal Individual Recovery Plans in order to sign a Subrecipient Agreement (SRA) for Regional Planning purposes.	Pass/Fail
3. Collaboration Agreements: Submit evidence of inter-municipal alliance or consortium, agreements within municipalities, trusts and/or collaborative agreements evidence.	Pass/Fail
4. Information of each Municipality or formalized consortium:	Pass/Fail
- Proposer Name or group name	Pass/Fail
- Physical Address	Pass/Fail
- Mailing Address	Pass/Fail
5. Proposers Representative Information: Provides contact information for the persons PRDOH should contact regarding the proposal, including names, telephone numbers, and email addresses for a first and second Point of Contact (POC).	Pass/Fail
- An authorized representative properly submits the proposal. Presents evidence of the representative's authority to sign the proposal and bind the proposing entity or group.	Pass/Fail
Technical Requirements Evaluation	
Criteria	Max. Points
1. Narrative description of the Proposer's overall understanding of the requirements, goals, and expectations of the MRP Program Regional Municipal Planning.	8 Max.
1.1 Describes how the proposed plan or study fulfills the CDBG-DR and/or CDBG-MIT objectives.	
1.2 Shows an understanding of the Regional Planning goals and activities requirements.	
1.3 Provide mitigation and resilience strategies that address areas such as capital improvements, economic development, and debris management, among others.	
2. Technical description of the proposed Regional Municipal Planning.	12 Max.
2.1 Describes the conditions to be improved, including urban, environmental, social, economic, housing, and other variables as needed for the fulfillment of the plan or study. Provides data related to the Low-and-Moderate Income (LMI) communities to be impacted. Proposal includes PR Community Survey data from the U.S. Census, GIS mapping, and/or other related data.	
2.2 Provides previous studies, reports, data and/or analysis of the area in which the scope, needs, or benefits of the proposed plan or study was identified, such as academic research, non-governmental organizations (NGO) research, FEMA Hazard Mitigation Plan (HMP), Individual MRP Plan, among others.	
2.3 Includes legal and regulatory framework of the area where the plan or study is proposed, such as relevant municipal and state plans, laws, regulations, ordinances, and executive orders, among others.	

3. The Proposer's approach or strategy in carrying out the required planning activities.	14 Max.
3.1 Provides a program document describing the goals and outcomes of the proposed plan or study.	
3.2 Includes activities, phases, deliverables, and schedule of the proposed plan or study. Proposal could include Gantt charts, tables, diagrams, narrative documents, or any other documentation to detail all the information required.	
3.3 Provides a full description of the scope, needs, benefits, and costs. Proposal could include tables, charts, spreadsheets, narrative documents, or any other documentation to detail all the information required.	
3.4. Includes a stakeholder engagement and outreach strategy to present the plan or study, to the different communities involved, impacted and/or benefited in the proposal.	
4. Description of the Proposer's approach to the general administration and coordination of the efforts, including the partner municipalities, PRDOH, and Program vendors.	8 Max.
4.1 Includes an organizational chart for the management and implementation of the proposed plan or study. The organizational chart must identify key personnel names, positions, responsibilities, and tasks distribution. The chart must include personnel from each of the proposing/participating municipalities.	
4.2. Provides a detailed description of the funding strategy and implementation and demonstrate secured funding mechanisms for day-to-day operations.	
4.3 Includes a narrative describing how the Proposer and partners will work in coordination with PRDOH, Program vendors, or any entity that PRDOH determines necessary for the coordination and implementation of proposed activities.	
5. Proposer's Past Performance in CDBG-DR Planning Programs	18 Max.
5.1 Consistent invoicing practices. Invoices to PRDOH are submitted with all required documentation and with minor corrections such as grammatical errors, signatures, among other minimum errors that can be easily remediated.	
5.2 Consistent compliance with payments to service providers/vendors. Payments promptly made for services rendered with minor corrections or errors that can be easily corrected.	
5.3 Compliance with administrative and SRAs requirements. These requirements include without limitation the submittal of quarterly and monthly reports, training (Talents LMS, program area material, etc.), among others. At the time of Proposal submittal, Proposers have no more than two (2) monthly reports open, unresolved, and/or pending.	
5.4 Consistent implementation of activities. Proposers carry out the activities in compliance with the planning program and SRA requirements. These requirements include without limitation, compliance with established timelines, performance goals, consistent monthly progress of activities and/or responsibilities in a timely manner and within the established timeframes.	

Attachment B: Individual Specialized Planning Analysis Proposal Evaluation Criteria

Mandatory Requirements Evaluation	
Criteria	Potential Score
1. Proposal Submission: Proposal was submitted on or before the Proposal due date and time.	Pass/Fail
2. MRP Program participation confirmation: Municipality achieved at least 75% of their Individual Municipal Recovery Plan, or Proposer completed their Municipal Individual Recovery Plan in order to sign a Subrecipient Agreement (SRA) for Specialized Planning Analysis purposes.	Pass/Fail
3. Information of the Municipality:	Pass/Fail
- Proposer Name	
- Physical Address	Pass/Fail
- Mailing Address	Pass/Fail
4. Proposers Representative Information: Provides contact information for the persons PRDOH should contact regarding the proposal, including names, telephone numbers and email addresses of a first and second Point of Contact (POC).	Pass/Fail
An authorized representative properly submits the proposal. Presents evidence of the representative's authority to sign the proposal and bind the proposing entity or group.	Pass/Fail
Technical Requirements Evaluation	
Criteria	Max. Points
1. Narrative description of the Proposer's overall understanding of the requirements, goals, and expectations of the Individual Specialized Planning Analysis.	8 Max.
1.1 Describes how the proposed plan or study fulfills the CDBG-DR and/or CDBG-MIT objectives.	
1.2 Shows an understanding of Individual Specialized Planning Analysis goals and activities requirements.	
1.3 Provide mitigation and resilience strategies that address areas such as capital improvements, economic development, and debris management, among others.	
2. Technical description of the proposed Specialized Planning Analysis.	14 Max.
2.1 Describes the conditions to be improved, including urban, environmental, social, economic, housing, and other variables as needed for the fulfillment of the study. Provides data related to the Low-and-Moderate Income (LMI) communities to be impacted, involved and/or benefited. Proposal includes PR Community Survey data from the U.S. Census, GIS mapping, and/or other related data.	
2.2 Provides previous studies, reports, data and/or analysis of the area in which the scope, needs, or benefits of the proposed study was identified, such as academic research, non-governmental organizations (NGO) research, FEMA Hazard Mitigation Plan (HMP), Individual MRP Plan, among others.	

2.3 Includes legal and regulatory framework of the area where the study is proposed, such as relevant municipal and state plans, laws, regulations, ordinances, and executive orders, among others.	
3. The Proposer's approach or strategy in carrying out the required planning activities	12 Max.
3.1 Provides a program document describing the goals and outcomes of the proposed study.	
3.2 Includes activities, phases, deliverables, and schedule of the proposed study. Proposal could include Gantt charts, tables, diagrams, narrative documents, or any other documentation to detail all information required.	
3.3 Provides a full description of the scope, needs, benefits, and costs. Proposal could include tables, charts, spreadsheets, narrative documents, or any other documentation to detail all the information required.	
3.4. Includes a stakeholder engagement and outreach strategy to present the study to different communities involved, impacted, and/or benefited in the proposal.	
4. Description of the Proposer's approach to the general administration and coordination of the efforts, including the partner municipalities, PRDOH, and Program vendors	8 Max.
4.1 Includes an organizational chart for the management and implementation of the proposed plan or study. The organizational chart must identify key personnel names, positions, responsibilities, and tasks distribution.	
4.2. Provides a detailed description of the funding strategy and implementation and demonstrate secured funding mechanisms for day-to-day operations.	
4.3 The Proposal must include a narrative describing how the Proposer and partners will work in coordination with PRDOH, Program vendors, or any entity that PRDOH determines necessary for the coordination and implementation of proposed activities.	
5. Proposer's Past Performance in CDBG-DR Planning Programs	18 max.
5.1 Consistent invoicing practices. Invoices to PRDOH are submitted with all required documentation and with minor corrections such as grammatical errors, signatures, among other minimum errors that can be easily remediated.	
5.2 Consistent compliance with payments to service providers/vendors. Payments promptly made for services rendered with minor corrections or errors that can be easily corrected.	
5.3 Compliance with administrative and SRAs requirements. These requirements include without limitation the submittal of quarterly and monthly reports, trainings (Talents LMS, program area material, etc.), among others. At the time of Proposal submittal, Proposers have no more than two (2) monthly reports open, unresolved, and/or pending.	
5.4 Consistent implementation of activities. Proposers carry out the activities in compliance with the planning program and SRA requirements. These requirements include without limitation, compliance with established timelines, performance goals, consistent monthly progress of activities and/or responsibilities in a timely manner and within the established timeframes.	

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