



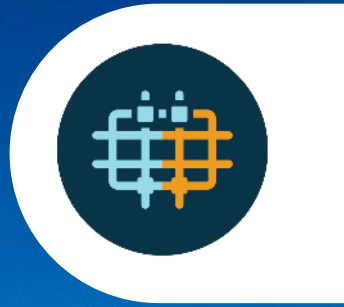
DEPARTMENT OF  
**HOUSING**



*Guide on*  
**Answering a Request for  
Additional Information (RFAI)**

**ELECTRICAL POWER RELIABILITY & RESILIENCE PROGRAM (ER2)**

*Competitive Applications*





## *This guide includes:*

- **How to Answer a Request for Additional Information (RFI)**

The entity must access the Grant Application Portal (GAP).

Pending Requests for Additional Information can be identified under the RFI Column in the “My Applications” section.

**Click over the “Respond” box.**

The screenshot displays the 'My Applications' section of the Grant Application Portal. At the top, there are navigation links for 'Grant Application Portal', 'My Applications' (highlighted with a blue box), 'Manage Users', 'Available Programs', and 'Entity Information'. On the right, there are language options for 'English' and 'Español', a notification bell with '26', and a user profile for 'Jhon'.

Below the navigation, there are input fields for 'Entity Type' and 'Entity Name'. The main heading is 'My Applications' with a 'Create New' button on the right.

A search bar contains the text '-MIT-00132'. To its right are two dropdown menus: 'All Status' and 'All Programs'. Further right are 'Search' and 'Clear Filter' buttons.

The main content is a table with the following columns: Application ID, Project Name, Program Name, Process Name, Created By, App Reviewer, Status, Submitted Date, RFI, and Actions. The table contains one row with the following data:

Application ID	Project Name	Program Name	Process Name	Created By	App Reviewer	Status	Submitted Date	RFI	Actions
-MIT-00132		Mitigation Program	Competitive Process	Jhon .	JM	Submitted	05/11/2023	Respond	View Download

An orange arrow points to the 'Respond' button in the RFI column of the table. Below the table, it says '1 to 1 of 1 items'.



The RFAI, will indicate the document or part of the application to which it corresponds.

**Applicable narratives must be included under the “Applicant Response” field (A).**

**Documents must be uploaded under the “Upload” field (B), when applicable.**

Grant Application Portal My Applications 26 Jhon .

## Completeness Check Go to Application

Application ID:   
Entity Name:   
Project Name:   
Process Status: Returned for Additional Information

Required Documentation	OM Comments	Applicant Response	Upload
<input checked="" type="checkbox"/> Application Form *	Received		
<input checked="" type="checkbox"/> Preliminary Operations and Maintenance Plan Form *	Incorrect Start test test test test Test test test test test Test test test test test Test test test test test Test test test test test Test test test test test Test test test test test	Start test test test test Test test test test test Test test test test test Test test test test test Test test test test test Test test test test test	Select file
<input type="checkbox"/> Supporting evidence of other available funds that could constitute a duplication of benefit (if applicable)	-		
<input checked="" type="checkbox"/> Puerto Rico Department of Housing Conflict of Interest Form *	Incorrect test	test test test Test test test test test	Select file
<input type="checkbox"/> Project Schedule	-		



After completing the corresponding fields and uploading any applicable documents, **click on the “Submit Response” box to present the response to the RFAI.**

Grant Application Portal My Applications

26 Jhon

Permits and/or Endorsements (if applicable) -

Benefit Cost Analysis (if applicable) -

Other -

RFAI History

**Step 1**  
Started On: 05/11/2023  
Completed On: -  
Completed By: GAP\_Specialist

**Step 2**  
Started On: -  
Completed On: -

Applicant

Cancel Save **Submit Response**

RFAI Deadline (Days): 14  
RFAI Sent On: 05/12/2023  
Response Submitted On: -  
Response Submitted By: -



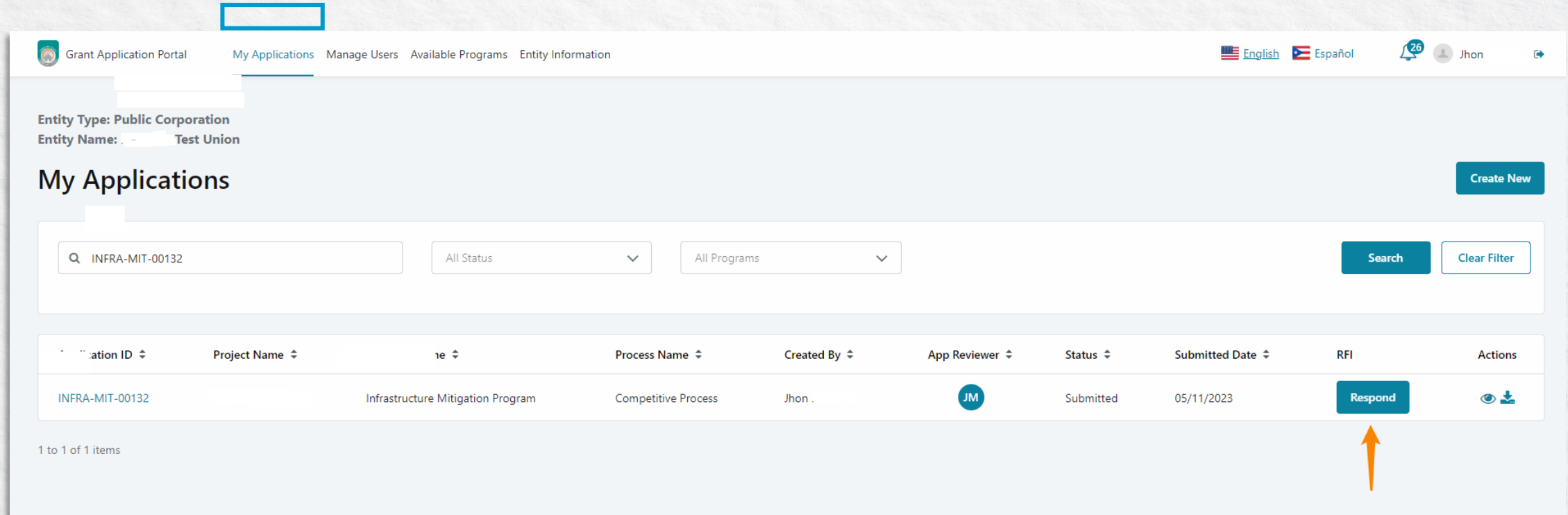


- **Downloading the Request for Additional Information (RFAI)**

The entity must access the Grant Application Portal (GAP).

Pending Requests for Additional Information can be identified under the RFI Column in the “My Applications” section.

**Click over the “Respond” box.**



The screenshot displays the Grant Application Portal (GAP) interface. At the top, there is a navigation bar with the following items: Grant Application Portal, My Applications (highlighted with a blue box), Manage Users, Available Programs, and Entity Information. On the right side of the navigation bar, there are language options (English and Español), a notification bell with '26', and a user profile for 'Jhon'.

Below the navigation bar, the user's profile information is shown: Entity Type: Public Corporation and Entity Name: Test Union. The main section is titled 'My Applications' and includes a 'Create New' button.

A search and filter section contains a search input field with the text 'INFRA-MIT-00132', two dropdown menus for 'All Status' and 'All Programs', and buttons for 'Search' and 'Clear Filter'.

The main content area features a table with the following columns: Application ID, Project Name, Process Name, Created By, App Reviewer, Status, Submitted Date, RFI, and Actions. The table contains one row of data:

Application ID	Project Name	Process Name	Created By	App Reviewer	Status	Submitted Date	RFI	Actions
INFRA-MIT-00132	Infrastructure Mitigation Program	Competitive Process	Jhon .	JM	Submitted	05/11/2023	Respond	View/Download

Below the table, it indicates '1 to 1 of 1 items'. An orange arrow points to the 'Respond' button in the RFI column of the table row.



Scroll-down to the bottom of the page, **click “RFAI History” box to view the RFAI.**

Grant Application Portal Strategic Applications My Applications 10 Ana Perez

for the proposed project

Evidence of public participation or local community engagement should also be included, if applicable and available

Section 8 Plan and Minority/Women Owned Business (M/WBE) Entity Utilization Plan

Business plan

**RFAI History**

**Step 1**  
Started On: 02/26/2024  
Completed On: -  
Completed By: ER2 Step 1


**Step 2**  
Started On: -  
Completed On: -  
Completed By:

**Applicant**  
RFAI Deadline (Days): 10  
RFAI Sent On: 02/26/2024  
Response Submitted On: -  
Response Submitted By:

Cancel Save Submit Response

**Supporting Documents**

Document Name	Document Type	Document Sub-Type	Uploaded On	Uploaded By
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Click on the icon shown below, to download the sent RFAI.

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Completeness RFAI History

Go to Application

**RFAI History**

Application ID: ER2-00042  
Entity Name: Test Corp  
Project Name: 123

RFAI #	RFAI Deadline (Days)	Sent By	Sent On	Responded By	Responded On	RFAI Expired Date
ER2-00042 - RFAI 001	10	ER2 Step 1	02/26/2024			

1 to 1 of 1 items

Download RFAI Document

