



DEPARTAMENTO DE LA  
**VIVIENDA**

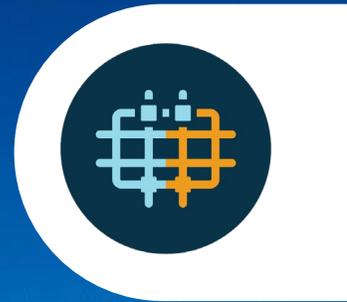


*Guía para*

# Contestar una Solicitud de Información Adicional (RFAI)

PROGRAMA PARA LA FIABILIDAD Y LA RESILIENCIA DE LA ENERGÍA ELÉCTRICA

*Solicitud Competitiva*



VERSIÓN (VI)  
FEBRERO 2024



## *Esta guía incluye lo siguiente:*

- **Contestar una Solicitud de Información Adicional (RFAI, por sus siglas en inglés)**

La entidad debe acceder al Portal de Solicitud de Subvención (GAP, por sus siglas en inglés).

Bajo la sección de Mis Solicitudes o “My Applications”, podrán identificar cuales Solicitudes de Información Adicional (bajo la columna de RFI) están pendientes por atenderse.

### Debe oprimir la opción de Responder o “Respond”.

Grant Application Portal | **My Applications** | Manage Users | Available Programs | Entity Information

English | Español | 26 | Jhon

Entity Type:   
Entity Name:

## My Applications

Create New

Search: -MIT-00132 | All Status | All Programs | Search | Clear Filter

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	 

1 to 1 of 1 items



Dentro del RFAI, va a poder ver a qué documento o parte corresponde la solicitud.

**En el campo (A) de “Applicant Response”. En dicho espacio debe incluir la narrativa que aplique.**

**En el campo (B) de “Upload” deberá cargar o subir los documentos, si aplica.**

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	Start 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	-		



Luego de completar los campos correspondientes y cargar o subir los documentos aplicables, **oprima el botón de “Submit Response” para presentar su respuesta al 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

**Applicant**  
Cancel Save **Submit Response**

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

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





- **Descargar la Solicitud de Información Adicional (RFIA, por sus siglas en inglés)**

La entidad debe acceder al Portal de Solicitud de Subvención (GAP, por sus siglas en inglés).

Bajo la sección de Mis Solicitudes o “My Applications”, podrán identificar cuales Solicitudes de Información Adicional (bajo la columna de RFI) están pendientes por atenderse.

**Debe oprimir la opción de Responder o “Respond”.**



The screenshot shows the 'My Applications' section of the Grant App. At the top, there are navigation links: 'My Applications', 'Manage Users', 'Available Programs', and 'Entity Information'. The user is logged in as 'Jhon' and the language is set to 'English'. The entity type is 'Public Corporation' and the name is 'Test Union'. There is a 'Create New' button in the top right.

Below the navigation, there is a search bar with the text 'INFRA-MIT-00132' and two dropdown menus for 'All Status' and 'All Programs'. There 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
INFRA-MIT-00132		Infrastructure Mitigation Program	Competitive Process	Jhon .	JM	Submitted	05/11/2023	Respond	View, Download

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



Luego de de navegar hacia al final, **oprime el botón de “RFAI History” para ver el RFAI.**

The screenshot displays the Grant Application Portal interface. At the top, the navigation bar includes "Grant Application Portal", "Strategic Applications", and "My Applications". The user's name, "Ana Perez", is visible in the top right corner. The main content area contains four rows of input fields, each with a checkbox and a dropdown menu. The rows are labeled: "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", and "Business plan".

On the right side of the form, a button labeled "RFAI History" is highlighted with an orange border. Below the form, there are two summary boxes. The left box, titled "Step 1", shows "Started On: 02/26/2024", "Completed On: -", and "Completed By: ER2 Step 1". The right box, titled "Applicant", shows "RFAI Deadline (Days): 10", "RFAI Sent On: 02/26/2024", "Response Submitted On: -", and "Response Submitted By: -". Below these boxes are "Cancel", "Save", and "Submit Response" buttons.

At the bottom, there is a "Supporting Documents" section with a table header containing "Document Name", "Document Type", "Document Sub-Type", "Uploaded On", and "Uploaded By".



La entidad luego debe oprimir el botón mostrado abajo para descargar el RFAI enviado.

Grant Application Portal Strategic Applications My Applications Ana Perez

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

