



DEPARTMENT OF
HOUSING



COMPETITIVE ROUND INSTRUCTIONS
FOR THE
PLANNING AND CAPACITY BUILDING PROGRAM
UNDER THE
COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION

February 22, 2024
Competitive Round Webinar

May 22, 2024
Application Submission Due Date

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COMPETITIVE ROUND SUMMARY

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

Program: Planning and Capacity Building (**PCB**) Program under the Community Development Block Grant – Mitigation (**CDBG-MIT**)

Competitive Round title: Design of Innovative Resilience Actions: Solid Waste Management

Application submissions: Eligible entities must submit a completed application, as described, in these Instructions by May 22, 2024.

- Electronic Submission – Applicants must follow the instructions provided within this document and the Competitive Round Proposal Submission Form available in the [Grant Application Portal](#). No hard copies or electronic submissions will be accepted.

Competitive Round description: PRDOH announces the Competitive Round for the Design of Innovative Resilience Actions Category. The PCB Program will provide funding for eligible planning activities, as defined by the U.S. Department of Housing and Urban Development (**HUD**) and the Code of Federal Regulations. The maximum award for this opportunity may not exceed **five hundred thousand dollars (\$500,000)** per application.

Contact:

Carlos R. Olmedo, Esq., LPP
planningcdbg@vivienda.pr.gov

Luis A. López, PMP, LPP
planningcdbg@vivienda.pr.gov

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1 Definitions

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

- **Applicant:** The PCB Program defines applicant as any unit of general local government (municipalities, including departments and divisions); Government of Puerto Rico Agency, Authority, Trust, and Board; Community-Based Development Organization, private non-profit; non-governmental organization or not-for-profit entity; and a consortium of any of the above with the established authority and internal controls necessary to receive federal grant funds.
- **Application:** Refers to all the Information, and documentation submitted by the Applicant through the Grant Application Portal (**GAP**) to this Competitive Round.
- **Authorized Representative:** Refers to the person authorized to bind the Applicant and appear on its behalf in matters related to this Competitive Round.
- **CDBG-MIT:** Refers to Community Development Block Grant – Mitigation.
- **Competitive Round:** Refers to a competitive process for the development of plans, studies and/or consortiums divided into categories defined by PRDOH for the PCB Program and established in the Program Guidelines. The PCB Program will announce the categories and topics that will be available for each Competitive Round.
- **GAP:** Refers to CDBG-MIT Grant Application Portal in which the applicant will complete and submit all required information and documentation including their application to apply for this Competitive Round¹.
- **Mandatory Requirements:** Refers to those requirements that Applicant(s) must meet to proceed to the next stage of the evaluation process. Non-compliance with mandatory evaluation requirements will result in the disqualification of the Applicant.
- **Open Period:** Refers to the time period in which proposals may be submitted through the GAP.
- **Proposal:** Information and documents submitted through the Proposal Submission Form available at the GAP describing the proposed activities for the selected topic within the Competitive Round Category and how they will be carried out.
- **Puerto Rico Department of Housing (PRDOH):** Government agency that has been designated as the entity responsible for administering the CDBG-DR/MIT funds allocated to the Commonwealth of Puerto Rico.

¹ Link to Grant Application Portal: <https://home2.outsystemsenterprise.com/GrantApplication/Login>

- **Selected Applicant:** Refers to a Qualified Applicant who has received a minimum technical score of thirty (30) points and who was selected by PRDOH. Selected Applicant(s) will be invited to enter a Subrecipient Agreement with PRDOH to administer their proposed scope of work in the Competitive Round.
- **Subrecipient:** An entity, usually but not limited to non-Federal entities, that receives a sub-award from a pass-through entity to carry out part of a federal program. The term does not include an individual that is a beneficiary of a federal program. A Subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.²
- **Subrecipient Agreement:** Refers to the agreement entered between PRDOH and a Program Subrecipient which governs the relationship between both parties as well as Subrecipient funding and activities under PCB Program.
- **Technical Requirements:** Refers to those requirements that are part of the evaluation and will have a maximum score of forty (40) points.

2 Overview

PRDOH issues this Competitive Round Instructions to invite eligible entities to submit applications to carry out eligible planning activities through the Planning and Capacity Building (**PCB or Program**) Program under Community Development Block Grant – Mitigation (**CDBG-MIT**). The PCB Program intends to promote the capacity improvement of eligible entities for them to better respond, withstand, and recover from impacts caused by hazardous events. The Program will provide funding for the development of plans and/or studies to implement mitigation planning activities through a regional or multi-jurisdictional approach. For a more detailed description of the PCB Program, refer to the Program Guidelines available on the CDBG-MIT website: <https://recuperacion.pr.gov/en/planning-and-capacity-building-program/> (English) and <https://recuperacion.pr.gov/programa-para-aumentar-la-planificacion-y-capacitacion/> (Spanish).

Applicants should carefully read all sections and instructions of this document to avoid submitting an ineligible application for this Competitive Round. This is a competitive process and failure to respond accurately to any requirement could result in an incomplete or noncompetitive application.

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

² 2 C.F.R. §200.1

3 Eligible Use of Funds

PRDOH provides funding to Subrecipients through reimbursement only. For reimbursement consideration, Subrecipients must incur eligible costs and submit them to PRDOH. The PCB Program does not provide funding upfront.

Applications submitted may include funding for the following activities and/or expenses:

- Activities related to the planning process and activities necessary to develop the proposed plan and/or study. Examples of these activities include, but are not limited to:
 - Outreach and coordination
 - Drafting of plan and/or study
- Activities related to data collection and analysis. Examples of these activities include, but are not limited to:
 - Data gathering and analysis contributing to the development of the plan and/or study
 - Review of the findings and drafting of relevant reports
- Activities necessary for the management and evaluation of deliverables. Examples of these activities include, but are not limited to:
 - Grant management,
 - Monitoring, reporting and evaluations,
 - Invoicing and recordkeeping,
 - Quality Assurance and Quality Control (**QA/QC**) and monitoring of deliverables,
 - Coordination with PRDOH.
- Other eligible planning activities include those listed in 2 C.F.R. §570.205(f)³.

3.1 Ineligible Use of Funds

The funding request should not consider the activities listed in Section 5.3, Ineligible activities, of the PCB Program Guidelines⁴. Ineligible activities for the PCB Program include, but are not limited to:

- supplanting of funds for inherently governmental staff duties that are not temporary in nature to address mitigation planning surge capacity needs;
- engineering, architectural, and design costs related to a specific project such as detailed engineering specifications, blueprints, and working drawings;
- construction or any costs of implementation of projects or plans; and
- costs not associated with the development of plans, studies, or other planning activities.

³ <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570/subpart-C/section-570.205>

⁴ Program Guidelines: <https://recuperacion.pr.gov/en/planning-and-capacity-building-program/> (English) and <https://recuperacion.pr.gov/programa-para-aumentar-la-planificacion-y-capacitacion/> (Spanish).

4 Eligibility Information

4.1 Eligible Entities

Eligible Entities for the PCB Program include the following:

- Units of general local government/municipalities (including departments and divisions);
- Government of Puerto Rico Agencies, Authorities, Trusts, and Boards;
- Community-Based Development Organizations and private non-profits;
- Non-governmental organization (501(c)(3)) or Not for Profit Entities; and
- A consortium of any of the above with the established authority and internal control necessary to receive federal grant funds.

4.2 Cost Sharing or Matching

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

4.3 Unique Entity Identifier and System for Award Management

Each Applicant is required to:

- i. be registered in System for Award Management (**SAM**) before submitting their application;
- ii. provide a valid Unique Entity Identifier (**UEI**) in their application; and
- iii. continue to always maintain an active SAM registration with current information during which it has an active Federal award or a submission or plan under consideration by a Federal awarding agency.

PRDOH will not grant awards to any Applicant until they have complied with all applicable UEI and SAM requirements. If an Applicant has not fully complied with the requirements by the time PRDOH is ready to make an award, PRDOH may determine that the Applicant is not qualified to receive an award and use that determination as a basis for granting an award to another Applicant.

5 Competitive Round

5.1 Design of Innovative Resilience Actions

PCB Program's first Competitive Round category is focused on the Design of Innovative Resilience Actions. The purpose of this category is for eligible entities to submit applications for the development of plans and/or studies for the following topics related to Solid Waste Management:

- Waste Management Plan, including recycling and composting
- Debris Management Plan, including disaster debris
- Materials Management Market Needs Study
- Waste Transportation Plan
- Waste Transportation Study

5.2 Maximum Award Information

PRDOH estimates that one (1) or more awards may be issued under this Competitive Round. The maximum number of awards will be determined by funding availability for the Program and the applications received. All awards are subject to the applicable funding restrictions contained in this Competitive Round Instructions and Program Guidelines.

Award Amount: Selected applications are eligible to receive an award ranging from \$100,000 to \$500,000 per proposed plan and/or study. However, the maximum award amount must not exceed \$500,000.

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

5.3 Period of Performance

Selected Applicants will execute an SRA with PRDOH with a period of performance no longer than **twenty-four (24) months**. This term will begin on the date that the SRA Package is signed and completed by the Subrecipient and PRDOH.

6 Application and Submission

All applications shall comply with the general requirements stated in the following sections. For each additional proposal, the applicant must submit a new application in the GAP and complete a separate Proposal Submission Form.

6.1 Access

To access and submit the application, Applicants are required to visit CDBG-MIT's GAP⁵ and complete the online submission adhering to the instructions contained therein.

6.2 Multiple Proposals

An applicant/proposer may submit multiple proposals for this Competitive Round.

6.3 Content and Proposal Submission Form

Applications shall be completed in Spanish or English. Submissions shall be entered online as directed. The designated portal will have available the Proposal Submission Form.

- **Signatures:** All documents requiring a signature shall be signed by the Authorized Representative.
 - Signed names must be PRINTED below each signature.
 - The Authorized Representative may present their signature in physical, digital, or electronic form.

⁵ Link to Grant Application Portal: <https://home2.outsystemsenterprise.com/GrantApplication/Login>

- Evidence of the authority of the person completing the application and his or her authority to make contracts on behalf of the entity must be presented.

6.4 English Proficiency

An Applicant can submit the application in English or Spanish. However, a Subrecipient to the Program must have the capacity to produce Program documents in both languages to submit program documentation to oversight entities (e.g., HUD, OIG), upon request. If the Applicant requires translation services to comply with the above, the costs may be accounted for in the SRA Budget.

6.5 Competitive Round Schedule

Applications are to be submitted on or before the Application Submission Due Date stated in Table 1 (below). A schedule summary of the major activities associated with the Competitive Round process is also presented in Table 1.

Table 1: Competitive Round Schedule

Event	Date
Competitive Round Webinar	November 8, 2023
Second Competitive Round Webinar	February 15, 2024
Application Submission Start Date	February 22, 2024
Application Submission Due Date	May 22, 2024
Application/Proposal Evaluation Period (Expected)	From: May 23, 2024 Up to: August 20, 2024

The dates, times, and activities are subject to change. Therefore, Applicants are encouraged to periodically review the CDBG-MIT PCB Program website for updates, which may alter terms or requirements for the Competitive Round. Updated and complete schedules will be published prior to the pre-established dates in Table 1.

6.6 Submission of Inquiries

Each potential Applicant may submit questions or ask for clarification as to the intent of this Competitive Round and its documents. Applicants shall submit all questions in writing -in English or Spanish- through the [Competitive Round Questions Form](#).⁶ All questions will be answered and posted on the PCB Website as an Addendum.

6.7 Correspondence and Communications

Communications for this Competitive Round must be submitted through email planningcdbg@vivienda.pr.gov and shall reference the Competitive Round in the

⁶ Link to PCB Competitive Round Questions Form:
<https://app.smartsheet.com/b/form/779937d2018c4440b744d4d2edc784d9>

subject line of the email. Any correspondence sent to any other email address about the Competitive Rounds will not be addressed or considered by PRDOH.

6.8 Allowed and Prohibited Communications

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

6.9 Representation for Application Submission

All costs associated with the response to this Competitive Round are the sole responsibility of the Applicant. Neither PRDOH, the Government of Puerto Rico, nor HUD will be responsible for any expenses in the preparation and/or presentation of the applications or for the disclosure of any information or material received in connection with the Competitive Round. No entity is assured of obtaining an award under this Competitive Round.

PRDOH reserves the right, without limitations, as it deems necessary, to review the qualifications or perceived conflicts of interest of any/all entities submitting applications in response to the Competitive Round. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of an application. If any or all applications are rejected, PRDOH reserves the right, without limitations, to re-solicit applications.

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

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

This Competitive Round, its award, and any derivative agreement are subject to the execution of a Grant Agreement between the Government of Puerto Rico or PRDOH, and HUD, and the availability of the allocated CDBG-MIT funds. The Applicant acknowledges and agrees that any suspension, cancellation, or termination of the

CDBG-MIT allocation(s) will result in the immediate suspension, cancellation, or termination of this Competitive Round, award, or executed Agreement, upon PRDOH's notice.

6.10 Application Modification or Withdrawal

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

No submissions will be accepted after the Application Submission Due Date.

6.11 Ownership of Applications

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

7 Application Review

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

- Complete Application submission; and
- All required documentation, in accordance with requirements.

Each application received should comply with the requirements set forth in the Program Guidelines, Competitive Round Instructions, and the Proposal Submission Form available in the GAP.

7.1 Application Scoring

The application scoring presents the maximum points for the mandatory and technical requirements. All mandatory requirements must be met for an application to be eligible. Once mandatory requirements are reviewed and deemed sufficient, applications will be evaluated on technical aspects. Applications will be scored based on the listed criteria and ranked from highest to lowest. To be considered for an award, an application must meet and pass the mandatory requirements and receive a technical score of **thirty (30) points** or higher.

If a tie occurs between proposals and funding is not available for all the tied applications, PRDOH will use the following criterion to establish a ranking among tied proposals:

- Areas that have not been impacted or are less impacted by the other proposals, including Vieques and Culebra; and
- Proposal scope for the area to be impacted.

7.2 Mandatory Requirements

Applicants shall comply with all the mandatory requirements for their application to be evaluated. Mandatory requirements will be scored as either "**Pass**" or "**Fail**". If the

application meets all mandatory requirements, the application will “Pass” this section of the evaluation. On the contrary, if the application does not meet said requirements, it will “Fail” this evaluation. Failure to comply with these requirements will result in the disqualification of the Applicant. However, PRDOH reserves the right to waive minor instances of non-compliance.

7.3 Technical Requirements

This portion of the evaluation will have a maximum score of **forty (40) points**. The scoring criteria shall consider and include:

- Description of alignment with PCB Program and CDBG-MIT objectives;
- Technical description of the proposed Plan or Study;
- Approach or strategy to carry out and complete planning activities proposed in the Plan or Study;
- Approach to general administration and coordination efforts, and
- Level of multi-jurisdictional impact of the proposed Plan or Study.

8 Evaluation

The scoring and funding methodology for this Competitive Round is intended to promote mitigation planning activities through a regional or multi-jurisdictional approach. The selection of Applicants will be conducted by PCB Programmatic Staff through a review of submitted applications based on the requirements established above.

8.1 Evaluation Process

The PCB Programmatic Staff will review and score the different sections of the applications, for which it may rely upon specialized advisers, consultants, and/or subject-matter experts as support. Following the application submission deadline, the PCB Programmatic Staff will evaluate each submission based on the criteria stated in the Program Guidelines, Competitive Round Instructions, and the Proposal Submission Form.

PRDOH reserves the right to appoint a Technical Committee, depending on the complexity of the applications or proposals submitted or if the PCB Programmatic Staff requests one.

8.2 Errors and Omissions in Applications

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

8.3 Negotiation of Funding

PRDOH may negotiate specific terms of the funding agreement and budget with Selected Applicants, after the award notification. If PRDOH and a Selected Applicant do not successfully conclude negotiations in a timely manner, or a Selected Applicant fails to provide requested information, an award will not be made to that Applicant. In this case, PRDOH may select another eligible Applicant for award consideration. PRDOH may impose specific conditions on an award as provided under 2 C.F.R. §200.208⁷:

- Based on PRDOH's review of the Applicant's risk under 2 C.F.R. §200.206;⁸
- When the Applicant or Subrecipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- The applicant or recipient's ability to meet expected performance goals as described in 2 C.F.R. § 200.211; or
- A responsibility determination of an applicant or recipient.

9 Award Administration

9.1 Notice of Award

Once the evaluation process is complete, PRDOH will notify successful Applicants of their selection for funding. PRDOH will also notify the Applicants whose applications were received but were not chosen for award. **Notifications will only be sent to the authorized representative indicated in the application.**

9.2 Performance and Reporting Requirements

Subrecipients will be required to submit reports monthly to PRDOH in electronic format and at any time upon request. PRDOH will ensure that Subrecipients comply with all applicable federal regulations. For more information on PRDOH requirements for Subrecipients, please visit the Resources Section on CDBG-DR website⁹.

9.3 Cancellation of Competitive Round

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

END OF COMPETITIVE ROUND INSTRUCTIONS.

⁷ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.208>

⁸ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.206>

⁹ CDBG-DR, Resources: <https://recuperacion.pr.gov/en/resources/>