



DEPARTMENT OF
HOUSING



CDBG-DR

GRANT COMPLIANCE PORTAL (GCP)

SUBRECIPIENT CONTRACT MANAGER ROLE

June 08, 2023

V.4

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1. Glossary

Allocated – The total amount of CDBG-DR/MIT funds for activities funded under a **Subrecipient Agreement (SRA)**, as amended. This amount is shown in the General Information Section of the performance report and is entered by the SRA Administrator.

Grant Manager Point of Contact (POC) – The staff member assigned or authorized by the CDBG-DR/MIT Grant Manager to serve as the point of contact for the Subrecipient regarding a specific CDBG-DR/MIT Program SRA.

Indicator – The quantitative method used to demonstrate that the Key Activities have been performed.

Key Activity – The activities necessary to carry out the Key Deliverables.

Key Objective - The major objectives the Program wants to achieve.

Notice of Funding Availability (NOFA) – Refers to a competitive process that informs the public that funding is available for a specific purpose and can be requested through an application process.

PRDOH POC - The staff member assigned or authorized by the PRDOH to serve as the point of contact for the Subrecipient regarding a specific CDBG-DR/MIT Program SRA.

Procurement Processes – Any process by which the Subrecipient procures goods and services associated with their SRA.

Repository - Space within the Grant Compliance Portal (**GCP**) used to file documents from awarded procurement processes.

Request for Information (RFI) – A process for gathering information about a specific topic in a timely manner.

Source of Verification – The documentation used to verify that the Indicators have been met, and thus the activities are complete.

SRA Administrator (Back Office Administrator) – The staff member assigned or authorized by the Grant Manager or PRDOH to administer and set up Subrecipients, Programs, and SRAs in the Grant Compliance Portal (**GCP**).

Subrecipient Agreement (SRA) – The agreement executed between the entity (**Subrecipient**) receiving funding and the Puerto Rico Department of Housing (**PRDOH**) from a PRDOH CDBG-DR/MIT Program.

Subrecipient Contract Manager (Subrecipient or User) – The staff member assigned to report on the Subrecipient's projects or activities funded under a CDBG-DR/MIT Program SRA.

Target – The goal for each of the Indicators.

Timeline – Expected completion date or timeframe.

2. Introduction

This user guide is designed to assist those who administer and manage grant funds of the Community Development Block Grant - Disaster Recovery (**CDBG-DR**) Program and the Community Development Block Grant - Mitigation (**CDBG-MIT**) Program. Subrecipient activities under these programs will be reported and monitored through the Grant Compliance Portal (**GCP**). Created for the Puerto Rico Department of Housing (**PRDOH**), this portal will be used by Subrecipient Contract Managers, Program Managers Points of Contact (**POC**), Grant Manager POC, PRDOH POCs, and Subrecipient Agreement (**SRA**) Administrators to report on and monitor the use of program funds.

Through the GCP portal, Subrecipients will complete and submit reports of program and SRA progress. In addition, through the portal Subrecipients will have additional support, which includes requesting procurement courtesy reviews, submitting procurement processes for publication, and requesting information to the programmatic area.

Access to the GCP portal will require user login credentials. If you do not have login credentials, please send an e-mail to helpdeskpr@hornellp.com and cc: your Program POC.

In the GCP portal, accomplishments for Key Deliverables and Activities, schedule changes, program income, and other transactions involving grant funds will be monitored for compliance. As such, it is important that subrecipients, in particular, familiarize themselves with the system and maintain updated records at all times. In addition, this manual assumes the user is familiar with the terminology in the Subrecipient Manual. The glossary at the front beginning of this manual contains definitions of terms specific to the GCP portal.

Explanations of how to use the portal are organized in three separate User Manuals (SRA Administrator, Subrecipient Contract Manager, and GM POC/PRDOH POC User Manuals) according to the user role.



DEPARTMENT OF HOUSING

GRANT COMPLIANCE PORTAL

Log in to your account

Email Address

Password

Remember me [Forgot password?](#)

Log In

Figure 1

3. Access to GCP

To access GCP portal, go to the following URL:

<https://horne2.outsystemsenterprise.com/GrantCompliancePortalLayout/Login.aspx>

Enter the assigned credentials

- i. Username:
- ii. Password:

Upon login, the landing page you will see depends on your assigned role. As a Subrecipient you will land on **My Profile**.

The notification bell, as shown below, will notify the user when a report is approved, returned for corrections, the contract or procurement package was reviewed, and the inquiry was closed, among others.

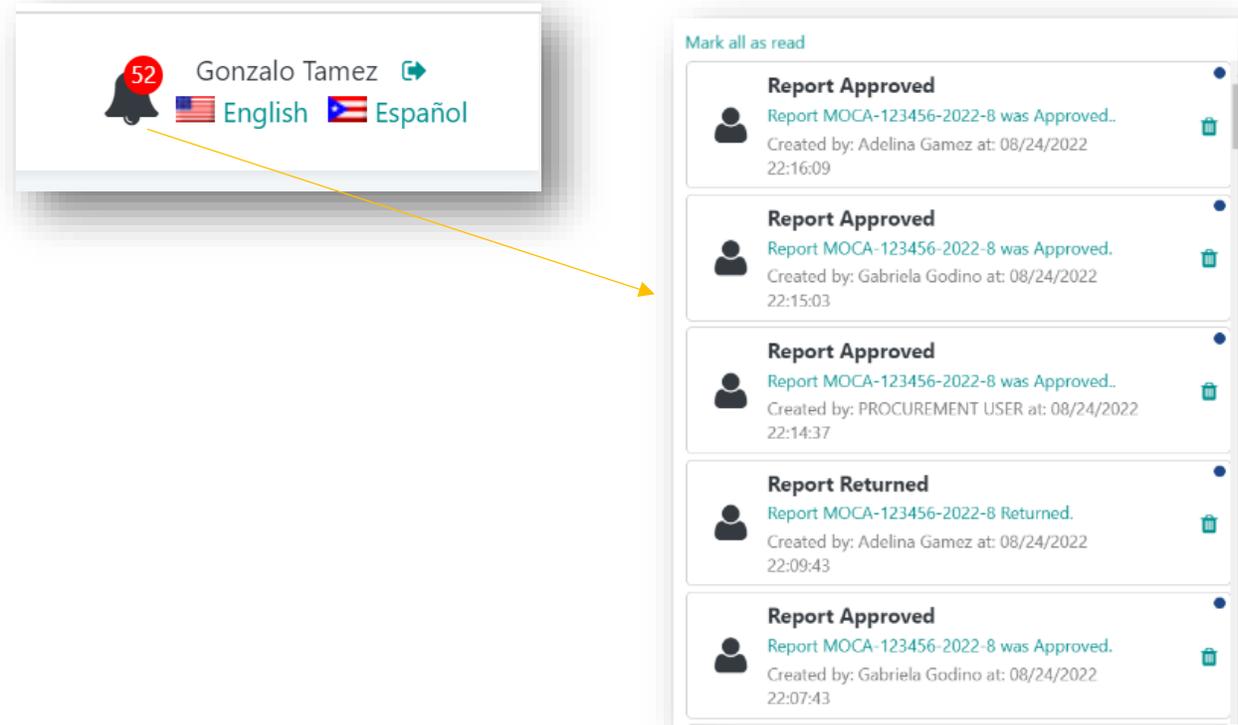


Figure 2

4. Sign Out - GCP

To sign out, simply click your username in the upper right-hand corner of the screen. This is the exit or log out button. ~~Log out.~~ Note, that below the **sign out** button, all users may select the English or Spanish version of the portal, merely click on the flag icons as shown on Figure 3.

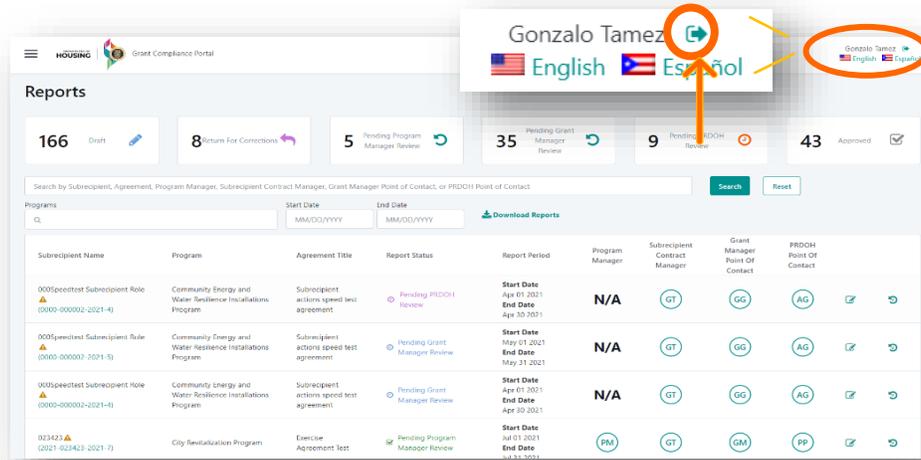


Figure 3

5. My Profile

The GCP portal Subrecipient profile is a new addition to the platform. This section is the landing page for the Subrecipients and shows important information regarding the organization, team members, agreements, self-certifications, insurances, and supporting documents.

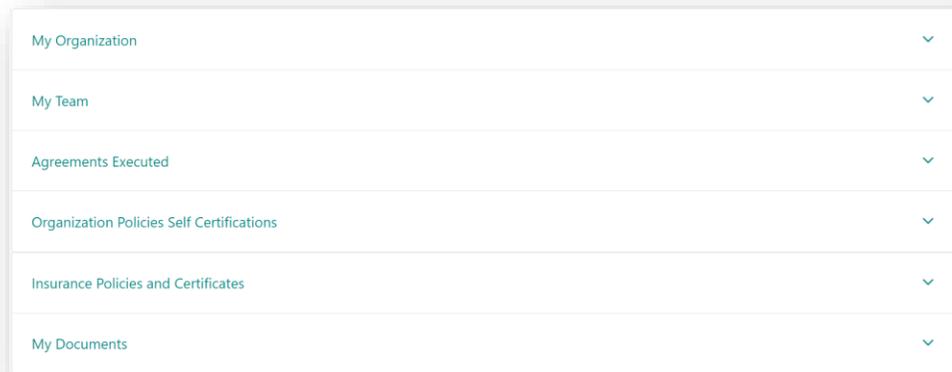


Figure 4

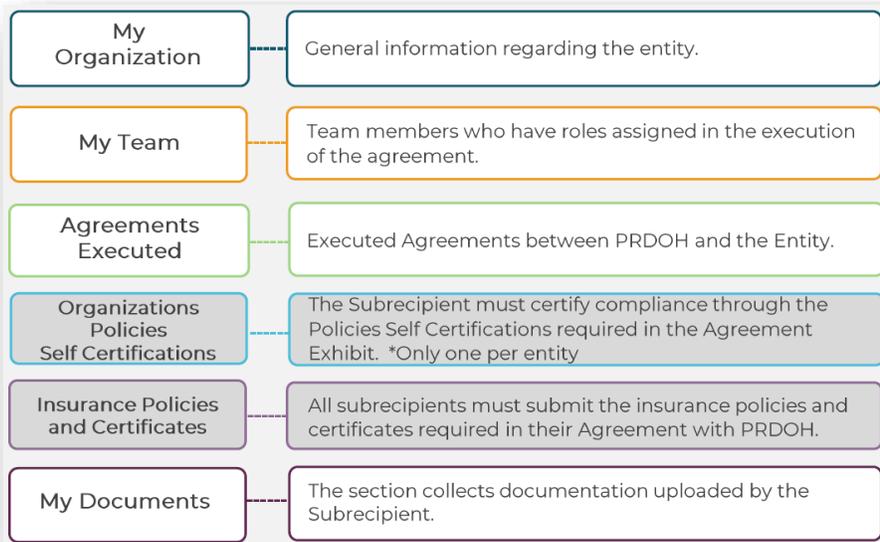


Figure 5



In the My Documents section, within My Profile, the Subrecipient will be able to upload important documents of their entity. As an example, the Subrecipient will upload the Procurement Policies and Procedures Compliance Self-Certification, among others.

The remainder of this page was intentionally left blank.

Program Manager, Grant Manager, and PRDOH POCs can review, comment, send back for corrections, or recommend approval.

You can search for a particular subrecipient by **Subrecipient** name, **Subrecipient Contract Manager, Program Manager POC, Grant Manager POC** or **PRDOH POC**. You can also filter reports by the **Report Status**. Subrecipients can learn the status of their report in the approval process in the **Report Status** column.



The boxes under the word "Reports" allow the Subrecipient to quickly see how many reports are in "Draft", "Returned for Correction", pending review by a POC, or "Approved".

For further detail on the different statuses, please refer to the diagram below.



As shown in Figure 7 above, Subrecipients can add data and edit their own reports by clicking on the link below their name - ~~Subrecipient Agreement (SRA) ID Code~~ - or they can click on the **Edit** icon to the right of the entry. Clicking on the **Revision History** icon shows all the changes and approvals for the report so far. **Figure 8**—shown on the right, shows all the changes and approval for the report so far.

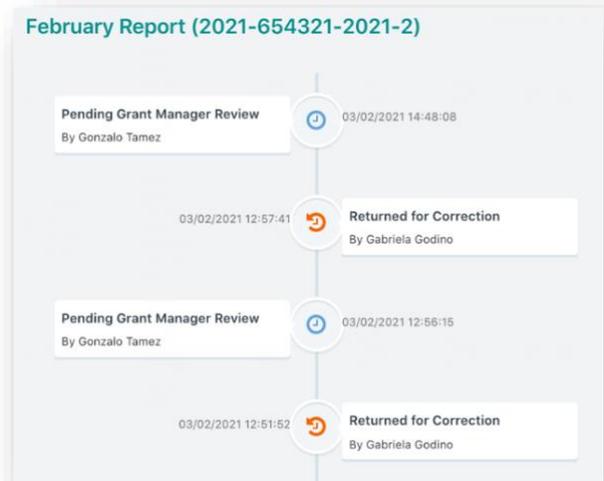


Figure 8



Whenever a report is Returned for Correction, it is recommended that the Subrecipient review, make the corrections (if any), and resubmit as soon as possible. This will quicken the subsequent review process.

6.2 GENERAL INFORMATION SECTION

Clicking on the **Edit** Icon will take you to the General Information section of the report with pre-populated report period start and end dates. This page contains general information about the ~~Subrecipient Agreement SRA~~ and various POCs. Confirm you are editing the proper report and click **Next** at the bottom of the page.

Report Information			
Report Id Code *	Report Period Start	Report Period End	
2021-DR1234-2022-1	01/01/2022	01/31/2022	
Planning Costs \$1,000,000.00	Activity Delivery Costs \$3,266,333.55	Project Costs \$1,000,000.00	Total Cost \$5,266,333.55

Subrecipient and Agreement Information	
Subrecipient Name *	Subrecipient Type
Agnes Suarez	Individual
Agreement Contract *	Program Name *
2021-DR1234	City Revitalization Program
Agreement Title *	
SRA Municipio de Ponce City Revitalization	
Agreement Description	
Provide funds and flexibility to fund a wide range of activities that address the recovery and resiliency needs of downtown areas and key corridors across Puerto Rico.	

Figure 9



Prior to commencing information and/or data entry on any report, make sure you are on the correct report for the reporting period you want to work on.

This information is found in the boxes titled: "Report Period Start" and "Report Period End".

Report Period Start

03/01/2022

Report Period End

03/31/2022

6.3 ADMINISTRATIVE SECTION

Clicking **Next** will bring you to the **Administrative** section of the report:

In this section of the report, the Subrecipient can enter information on **Program Income**, **Procurement Processes**, **Notices of Funding Availability**, **Contracts**, **Equipment**, and **Staffing**. To enter information on any of these processes, click on the downward caret to open it or upward caret to close it. Administrative area Carets are:

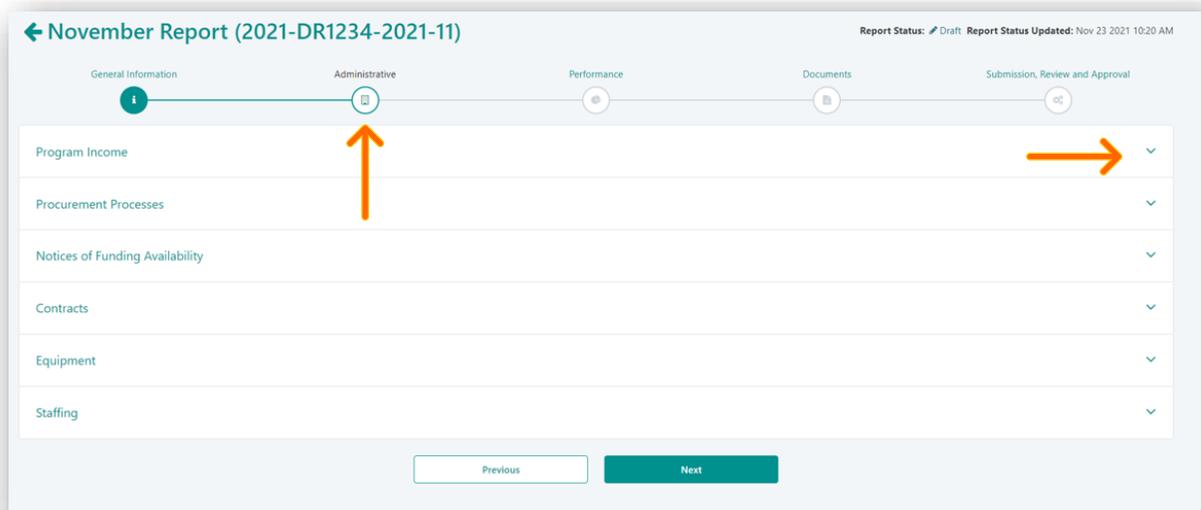
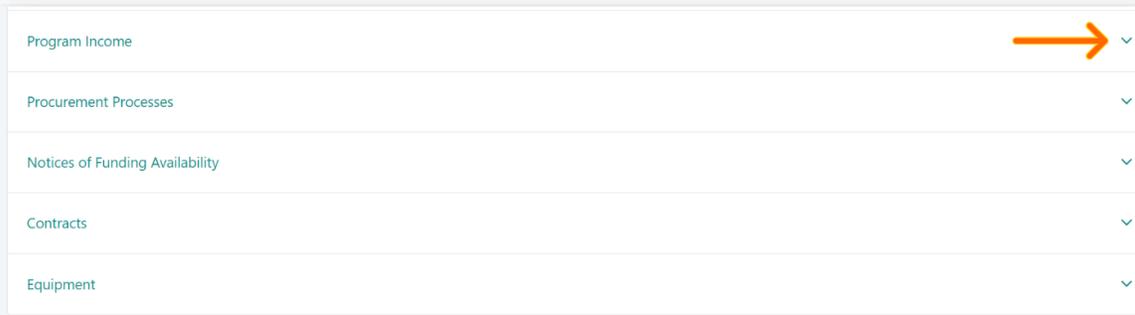


Figure 10

Each of the following sections can be found by clicking on the downward caret to the right of the section.



Program Income	↕
Procurement Processes	↕
Notices of Funding Availability	↕
Contracts	↕
Equipment	↕

Figure 11



The GCP Report's Administrative section can be completed in two (2) ways:

- Completing the information required in the subsections manually.
- Pulling (importing) data from the most recently approved report.

How to pull data from your most recent approved report?

1. Go to the Administrative Section of your Report in GCP.

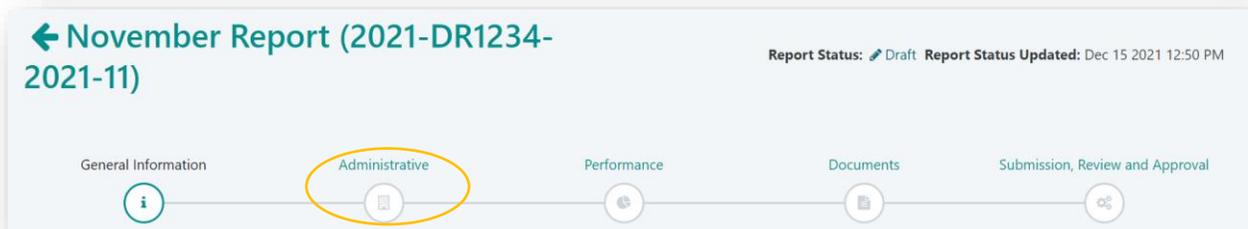


Figure 12

2. Identify the **Set Previous Report** button at the bottom.

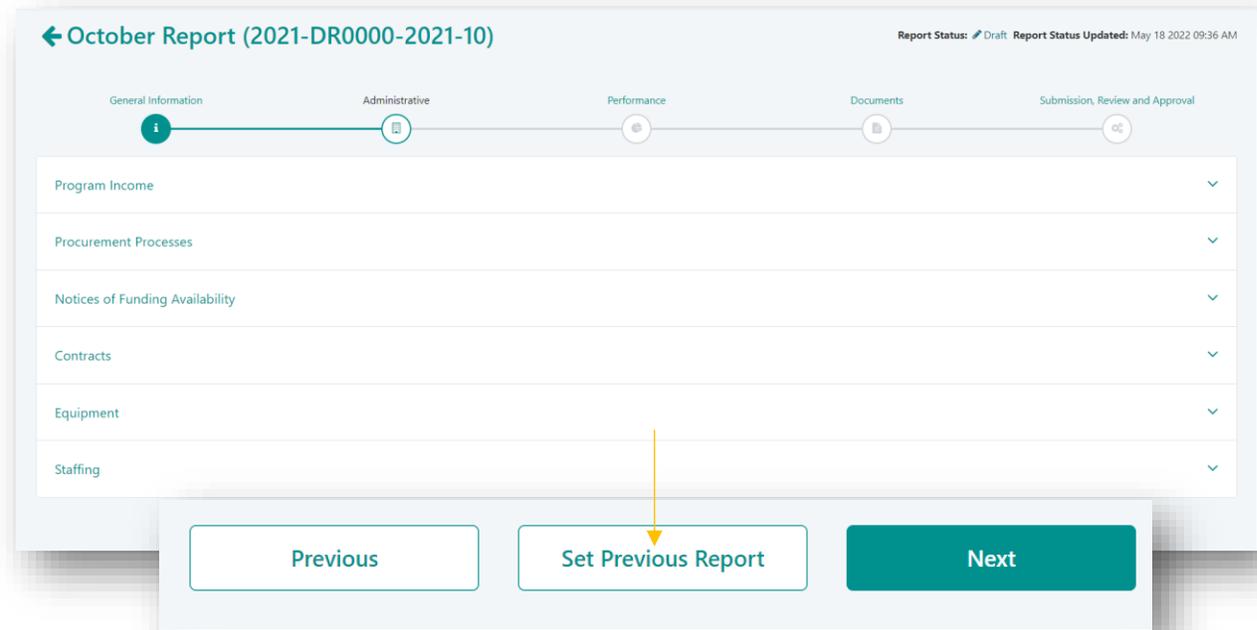


Figure 13

3. Pressing this button will open a pop-up window to confirm if you are sure that you want to pull the information from the most recently approved report.

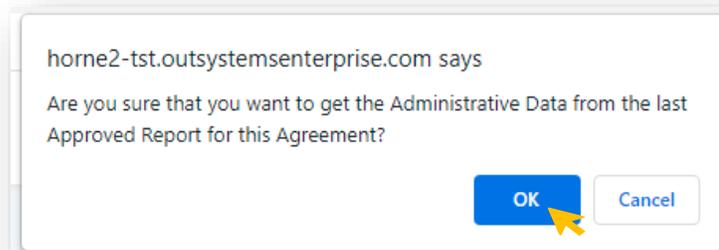


Figure 14

4. Press **OK** to fill the Administrative section with the data from the most recently approved monthly report.

5. Once the subsection is filled with the data from the most recently approved report, you may:

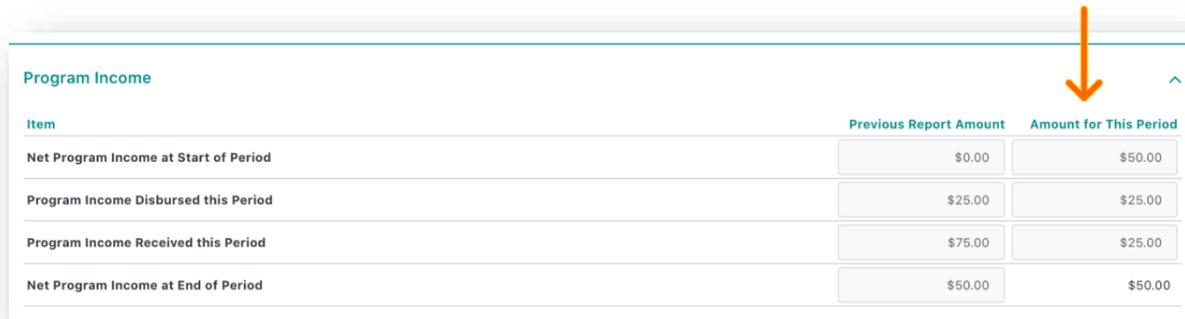
- Enter new information corresponding to the month of the report.
- Edit pulled data to reflect any updates for the current report.
- Eliminate unnecessary or repetitive entries.



Hint: Just click one time the **Set Previous Report** Button.

6.3.1 PROGRAM INCOME

The first section to be completed is the Program Income. The previous month's program income is shown adjacent to the column labeled **Amount for This Period**. Information regarding Program Income is entered for the current reporting period.



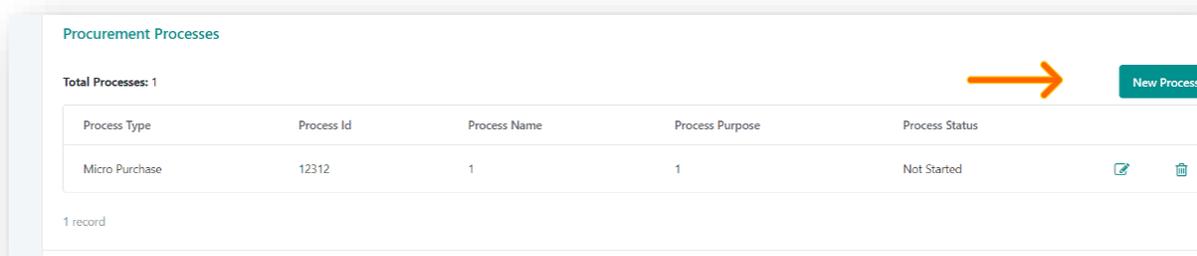
Item	Previous Report Amount	Amount for This Period
Net Program Income at Start of Period	\$0.00	\$50.00
Program Income Disbursed this Period	\$25.00	\$25.00
Program Income Received this Period	\$75.00	\$25.00
Net Program Income at End of Period	\$50.00	\$50.00

Figure 15

Click in the boxes for **Program Income Disbursed** and **Program Income Received** for the current reporting period. GCP then updates the **Net Program Income at the End of the Period**. For more information on Program Income requirements click [here](#).

6.3.2 PROCUREMENT PROCESSES

Next, subrecipients must provide and update information regarding any new or existing **Procurement Processes** undertaken.



Process Type	Process Id	Process Name	Process Purpose	Process Status	
Micro Purchase	12312	1	1	Not Started	 

1 record

[New Process](#)

Figure 16

To add a new procurement process, click **New Process**. The popup window in Figure 17 will appear.

Procurement Process

Agreement Contract Id * Process Id *

2021-654321 12312

Process Type *

Micro Purchase

Process Name *

1

Process Purpose *

1

Process Status *

Not Started

Save

 Subrecipients must identify all procurement process as part of their monthly reporting.

Figure 17

Populate the fields for **Process ID**, **Process Name** and **Process Purpose** and make the appropriate choice from the **Process Type** and **Process Status** dropdown menus. Click the **Save** button when finished.

New Procurement Process

Agreement Contract Id * Process Id *

0000-000002

Process Type *

-

- Micro Purchase
- Small Purchase
- Invitation for Bids
- Request for Proposals
- Request for Qualifications
- Qualifications based Selection
- Non-Competitive Proposals

Process Status *

-

Save Cancel

New Procurement Process

Agreement Contract Id * Process Id *

0000-000002 12312

Process Type *

Micro Purchase

Process Name *

1

Process Purpose *

Process Status *

-

- Not Started
- Pre-Solicitation
- Solicitation
- Offers Evaluation
- Awarded
- Cancelled

Figure 18



Additional Procurement resources are available in the Procurement Section of the CDBG-DR/MIT website, [here](#).

The following two (2) tables define the options available to choose from in Figure 18.

PROCESS TYPES	
MICRO PURCHASE	Acquisition of supplies or services that aggregate dollar amount does not exceed ten thousand dollars (\$10,000) (or two thousand dollars (\$2,000) in cases of acquisitions for construction subject to the Davis Bacon Act).
SMALL PURCHASE	Competitive method of procurement of goods, work and/or services that does not exceed of two hundred fifty thousand dollars (\$250,000).
INVITATION FOR BIDS	Bids are publicly solicited, and a firm fixed price is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest price.
REQUEST FOR PROPOSALS	Solicitation method used under the competitive methods of procurement. Proposal evaluation and Proposer selection are based on the evaluation criteria and factors for award as stated in the RFP. Contract award is based on the best proposal that meets the requirements of the scope of work resulting in the greatest benefit and best value to the procuring entity, which may not be primarily determined based on price.
REQUEST FOR QUALIFICATIONS	The first phase of a two-phase solicitation process used under the Qualification Based Selection Method (QBS) and/or the Prequalification of Sources/ Prequalification List (PQL) competitive methods of procurement. Statement of Qualifications (SOQs) evaluation and Respondent selection shall be based on the evaluation criteria and factors for selection as stated in the RFQ.
QUALIFICATIONS BASED SELECTION	A procurement method conducted using Request for Qualifications where the procuring entity first selects the highest ranked respondent on technical factors and then negotiates price.
NON-COMPETITIVE PROPOSALS	Procurement by means of solicitation of a proposal from only one (1) source when the item is available only from a single source; the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; HUD expressly authorizes noncompetitive proposals in response to a written request from PRDOH; or after solicitation of a number of sources the competition is determined inadequate.

PROCESS STATUS	
Not Started	The entity identifies the need to procure goods or services.
Pre-Solicitation	Phase before evaluation of any request to submit offers or quotations to the procuring entity.
Offers Evaluation	Evaluation of a response to a solicitation by the procuring entity that, if accepted, would bind the offeror or proposer to perform the contract.
Awarded	The eligibility and evaluation of proposals/offers have concluded, resulting in the execution of a contract between the procuring entity and selected contractor.
Cancelled	All solicitations may be canceled by procuring entity or by PRDOH, if the procuring entity is a subrecipient, before the deadline in which the offers must be submitted or received in the procuring entity if: <ul style="list-style-type: none"> A. The procuring entity or PRDOH, no longer requires the goods, services or construction works solicited; or B. Funding is no longer available for the procuring entities' procurement of goods or services; or C. Amendments proposed to the initial solicitation are material and the procuring entity or PRDOH, determines that a new solicitation would be most advantageous for the agency; or D. For just cause when it is in the best interest of the procuring entity.

Clicking the **Edit** button will allow you to update information for an existing or ongoing Procurement process.

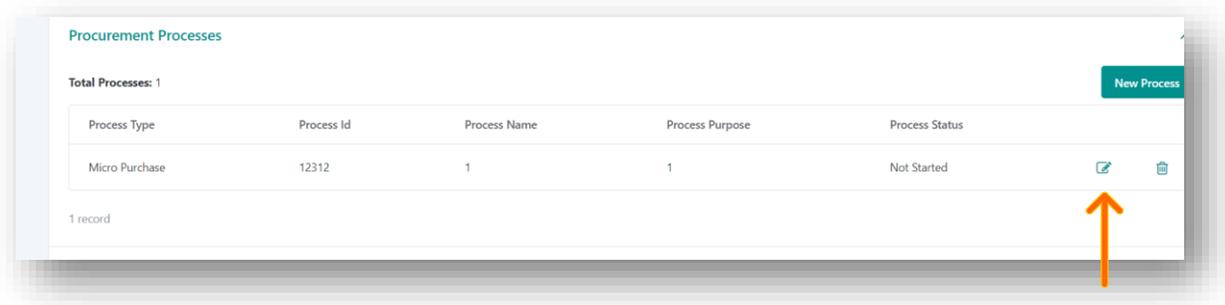


Figure 19

The **Edit** button will bring up the same screen as the New Procurement process and allows you to make changes to the status of the process:

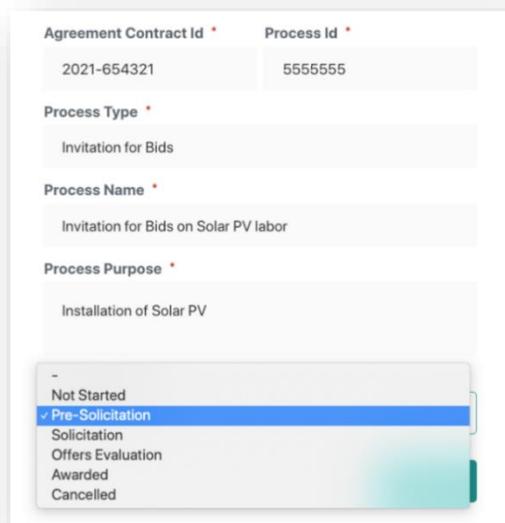
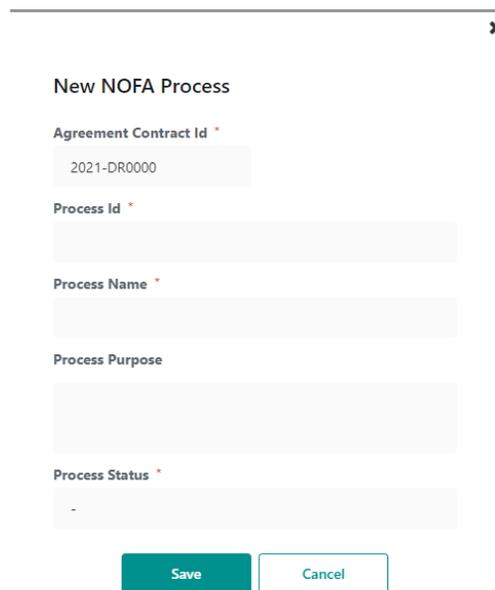


Figure 20

6.3.3 NOTICE OF FUNDING AVAILABILITY



New NOFA Process

Agreement Contract Id *
2021-DR0000

Process Id *

Process Name *

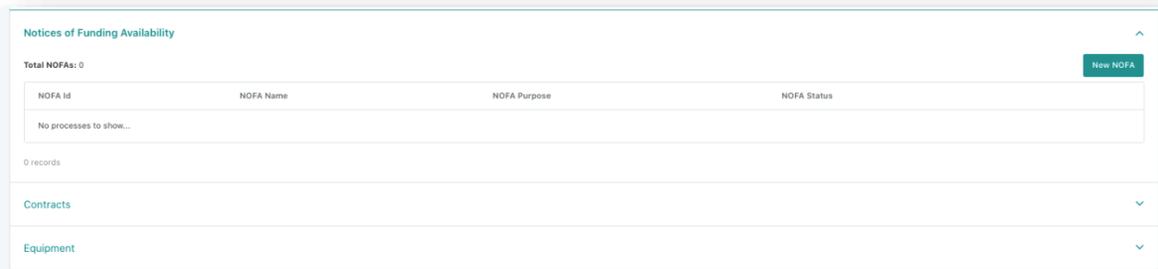
Process Purpose

Process Status *
-

Save Cancel

Figure 21

The next report section allows Subrecipients to provide information regarding any **Notice of Funding Availability** processes initiated by the Subrecipient. Click the appropriate caret to expand the section.



Notices of Funding Availability

Total NOFAs: 0 New NOFA

NOFA Id	NOFA Name	NOFA Purpose	NOFA Status
No processes to show...			

0 records

Contracts

Equipment

Figure 22

If you need to add a new **Notice of Funding Availability**, click **New NOFA**, populate the fields for **Process ID**, **Process Name**, and **Process Purpose**, use the dropdown menu to identify the process status and click **Save**.

The **Edit** button will bring up the same screen as the New NOFA process and allow you to make changes to the status of the process.



The NOFA section is as applicable. Not all subrecipients will have a NOFA process to report. If you do not have a NOFA, simply leave this section blank.

6.3.4 CONTRACTS

The **Contracts** tab will allow you to create and report various types of executed vendor contracts associated with activities to be carried out according to the SRA. Contracts should only be included in reports once they have been executed by the Subrecipient. To create a new contract, click on **New Contracts** which will open this popup window:

2021-DR0000

Vendor Name *
Puerto Rico PV Installers

Unique Identifier Number (UEI) * **Contract Number**
123456789011 555555555

Project(s)
Q

Service Type * **Contract Amount ***
Inspection Services \$100.00

Service Description *
123

Date Executed *
04/01/2022

Expiration Date *
04/30/2022

Figure 23



All executed contracts must be sent to PRDOH Contracts Division within three (3) business days from its signature. The executed contract must be uploaded in the Procurement and Contracts sections in GCP.

Populate the fields for **Vendor Name**, **Unique Identifier Number (UEI)**, **Contract Number** (if there is one), **Contract Amount**, **Service Description**, **Execution Date**, **Expiration Date**, and choose the appropriate **Service Type** from the dropdown menu. Click **Save** to preserve the contract. If you wish to edit the contract, click the **Edit** button.

Contracts

Total Contracts: 1

Vendor Name	Unique Identifier Number (UEI)	Contract Number	Projects	Service Type	Service Description	Date Executed	Expiration Date	Contract Amount		
Puerto Rico PV Installers	123456789011	555555555		Inspection Services	123	Apr 01 2022	Apr 30 2022	\$100.00		

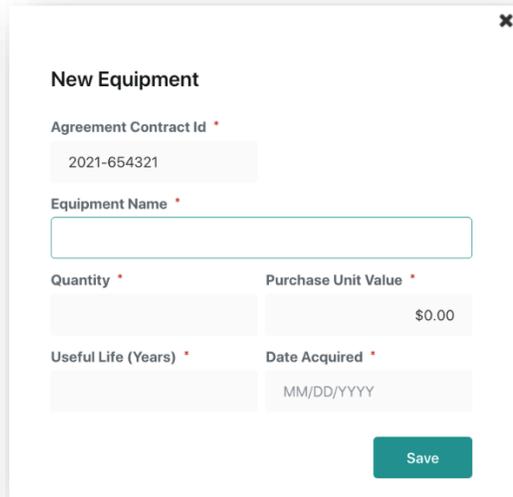
Figure 24

Edit Icon

The original popup window from Figure 24 will open and allow you to make changes.

6.3.5 EQUIPMENT

Next, you can identify **Equipment** purchases funded under the SRA. In the Administrative section tab, when you click **New Equipment**, a popup window will appear:

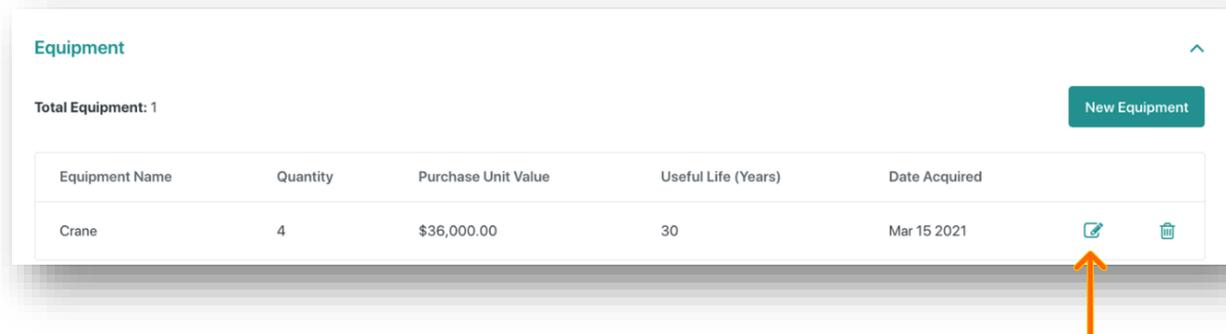


The 'New Equipment' popup form contains the following fields:

- Agreement Contract Id: 2021-654321
- Equipment Name: (empty text box)
- Quantity: (empty text box)
- Purchase Unit Value: \$0.00
- Useful Life (Years): (empty text box)
- Date Acquired: MM/DD/YYYY (empty text box)
- Save button

Figure 25

Populate the fields for **Equipment Name**, **Quantity**, **Purchase Unit Value**, **Useful Life**, and **Date Acquired**, and click **Save**. If you need to edit the entry, click the **Edit** button, and the same window will appear, allowing you to make changes.



The 'Equipment' table shows the following data:

Equipment Name	Quantity	Purchase Unit Value	Useful Life (Years)	Date Acquired	
Crane	4	\$36,000.00	30	Mar 15 2021	

An orange arrow points to the edit icon in the table row.

Figure 26

Edit Icon

6.3.6 STAFFING

Finally, you can notify the staff that have been assigned. In the Administrative section tab, click on **Add Staff** and a pop-up window will appear, where you must complete the **Staff Name**, **Filled Position/Program Role**, and **Date Started** fields; then click the **Is Active** toggle. If a change needs to be reported, you can click the edit icon and use the same toggle to inactivate staff.

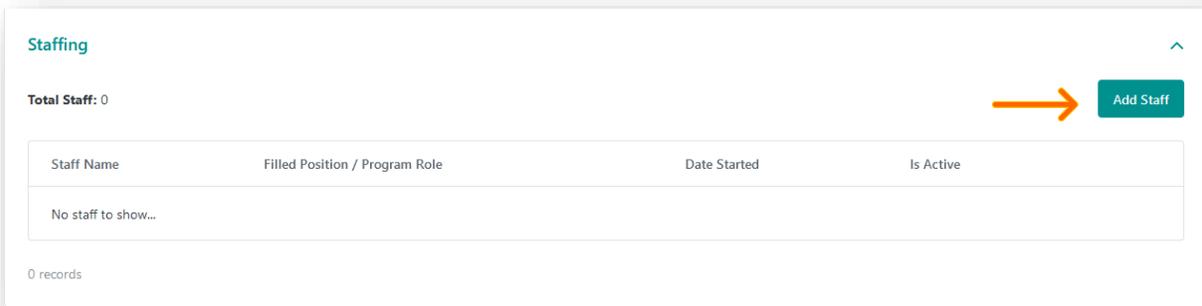


Figure 27

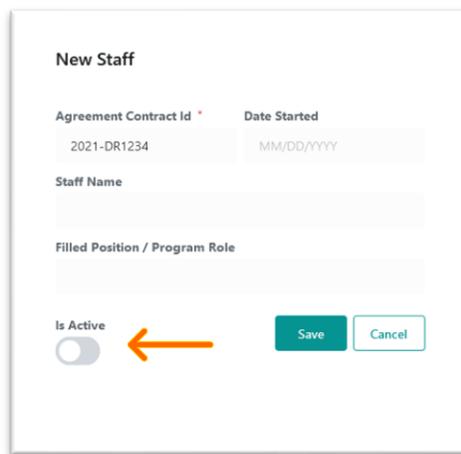


Figure 28

When you are done with the Administrative section of the report, you can advance to the **Performance** section of the report by clicking **Next** at the bottom of the page. You may navigate back to the Administrative section of the report by clicking **Previous** at the bottom of the page.

6.4 PERFORMANCE SECTION

This section pertains to **Key Activities** of the subrecipient. The administrator sets up the key activities in the GCP portal per the SRA. Subrecipients provide periodic status updates regarding progress and performance for these activities. Upon navigating to the Performance Section Landing page, you should see a list of Key Activities for your SRA for the given program.

The screenshot shows a table titled "Non-Project Specific Key Activities". The table has four columns: Title, Activity/Outcome Status, % Complete, and Status. There are two rows of data. The first row is "Test 1 Admin Role Activity 2" with status "In Progress" and 10% completion. The second row is "Test 1 Admin Role New Activity" with status "Not Started" and 0% completion. An orange arrow points to a pencil icon (edit icon) next to the "Complete" status of the second row. Below the table, it says "2 records".

Title	Activity/Outcome Status	% Complete	Status
Test 1 Admin Role Activity 2	In Progress	10%	Complete
Test 1 Admin Role New Activity	Not Started	0%	Complete

Figure 29

To edit the status of key activities, click on the **Edit** icon as shown in the figure above. This leads to a page with many fields to show the status of the key activity. Each Key Activity has its own update page that includes **Mark Complete** buttons in the upper right corner (see Figure 30, below).

The screenshot shows the "1. Identification of Subrecipient Staff" update page. At the top right, there is a "Mark Complete" button. Below the title, there is a "Key Activity/Outcome Description" section with fields for "Agreement Contract Id" (2021-DR1234) and "Title" (1. Identification of Subrecipient Staff). There is also a "Description" field with the text "After signing the Subrecipient Agreement (SRA), Subrecipient submits request authorization of internal key personnel." Below that are fields for "Contractual Start" (09/08/2020), "Contractual End" (09/18/2020), and "Associated Project". At the bottom, there is a "Status & Schedule" section with two columns: "Previous Report" and "This Report". Each column has fields for "Status", "% Complete", "Planned Start", "Planned End", "Actual Start", and "Actual End". An orange arrow points to the "Mark Complete" button.

Figure 30

While the Subrecipient is entering the performance data, the system automatically stores your entries, allowing you to return where you left off if you do not complete reporting on a Key Activity in a single session. Once you have completed reporting on all of the Key Activity sub-sections listed below, clicking **Mark Complete** finalizes your entries for that Key Activity and returns you to the Performance Section Landing Page where you can choose to report on other Key Activities.

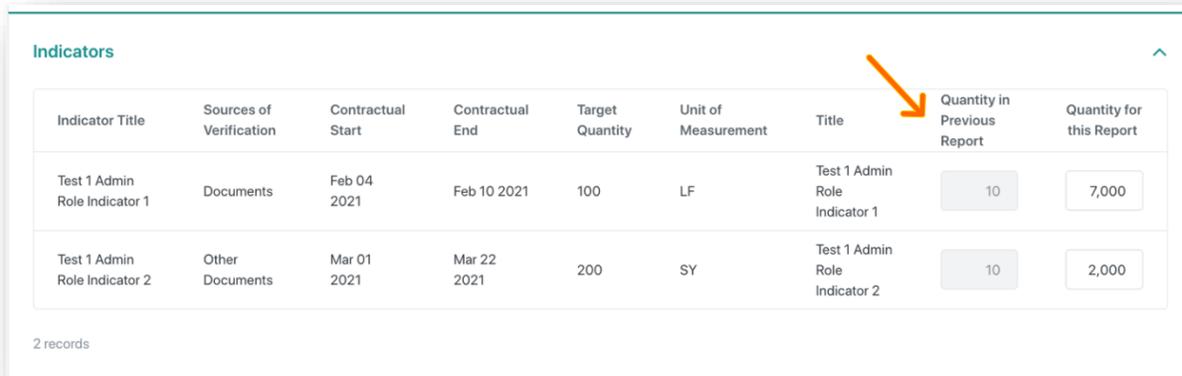
The left-hand side contains the Key Activity status from the previous report period, while the right-hand side is where the Subrecipient enters new status update information.

6.4.1 KEY ACTIVITY OUTCOME/DESCRIPTION

Enter the **Activity Status (Not Started, In Progress, Complete)**, **Planned Start** and **Planned End dates** and **Actual Start** and **Actual End** dates and **% Complete** field, as appropriate. For activities marked "In Progress", enter the % Complete. The % Complete field is automatically updated to 100% when the Activity Status is set to **Complete**. The Programmatic Area may provide specific guidance or specifications towards how to fill out the percentage field.

6.4.2 INDICATORS

The next section includes an update of indicators of progress toward **Key Activities** that can be quantified. Enter additional quantities showing progress on these indicators for the reporting period box on the far right. Once you have entered all updates for indicators and the **Key Activity status**, and if no supporting documents need to be uploaded, you may proceed to the **Narrative** subsections of the Key Activity status update.



The screenshot shows a table titled "Indicators" with the following columns: Indicator Title, Sources of Verification, Contractual Start, Contractual End, Target Quantity, Unit of Measurement, Title, Quantity in Previous Report, and Quantity for this Report. Two records are shown. An orange arrow points to the "Quantity in Previous Report" column.

Indicator Title	Sources of Verification	Contractual Start	Contractual End	Target Quantity	Unit of Measurement	Title	Quantity in Previous Report	Quantity for this Report
Test 1 Admin Role Indicator 1	Documents	Feb 04 2021	Feb 10 2021	100	LF	Test 1 Admin Role Indicator 1	10	7,000
Test 1 Admin Role Indicator 2	Other Documents	Mar 01 2021	Mar 22 2021	200	SY	Test 1 Admin Role Indicator 2	10	2,000

2 records

Figure 31

6.4.3 INDICATORS DOCUMENTS

Subrecipients can upload documents in the indicators section to support their activities.

Indicator Title	Sources of Verification	Contractual Start	Contractual End	Target Quantity	Unit of Measurement	Title	Quantity in Previous Report	Quantity for this Report	Documents
a. Procurement	a. Acquisition of Project Design Services	-	-	1	Procurements Completed	a. Procurement	0	0	
b. Completed Design Package	b. Completed Design Package	-	-	1	Completed Design Package for Bid	b. Completed Design Package	0	0	

Figure 32

After pressing the document icon, a pop-up window will appear, as shown in Figure 33:

Document Description	Uploaded On	Uploaded By	Document
No support documents to show...			
0 records			
Section			
a. Procurement			
Document Description			
Drag and drop a file here			
Supported files PDF, doc, docx, ppt, pptx, xls, xlsx, jpeg, png, zip			

Figure 33

Once you have entered all supporting documents in the applicable indicator, you may move on to the **Narrative** subsections of Key Activity status update.



Providing an accurate Document Description will allow POCs to review quickly and effectively supporting documents, thus shortening the review process.

6.4.4 GENERAL PROGRESS NARRATIVE

The subsequent sections provide opportunities for the subrecipient to include narratives about the process. The first is a **General Progress Narrative**. In this section, the Subrecipient should provide an overall summary of progress regarding the Key Activity.

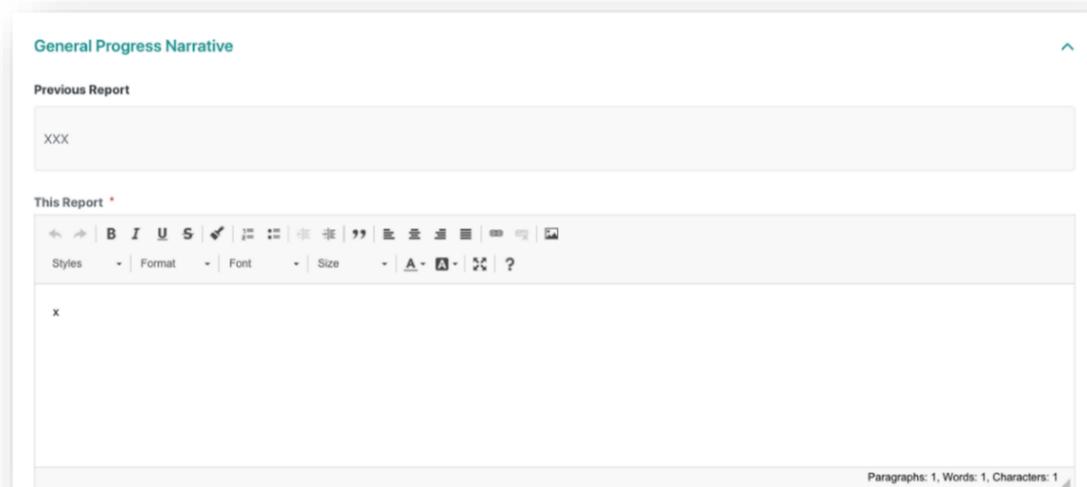


Figure 34

6.4.5 ANTICIPATED ACCOMPLISHMENTS FOR NEXT REPORT

The final section on the page is **Anticipated Accomplishments for Next Report** for the Key Activity during the next reporting period.

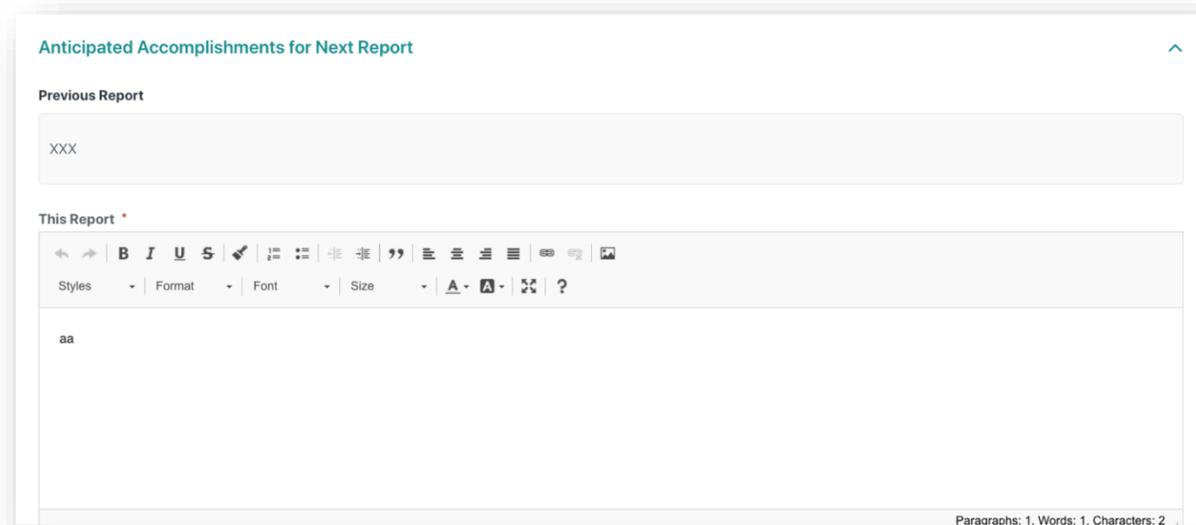


Figure 35

When you are done reporting on a Key Activity by completing the above subsections, be sure to click the **Mark Complete** button to finalize your entries and return to the Performance Section landing page.

When you have finished reporting on the status of each Key Activity in the Performance Section, click the **Next** button on the bottom of the Performance Section landing page to advance to the Documents section of the performance report to upload supporting documentation.

6.5 DOCUMENTS SECTION

Clicking **Next** takes you to the Documents Section on the following screen where the progress bar shows green circles for completion of **General Information**, **Administrative**, and **Performance**, and a white circle for **Documents**. On this screen you can upload supporting documentation for your updates in previous sections of the report. If you choose to upload a new document, click on **New Document**.

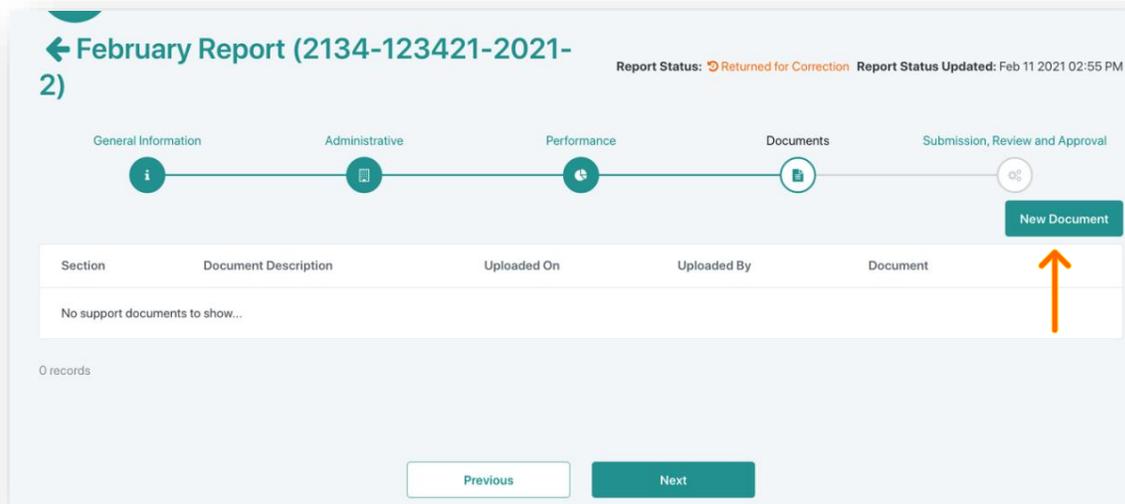


Figure 36



Program POCs may require additional documentation that should be uploaded with the reports. This section allows for document uploads that are not related to SRA activities.

This will open the popup window in Figure 37:

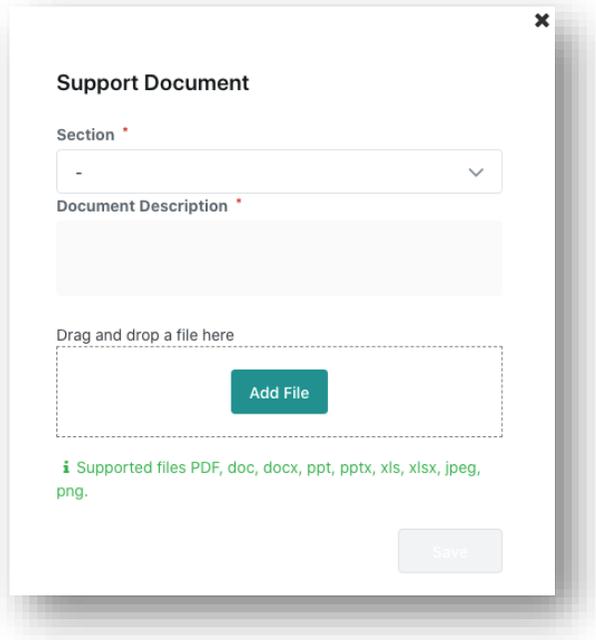


Figure 37

To associate the documentation to be uploaded with a report section, click on the **Section** button, and select the appropriate report section.

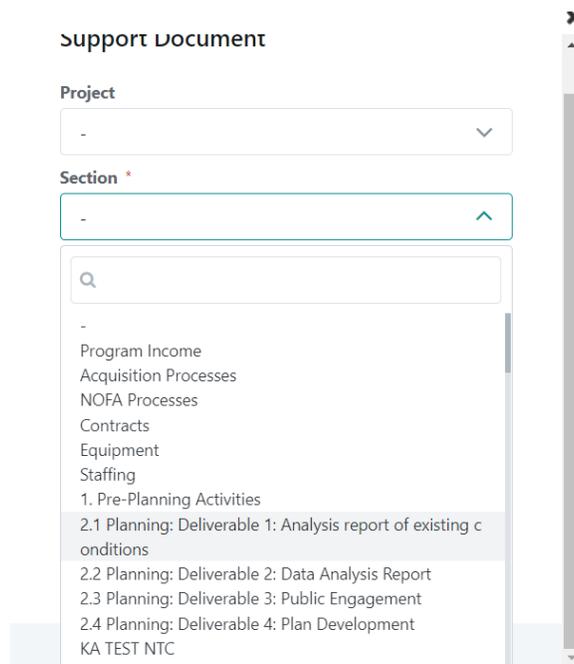


Figure 37

After associating the document with the proper report section, enter a document description that provides more specific information about the contents of the document.

To upload the file, click the **Add File** button and navigate to the location on your computer where the file to be uploaded is stored. Depending on how documents are stored in your computer you may find them in one of several folders, like the example in Figure 39:

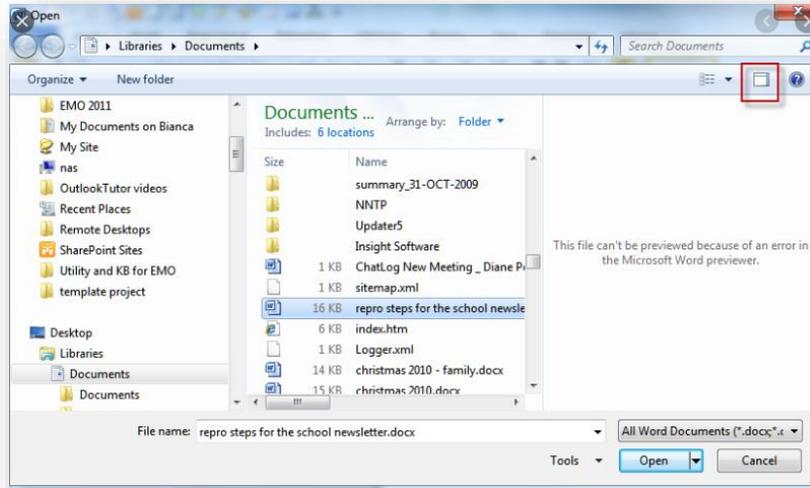


Figure 38

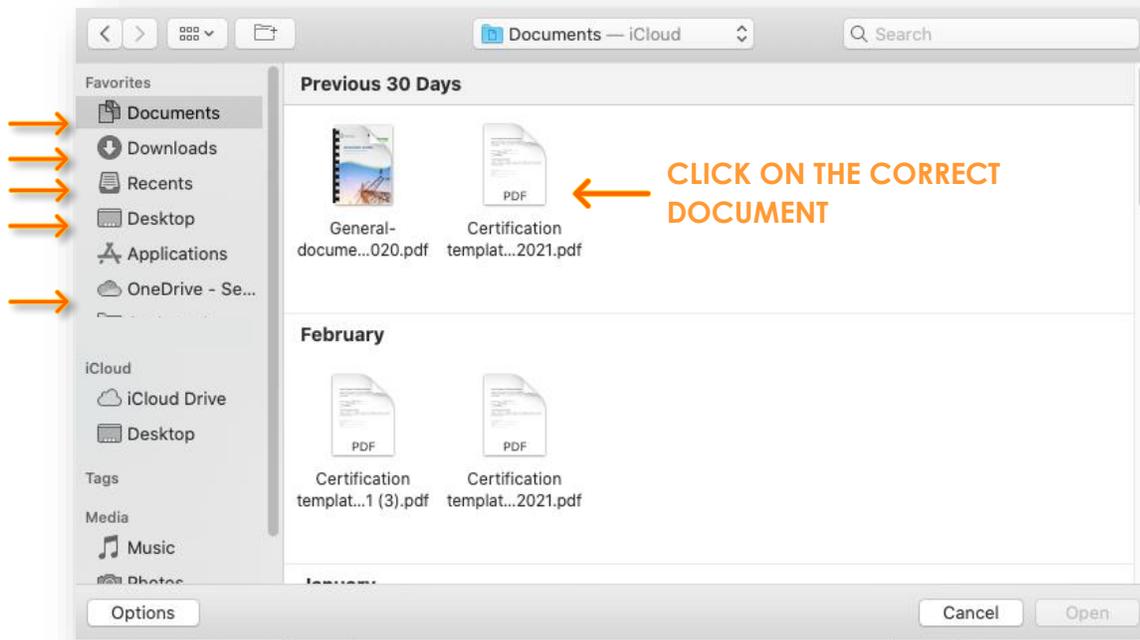


Figure 39

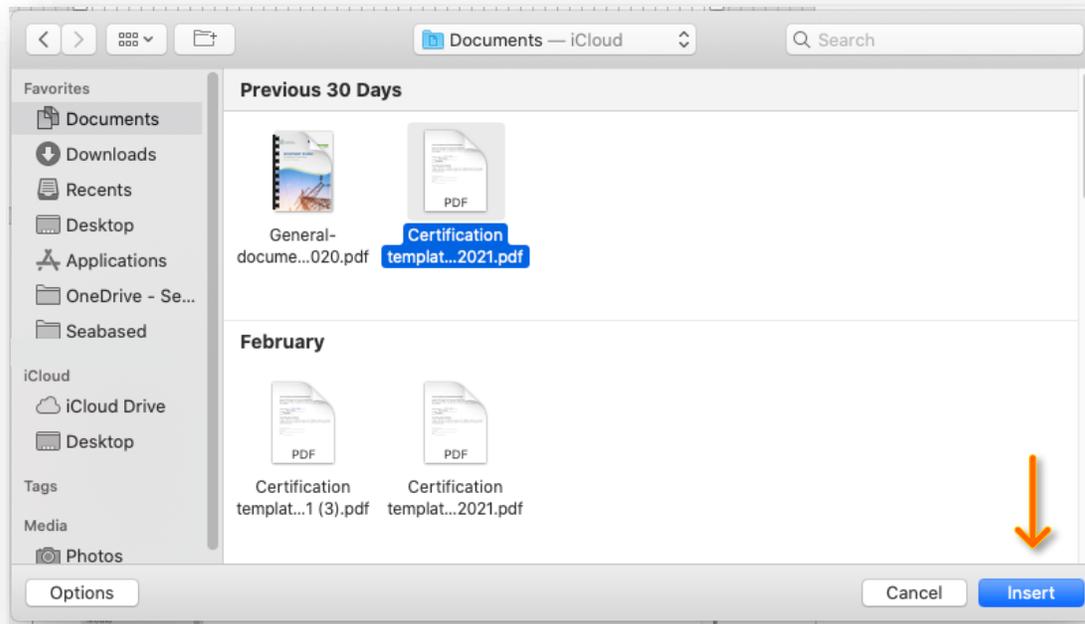


Figure 40

Depending on your computer, you may see an **Open** (Figure 39, above) or **Insert** button (Figure 41, above). If it is the **Insert** button, it will turn blue. Click on the **Open** or **Insert** button to upload your file.

After you save the document, it will appear in the documentation dashboard:



Figure 41

Now the options to download or delete the documents will appear.



Continue the above process until all supporting documentation for the reporting period has been uploaded to the report and click the **Next** button at the bottom of the page to advance to the report Submission page.

6.6 SUBMISSION, REVIEW, AND APPROVAL SECTION

Clicking **Next** takes you to the final screen where you may submit the report for review and approval. On this page you can submit your report, view report, review determinations and notes, and view and reply to reviewer comments. Also, the Subrecipient must confirm the Federal Compliance Self-Certification, the Audit Self-Certification, and the Contracts Notification Self-Certification, as shown in Figure 43.

6.6.1 SUBRECIPIENT SUBMISSION

The screenshot displays the 'Subrecipient Submission' page with a progress bar at the top showing five steps: General Information, Administrative, Performance, Documents, and Submission, Review and Approval. The 'Submission, Review and Approval' step is currently active.

Subrecipient Submission

Federal Compliance Self-Certification:

In accordance with established policies and procedures, the following reports are required to be submitted: (i) Section 3 Compliance Report, (ii) MBE/WBE Compliance Report, and (iii) FHEO Compliance Report. These reports and efforts are required to be submitted as follows: (i) for the quarter covering January through March, by April 5th, (ii) for the quarter covering April through June, by July 5th, (iii) for the quarter covering July through September, by October 5th, and (iv) for the quarter covering October through December, by January 5th.

By clicking "Confirm", you, as Manager assigned to the Subrecipient Agreement for which this monthly report is being submitted, confirm the submission and compliance of 0005speedtest Subrecipient Role with the Federal Compliance Reporting Requirements set forth above for the current (if the applicable due date has already elapsed) and previous quarters of performance.

Federal Compliance Self-Certification By (None) Federal Compliance Self-Certification Date (None) **Confirm**

Audit Self-Certification:

As per 2 CFR 200.501, a non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. Which type of audit is conducted is an option of the non-Federal entity. Single audits must be conducted in accordance with 2 CFR 200.514. Program-specific audits must be conducted in accordance with 2 CFR 200.507. Please select the applicable circumstance of 0005speedtest Subrecipient Role below:

- \$750,000 have not been expended in Federal awards during 0005speedtest Subrecipient Role current fiscal year or a prior fiscal year and, therefore, no audit is required at the moment.
- \$750,000 have been expended in Federal awards during 0005speedtest Subrecipient Role current fiscal year or previous fiscal years and the single or program-specific audits required are in the process of being conducted in accordance with the requirements of 2 CFR 200.501.
- \$750,000 have been expended in Federal awards during [Subrecipient Name]'s current fiscal year or previous fiscal years and the single or program-specific audits required have already been completed in accordance with the requirements of 2 CFR 200.501.

By clicking "Confirm", you, as Manager assigned to the Subrecipient Agreement for which this monthly report is being submitted, confirm that the above selected statement regarding the requirements of 2 CFR 200.501 are true and correct.

Audit Self-Certification By (None) Audit Self-Certification Date (None) **Confirm**

Contracts Notification Self-Certification:

To comply with the Contracts Notification clause of the Subrecipient Agreement, the Subrecipient must notify and provide a copy of any and all contracts related to this Agreement and CDBG-DR funds to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within three (3) days of its execution. Additionally, the Subrecipient shall provide a copy of any and all subcontracts executed by its Contractors to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within three (3) days of its execution.

By clicking "Confirm", you, as Manager assigned to the Subrecipient Agreement for which this report is being submitted, confirm that you have notified and provided copy of any and all contracts related to this Agreement and CDBG-DR funds to the PRDOH CDBG-DR Legal Division, Contracts Administration Area.

Contracts Notification Self-Certification By (None) Contracts Notification Self-Certification Date (None) **Confirm**

Figure 42



The reporting month will determine how many Self-Certifications will appear:

January, April, July, and October: Federal Compliance

July: Audit

Every month: Contracts



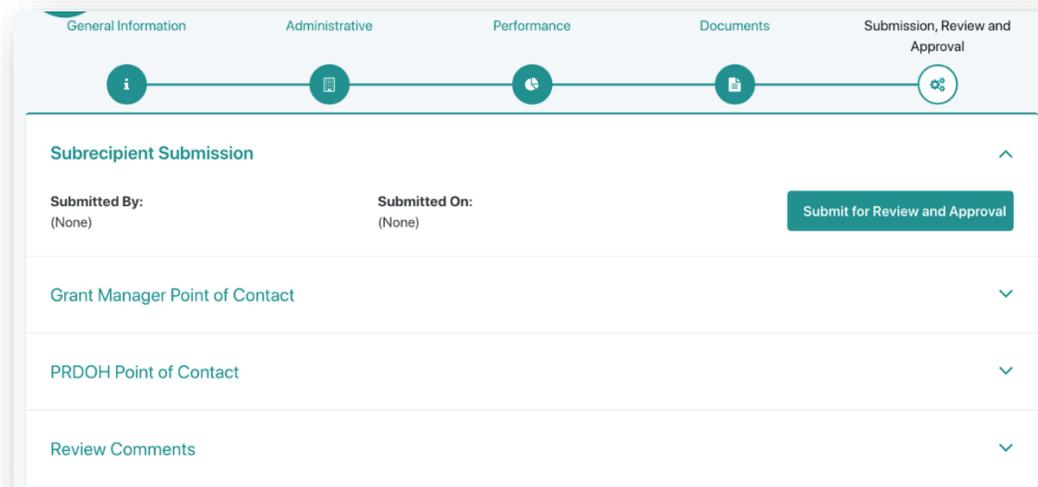


Figure 43

Clicking **Submit for Review and Approval** will send your report to the Grant Manager and PRDOH POC for review. Please note that you will no longer be able to edit the contents of the performance report, unless a reviewer returns the report for corrections.

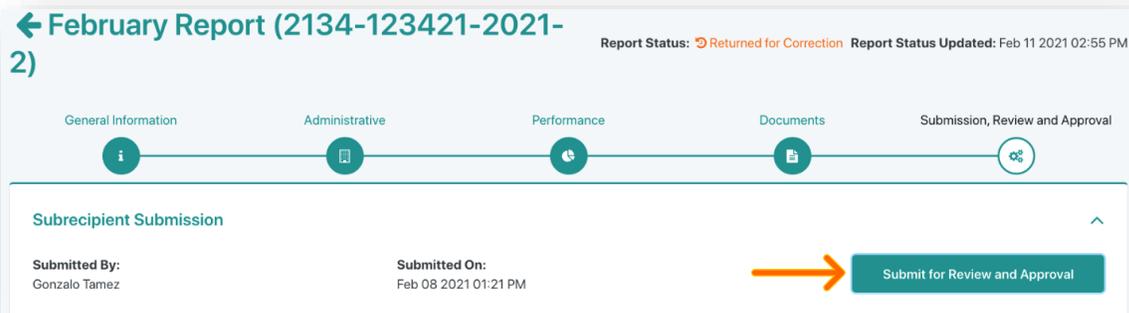


Figure 44



You cannot submit a report while there is an open past Report. Nevertheless, you can fill the information and save the data as a draft on your next Report. Once the open report is approved, you can submit the next monthly report. The data from the Administrative Section will be available in the next report for updates or modifications by clicking **Set Previous Report** button.

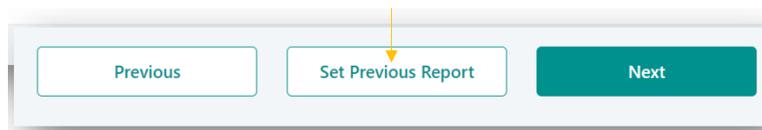


Figure 45

6.6.2 PROGRAM MANAGER POC, GRANT MANAGER POC, PRDOH POC NOTES AND DETERMINATIONS

Clicking on **Program Manager POC**, **Grant Manager POC** or **PRDOH POC** lets you view the notes and review determinations (approval or sent back for corrections) of these parties.

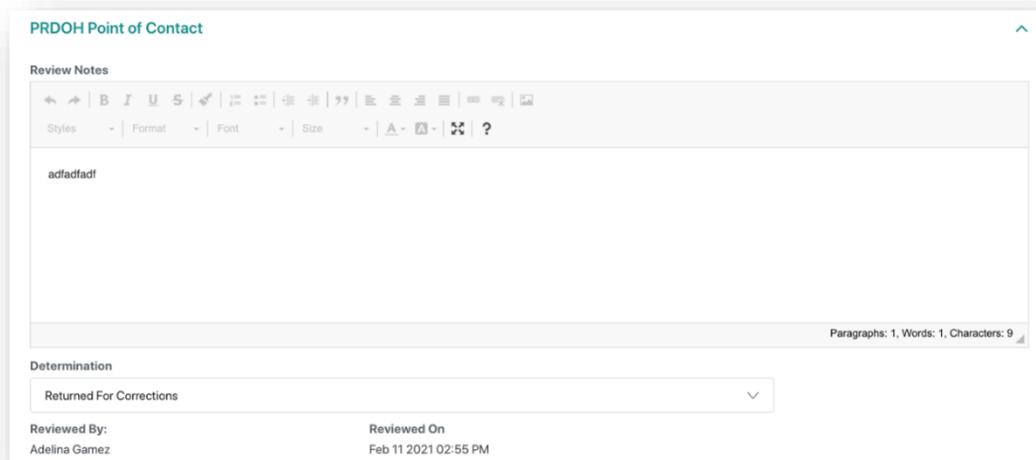


Figure 46

6.6.3 REVIEW COMMENTS SECTION

At the bottom of this page is a record of submissions and review comments to date. You can download these comments by clicking **Download Comments** on the far right. Alternatively, you can edit or reply to these comments by clicking the **Edit** icon to the far right of the particular entry you want to provide input for.

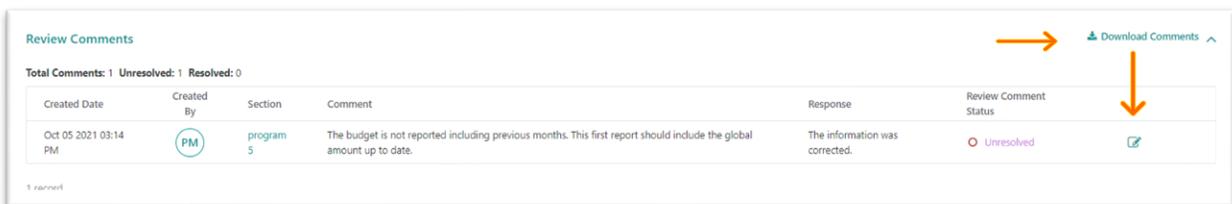


Figure 47

Clicking the **Edit** icon will open this window that allows you to respond to the comments by entering text in the **Response** field. Click **Save** when finished to record your response.

Review Comment

Agreement Contract ID * 2021-654321 Report ID * 2021-654321-2021-2

Created By Gabriela Godino Created On 03/02/2021 12:50:24

Section * Budget Management

Comment * Not updated.

Response *

Status Outstanding

Save

Figure 48



Best practice: Respond to POCs comments indicating what action, if any was taken to address their comment. This may help shorten review time.

The remainder of this page was intentionally left blank.

7.GCP Modules

Through the “Hamburger Menu”, the Subrecipient has the option to select from the different GCP Modules: “Procurement and Contracts”, “Subrecipient Request for Information (RFI’s)”, “Concierge” (Inquiries and FAQ), and “Subrecipient Reports”.

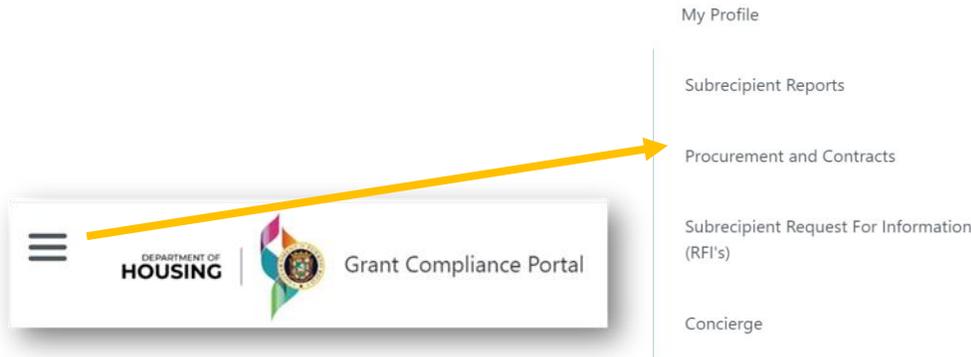


Figure 49

7.1 PROCUREMENT AND CONTRACTS

The *Procurement and Contracts* functionality allows Subrecipients to request a courtesy review of their procurement processes. Through *Procurement and Contracts*, the Subrecipient can channel the publication of their *Public Notices* on the website of PRDOH and also provides the Subrecipients with a repository for the awarded procurement process. Also, Subrecipients can request a courtesy review of their professional services contracts.

The *Procurement and Contracts* module provides a space within the platform for Subrecipients to register and store documentation related to their procurement processes (recordkeeping).

This module is organized in sections and the user may navigate through them by clicking the title of each section, as shown below.



Figure 50

7.1.1 PROCUREMENT RECORD

The first step every user needs to take in order to navigate the *Procurement and Contracts* module is to create a new procurement record.

The Subrecipient must create the procurement process profile by selecting New Procurement, as shown below.

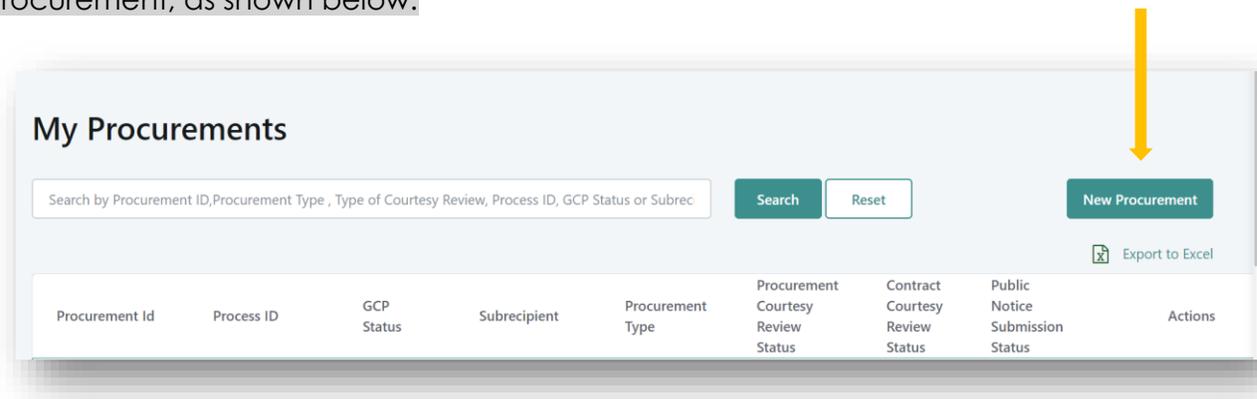


Figure 51

Once the user clicks on the **New Procurement** button, the Subrecipient must create the Procurement Record. The required information for the Procurement Record section is:

- a. Agreement Contract ID
- b. Process ID
- c. Procurement Process Type
- d. Process Name
- e. Process Purpose
- f. Project (if applicable)

After completing the required information, click on the **Create Procurement Record**, as shown below.



Figure 52

Procurement Process Definition

Subrecipient Name

Program

System Process ID Process ID

Process Name

Process Purpose

Agreement Contract ID

Project

Procurement Process Type

Pre-Solicitation Started By: Not Started

Pre-Solicitation Started On: N/A

[Create Procurement Record](#)

Figure 53



You must **Create a Procurement Record**, to start any process in the *Procurement and Contracts* module.

7.1.2 PROCUREMENT COURTESY REVIEW

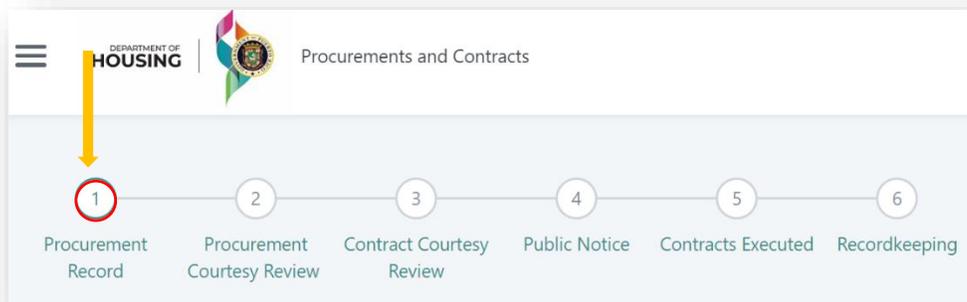


Figure 54

As stated in the previous subsection, before submitting the procurement package for Courtesy Review, the Subrecipient must create the procurement process profile by selecting **Create Procurement Record**, as shown in Figure 54. To request a Procurement Courtesy Review, in the Procurement Record section the user must click the **Request Procurement Courtesy Review** button.

[Request Procurement Courtesy Review](#)

The screenshot shows a procurement process form with the following fields and buttons:

- System Process ID:** CRP_IB_00306
- Process ID:** TEST CARLOS
- Procurement Process Type:** Invitation for Bids
- Process Name:** TEST CARLOS
- Process Purpose:** TEST CARLOS
- Pre-Solicitation Started By:** Gonzalo Tamez
- Pre-Solicitation Started On:** 12/13/2022 11:51:01 AM
- Moved to Solicitation and Award By:** N/A
- Moved to Solicitation and Award On:** N/A

Buttons at the bottom include: Save Procurement Record, Go to Recordkeeping Screen, Go to Procurement Courtesy Review (highlighted with a yellow arrow), Go to Contract Courtesy Review, Go to Public Notice Screen, and Go to Contracts Executed.

Figure 55

To submit documents for Courtesy Review, you should select the option New Document and upload the procurement package for review.

The screenshot shows the 'Pre-Solicitation Documents Courtesy Review' page with the following information:

- Courtesy Review Status:** Not started
- Courtesy Review Status Updated:** N/A
- Subrecipient Documents for Courtesy Review:** A table with columns: Document, Document Description, Date Added, Added By. The table is currently empty, showing 'No Documents to show...'
- Submitted for Courtesy Review By:** N/A
- Submitted for Courtesy Review On:** N/A

A yellow arrow points to the 'New Document' button in the top right corner of the document list area. A 'Submit for Courtesy Review' button is located at the bottom right of the page.

Figure 56

This will open a pop-up window, as shown in Figure 58.

The 'New Document' modal form contains the following elements:

- Document Description:** A text input field.
- File Upload:** A dashed box containing the text 'Drag and drop a file here' and a green 'Add Files' button.
- Filename:** A text input field.
- File List:** A list area showing 'No items to show...'.
- Buttons:** A green 'Create' button and a white 'Cancel' button.

Figure 57

To upload documents, the Subrecipient must provide a description of the document, then add the file to be uploaded and press the **Create** button.

Once the Procurement Package is uploaded, press the **Submit for Courtesy Review** button. The status will change from Not Submitted to Pending Review and the corresponding areas will be notified. The screen will now show who submitted the information, the date and time of submission.

The 'Pre-Solicitation Documents Courtesy Review' page displays the following information:

- Courtesy Review Status:** Pending Review
- Courtesy Review Status Updated:** 03/28/2022 03:24:17 PM
- Subrecipient Documents for Courtesy Review:** A table with one record.
- Submitted for Courtesy Review By:** Gonzalo Tamez
- Submitted for Courtesy Review On:** 03/28/2022 03:24:17 PM
- Action:** Submit for Courtesy Review button

Document	Document Description	Date Added	Added By
RFP PACKAGE .docx	RFP Package for Courtesy Review	03/28/2022 03:24:08 PM	Gonzalo Tamez

Figure 58



Procurement courtesy reviews are for future procurement activities. Awarded procurements are not subject to the courtesy review process. These, however, may be uploaded as part of the recordkeeping function of the GCP portal.

7.1.2.1 Procurement Courtesy Review Process



Figure 59

As shown in Figure 60, the Programmatic Area (Grant Manager or Program Manager) will review the technical aspects of the Scope of Work (**SOW**) from the Program's point of view. Then, the Subrecipient Management Team will review the documents submitted prior to recommendation from PRDOH Procurement Division. Finally, the PRDOH Procurement Division will issue a recommendation through the system. This recommendation will be sent through the GCP portal, the Subrecipient will receive an email alerting us of the completion of the Courtesy Review process.



Prior to the GCP portal, courtesy reviews were requested and channeled via email. Now on the GCP portal, the process offers clear communications and transparency about the process.

7.1.3 CONTRACT COURTESY REVIEW

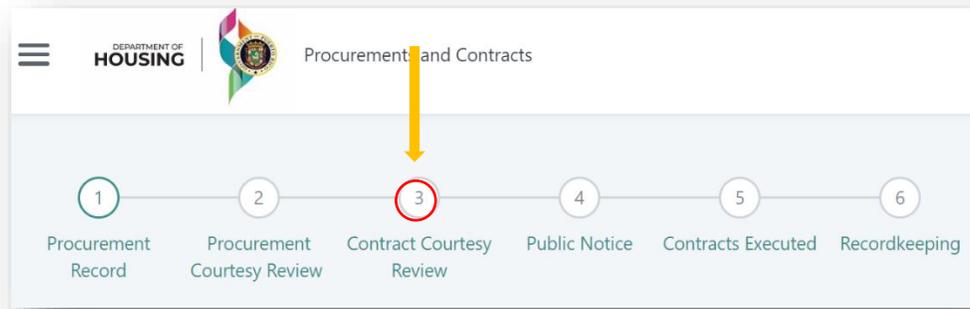


Figure 60

To request a Contract Courtesy Review, in the Procurement Record section, the user must click the **Request Contract Courtesy Review** button.

Figure 61

To submit documents for Contract Courtesy Review, you should select the option New Document and upload the contract for **professional services** for review.

Contracts Documents Courtesy Review

Contract Courtesy Review Status: Not started **Contract Courtesy Review Status Updated:** N/A

The contract courtesy review feature is provided only for professional services contracts to be executed by the subrecipient.

It is not required for the Subrecipient to submit procurement documents for review of PRDOH prior to issuing the Solicitation. Nonetheless, for recordkeeping purposes and to facilitate PRDOH's monitoring of activities performed by Subrecipients, PRDOH requests that Subrecipients upload procurement documents upon award of the procurement process and copies of executed contracts when available.

If you wish to submit pre-solicitation documents for PRDOH Courtesy Review, please upload the documents you want PRDOH to review and click "Submit Contract for Courtesy Review"

Contract Documents for Courtesy Review  **New Document**

Document	Document Description	Date Added	Added By
No Documents to show...			

0 records

Submitted for Courtesy Review By N/A **Submitted for Courtesy Review On** N/A **Submit Contract for Courtesy Review**

Figure 62

This will open a pop-up window, as shown in Figure 64.

New Document ✕

Document Description

Drag and drop a file here

Add Files

Filename

No items to show...

Create **Cancel**

Figure 63

Contract Documents for Courtesy Review New Document

Document	Document Description	Date Added	Added By
Professional Services Contract.docx	Professional Services Contract	08/04/2022 03:04:08 PM	Gonzalo Tamez

1 record

Submitted for Courtesy Review By: N/A Submitted for Courtesy Review On: N/A Submit Contract for Courtesy Review

Figure 64



The contracts to be reviewed are contracts for professional services.

Once the Contract is uploaded, press the **Submit Contract for Courtesy Review** button. The status will change from Not Started to Pending Review and the corresponding areas will be notified. The screen will now show who submitted the information, the date and time of submission.

HOUSING | Procurements and Contracts The contract has been submitted for a courtesy review. English Español Gonzalo Tamez

Contracts Documents Courtesy Review

Contract Courtesy Review Status: Pending Review Contract Courtesy Review Status Updated: 08/04/2022 03:08:18 PM

The contract courtesy review feature is provided only for professional services contracts to be executed by the subrecipient.

It is not required for the Subrecipient to submit procurement documents for review of PRDOH prior to issuing the Solicitation. Nonetheless, for recordkeeping purposes and to facilitate PRDOH's monitoring of activities performed by Subrecipients, PRDOH requests that Subrecipients upload procurement documents upon award of the procurement process and copies of executed contracts when available.

If you wish to submit pre-solicitation documents for PRDOH Courtesy Review, please upload the documents you want PRDOH to review and click "Submit Contract for Courtesy Review"

Contract Documents for Courtesy Review New Document

Document	Document Description	Date Added	Added By
Professional Services Contract.docx	Professional Services Contract	08/04/2022 03:04:08 PM	Gonzalo Tamez

1 record

Submitted for Courtesy Review By: Gonzalo Tamez Submitted for Courtesy Review On: 08/04/2022 03:08:18 PM Submit Contract for Courtesy Review

Figure 65



This GCP portal feature is **optional** for the Subrecipient, and it must be completed **before** the execution of the contract.

7.1.4 PUBLIC NOTICE FOR PUBLICATION

PRDOH was designated administrator of the funds allocated to Puerto Rico for recovery and mitigation of future risks through the CDBG-DR and CDBG-MIT funds. PRDOH, as an administrator of said funds, is committed to responsible, efficient, and transparent management.

It is the primary interest of PRDOH to be able to carry out high-impact strategic activities to cover both the recovery and disaster mitigation needs of the communities. Therefore, in accordance with 2 C.F.R. § 200.320(b), which requires that all formal procurement processes be publicly announced, PRDOH has undertaken a series of initiatives for the extensive dissemination.

It is essential to promote the participation of all possible parties with an interest in procurement processes of goods and services in each of the programs and impact the entire Island. Therefore, to achieve a greater scope of public outreach activities, all subrecipients, including Municipalities, state agencies, and non-profit entities, **are required** to submit to PRDOH all Public Notices of the procurement processes to be published on the PRDOH CDBG-DR/MIT website.

Subrecipients will submit each, and every public notice to PRDOH, which must contain the following information:

- Subrecipient Name
- Block Grant (CDBG-DR or CDBG-MIT)
- Program Name
- Procurement Process Name
- Method of Procurement
- Procurement Process Description
- Procurement Process Number
- Pre-Bid Meeting (If applicable)
 - Date and time
- Questions and Requests for Clarifications
 - From: (Date and time)
 - To: (Date and time)
- Email Address to Submit Questions
- Bid Due Date on or before:
 - (Date and time)
- Status
- Documents Availability
 - Date and time
- Place to obtain Procurement Process Documents
- Physical address
- Contact Name
- Email Address
- Telephone

AVISO
PUBLIC NOTICE

SUBVENCIÓN EN BLOQUE PARA EL DESARROLLO COMUNITARIO- RECUPERACIÓN ANTE DESASTRES
(CDBG-DR, POR SUS SIGLAS EN INGLÉS)
COMMUNITY DEVELOPMENT BLOCK GRANT -DISASTER RECOVERY
(CDBG-DR)

SUBVENCIÓN EN BLOQUE PARA EL DESARROLLO COMUNITARIO- MITIGACIÓN
(CDBG-MIT, POR SUS SIGLAS EN INGLÉS)
COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION
(CDBG-MIT)

NOMBRE DEL SUBRECIPIENTE: SUBRECIPIENT NAME:	█
NOMBRE DEL PROGRAMA: PROGRAM NAME:	█
MÉTODO DE ADQUISICIÓN: PROCUREMENT METHOD:	█
NOMBRE DEL PROCESO DE ADQUISICIÓN: PROCUREMENT PROCESS NAME:	█
NÚMERO DEL PROCESO DE ADQUISICIÓN: PROCUREMENT PROCESS NUMBER:	█
ESTATUS: STATUS:	█

PRE-SUBASTA (SI APLICA): PRE-BID MEETING (IF APPLICABLE):	LUGAR: PLACE:	█
	FECHA: DATE:	█ [FECHA Y HORA] █ [DATE & TIME]
DISPONIBILIDAD DE DOCUMENTOS: DOCUMENTS AVAILABILITY:	LUGAR: PLACE:	█

Figure 66



The publication of the Public Notices is for informational purposes only. The processes are handled directly by PRDOH Subrecipient. Hence, the Subrecipient must ensure that it provides complete information of the contact person(s) so that all questions and clarifications related to the process can be directed to the entity or Municipality, including name, email, and phone. PRDOH is not responsible for the content, correctness, or completeness of the published documents.

7.1.4.1 How to submit the Public Notice

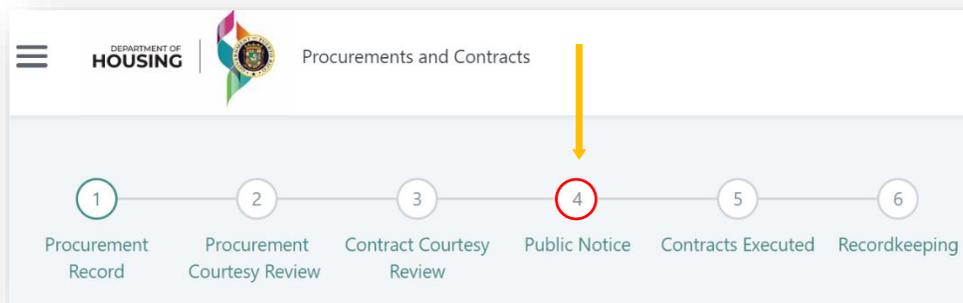


Figure 67

To submit a Public Notice, in the Procurement Record section the user must click the **Submit Public Notice** button.

The screenshot shows a form with the following fields and buttons:

- System Process ID: CRP_IB_00306
- Process ID: TEST CARLOS
- Procurement Process Type: Invitation for Bids
- Process Name: TEST CARLOS
- Process Purpose: TEST CARLOS
- Pre-Solicitation Started By: Gonzalo Tamez
- Pre-Solicitation Started On: 12/13/2022 11:51:01 AM
- Moved to Solicitation and Award By: N/A
- Moved to Solicitation and Award On: N/A

Buttons at the bottom of the form:

- Go to Procurement Courtesy Review
- Go to Contract Courtesy Review
- Go to Public Notice Screen** (highlighted with a yellow arrow)
- Go to Contracts Executed

Buttons on the right side of the form:

- Save Procurement Record
- Go to Recordkeeping Screen

Figure 68

To submit documents for publication, you should select the option **Submit Public Notice**.



In the Public Notice Submittal Section, the Subrecipient will upload the Public Notice and click the **New Document** button.

The screenshot shows the "Public Notice Submittal" section with the following details:

- Public Notice Submittal Status: Not Submitted
- Public Notice for Publication: A table with columns "Document", "Document Description", "Date Added", and "Added By". The table is currently empty, showing "No Documents to show...".
- 0 records
- Public Notice Submitted By: N/A
- Public Notice Submitted On: N/A

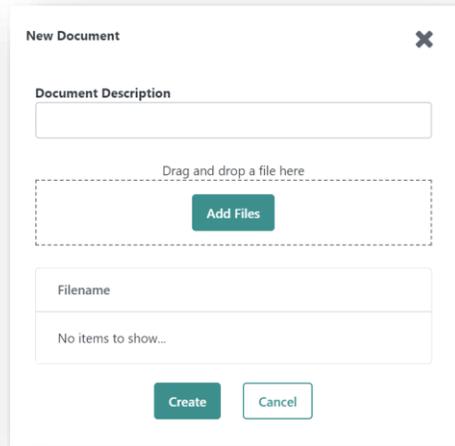
Buttons at the bottom of the section:

- Submit for Publication
- Download Documents

A "New Document" button is located in the top right corner of the section, highlighted with an orange arrow.

Figure 69

To upload the Public Notice, click **New Document**. The popup window in Figure 71 will appear. To upload a document, you should include a description of the document add the Public Notice and press the **Create** button.



The 'New Document' popup window includes the following elements:

- Document Description:** A text input field.
- File Upload:** A dashed box containing the text 'Drag and drop a file here' and an 'Add Files' button.
- Filename:** A text input field.
- File List:** A list area currently displaying 'No items to show...'. The list headers are 'Document', 'Document Description', 'Date Added', and 'Added By'.
- Buttons:** 'Create' and 'Cancel' buttons at the bottom.

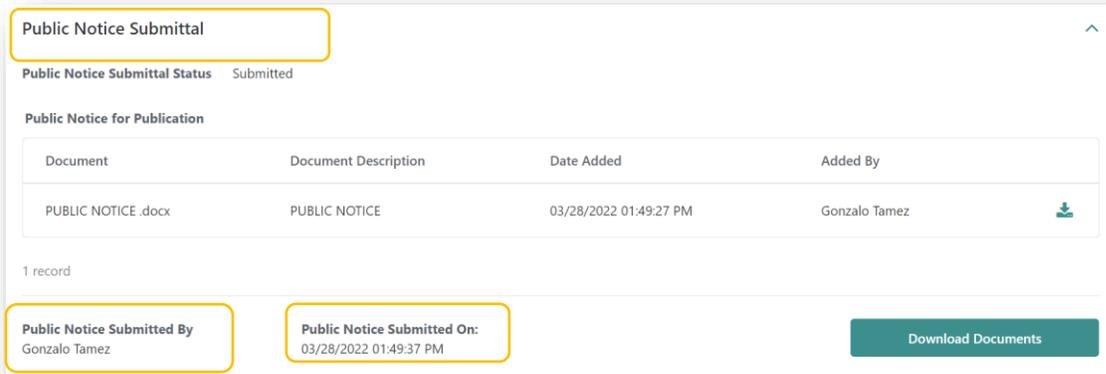
Figure 70



Dos and Don'ts of Public Notice document submittal:

- Do** upload the provided template documents.
- Don't** upload the procurement package.
- Don't** upload executed contracts.

Once the Public Notice is uploaded, press the **Submit for Publication** button. The status will change from Not Submitted to Submitted and the corresponding areas will be notified. The screen will now show who uploaded the information, the date and time of submission.



The 'Public Notice Submittal' page displays the following information:

- Public Notice Submittal Status:** Submitted
- Public Notice for Publication Table:**

Document	Document Description	Date Added	Added By
PUBLIC NOTICE .docx	PUBLIC NOTICE	03/28/2022 01:49:27 PM	Gonzalo Tamez

1 record

Public Notice Submitted By: Gonzalo Tamez

Public Notice Submitted On: 03/28/2022 01:49:37 PM

Download Documents

Figure 71

7.1.5 CONTRACTS EXECUTED

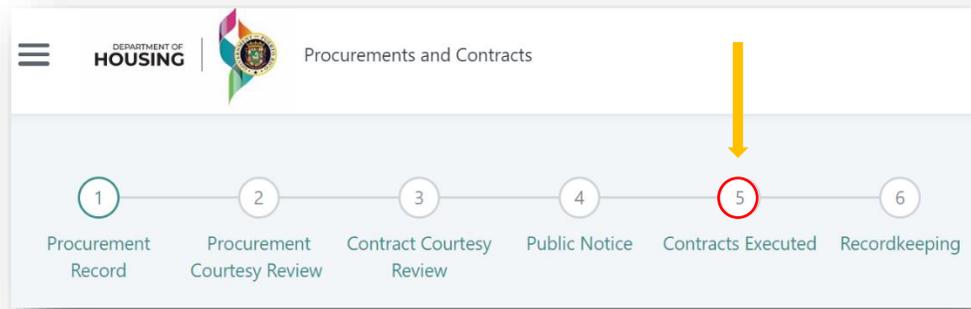


Figure 72

The GCP portal also offers a document repository for **completed or awarded** procurement processes. For this function, the Subrecipient must complete the data entry for the procurement process profile and click **Continue to Contracts Executed**. Through this section, the Subrecipient can upload the executed contracts and comply with the notification requirement as established in the SRA.

[Go to Contracts Executed](#)

The form contains the following data:

System Process ID	Process ID *	Procurement Process Type *
CRP_IB_00306	TEST CARLOS	Invitation for Bids

Process Name *
TEST CARLOS

Process Purpose *
TEST CARLOS

Pre-Solicitation Started By	Pre-Solicitation Started On	Action
Gonzalo Tamez	12/13/2022 11:51:01 AM	Save Procurement Record

Moved to Solicitation and Award By	Moved to Solicitation and Award On	Action
N/A	N/A	Go to Recordkeeping Screen

Buttons at the bottom: Go to Procurement Courtesy Review, Go to Contract Courtesy Review, Go to Public Notice Screen, **Go to Contracts Executed** (highlighted with a yellow border and a yellow arrow pointing down to it).

Figure 73

7.1.5.1 Contracts Notification to PRDOH Contracts Division

As required in the SRA, Subrecipients must notify and provide a copy of any and all contracts related to the agreement and CDBG-DR funds to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within **three (3) days** of its execution. Additionally, the Subrecipient shall provide a copy of any and all subcontracts executed by its Contractors to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within **three (3) days** of its execution.

The subrecipient in Solicitation and Award section at the bottom will upload the **New Contract** button.

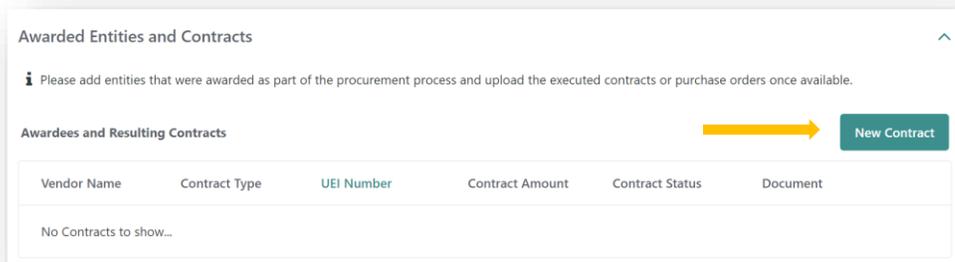


Figure 74

By clicking **New Contract**, a pop-up window will open:

The screenshot shows a "Contract" pop-up window with a close button (X) in the top right. The form contains the following fields and options:

- Agreement Contract ID: Text input with value "MOCA-123456"
- Contract Type: Dropdown menu with value "-"
- Vendor Name: Text input
- Unique Entity Identifier (UEI): Text input
- Contract Number: Text input
- Service Type: Dropdown menu with value "-"
- Contract Amount: Text input
- Service Description: Text area
- Date Executed: Text input with placeholder "MM/DD/YYYY"
- Expiration Date: Text input with placeholder "MM/DD/YYYY"
- Three checkboxes for certification and contract type:
 - I certify (as Prime Contractor or Subrecipient) that this subcontract complies with the CDBG-DR/MIT Subcontract Checklist.
 - This is a purchased order (Example: Operating Costs, Equipment Contract, etc.). The HUD General Provisions are attached.
 - This isn't a subcontract or purchased order (Example: Staff Contract, etc.).
- Contract Document: Section with a dashed box for file upload, an "Add Files" button, and a note: "Accepted File Formats: PDF, Excel, Word, PowerPoint, JPEG and PNG"
- At the bottom, a "Contract Executed" button is highlighted with a yellow arrow pointing to it.

Figure 75

Complete the required information/actions:

- a. Select Contract type
- b. Input Vendor name
- c. Input Unique Entity Identifier (UEI)
- d. Select Service Type
- e. Input Contract Amount
- f. Input Service Description
- g. Upload Contract Document.

Once the information is completed, press **Contract Executed**, and the system will automatically notify PRDOH Contracts Administration Area.



By submitting the executed Contract, the Subrecipient fulfills the duty to notify PRDOH Contracts Administration Area and notification by email will not be required.

7.1.6 RECORDKEEPING

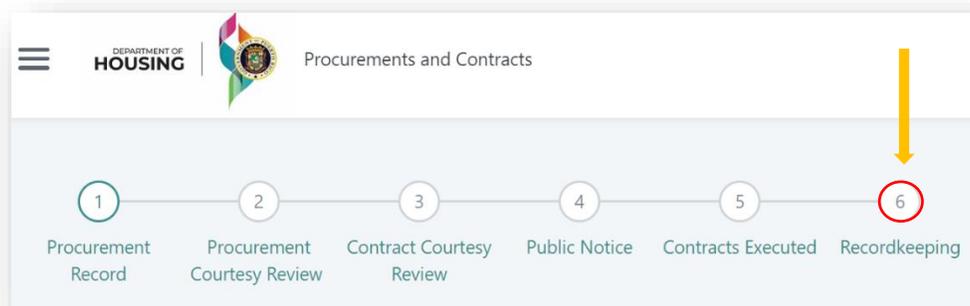


Figure 76

This GCP portal section collects all the supporting documentation uploaded in your procurement processes. It is a document repository. Every document previously uploaded by the subrecipient (in any of the sections) will automatically be saved in the Recordkeeping Section. Also, the user may manually upload additional documents.

System Process ID: SBIA_RFP_00230
Process ID: RFP1234
Procurement Process Type: Request for Proposals
Process Name: RFP A/E SERVICES
Process Purpose: A/E SERVICES
Pre-Solicitation Started By: Gonzalo Tamez
Pre-Solicitation Started On: 08/04/2022 10:57:52 AM
Moved to Solicitation and Award By: N/A
Moved to Solicitation and Award On: N/A
Buttons: Request Procurement Courtesy Review, Request Contract Courtesy Review, Submit Public Notice, Continue to Solicitation and Award
Yellow button: Upload documents for Recordkeeping

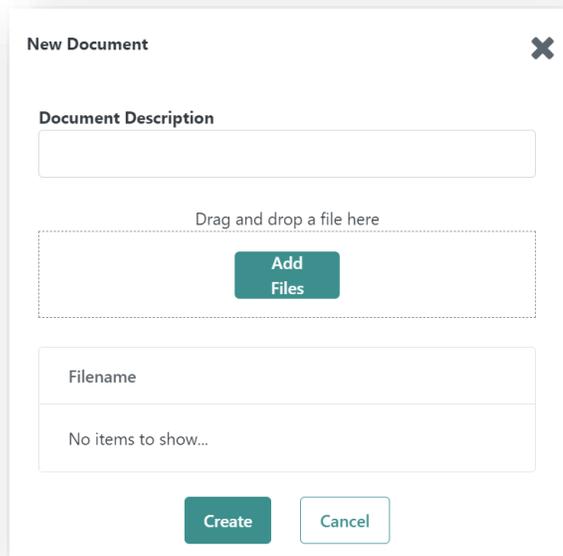
Figure 77

Within the Recordkeeping section, the Subrecipient can upload the documents manually. The Subrecipient chooses the subsection they want to upload documents by pressing the **New Document** button.

Supporting Documents
Supporting
New Document
Table:
- Document
- Document Description
- Date Added
- Added By
No Documents to show...

Figure 78

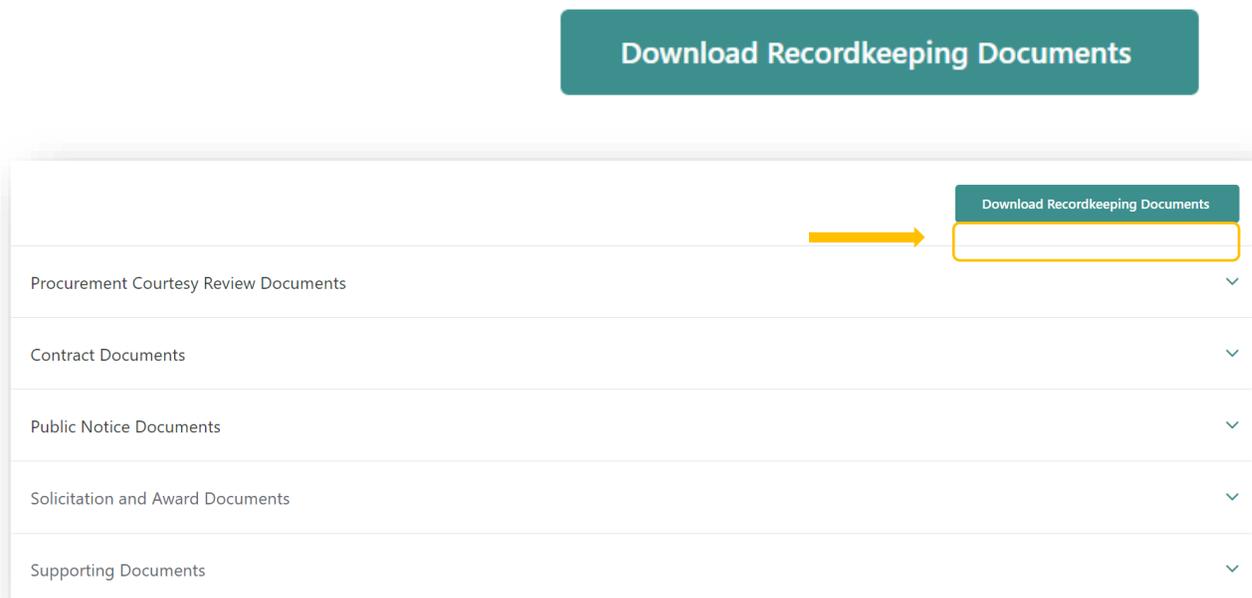
To upload a document, Subrecipient must include a description of the document, add the desired document, and press the **Create** button.



The image shows a 'New Document' modal window. It has a title bar with a close button (X). Below the title is a 'Document Description' text input field. Underneath is a dashed border area with the text 'Drag and drop a file here' and a green 'Add Files' button. Below that is a 'Filename' text input field. At the bottom of the modal is a list area with the text 'No items to show...'. At the very bottom are two buttons: a green 'Create' button and a white 'Cancel' button with a grey border.

Figure 79

The user can download every document by clicking the **Download Recordkeeping Documents** button.



The image shows a green button labeled 'Download Recordkeeping Documents'. Below it is a list of document categories. A yellow arrow points from the button to the first category, 'Procurement Courtesy Review Documents', which has a yellow box around its right side. The list includes:

- Procurement Courtesy Review Documents
- Contract Documents
- Public Notice Documents
- Solicitation and Award Documents
- Supporting Documents

Each category has a downward-pointing chevron icon on the right side.

Figure 80



A good recordkeeping system is an integral part of managing and implementing federally funded projects. A good recordkeeping system is an integral part of project implementation. PRDOH and all Subrecipients must have policies and procedures in place to address recordkeeping and document management.

7.2 REQUEST FOR INFORMATION (RFI)

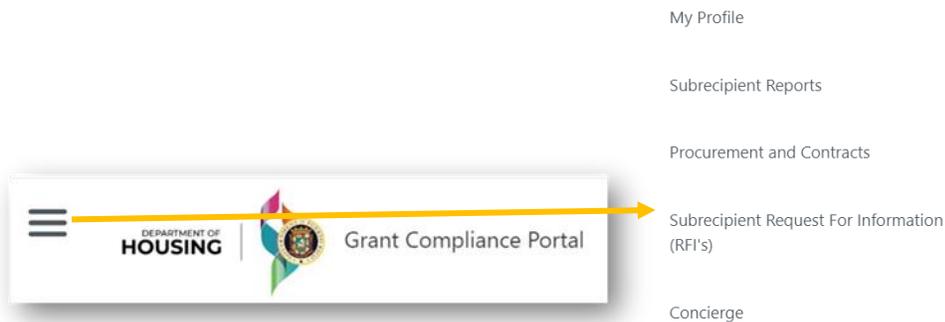


Figure 81

Another functionality for the GCP portal includes the Request for Information (**RFI**) section, in which users can request more information regarding to contract activities, program implementation support/questions, as well as reply specific information requested by Program. The modules track the interactions between parties as well as the response timeframe.

Users that have access to these features are: Subrecipients; PRDOH POC; Program Managers and Grant Managers. Also, PRDOH, Grant Managers and Program Managers users can create RFIs for the Subrecipient.

7.2.1 HOW TO CREATE A NEW RFI

To create an RFI, please click on the **New RFI** button, as shown in Figure 83.

The screenshot shows the 'Requests For Information' search interface in the Grant Compliance Portal. At the top left, there is a navigation menu and the 'DEPARTMENT OF HOUSING' logo. The page title is 'Grant Compliance Portal'. On the top right, there is a user profile for 'Gonzalo Tamez' with a notification bell icon and language options for 'English' and 'Español'. The main section is titled 'Requests For Information' and contains several search filters: 'Topic' (dropdown), 'Created By' (text input), 'Status' (dropdown), 'Subrecipient' (text input), 'Agreement' (dropdown), 'Project' (dropdown), 'Key Activity' (dropdown), 'RFI ID' (text input), and 'Program' (dropdown). There are 'Search' and 'Reset' buttons. At the bottom left, it says 'Total RFI: 88'. At the bottom right, there is a 'New RFI' button highlighted with a yellow arrow.

Figure 82

The Subrecipient must choose the **Topic**, **Agreement**, **Project** (if applicable) and **Key Activity Outcome** (if applicable). Then the user inputs a narrative or question in the **Request for Information** box. Once the user inputs all the required information, must **Save** the data and the **Submit** button will appear.

The screenshot shows the 'New Request For Information' form. The breadcrumb is 'Requests For Information > New Request For Information'. The title is 'New Request For Information'. Below the title is a section titled 'Request for Information Detail'. The form contains several fields: 'Topic' (dropdown menu with 'Program Activities' selected), 'Agreement' (dropdown menu with '2021-000854' selected), 'Project' (dropdown menu with '-' selected), and 'Key Activity Outcome' (dropdown menu with '1.1 Outreach efforts to socialize t...' selected). Below these is a large text area for 'Request for Information' containing the text 'Subrecipient adds Request for Information'. To the right of this area are 'Requested On' (date field with 'Mar 29 2022') and 'Requested By' (text field with 'Gonzalo Tamez'). At the bottom left, there is a 'Program' field with 'Workforce Training Program'. At the bottom right, there is a 'Save' button highlighted with a yellow arrow.

Figure 83

Notice that before clicking the **Submit** button the status of the RFI appears as **Not Submitted** in the left corner, as shown in Figure 85.

Request for Information Detail
(Not Submitted)

Topic * Agreement * Project Key Activity Outcome

Program Activities 2021-000854 - 1.1 Outreach efforts to socialize the progra... ▾

Request for Information *
Subrecipient adds Request for Information.

Requested On
Mar 29 2022

Requested By
Gonzalo Tamez

Program
Workforce Training Program

Submit Save

Figure 84



Saving an RFI does not automatically send the question to the Program.
You must press Submit, after saving your question.

By pressing the **Submit** button, the Subrecipient creates the RFI ticket and the status changes to Pending Response.

Request for Information Detail
(Pending Response)

Topic * Agreement * Project Key Activity Outcome

Program Activities 2021-000854 - 1.1 Outreach efforts to socialize the progra... ▾

Request for Information *
Subrecipient adds Request for Information.

Requested On
Mar 29 2022

Requested By
Gonzalo Tamez

Program
Workforce Training Program

Figure 85

It is important to mention that Subrecipients have the ability to upload supporting documents to their RFI by clicking New Document. This will open a pop-up window, as shown in Figure 87.

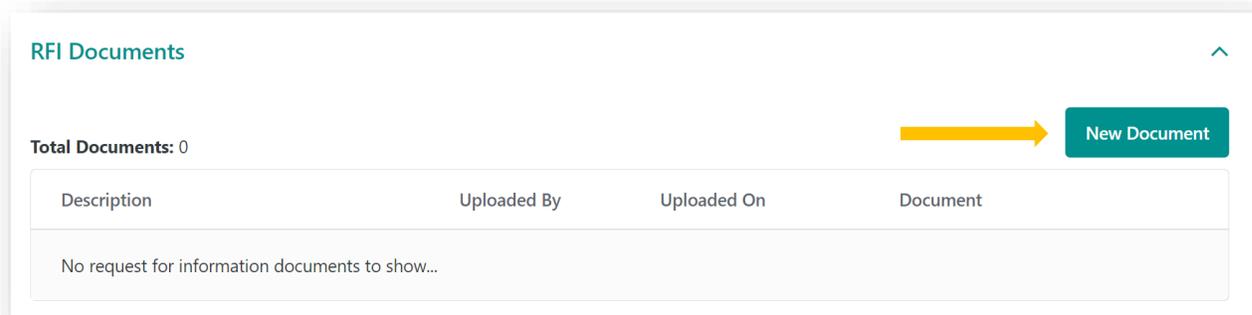


Figure 86

Once the **New Document** button is clicked, this will open a pop-up window, as shown in Figure 88.

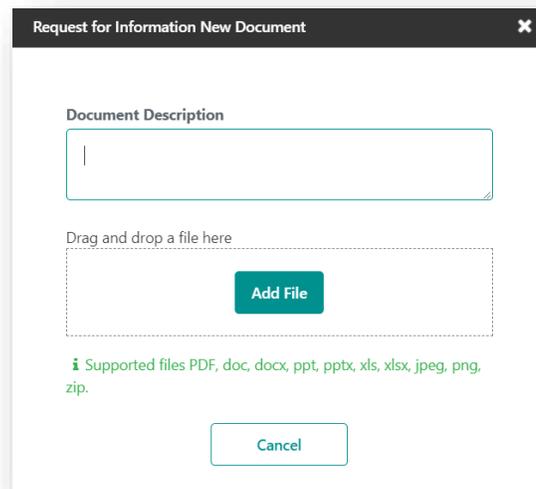


Figure 87

The Programmatic Area may return the RFI for clarifications or provide a response and close the RFI. The user will be notified **by email** when the RFI is returned for clarification or closed.

Reply

Note *

Replied On
Mar 29 2022

Replied By
Gabriela Godino

Return for Clarifications Close

Figure 88

If the Programmatic Area returns the RFI for clarifications, the status will change from Pending Response to Return for Clarifications as shown in Figure 90 and 91

Reply

Note *

Please provide clarifications.

Replied On
Mar 29 2022

Replied By
Gabriela Godino

Return for Clarifications Close

Figure 89

Request for Information Detail
(Return For Clarification)

Topic * Agreement * Project Key Activity Outcome

Program Activities 2021-000854 - 1.1 Outreach efforts to socialize the progra...

Request for Information *

Subrecipient adds Request for Information.

Program

Workforce Training Program

Requested On
Mar 29 2022

Requested By
Gonzalo Tamez

Figure 90

The user must provide the requested clarifications by clicking New Reply.

The screenshot shows a 'Reply' section with a table. A yellow arrow points to a 'New Reply' button in the top right corner. The table has four columns: Reply ID, Note, Replied By, and Replied On. There is one record with Reply ID 001, Note 'Please provide clarifications.', Replied By 'GG', and Replied On '03-29-2022 02:50 PM'. Below the table, it says '1 record'.

Reply ID	Note	Replied By	Replied On
001	Please provide clarifications.	GG	03-29-2022 02:50 PM

Figure 91

The response will now be visible in the Reply section, as shown in Figure 93.

The screenshot shows a 'Reply' section with a table. The table has four columns: Reply ID, Note, Replied By, and Replied On. There is one record with Reply ID 002, Note 'Provided clarifications.', Replied By 'GT', and Replied On '03-29-2022 02:57 PM'.

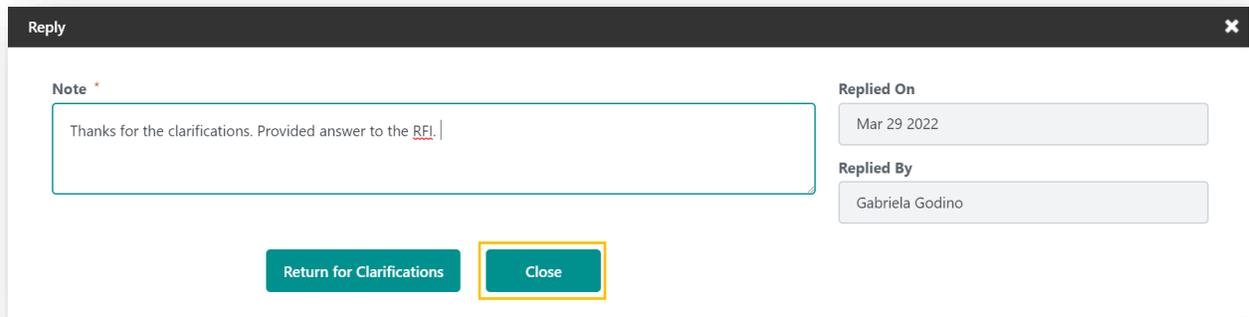
Reply ID	Note	Replied By	Replied On
002	Provided clarifications.	GT	03-29-2022 02:57 PM

Figure 92

Once the Subrecipient provides the requested clarifications, this action will change the status of the RFI to Pending Response.

The screenshot shows the 'Request for Information Detail' page. The status '(Pending Response)' is highlighted with a yellow box. The page includes several fields: Topic (Program Activities), Agreement (2021-000854), Project (-), Key Activity Outcome (1.1 Outreach efforts to socialize t...), Requested On (Mar 29 2022), Requested By (Gonzalo Tamez), and Program (Workforce Training Program). The Request for Information text area contains the text 'Subrecipient adds Request for Information.'

Figure 93



Reply

Note *

Thanks for the clarifications. Provided answer to the RFI.

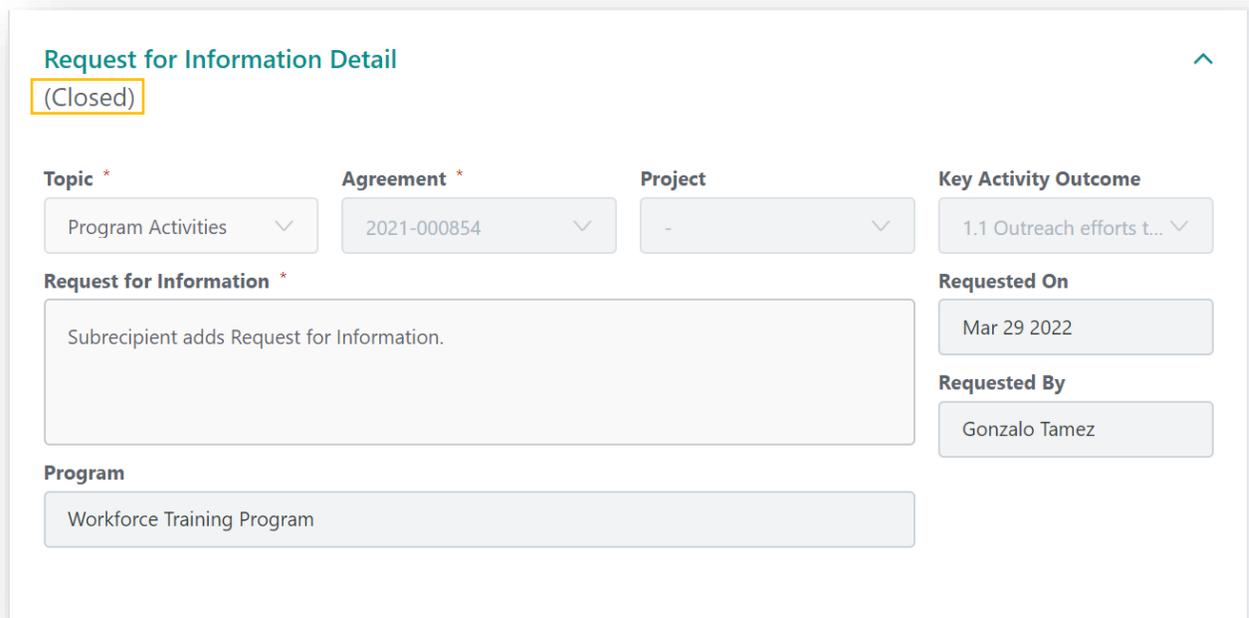
Return for Clarifications **Close**

Replied On
Mar 29 2022

Replied By
Gabriela Godino

Figure 94

Once the Programmatic Area provides a response, the status of the RFI will change to Closed, as shown in Figure 96.



Request for Information Detail

(Closed)

Topic * Program Activities

Agreement * 2021-000854

Project -

Key Activity Outcome 1.1 Outreach efforts t...

Request for Information *

Subrecipient adds Request for Information.

Requested On Mar 29 2022

Requested By Gonzalo Tamez

Program Workforce Training Program

Figure 95

The Subrecipient will have a history of the interactions, as shown in Figure 97.

Reply

Reply ID	Note	Replied By	Replied On
001	Please provide clarifications.	GG	02-23-2022 06:31 PM
002	Provided Clarifications.	GT	02-23-2022 06:36 PM
003	Thank you for the clarifications. Provided answer to the RFI.	GG	02-23-2022 06:38 PM

3 records

Figure 96



It is important to mention that the Programmatic Area may submit an RFI, and the Subrecipient must provide an answer.

7.3 CONCIERGE: FAQ AND INQUIRIES

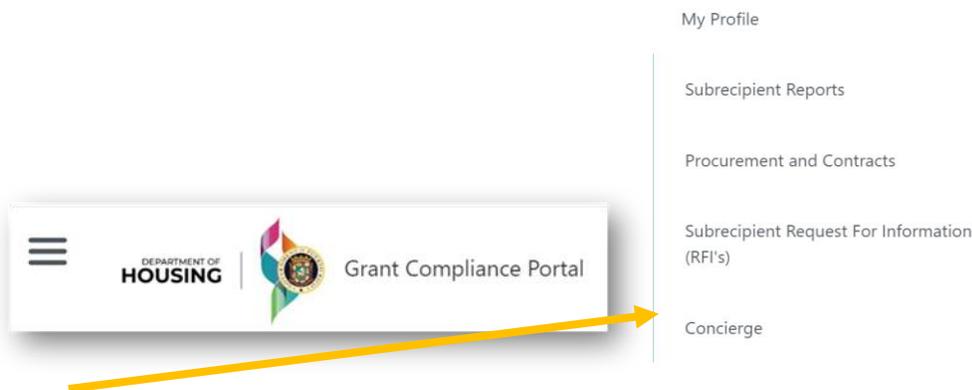


Figure 97

In the GCP portal the Subrecipient will have access to a list of Frequently Asked Questions (**FAQ**) and will be able to request inquiries for questions not found in the FAQ. The user may filter by topic or search for a specific question.

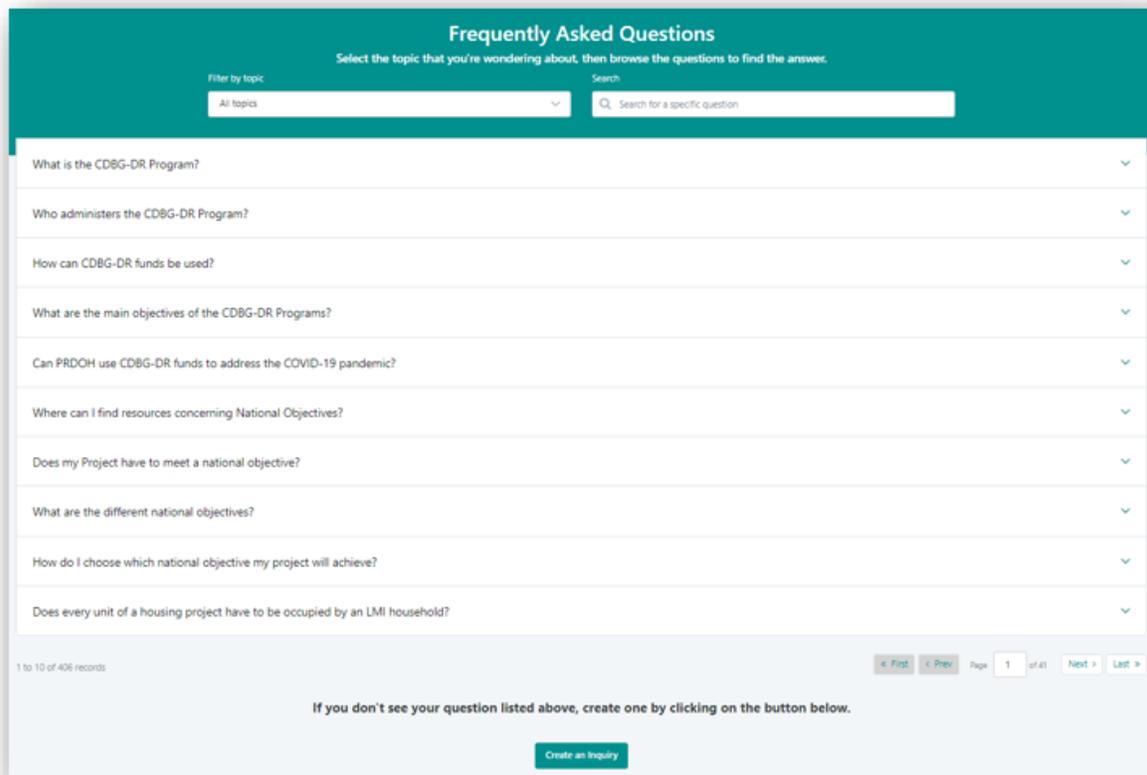


Figure 98

If the question is not listed, scroll to the bottom of the page for the option to create an inquiry.

If you don't see your question listed above, create one by clicking on the button below.

Create an Inquiry

Figure 99

Once the Subrecipient clicks on the **Create an Inquiry**, the GCP portal redirects the user to the Inquiries dashboard where the user will see all the inquiries drafts and submitted ones. Users can find the New Inquiry button at the top right of the dashboard. Here, the Subrecipient can create a New Inquiry by clicking the **New Inquiry** button.

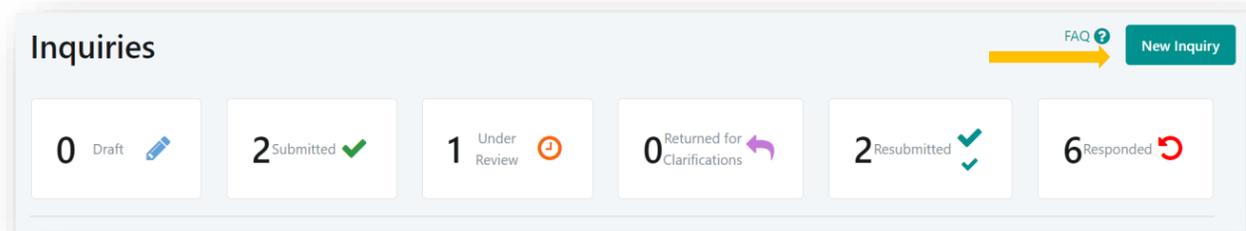


Figure 100

To create a New Inquiry, the Subrecipient must enter in the Inquiry General Information screen, the **Topic**, **Agreement Number** (by choosing the agreement number, the **Program** and **Subrecipient Name** fields will automatically populate with the correct information), **Requester Name** and **Email** (will be pre-populated), **Phone Number**, **Inquiry Title**, and **Inquiry Description**.

The image shows a 'New Inquiry' form. At the top right are 'Cancel' and 'Save' buttons. The form is titled 'Inquiry General Information'. It contains several fields: 'Topic' (dropdown), 'Agreement' (dropdown), 'Program' (dropdown), 'Subrecipient Name' (dropdown), 'Requester name' (text field with 'Gonzalo Tamez'), 'Email' (text field with 'subrecipient@samr.com'), 'Phone Number' (text field), 'Inquiry Title' (text field), and 'Inquiry Description' (text area).

Figure 101

After the Subrecipient enters all the required data, the user must **Save** the inquiry.

Inquiry INQ-0079
Status: Draft

Inquiry General Information

Topic *
General Questions

Agreement *
2021-77777

Program *
Social Interest Housing Program

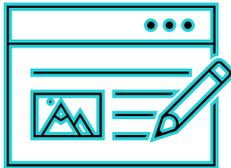
Subrecipient Name *
PRDOH Workshop for SMT

Requester name
Gonzalo Tamez

Email *
subrecipient@samr.com

Phone Number *
(787)-123-4567

Figure 102



The inquiry description box has a character limit. If the details required in the inquiry don't fit in the text box, use the document upload feature to include all the details for consideration.

Once the Inquiry information is saved the user needs to press the **Submit** button. This will change the status from Draft to Submitted. The GCP portal will notify the Inquiry was submitted successfully, as shown in Figure 104.

Inquiries

Inquiry submitted successfully.

0 Draft

3 Submitted

1 Under Review

0 Returned for Clarifications

2 Resubmitted

5 Responded

General Search
Search by InquiryID, Inquiry Title, Subre

Topic
-Select Topic-

Submitted Date
From MM/DD/YYYY To MM/DD/YYYY

Search Reset

Figure 103

To add a document to the Inquiry, scroll down to the bottom of the screen to the Inquiry Documents section and select the **Upload File** button.

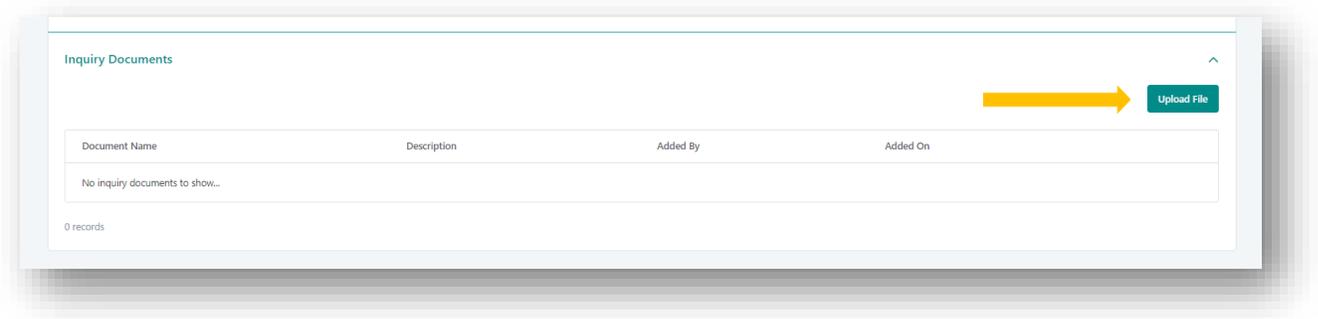


Figure 104

Once the pop-up window, shown in Figure 106 opens, enter the document description, add the file, and press **Save**.

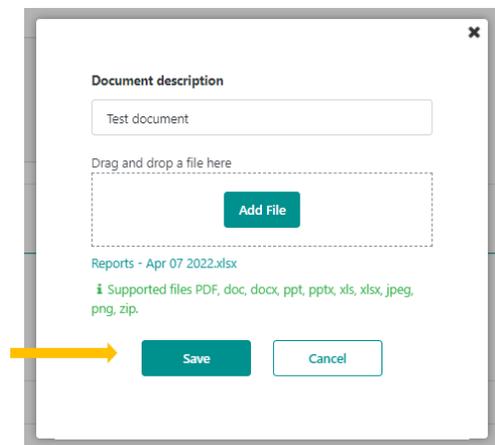


Figure 105

Subrecipients will receive a standardized, timely response within **five (5) business days**. The Concierge will be triaged by CDBG-DR/MIT consultants. PRDOH will oversee and ensure the appropriate use and management of this tool.

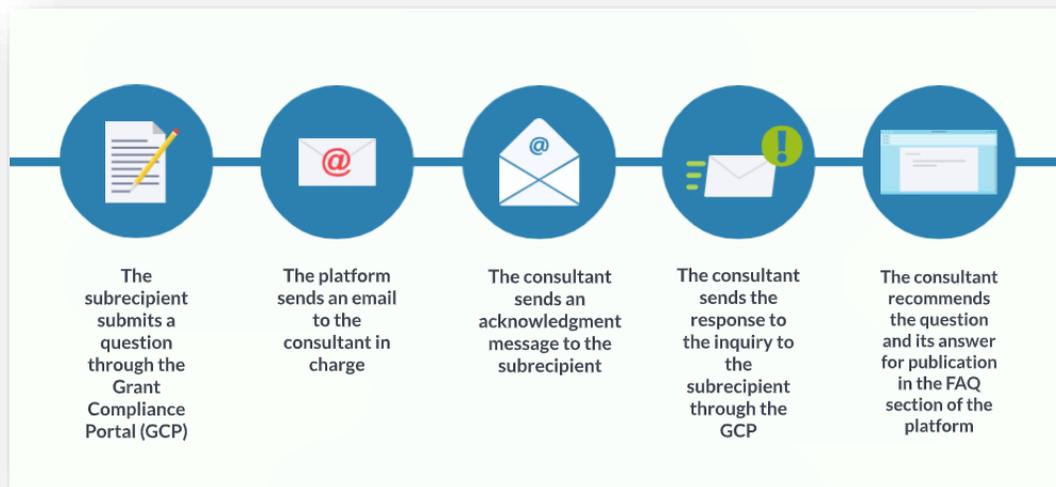


Figure 106

The Inquiries dashboard will let the Subrecipient know the status of their inquiry, as shown in Figure 108 (e.g., if the inquiry was Submitted, is Under Review, was Returned for Clarifications, Resubmitted or Responded).

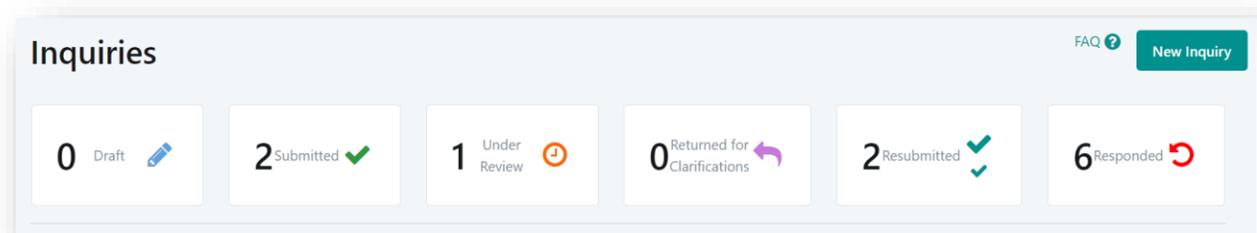


Figure 107

For the Inquiries section, the statuses are defined in the following table:

Draft

- The Subrecipient has drafted an inquiry but has not yet submitted it.

Returned to Subrecipient

- The Inquiry has been reviewed and returned to the Subrecipient. This requires the Subrecipient to provide additional information.

Submitted

- The Subrecipient has submitted the Inquiry and is awaiting review.

Under Review

- The Inquiry has been assigned to a technical assistance (TA) provider and is under review.

Resubmitted

- The Subrecipient provided additional information requested and resubmitted the inquiry for a response.

Responded

- The inquiry has been reviewed and a response has been provided.



The estimated response time for inquiries is **five (5) business days**. However, time may be shorter or longer depending on the complexity of the inquiry.

END OF MANUAL