CDBG-DR

GRANT COMPLIANCE PORTAL (GCP)

SUBRECIPIENT CONTRACT MANAGER ROLE

April 4, 2024

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PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR/MIT PROGRAM
GRANT COMPLIANCE PORTAL (GCP) USER MANUAL
VERSION CONTROL

VERSION NUMBER	DATE REVISED	DESCRIPTION OF REVISIONS
1	**October 6, 2021**	Original document.
2	**March 03, 2022**	Administrative section updated and added section 5.4.3.
3	**June 21, 2022**	Added new sections: Request for Information, Procurement and Contracts Modules. Minor changes throughout the document. Change of portal name through the entire document.
4	**June 08, 2023**	Added new sections: Concierge, My Profile, Request Contract Courtesy Review. Edits through the document.
5	**April 4, 2024**	Added new sections related to the URA module. Edits through the document, including new definitions related to the URA module.

Table of Contents

1. Glossary

Agency - State Agency or person that acquires real property or displaces a person.

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.

Business - Any lawful activity, excluding farm operations, conducted primarily for the purchase, sale, lease and/or rental of personal and/or real property, as well as for the manufacture, processing, and/or marketing of products, commodities, and/or any other personal property. This also applies to activities involving the sale of services to the public, outdoor advertising display purposes (when the display must be moved as a result of the project), or activities carried out by a nonprofit organization that has established its nonprofit status under applicable Federal or State law.

Displacement Dwelling – The dwelling unit from which an occupant must relocate as a result of a CDBG-DR/MIT funded project.

Dwelling - The place of permanent or customary and usual residence of a person, according to local custom or law. This includes a single-family house, a single-family unit within a two-family, multi-family, or multi-purpose property, a unit within a condominium or cooperative housing project, a non-housekeeping unit, a mobile home, or any other residential unit.

Dwelling Site - Land area that is typical in size for similar dwellings located in the same neighborhood or rural area.

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.

Household - A family and/or individuals who reside together in a single dwelling, including a live-in aid, if applicable.

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.

Move-In Notice – Any written notice provided to an occupant who began occupancy either after the initial official submission to PRDOH for funds for a project, or the execution of a subrecipient agreement (SRA) funding the project. This notice is intended to inform the occupant of their expected displacement due to the project before they occupy the displacement dwelling.

Non-Residential Occupant – A business, farm or non-profit organization allowed to operate under applicable State and Federal laws, legally occupying a dwelling site and maintaining good standing, as outlined in a current occupancy agreement.

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.

PRDOH Relocation and Anti-Displacement Policy (RARAP) – A guideline for all PRDOH CDBG-DR and CDBG-MIT Programs to ensure compliance with HUD URA Relocation and Acquisitions regulations.

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

Program or Project - Any activity or series of activities undertaken by a Federal Agency or with Federal financial assistance, received or anticipated, at any phase of an undertaking in accordance with the Federal funding Agency guidelines.

Project Owner – The project owner for URA purposes is the subrecipient or subrecipient's designated representative, responsible for the administration of URA in, its entirety, for a specified project receiving federal funding.

Relocation Plan – A coordinated plan of occupant relocation activities, completed by the Subrecipient's Relocation Specialist in accordance with HUD URA regulations, and approved by the specified CDBG-DR or CDBG-MIT Program's POC.

Relocation Specialist - Individuals who, on behalf of the Program, communicate with entitled persons regarding URA. This term is synonymous with Case Manager.

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**).

Standard Operating Procedure (SOP) – A collection of policies utilized to ensure compliance with URA HUD Relocation Regulations.

Subrecipient - Non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; excluding individuals who are beneficiaries of such program. A subrecipient may also directly receive other Federal awards from a Federal awarding agency. The Subrecipient is also considered the URA Project Owner.

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.

Uniform Relocation Act (URA) – Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, 42 U.S.C. § 4601 et seq.

Utility Costs - Expenses for electricity, gas, other heating and cooking fuels, water, and sewer.

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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.

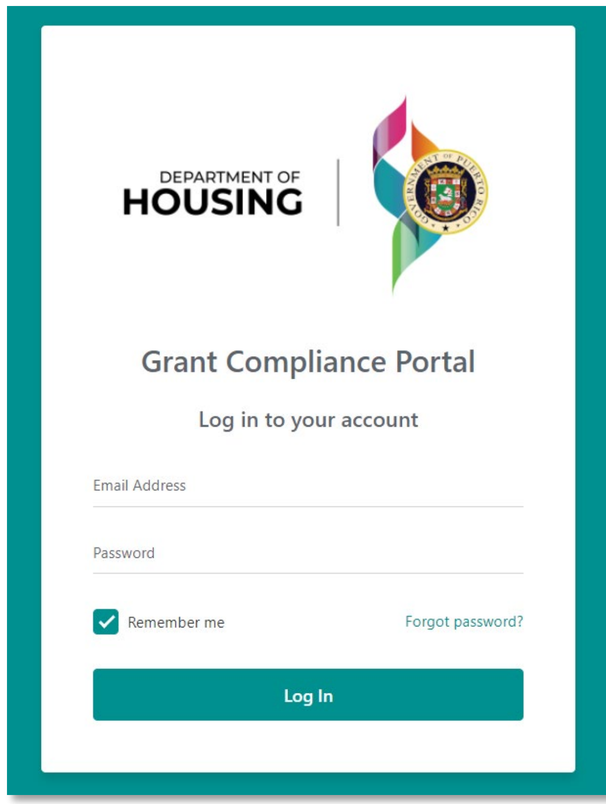

Figure 1

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 with a copy (cc:) to 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 familiarize themselves with the system and maintain updated records at all times. In addition, the user must be familiar with the Subrecipient Manual terminology for a better understanding of this manual. The glossary at the 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.

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.

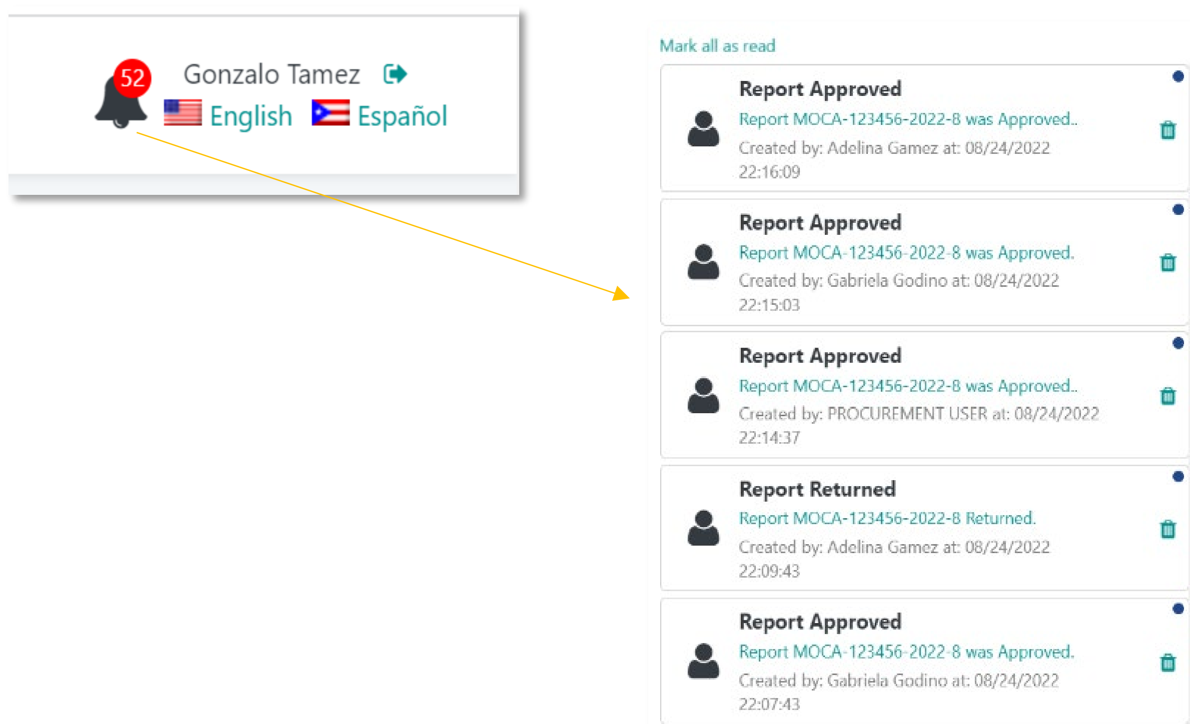

Figure 2

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. Note, that below the **sign out** button, users may select the English or Spanish version of the portal, merely click on the flag icons as shown on Figure 3.

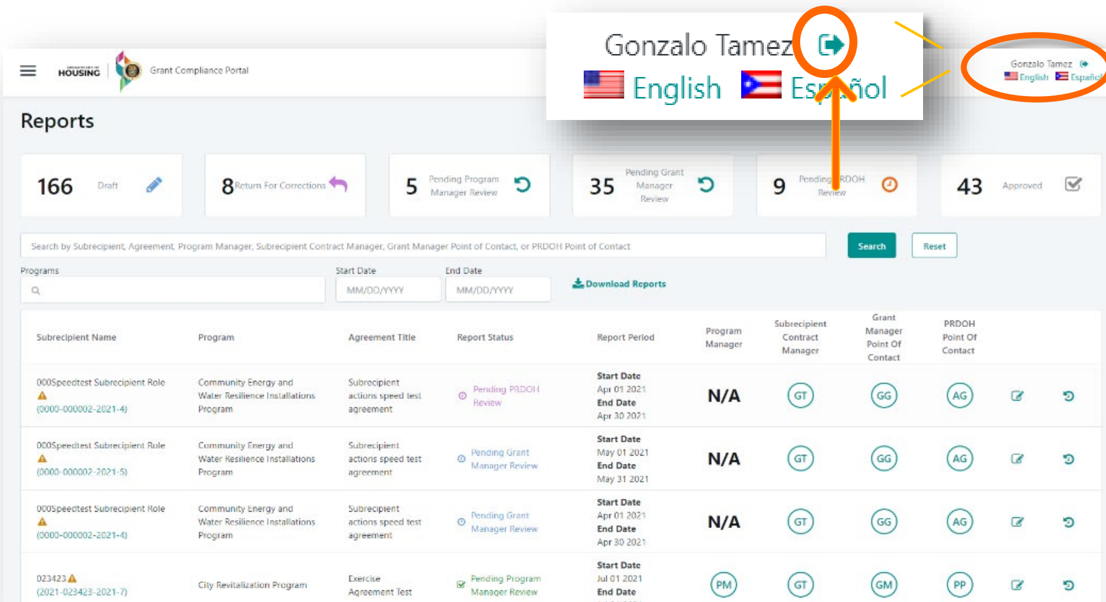

Figure 3

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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.

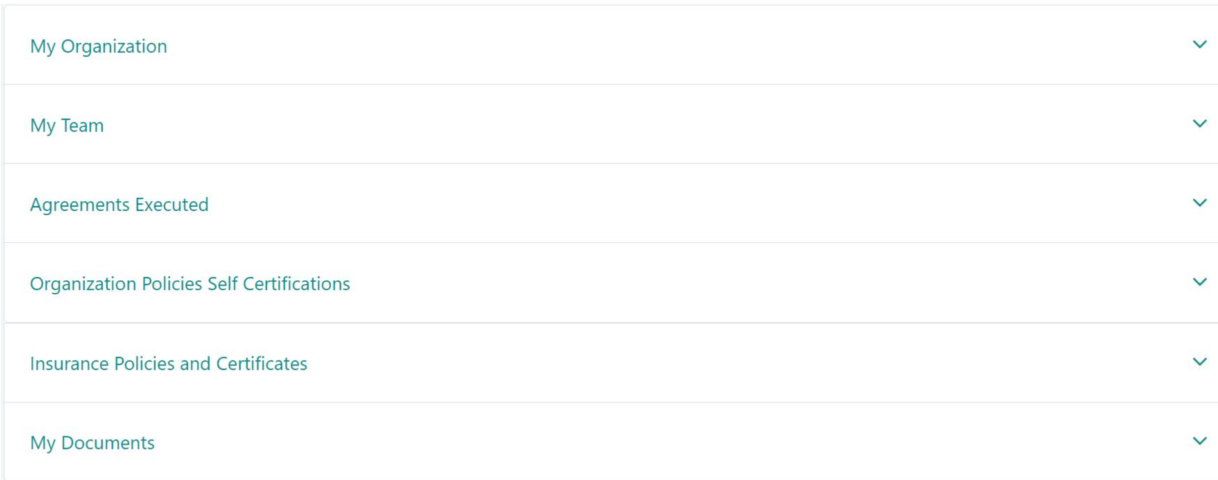

Figure 4

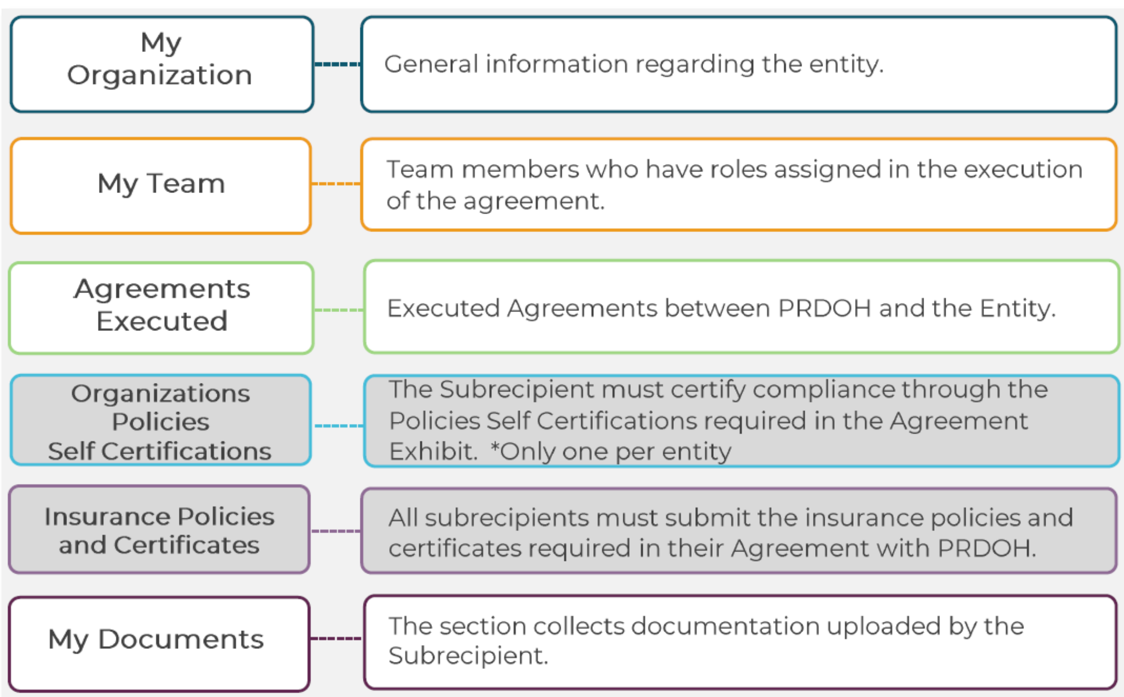

Figure 5

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.

6. Reports

6.1 Reports Dashboard

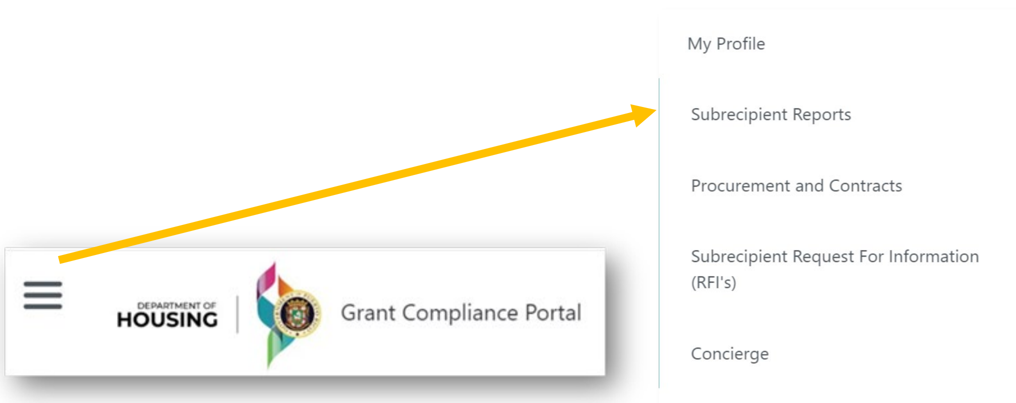

Figure 6

When you log in as a Subrecipient Contract Manager, you will land on *My Profile*. Through the "Hamburger Menu", the Subrecipient has the option to select Subrecipient Reports. From this location, a Subrecipient will be able to view reports created by and populated with Subrecipient information. The dashboard shows all reports and their current status.

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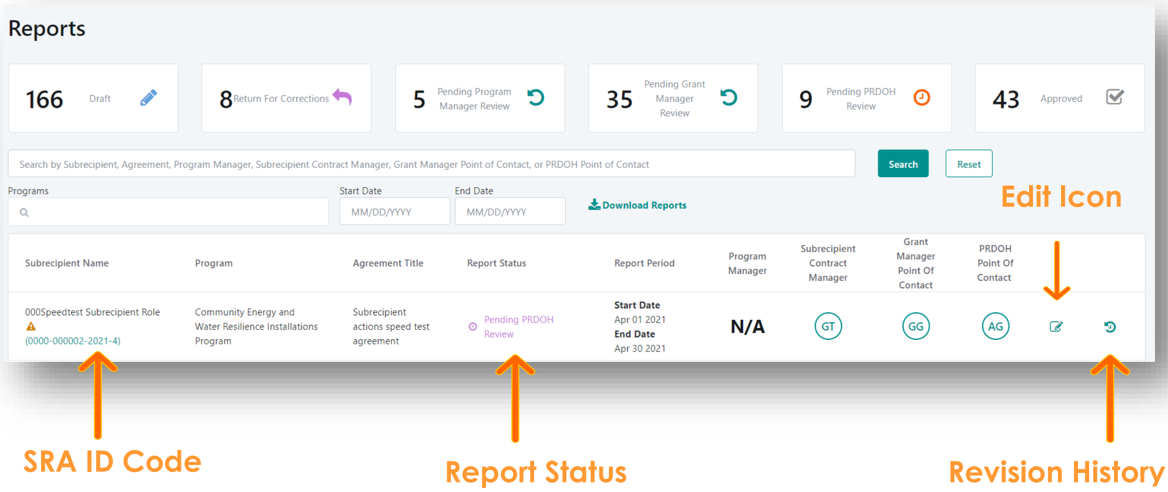


Figure 7

The Reports dashboard allows you to see specific **Subrecipient Agreement Performance Reports** for each Program you are assigned to and their status, as well as which **Program Manager**, **Grant Manager,** and **PRDOH POCs** are assigned, and a timeline of actions that have been taken on specific contracts.

The dashboard shows all reports and their current status. You can also filter reports by the **Report Status** column. **Subrecipients** can add or edit information for the report. **The 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 Grant Manager.** 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 (Figure 8).

Draft	• The Performance Report is in a draft state pending completion by the Subrecipient for submission to Grant Manager POC and PRDOH POC for review and eventual approval.
Pending Program Manager Review	• The Subrecipient has submitted the Performance Report and such report is awaiting the review of the Program Manager POC. *Only for Programs with Program Managers.
Pending Grant Manager Review	• The Subrecipient has submitted the Performance Report and such report is awaiting the review of the Grant Manager POC.
Pending PRDOH Review	• The Subrecipient has submitted the Performance Report and such report has been reviewed and approved by the Grant Manager POC. The report is now pending final approval from the PRDOH POC.
Returned For Corrections	• Either the Grant Manager POC or the PRDOH POC have outstanding comments or questions on the data reported by the Subrecipient in the Performance Report. The report is pending revision or corrections by the Subrecipient to then resubmit to Grant Manager POC and PRDOH POC review queue.
Completed	• The report has been submitted and approved by all parties.

Figure 8

As shown in Figure 7 above, Subrecipients can add data and edit their own reports by clicking on the link below their name - 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 9, shows all the changes and approval for the report so far.

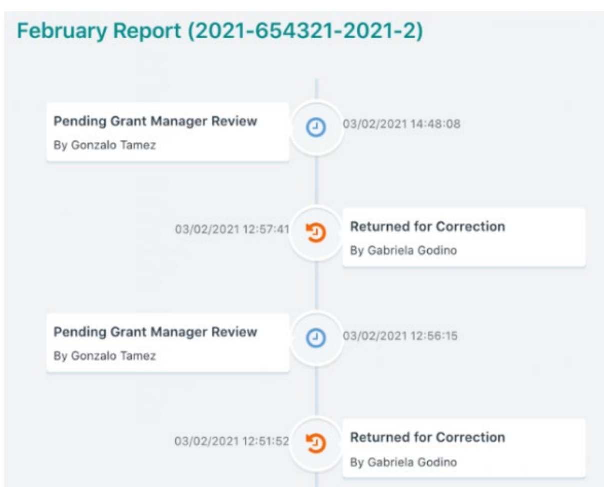


Figure 9

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 SRA and various POCs. Confirm you are editing the proper report and click **Next** at the bottom of the page.

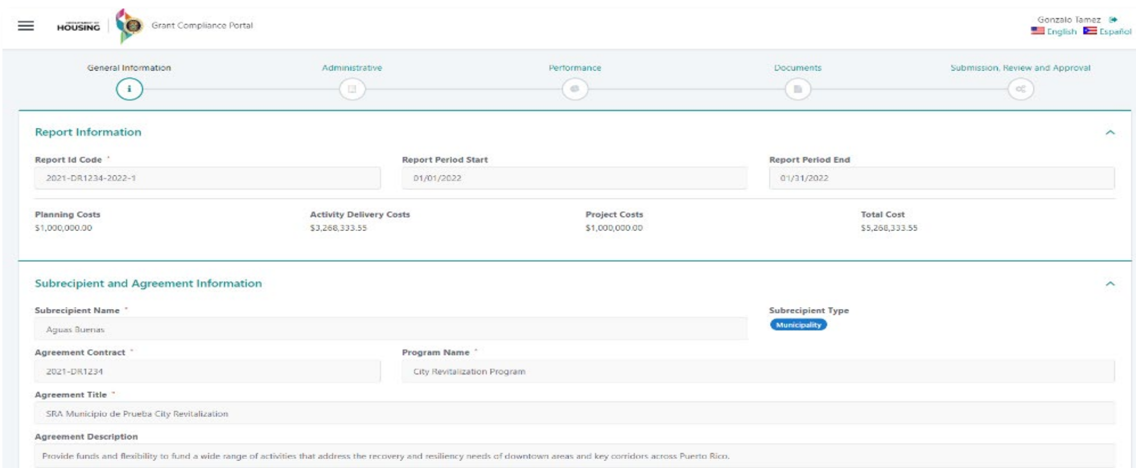
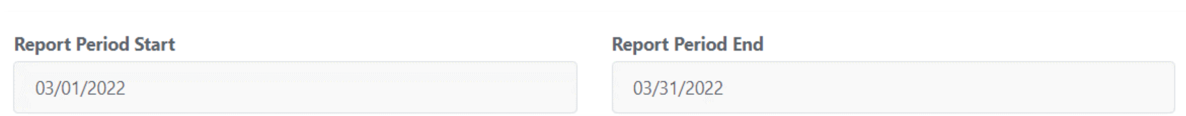


Figure 10

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".



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 ("v") to open it or upward caret ("^") to close it. Administrative area Carets are:

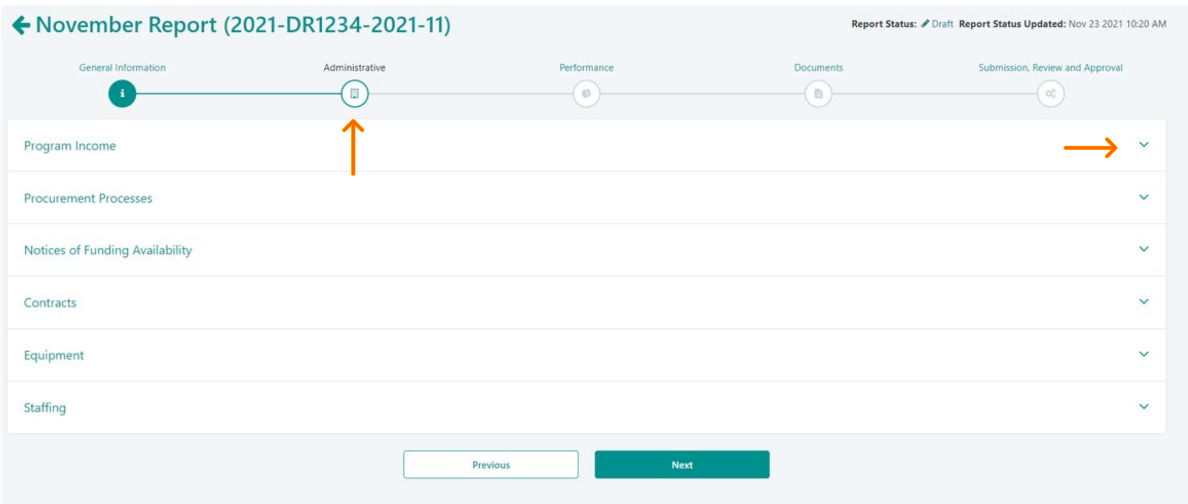


Figure 11

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

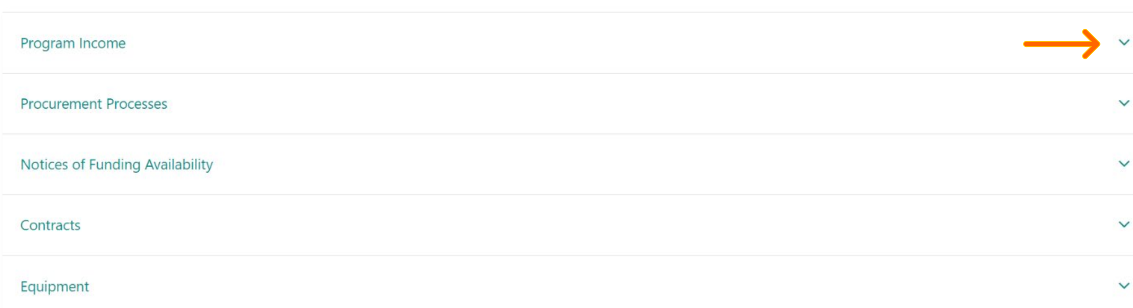


Figure 12

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.

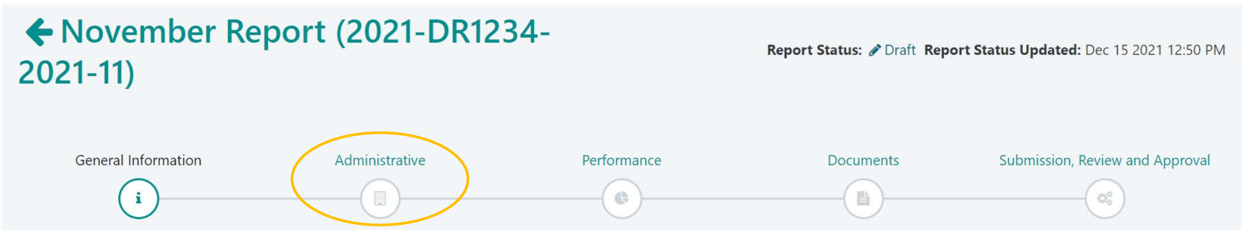


Figure 13

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

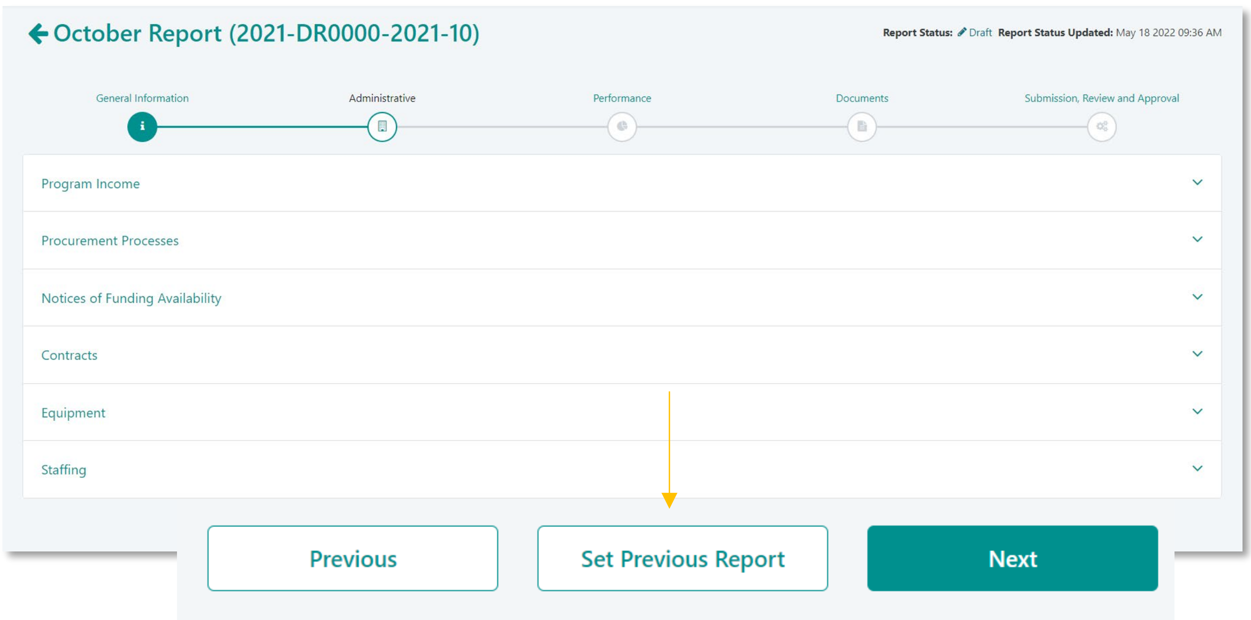


Figure 14

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.

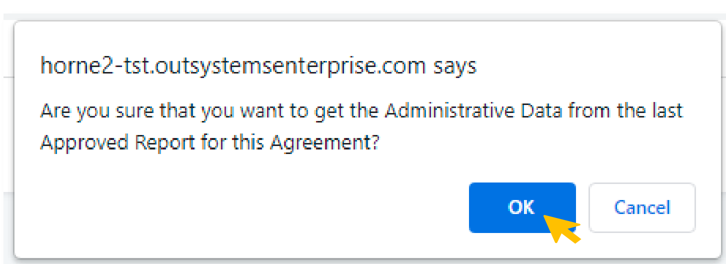


Figure 15

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 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.

Program Income

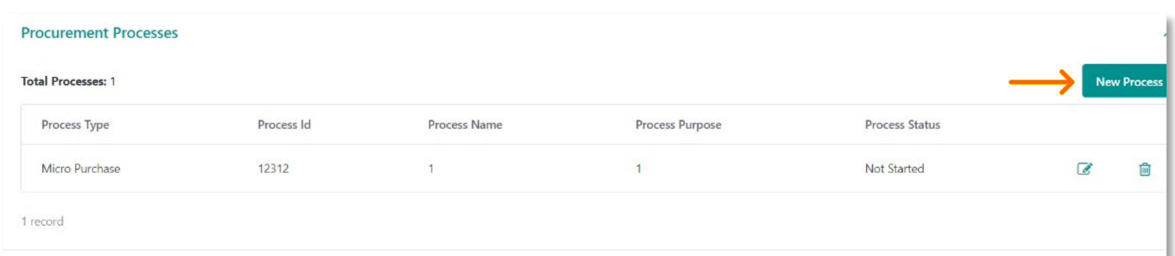
Item	Previous Report Amount	Amount for This Period
Net Program Income at Start of Period	$0.00	$50.00
Program Income Disbursed this Period	$25.00	$25.00
Program Income Received this Period	$75.00	$25.00
Net Program Income at End of Period	$50.00	$50.00

Figure 16

Click in the boxes for **Program Income Disbursed this Period** and **Program Income Received this Period** 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, in the **Procurement Processes** section, Subrecipients must provide and update information regarding any new or existing procurement processes undertaken.



Procurement Processes

Total Processes: 1

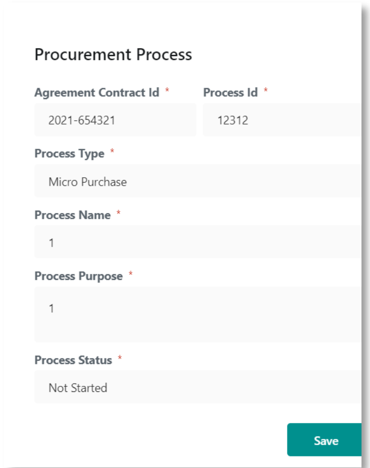
New Process

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

1 record

Figure 17

To add a new procurement process, click **New Process.** The popup window in Figure 18 will appear.



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

Figure 18

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.

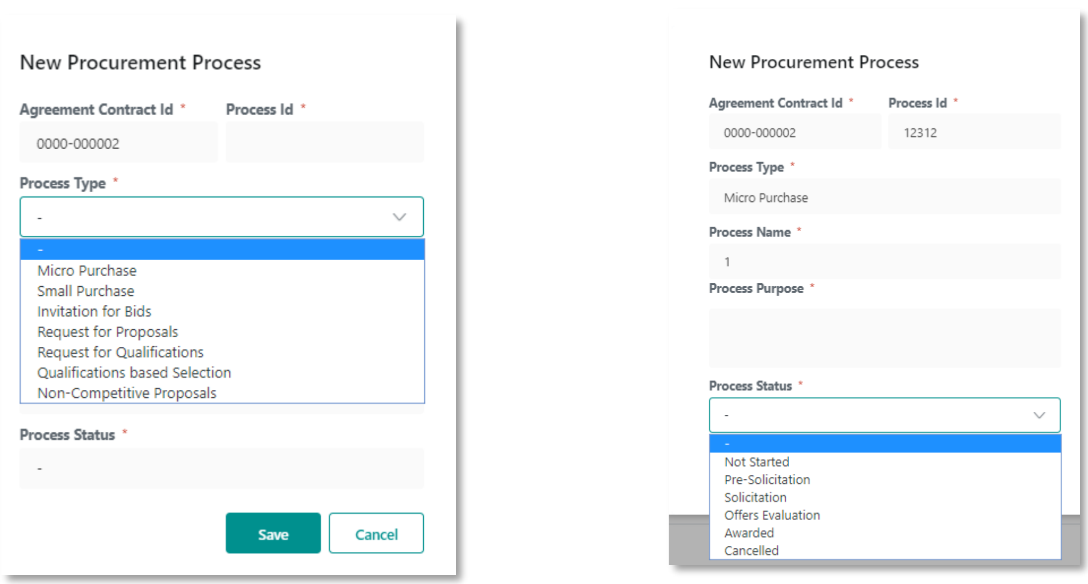


Figure 19

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 19.

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:

- **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.

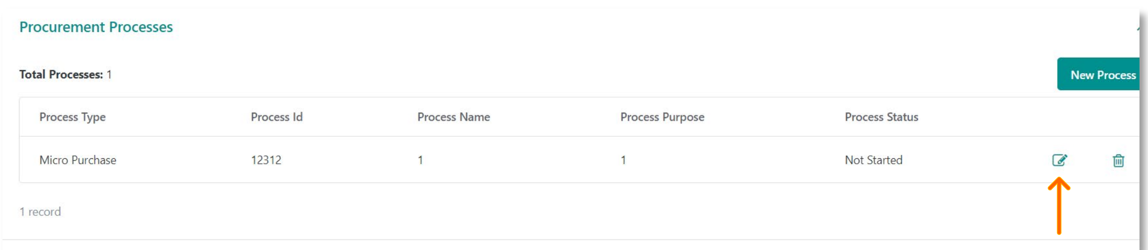


Figure 20

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:

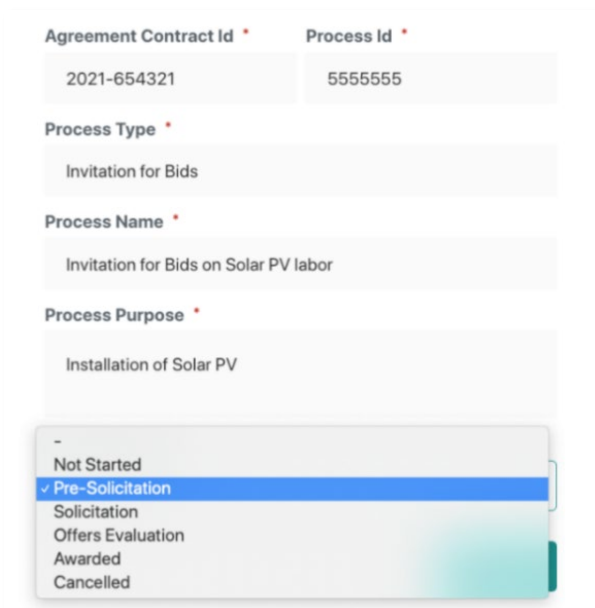


Figure 21

6.3.3 Notice of Funding Availability

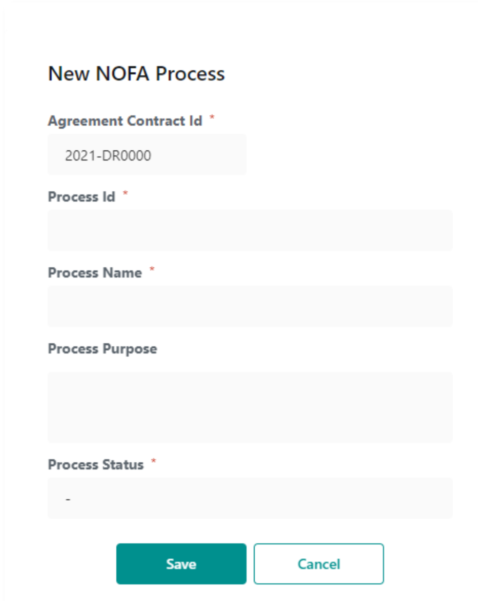


Figure 22

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.

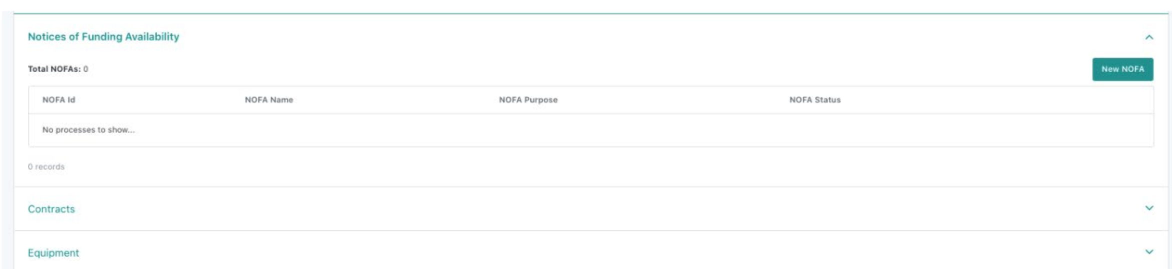


Figure 23

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 applicable as appropriate. 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:

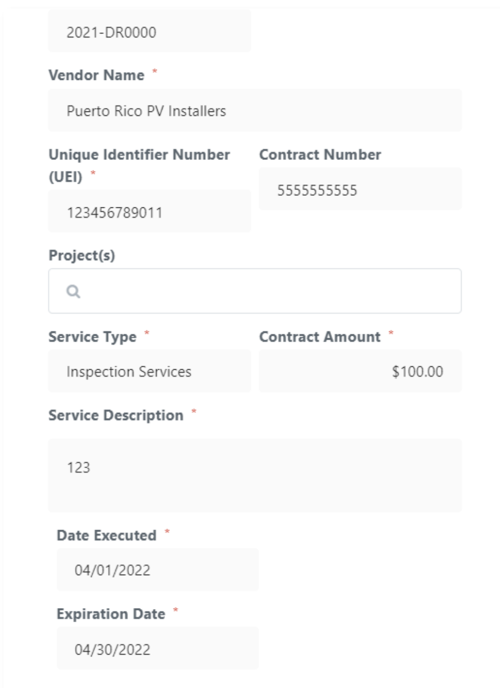


Figure 24

All executed contracts must be sent to PRDOH Contracts Division within three (3) business days from its signature. This must be done by uploading the contract in the Procurement and Contracts section, Solicitation and Award tab 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.

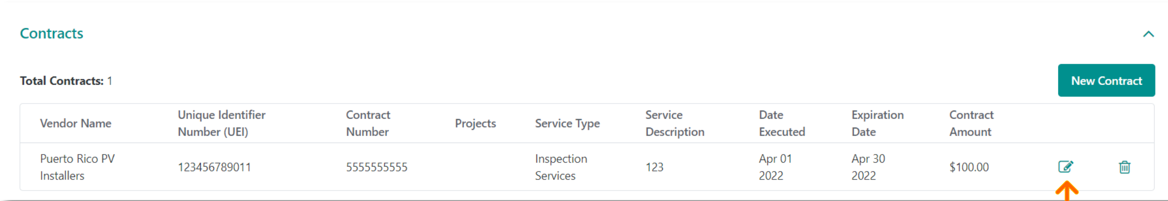


Figure 25

The original popup window from Figure 25 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:

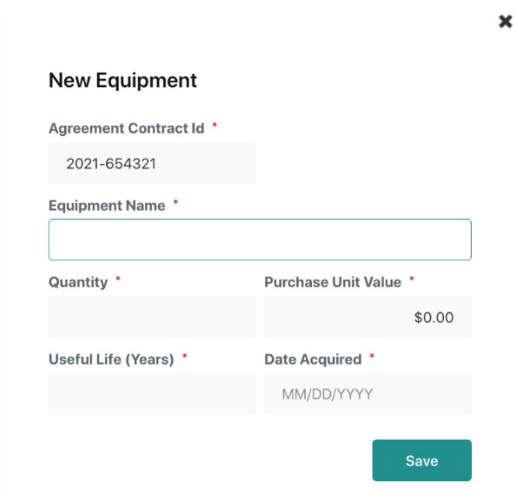


Figure 26

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.

Figure 27

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, click the edit icon and use the same toggle to inactivate staff.

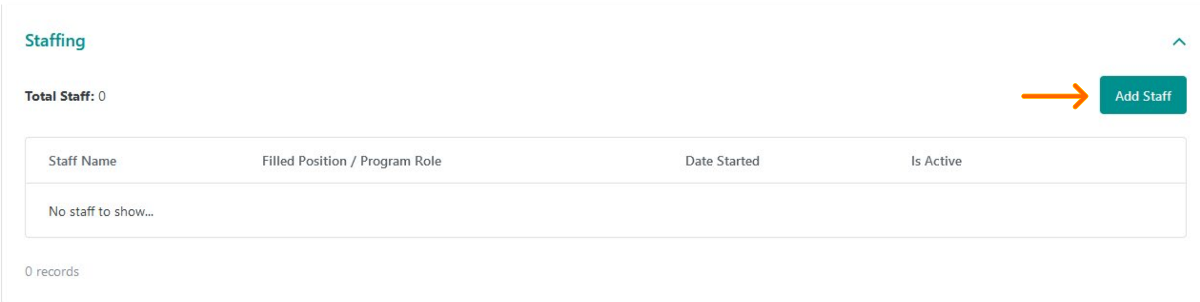


Figure 28

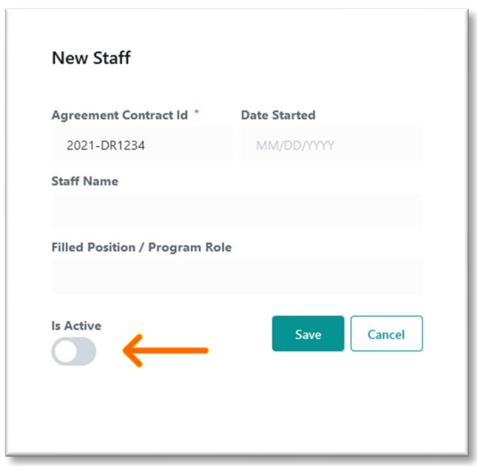


Figure 29

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.

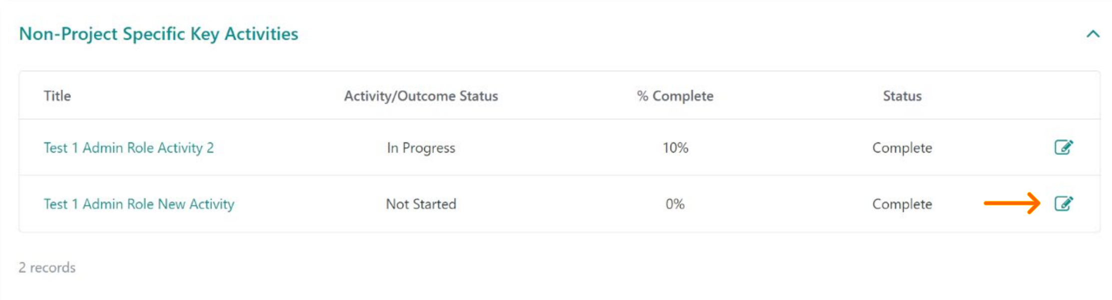


Figure 30

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 31, below).

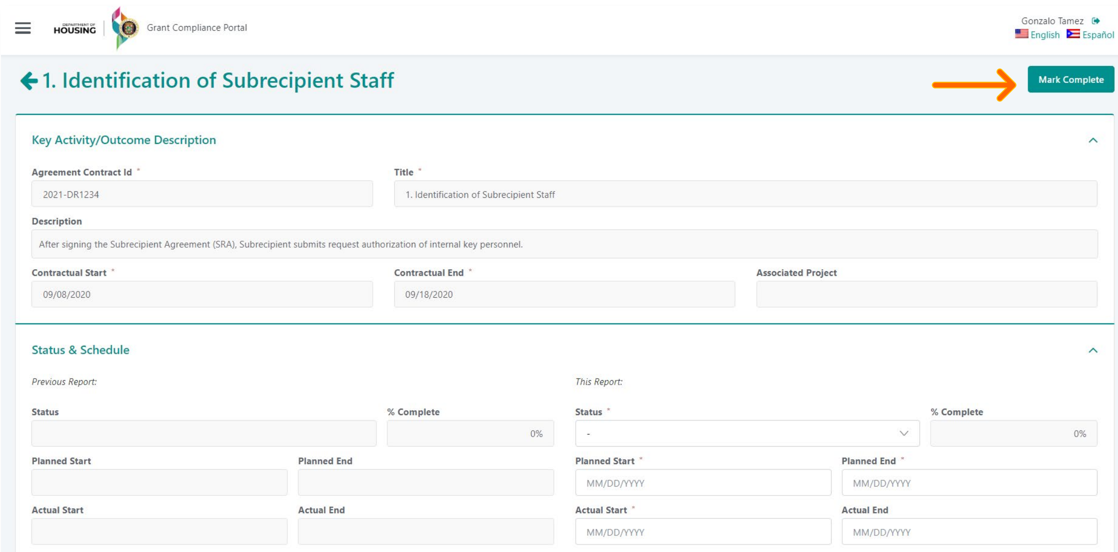


Figure 31

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

Select the **Activity Status (Not Started, In Progress, Complete)**, **Planned Start** and **Planned End dates [Enter planned start and end date]** and enter **Actual Start** and **Actual End** dates and **% Complete [Enter planned start and end date and complete percentage]** field, as appropriate. For activities marked "In Progress", enter the completed percentage (% 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.

Figure 32

6.4.3 Indicators Documents

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

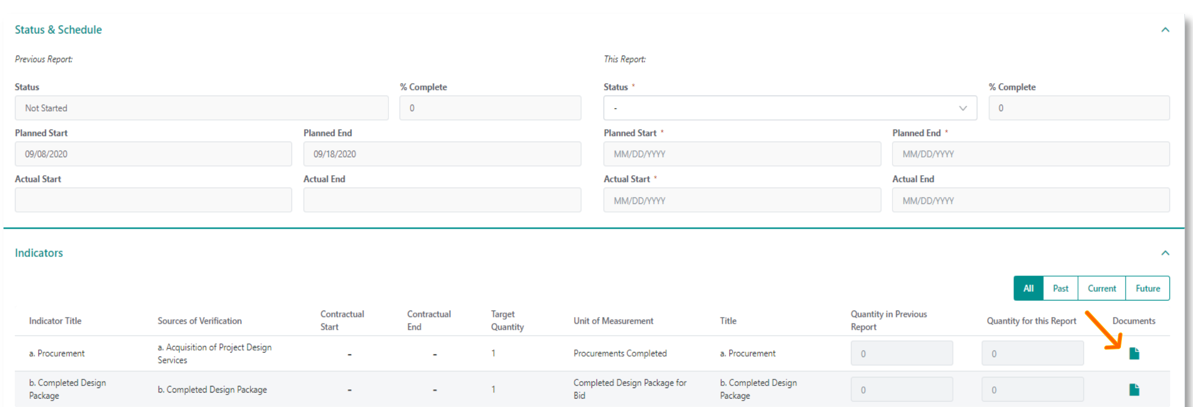


Figure 33

After pressing the document icon, a pop-up window will appear, as shown in Figure 34:

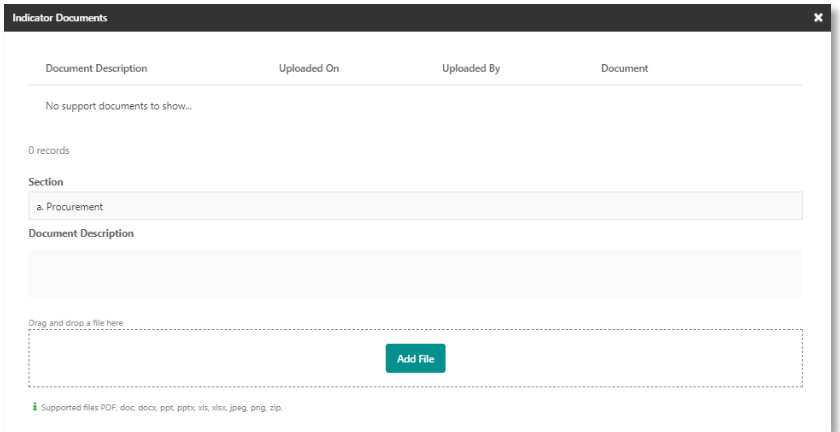


Figure 34

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.

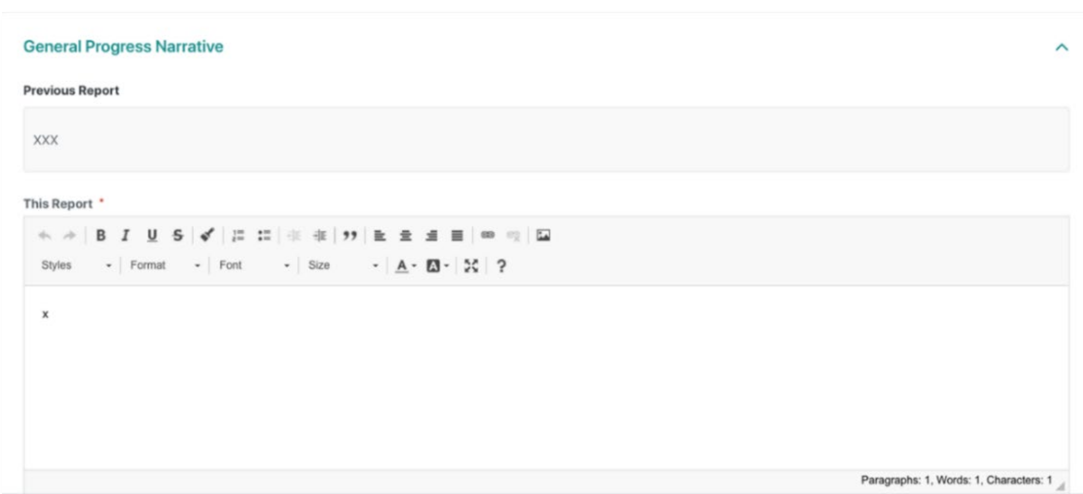


Figure 35

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.

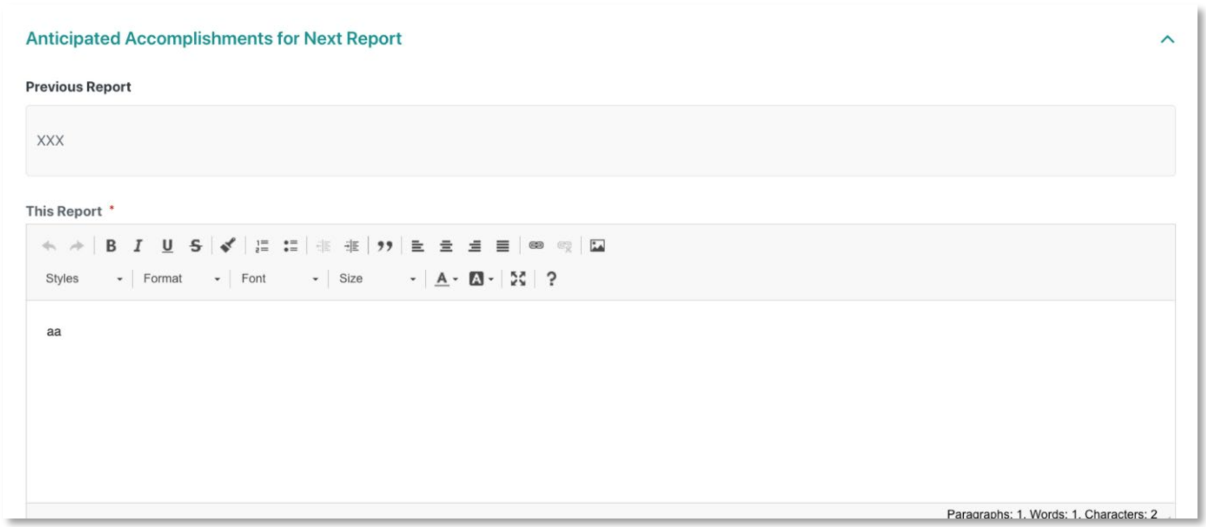


Figure 36

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 displays green circles for completed sections (**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.**

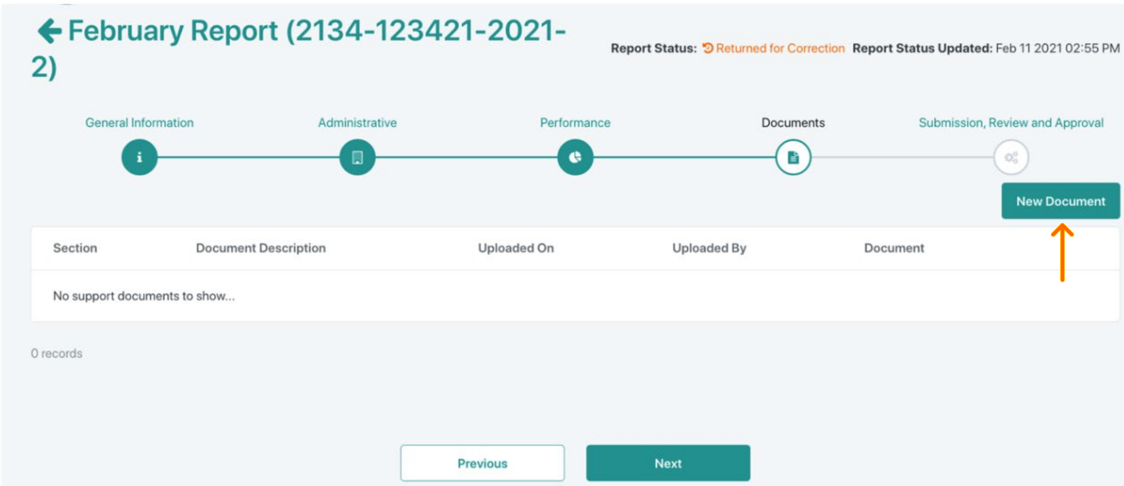


Figure 37

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 38:

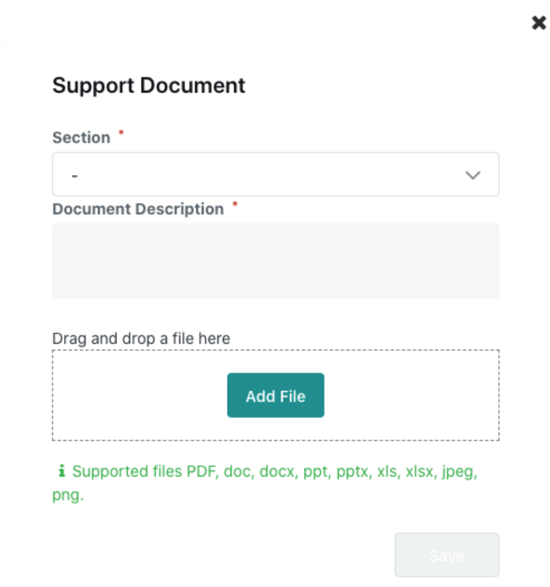


Figure 38

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

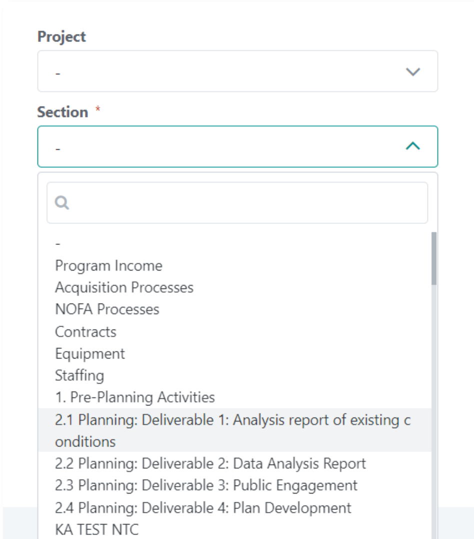


Figure 39

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 40:

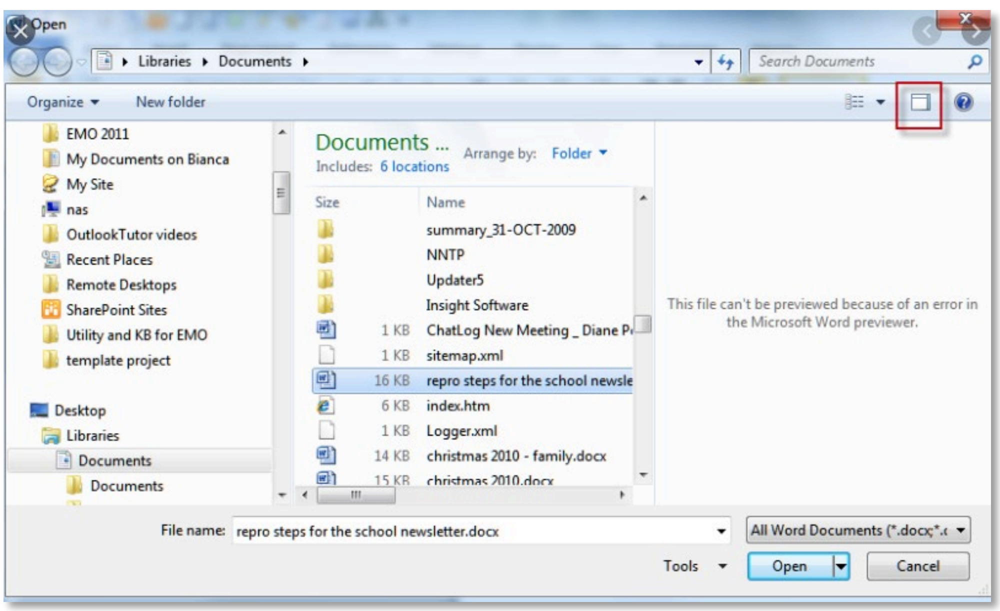


Figure 40

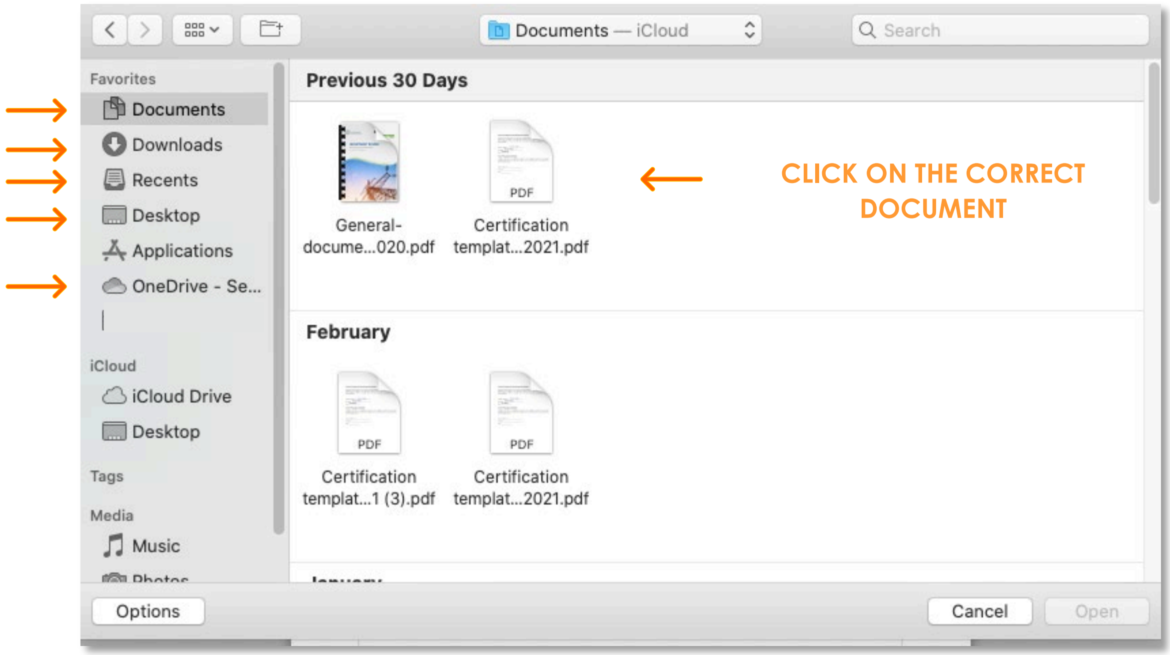


Figure 41

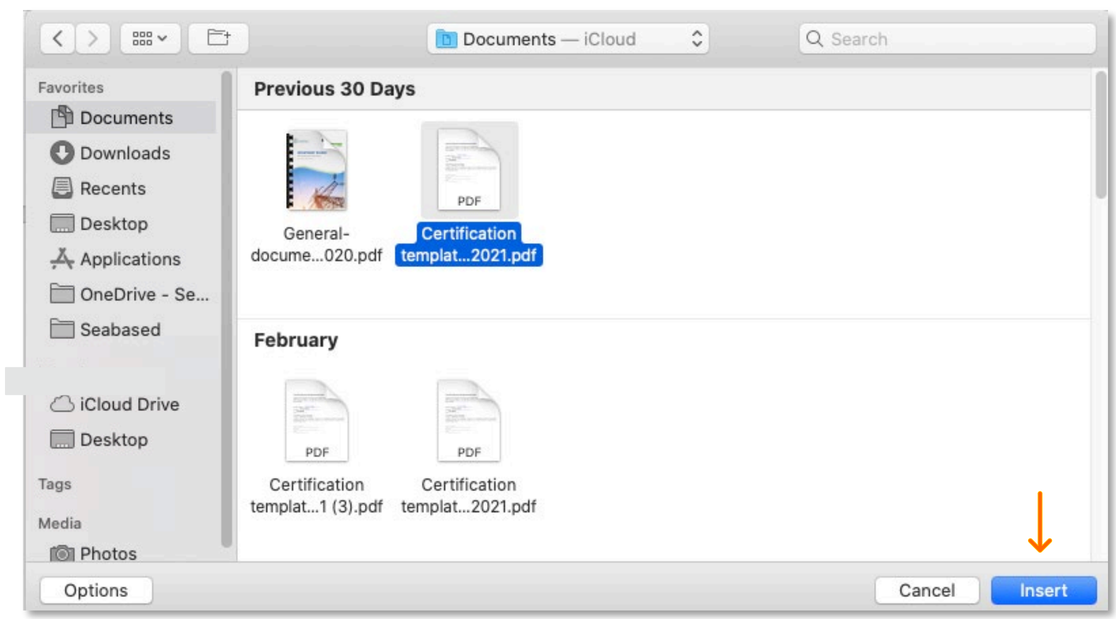


Figure 42

Depending on your computer, you may see an **Open** (Figure 40, above) or **Insert** button (Figure 42, 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:

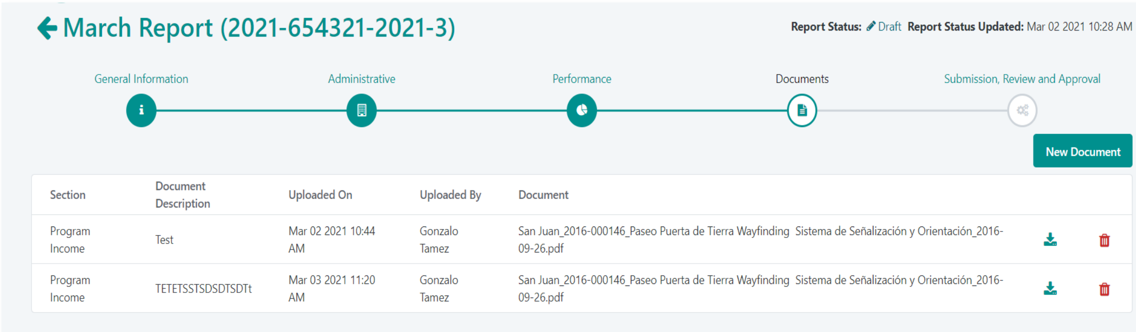


Figure 43

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 and click the **Next** button at the bottom of the page to advance to the **Submission, Review and Approval** 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 44.

6.6.1 Subrecipient Submission

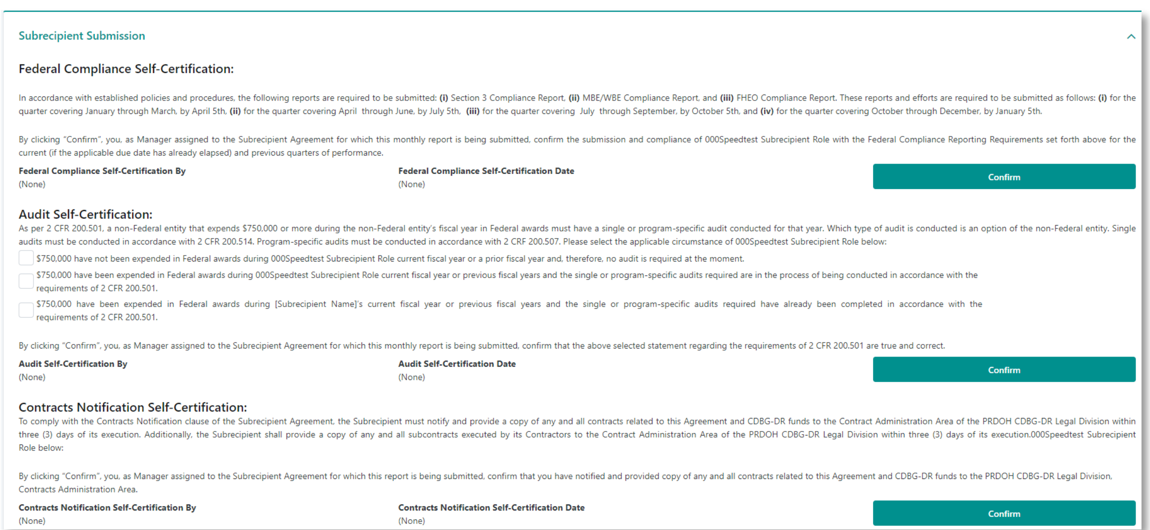


Figure 44

The reporting month will determine how many Self-Certifications will appear:
January, April, July, and October: Federal Compliance
July: Audit
Every month: Contracts

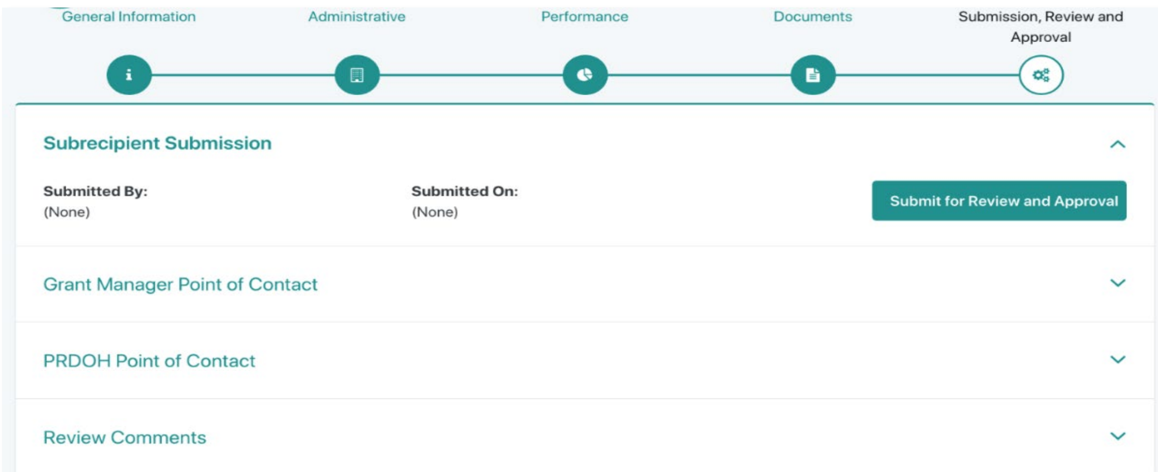


Figure 45

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.

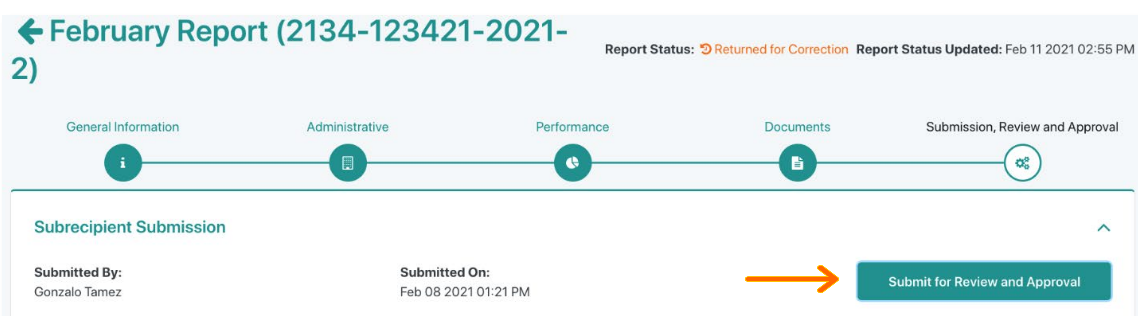


Figure 46

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.

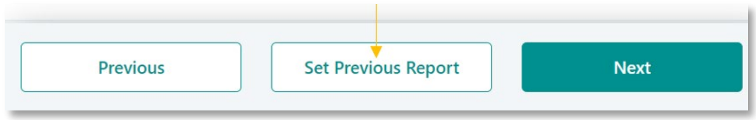


Figure 47

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.

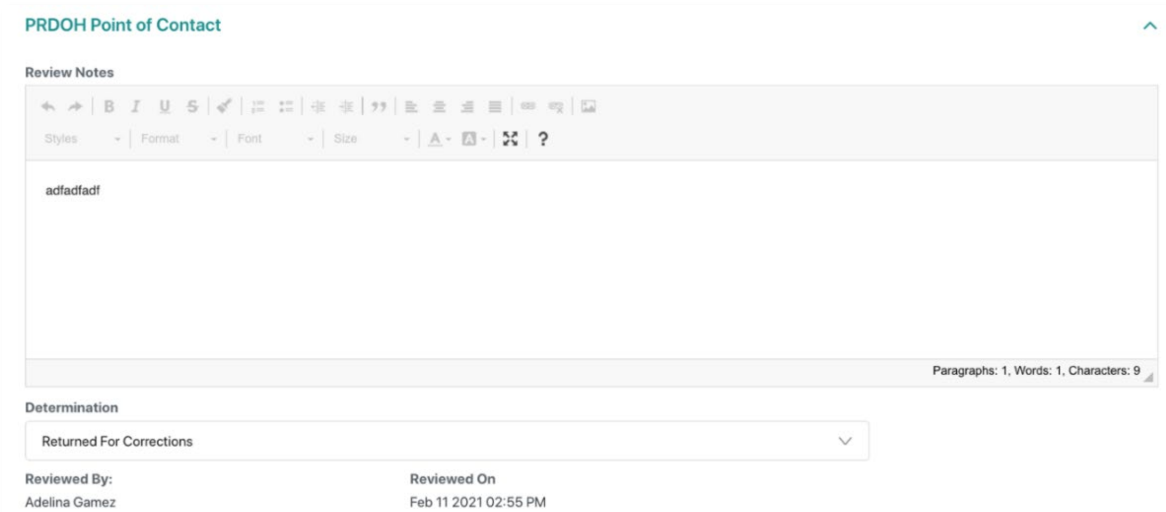


Figure 48

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 the information.

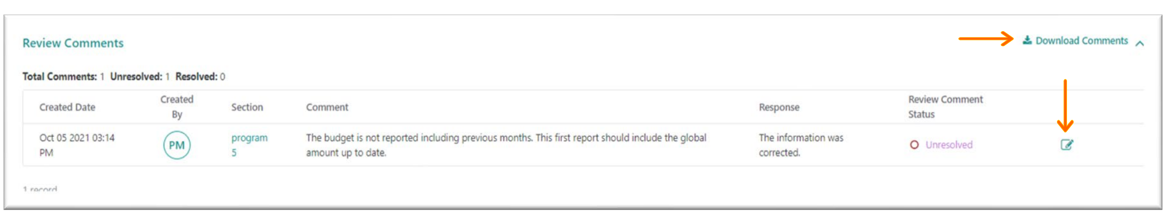


Figure 49

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.

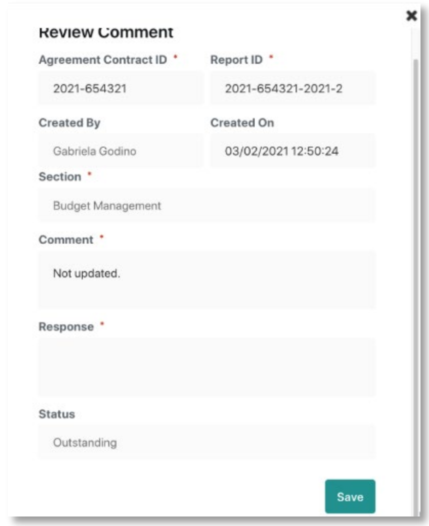


Figure 50

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".

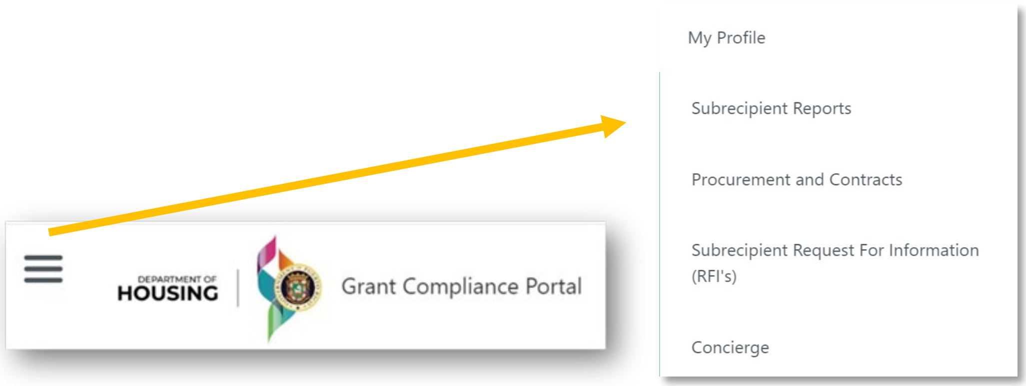


Figure 51

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 52

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.

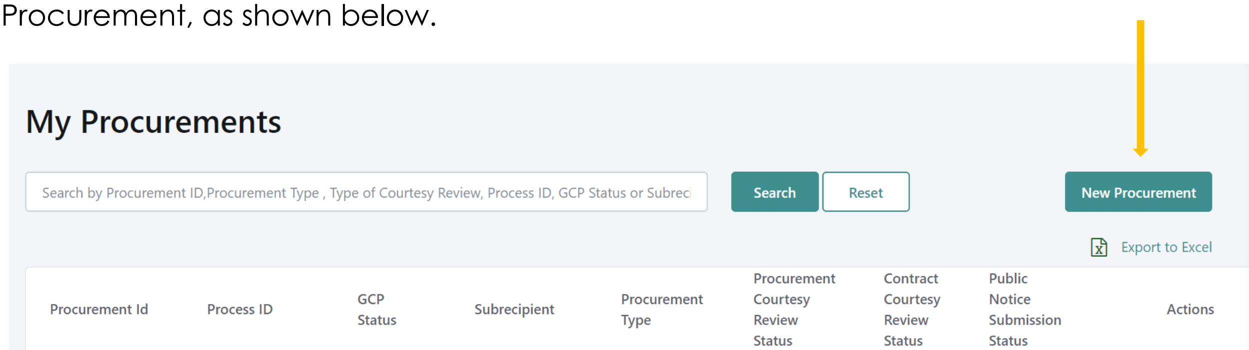


Figure 53

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.

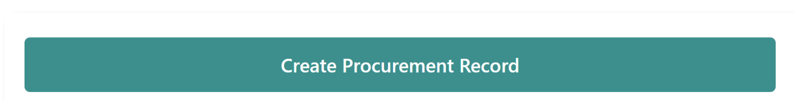


Figure 54

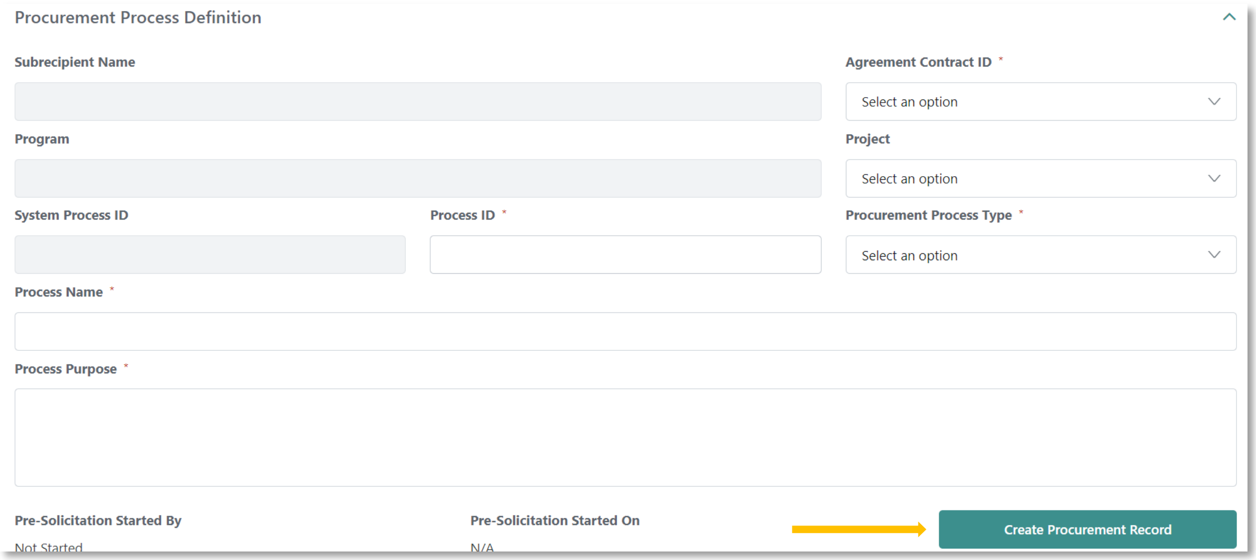


Figure 55

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

7.1.2 Procurement Courtesy Review

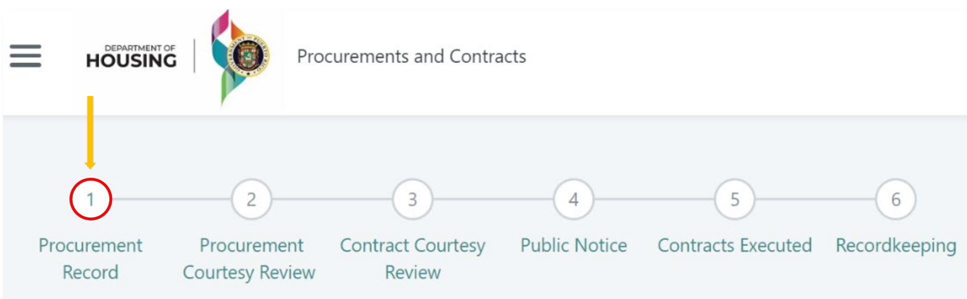
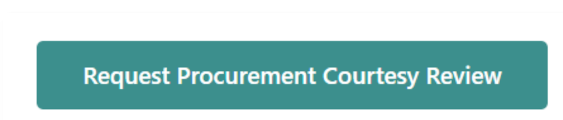


Figure 56

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



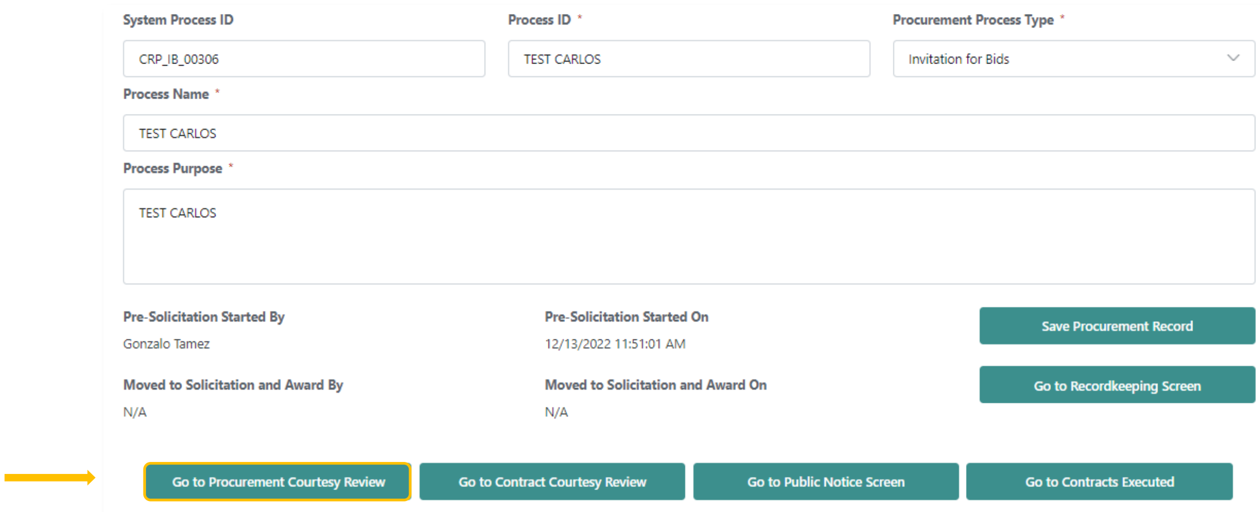


Figure 57

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

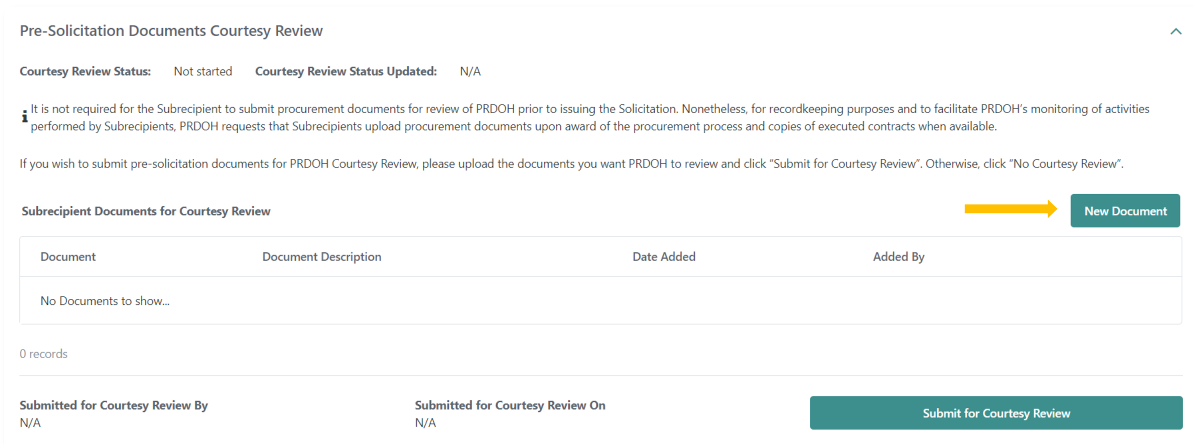


Figure 58

This will open a pop-up window, as shown in Figure 59.

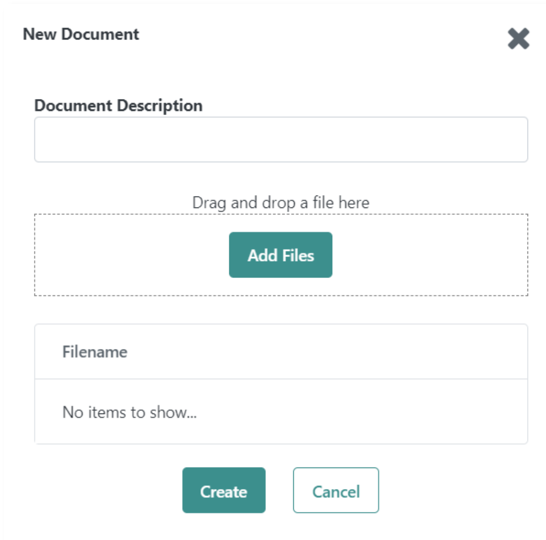


Figure 59

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.

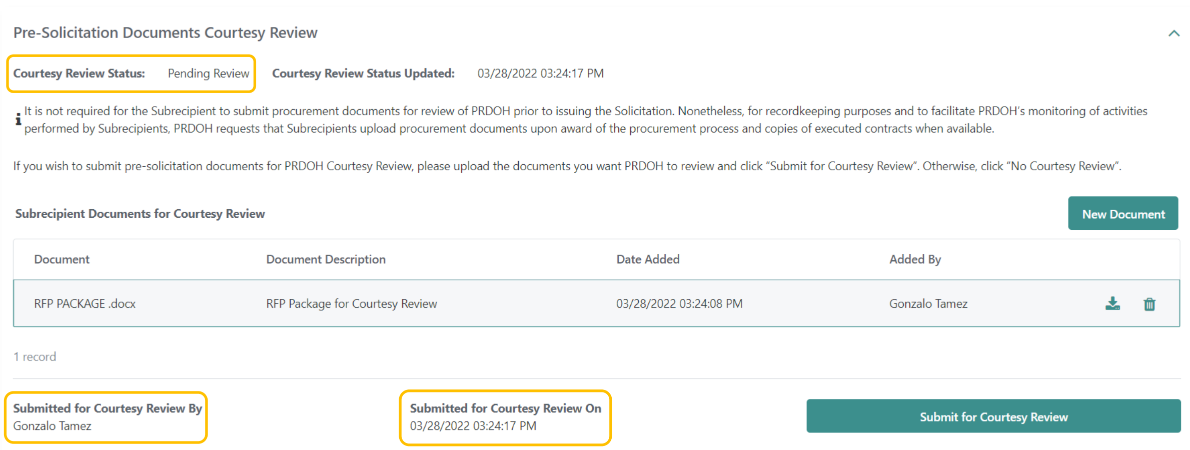


Figure 60

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 61

As shown in Figure 61, 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

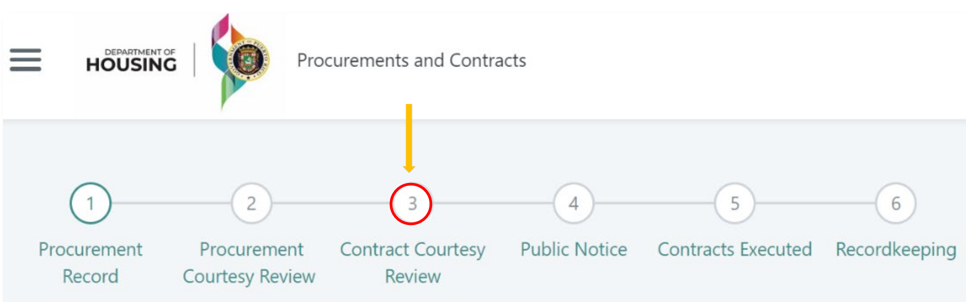
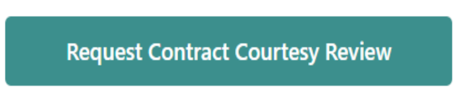


Figure 62

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



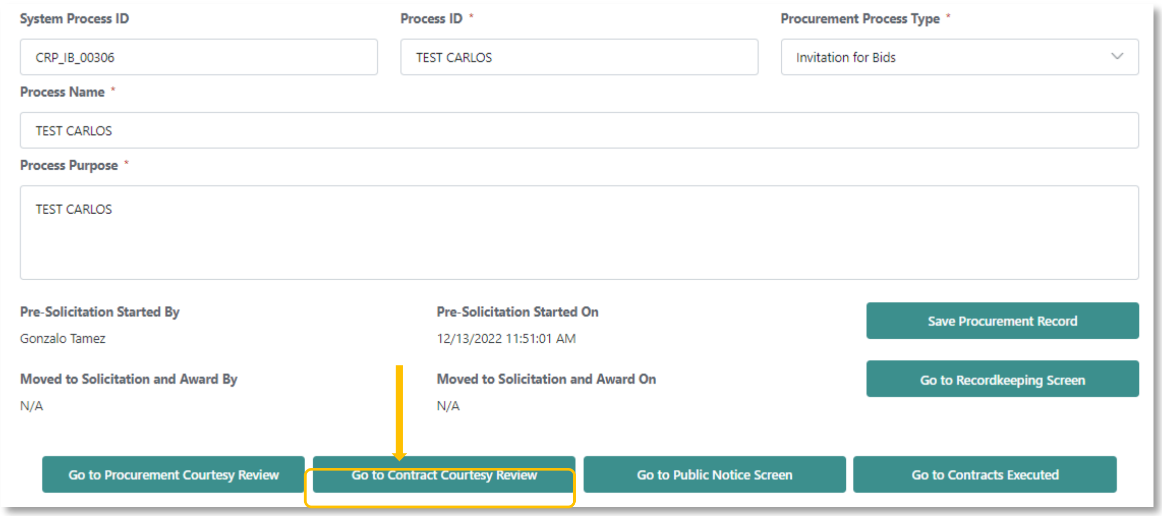


Figure 63

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

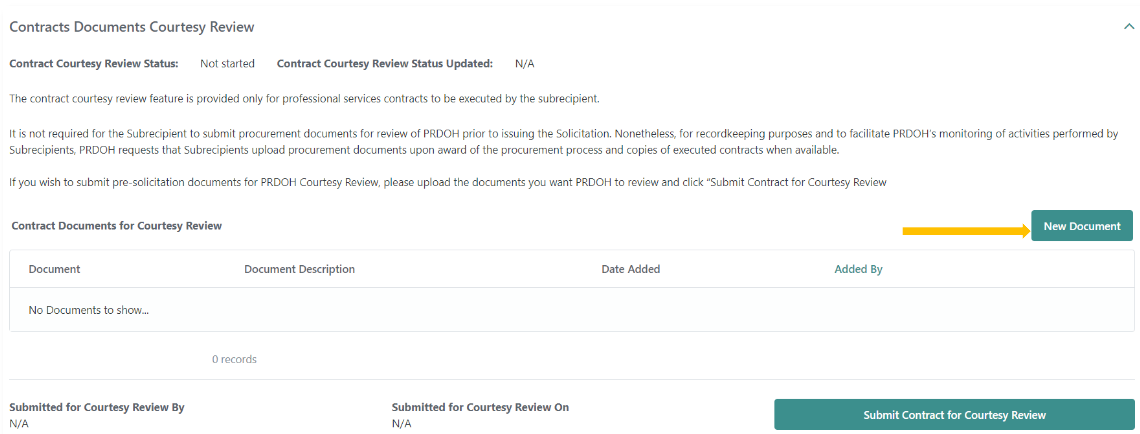


Figure 64

This will open a pop-up window, as shown in Figure 65.

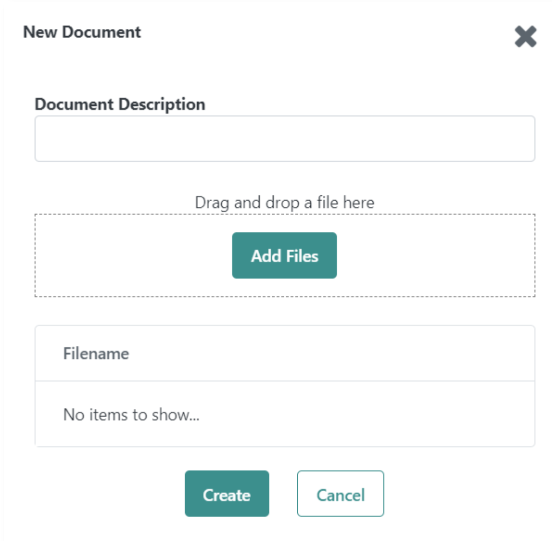


Figure 65

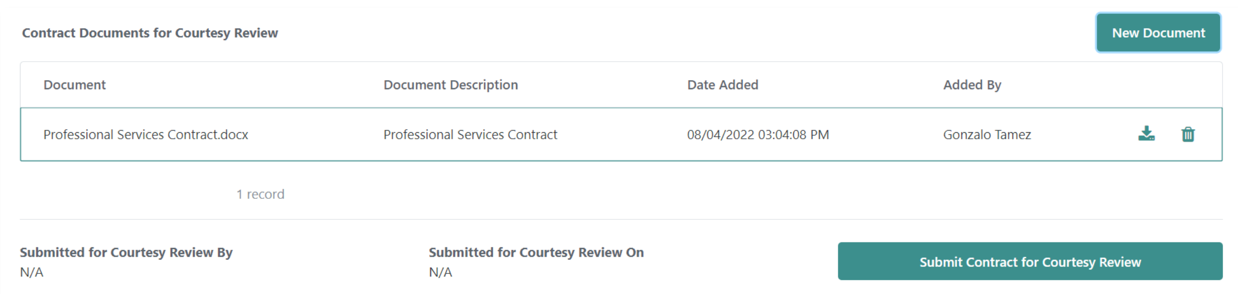


Figure 66

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.

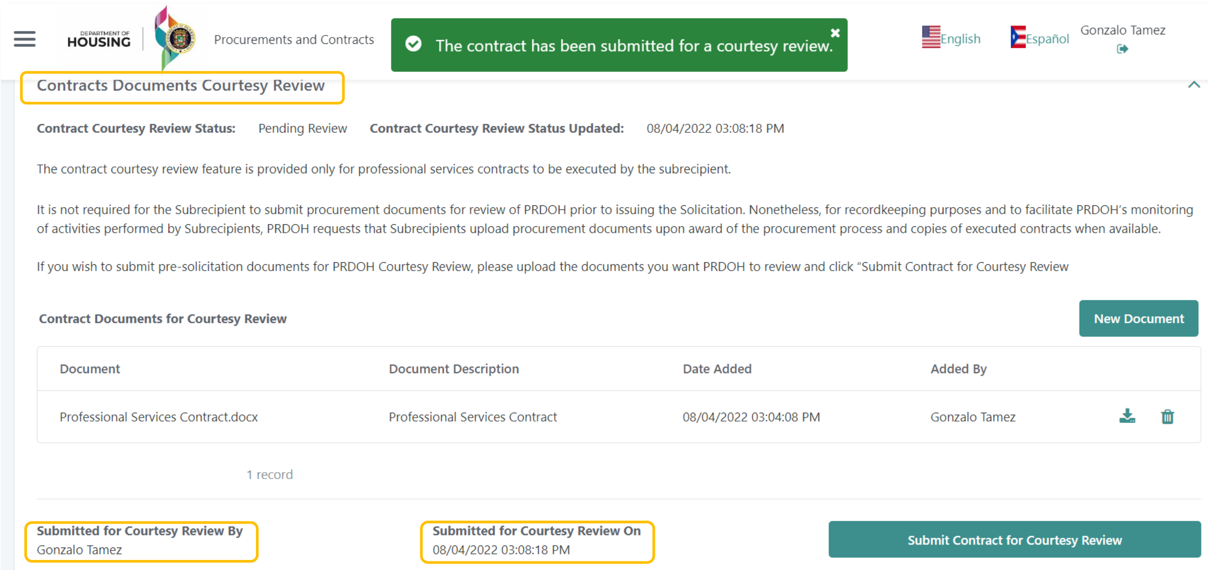


Figure 67

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.

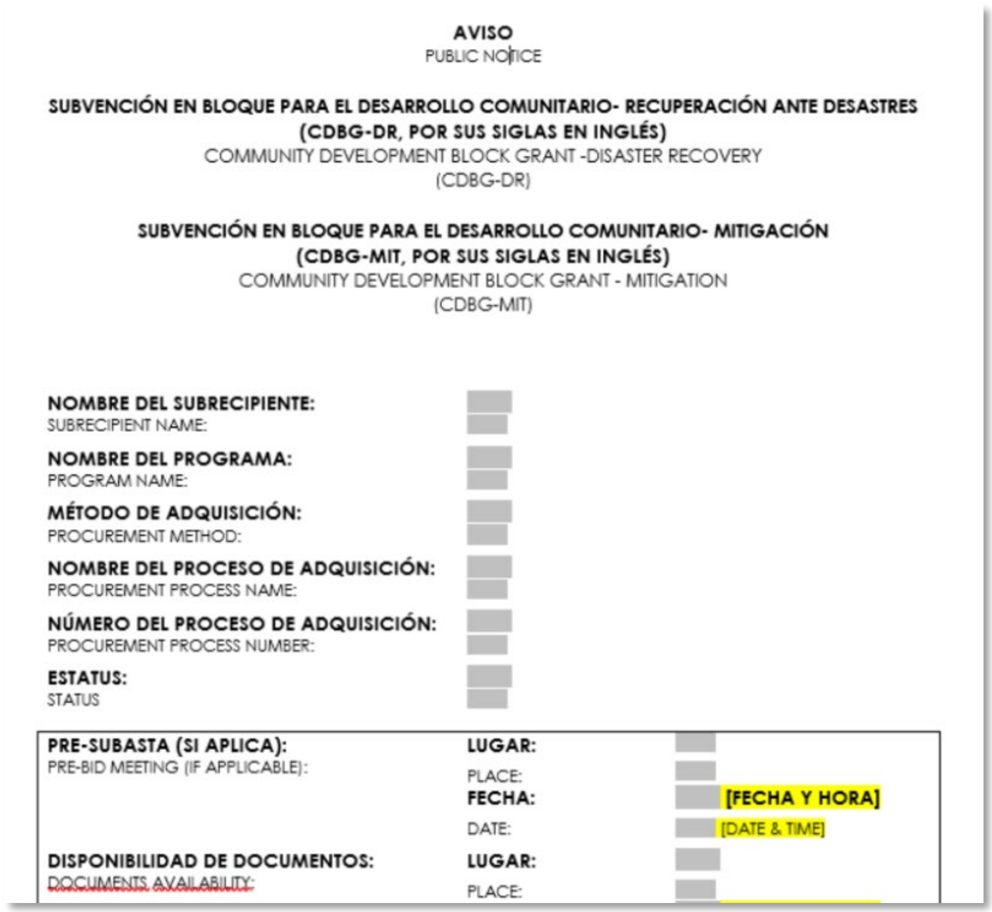
It is the primary interest of PRDOH to be able to carry out high-impact strategic activities to cover both the recovery and disaster mitigation needs of the communities. Therefore, in accordance with 2 C.F.R. § 200.320(b), which requires that all formal procurement processes be publicly announced, PRDOH 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
  - CDBG-MIT
- Program Name
- Email Address to Submit Questions
- Bid Due Date on or before:
  - {Date and time}
- Status
- Documents Availability

- 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)
    - 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 68

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

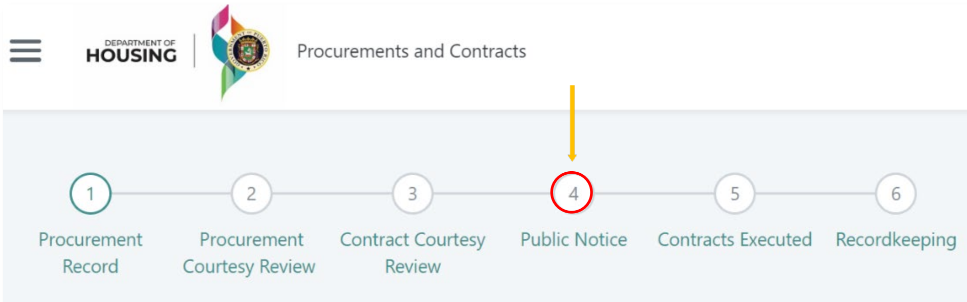


Figure 69

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

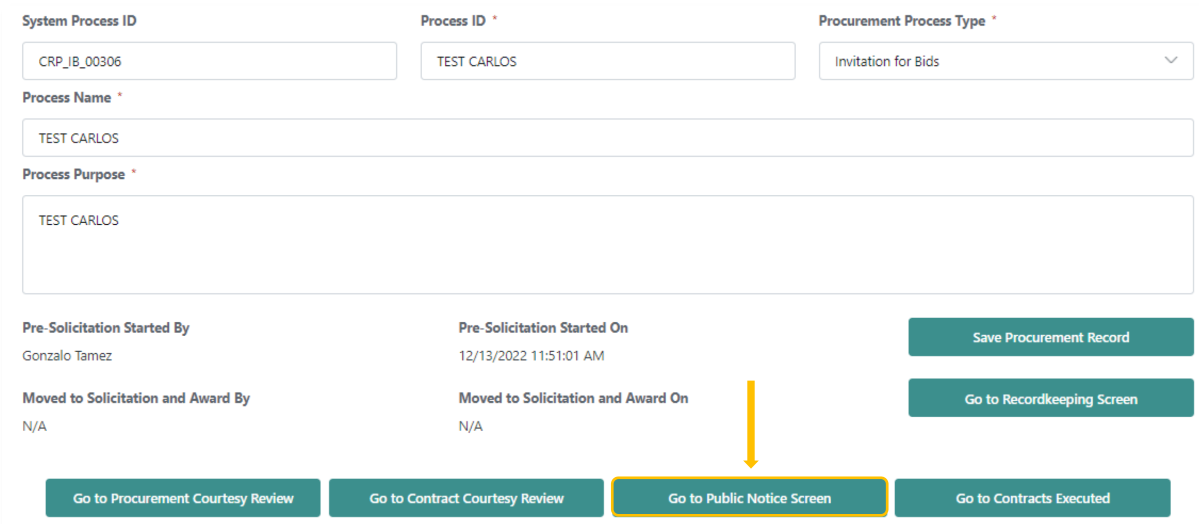
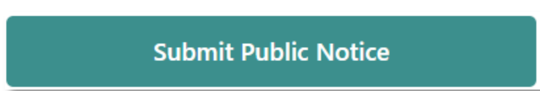


Figure 70

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.

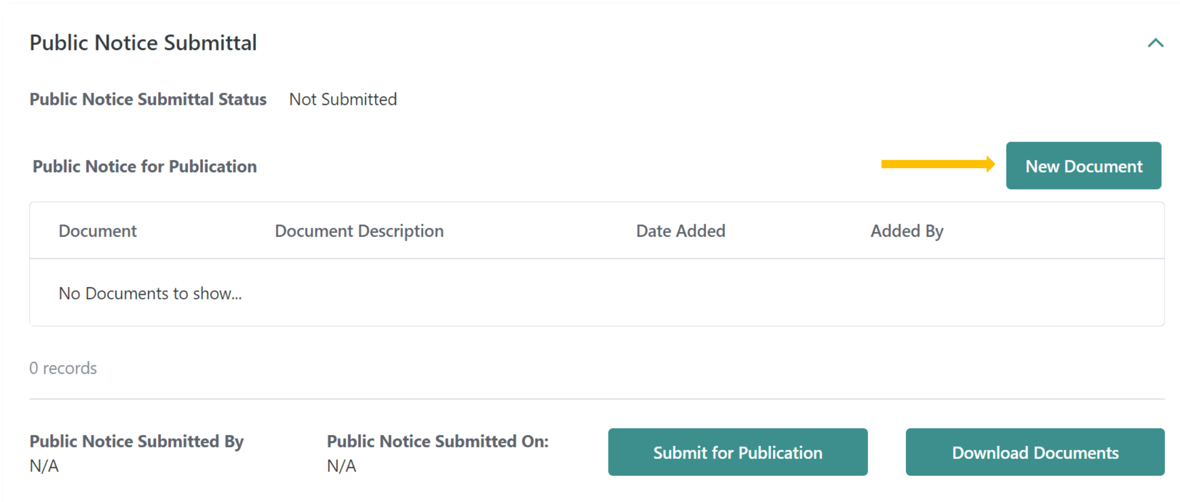


Figure 71

To upload the Public Notice, click **New Document**. The popup window in Figure 72 will appear. To upload a document, you should include a description of the document add the Public Notice and press the **Create** button.

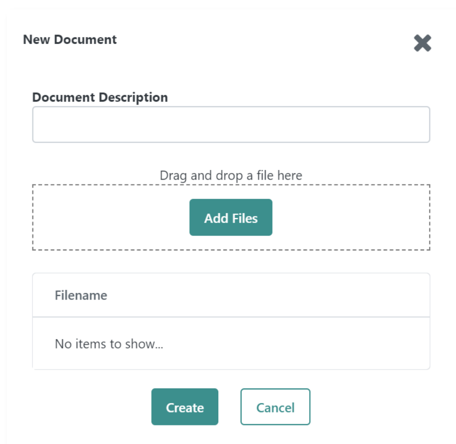


Figure 72

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.

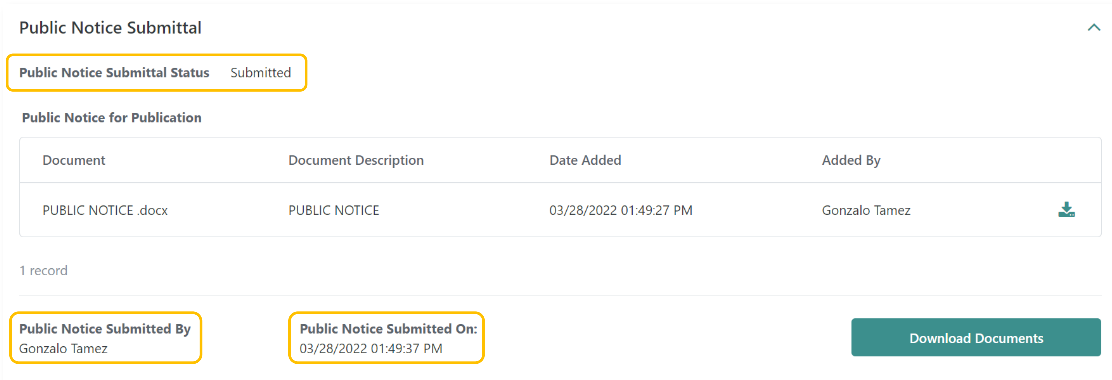


Figure 73

7.1.5 Contracts Executed

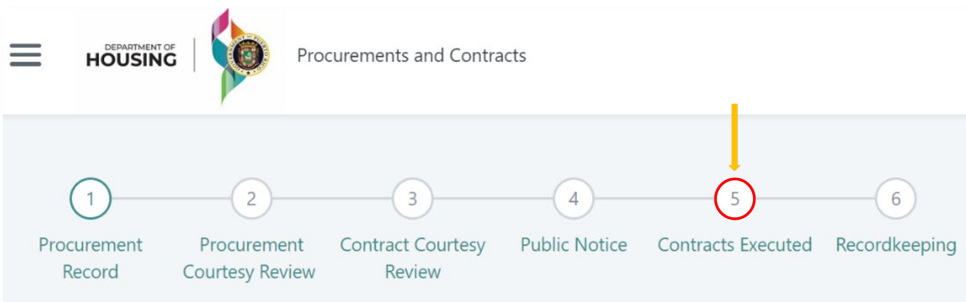


Figure 74

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 **Go to Contracts Executed**. Through this section, the Subrecipient can upload the executed contracts and comply with the notification requirement as established in the SRA.

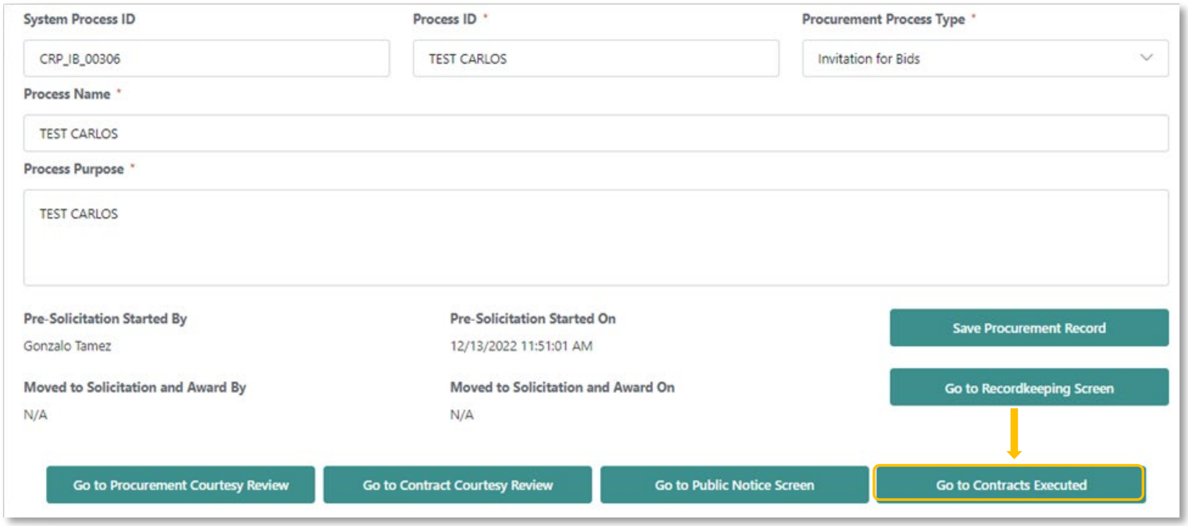


Figure 75

7.1.5.1 Contracts Notification to PRDOH Contracts Division

As required in the SRA, Subrecipients must notify and provide a copy of 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 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.

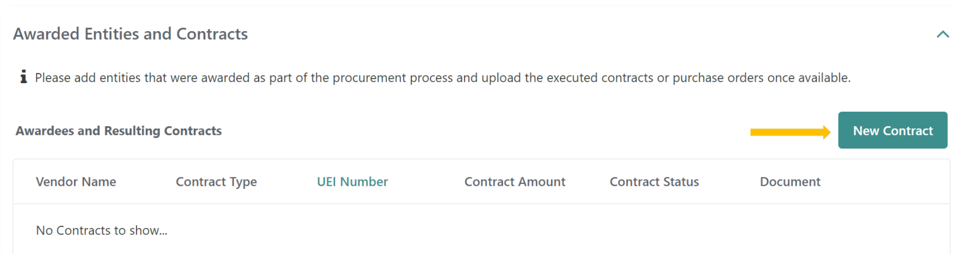


Figure 76

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

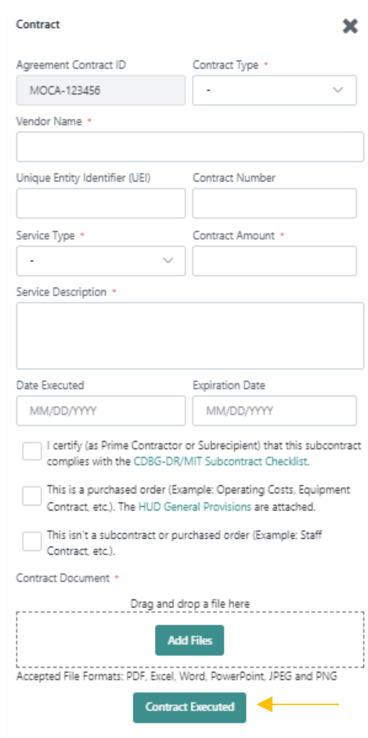


Figure 77

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

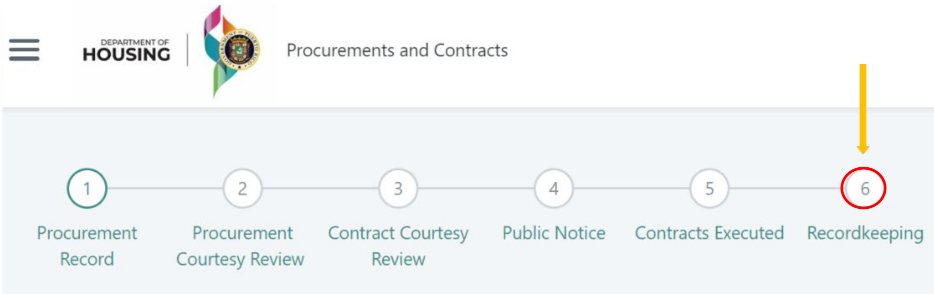


Figure 78

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.

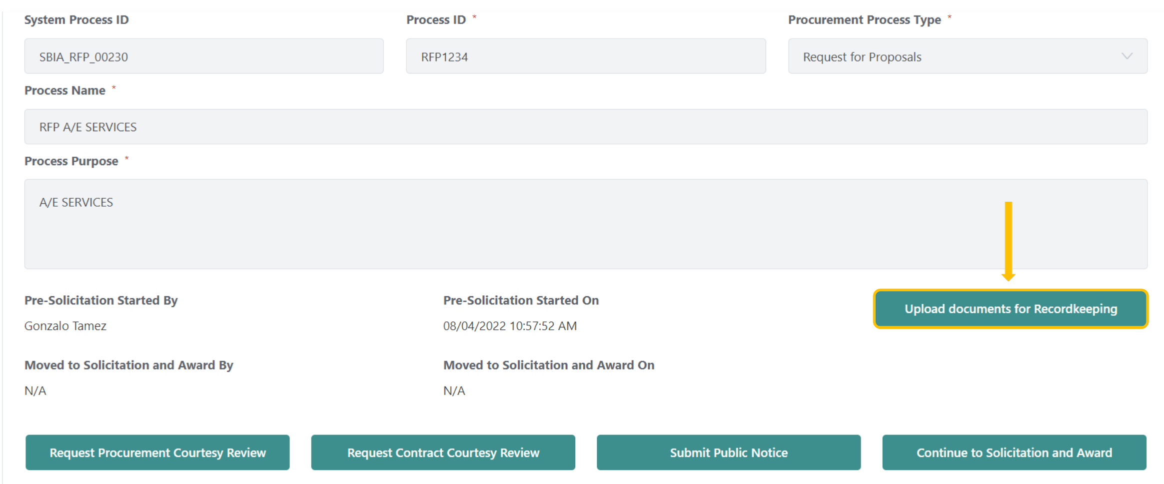


Figure 79

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.

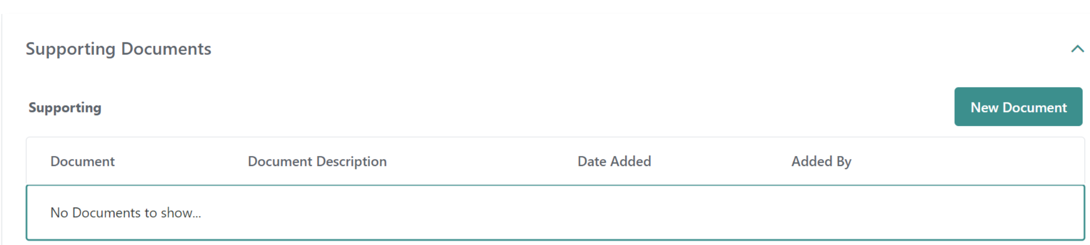


Figure 80

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

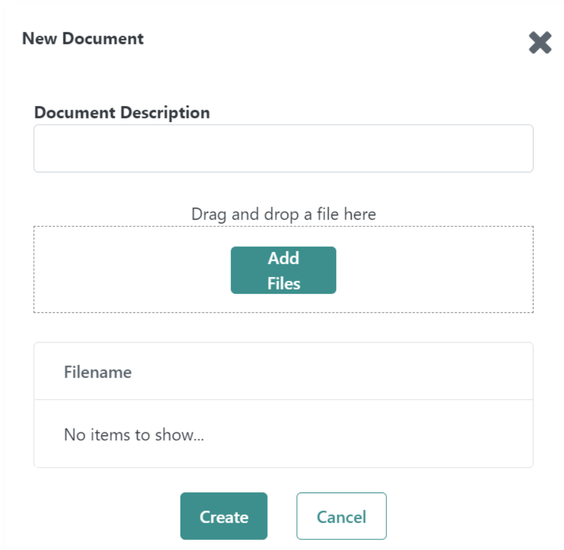
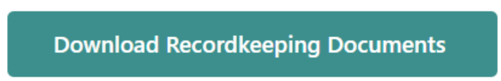


Figure 81

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



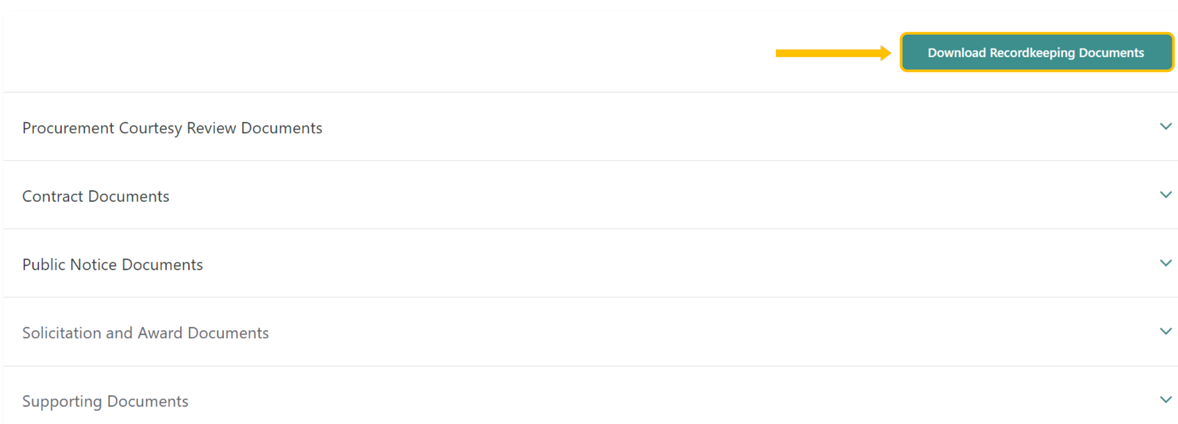


Figure 82

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

7.2 Request for Information (RFI)

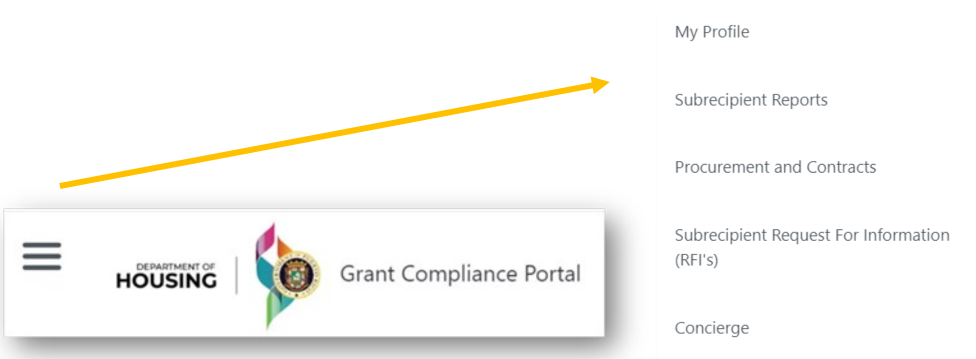


Figure 83

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 Program can send an RFI directly to the Subrecipient requesting information. 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 84.

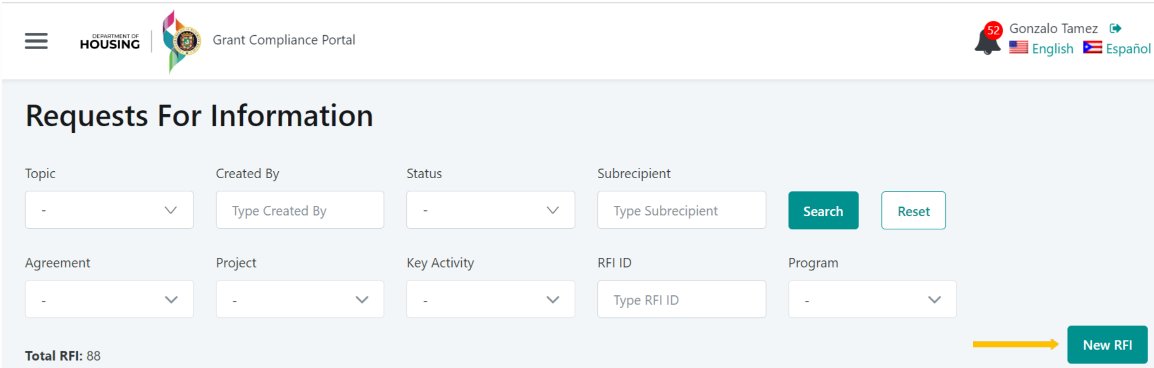


Figure 84

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.

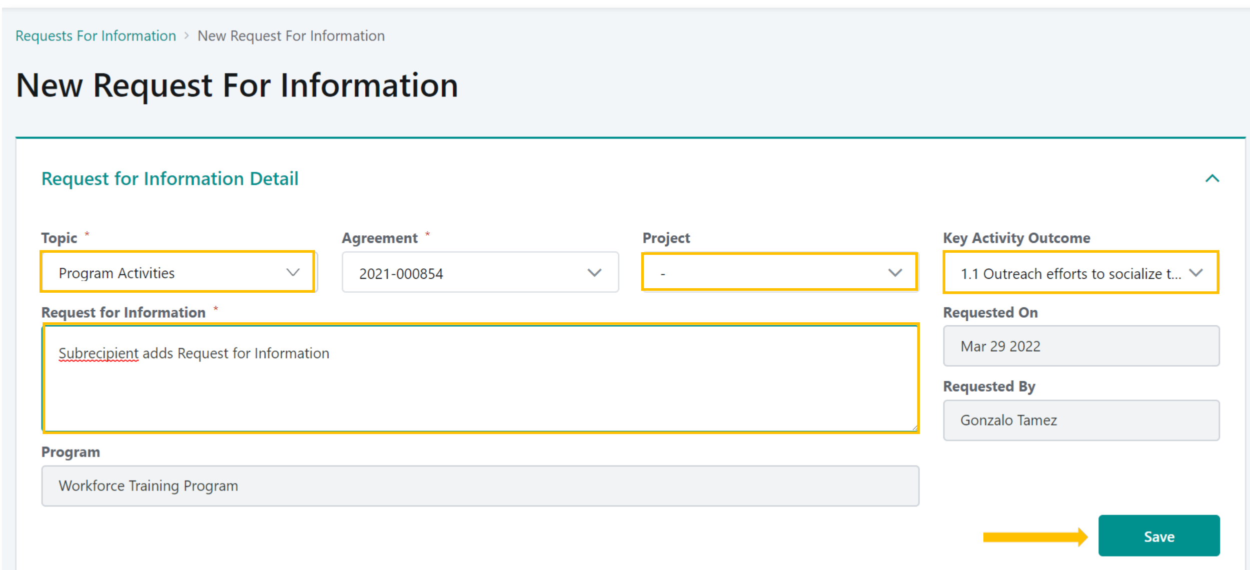


Figure 85

Notice that before clicking the **Submit** button the status of the RFI appears as **Not Submitted** in the left corner, as shown in Figure 86.

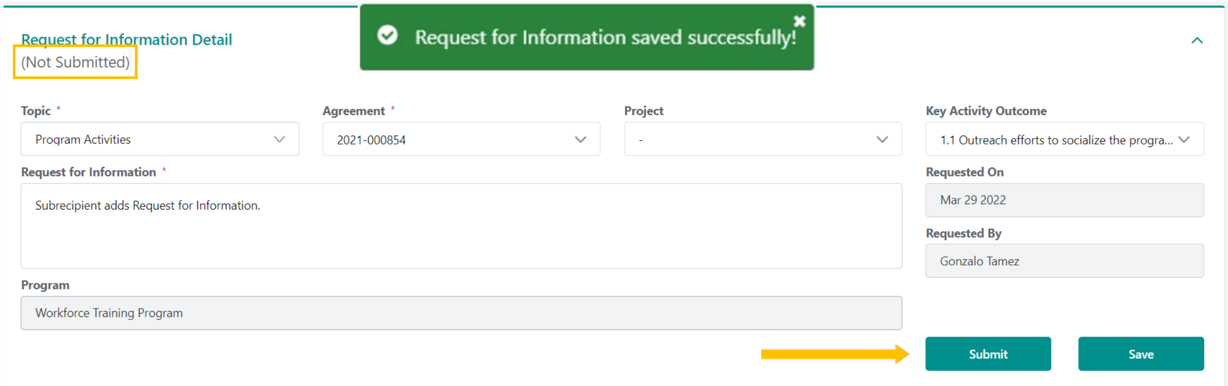


Figure 86

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.

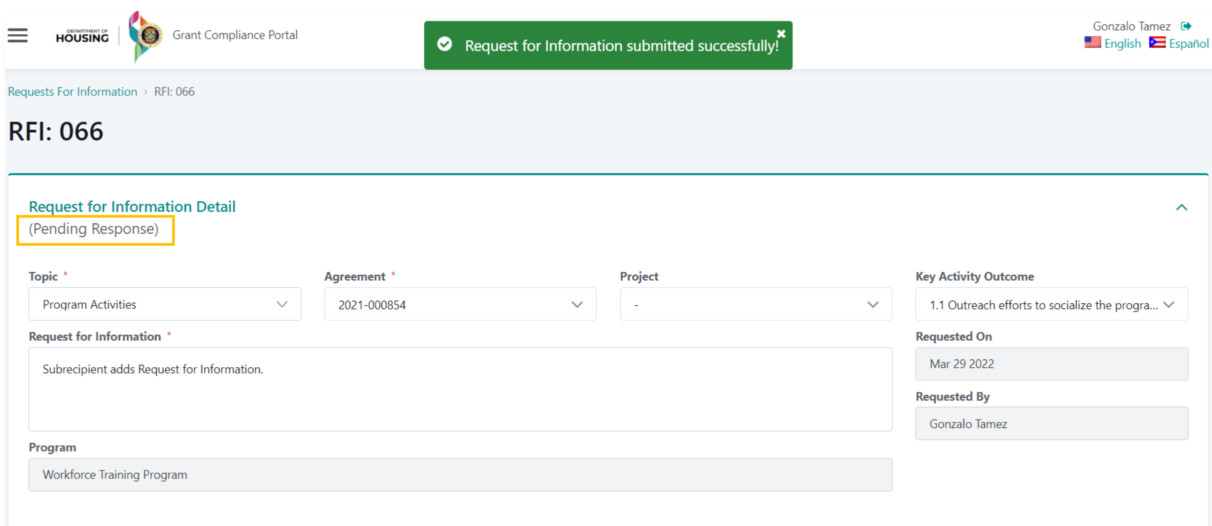


Figure 87

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 89.

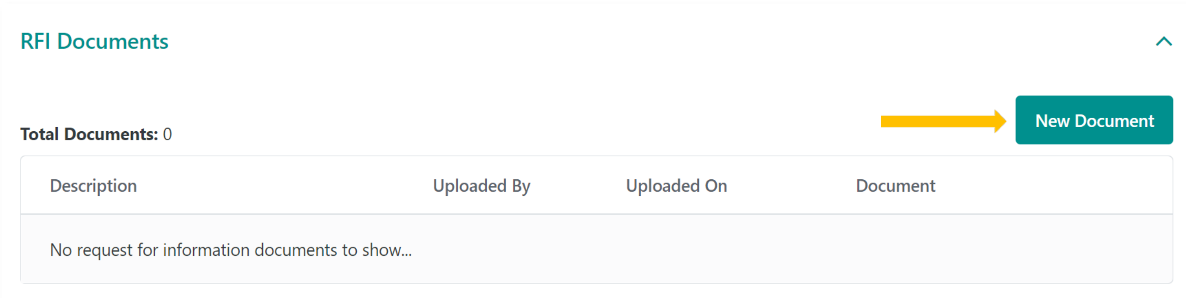


Figure 88

Once the **New Document** button is clicked, this will open a pop-up window, as shown in Figure 89.

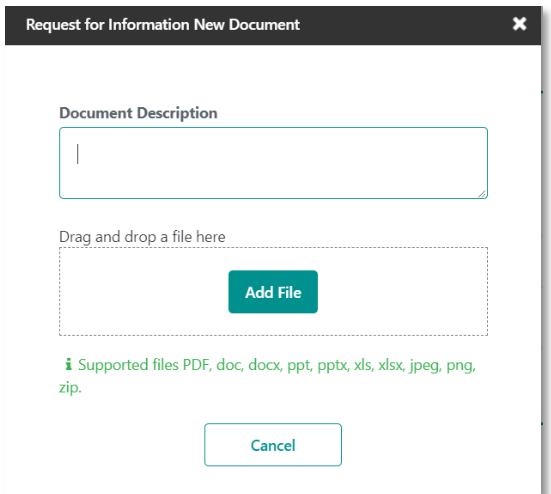


Figure 89

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.

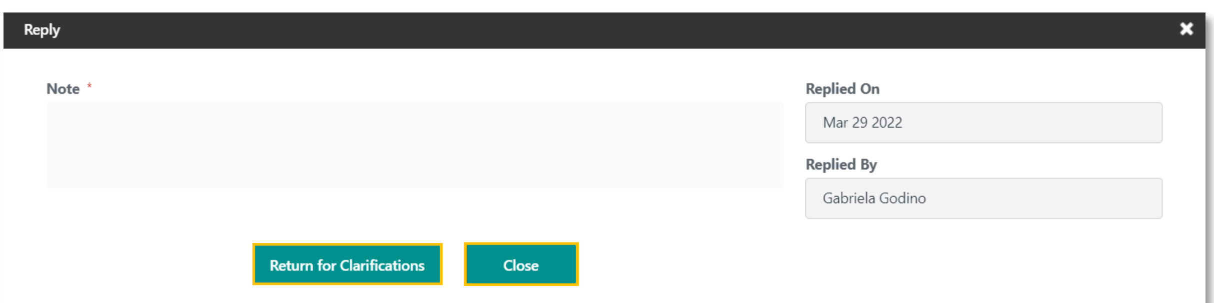


Figure 90

If the Programmatic Area returns the RFI for clarifications, the status will change from Pending Response to Return for Clarifications as shown in Figure 91 and 92.

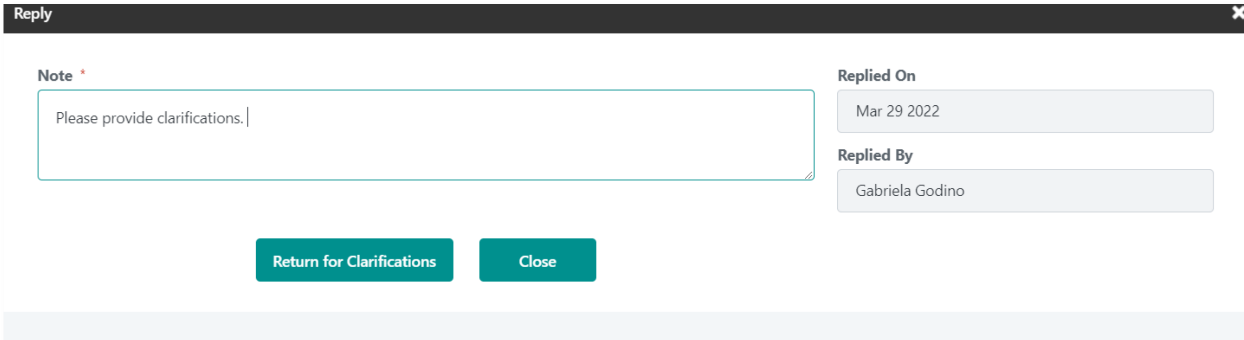


Figure 91

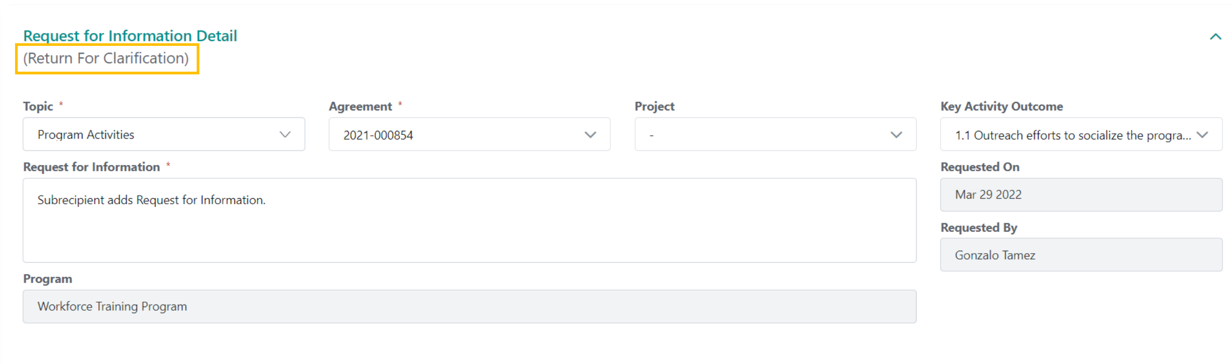


Figure 92

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

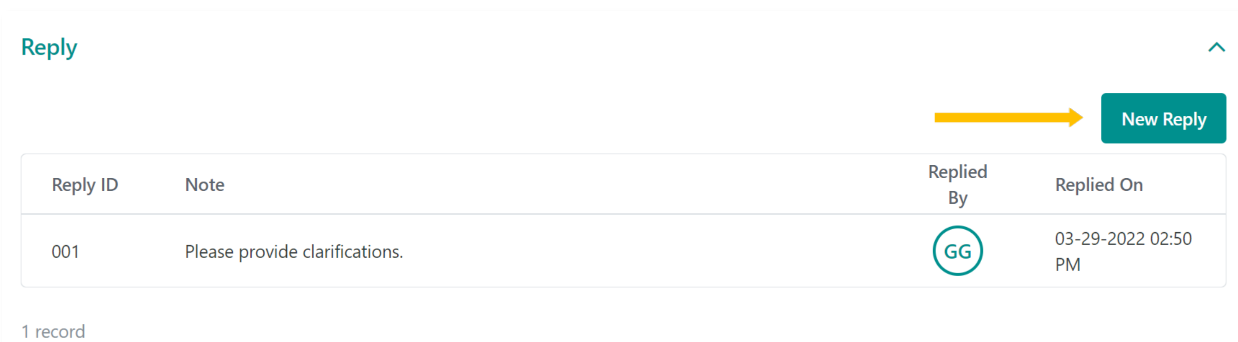


Figure 93

The response will now be visible in the Reply section, as shown in Figure 94.

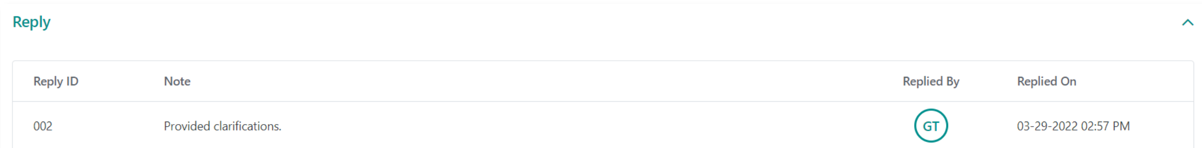


Figure 94

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

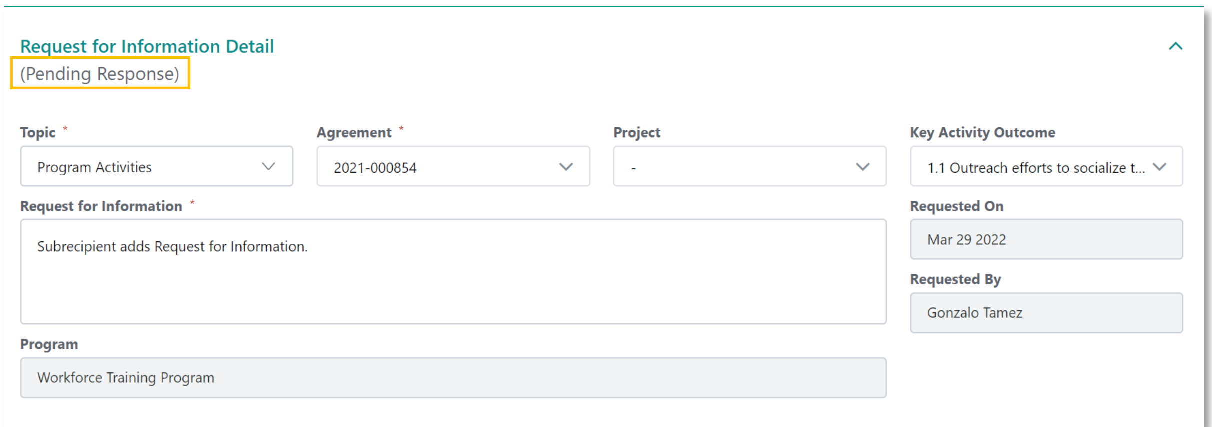


Figure 95

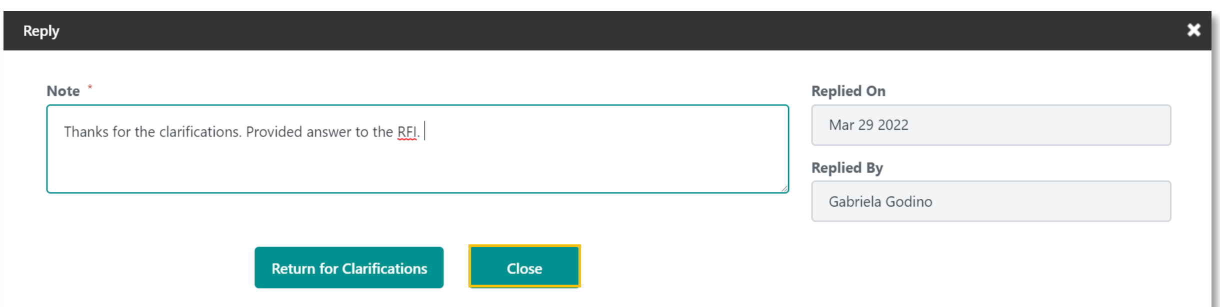


Figure 96

Once the Programmatic Area provides a response, the status of the RFI will change to Closed, as shown in Figure 97.

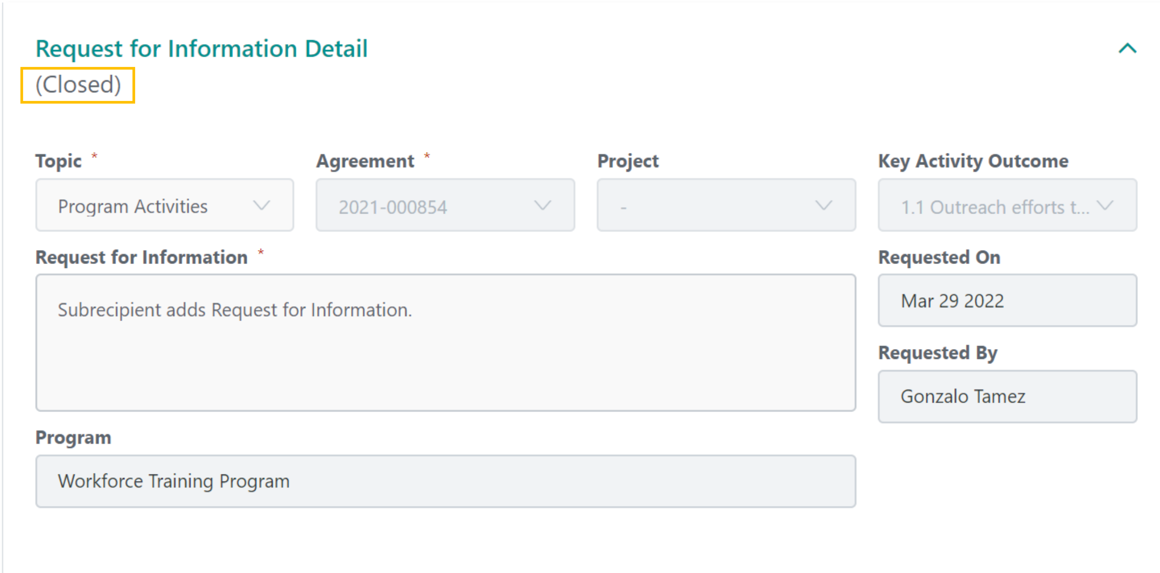


Figure 97

The Subrecipient will have a history of the interactions, as shown in Figure 98.

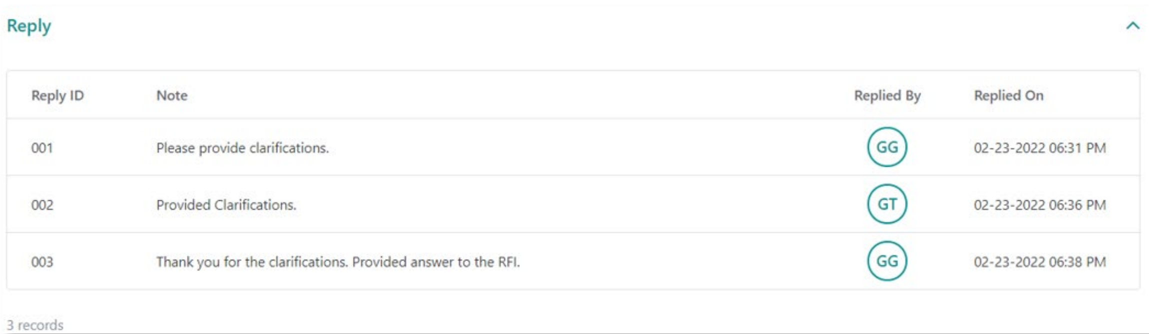


Figure 98

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

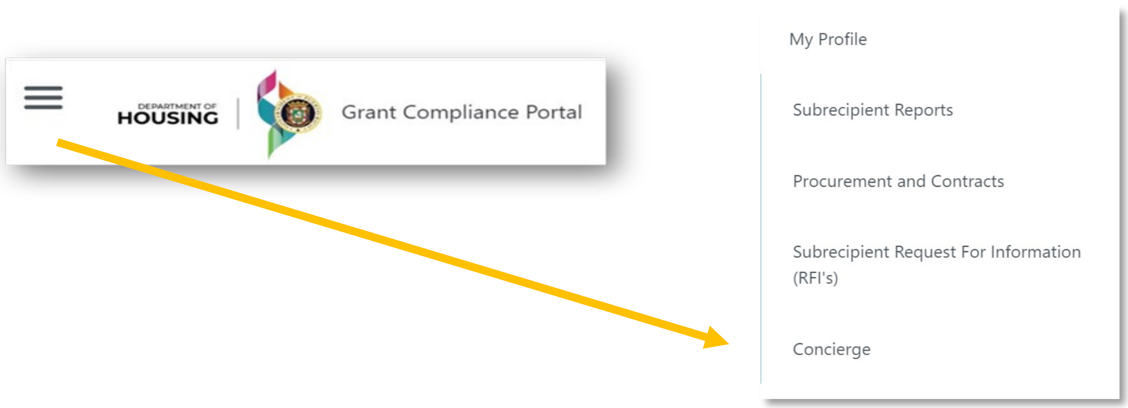


Figure 99

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.

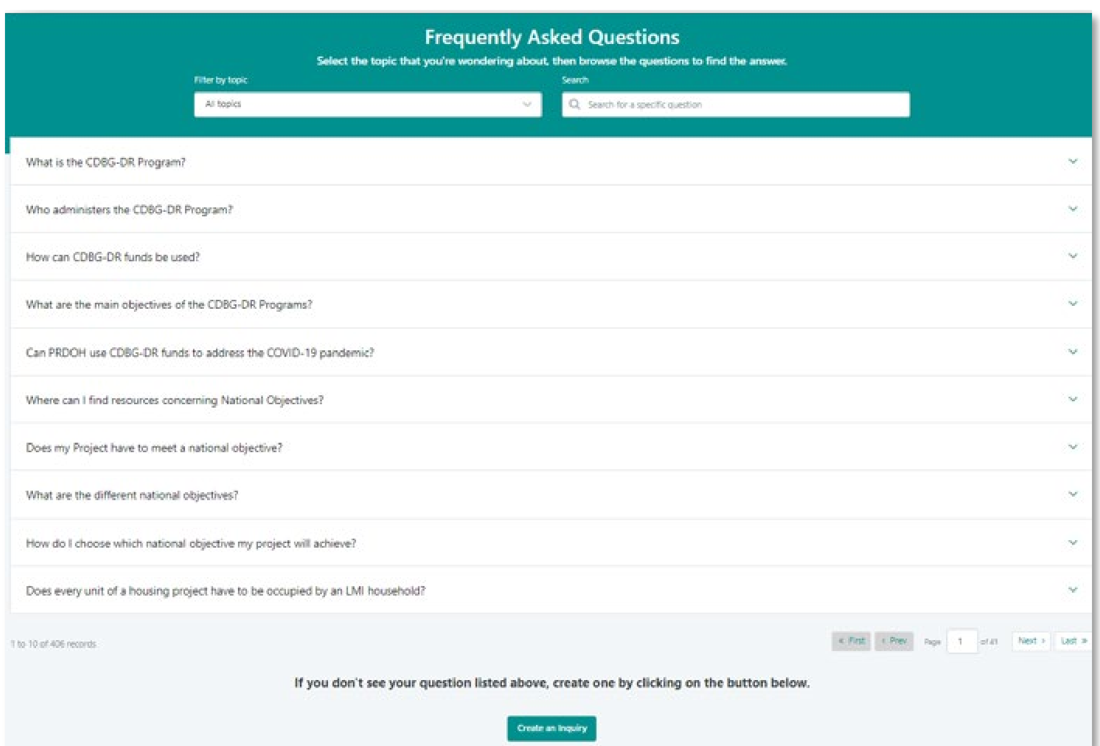


Figure 100

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

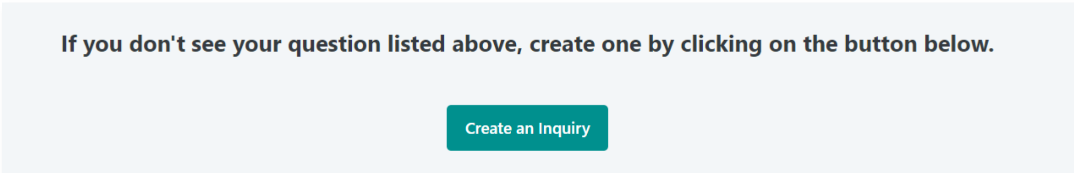


Figure 101

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.

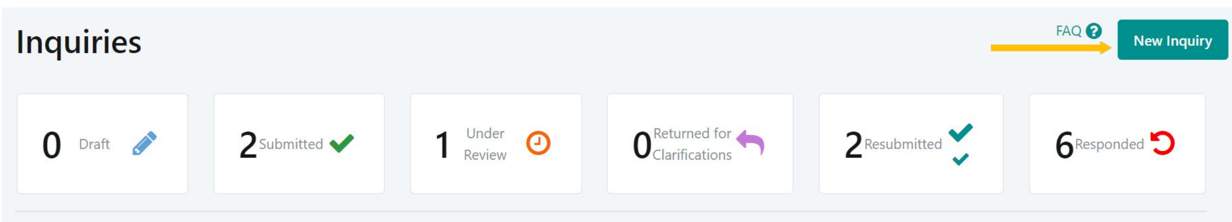


Figure 102

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**.

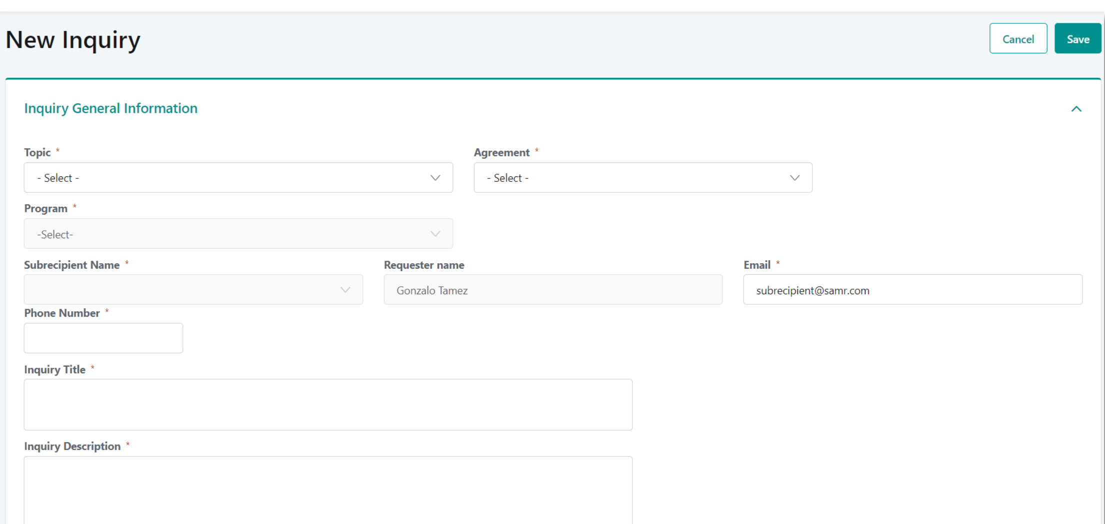


Figure 103

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

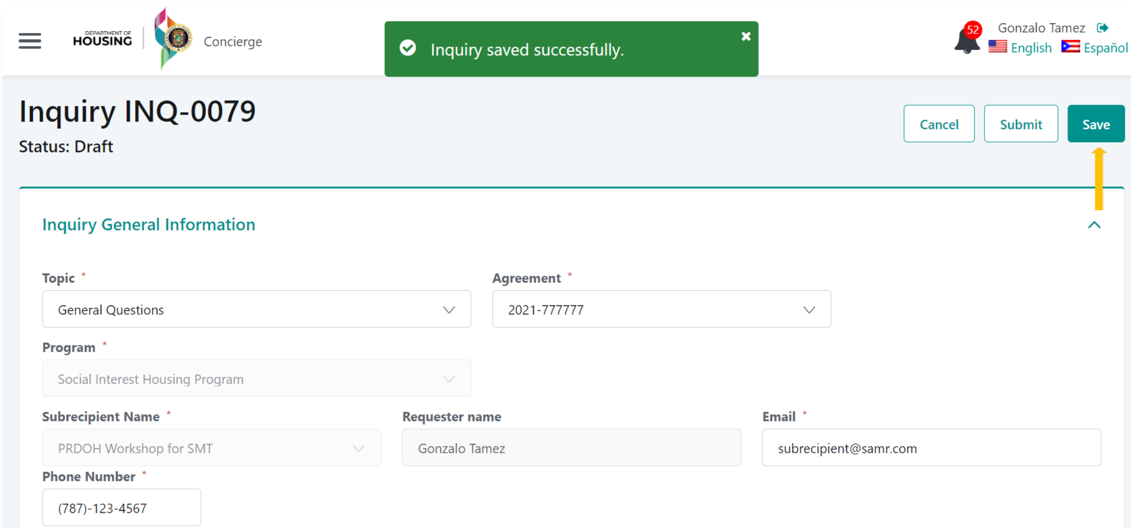
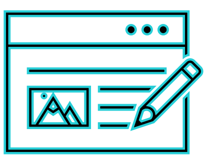


Figure 104



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 Figure105.

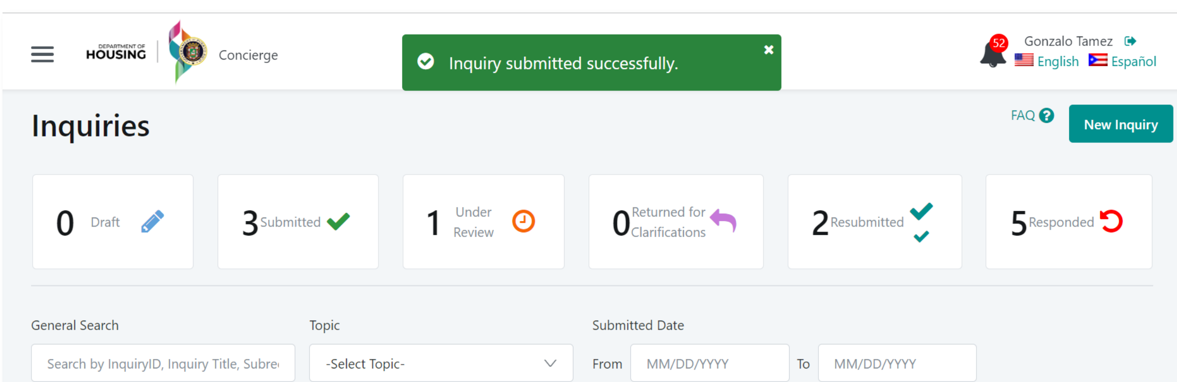


Figure 105

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.

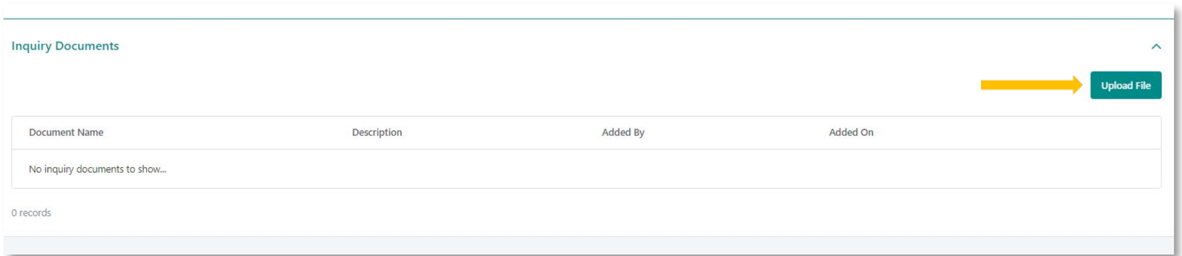


Figure 106

Once the pop-up window shown in Figure106 opens, enter the document description, add the file, and press **Save**.

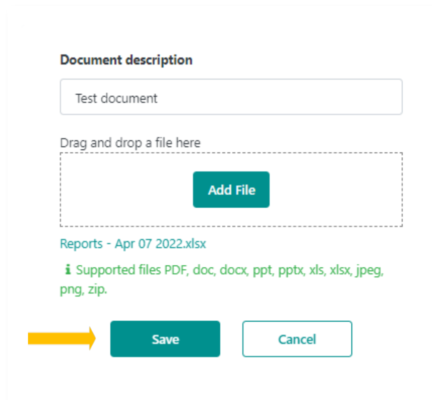


Figure 107

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.

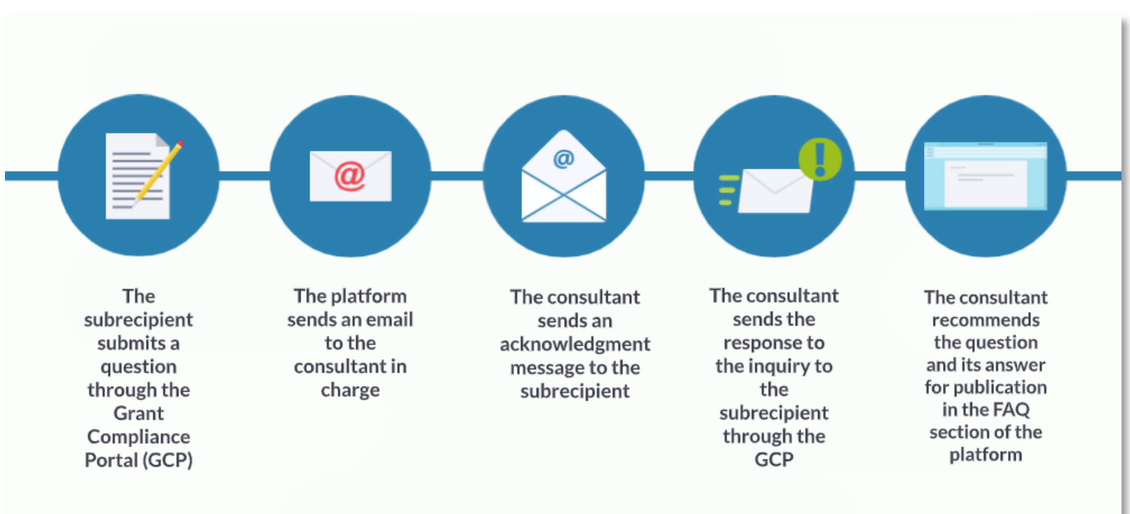


Figure 108

The Inquiries dashboard will let the Subrecipient know the status of their inquiry, as shown in Figure 109 (e.g., if the inquiry was Submitted, is Under Review, was Returned for Clarifications, Resubmitted or Responded).

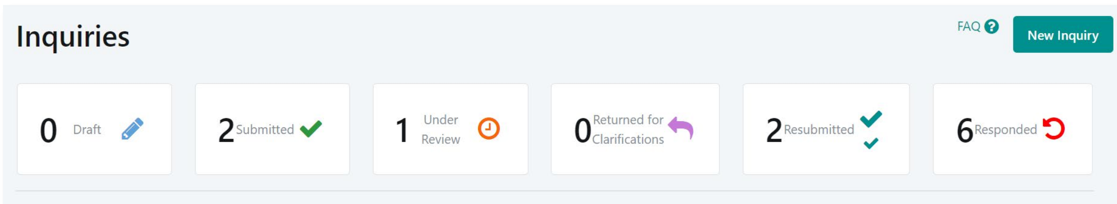


Figure 109

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 was 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.

7.4 URA

7.4.1 Introduction

Every project funded, in part or entirely, by CDBG-DR or CDBG-MIT funds, along with all activities related to that project, are subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 et seq., and section 104(d) of the Housing and Community Development Act of 1992 (**HCDA**), as amended, 42 U.S.C.§ 5304(d), unless waivers or alternative requirements have been provided by the U.S. Department of Housing and Urban Development (**HUD**). The implementing regulations for URA are found in 49 C.F.R. Part 24. The regulations for section 104(d) are at 24 C.F.R. Part 42, Subpart C. Additionally, HUD has established regulations specific to CDBG funded housing activities at 24 C.F.R. § 570.606. The primary purpose of these laws and regulations is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are required to relocate in connection with federally funded projects.

The URA Grant Compliance Portal (**GCP**) module is designed for HUD recordkeeping compliance for subrecipient-led relocation activities. The focus of this manual is to guide Subrecipient users through the process of completing URA Occupant Case files in accordance with the approved Relocation Plan and URA regulations. The manual also guides the Subrecipient user on the appropriate method of submitting Relocation Assistance Claims and making assistance payments to eligible occupants due to federally funded project activities causing temporary relocation or permanent displacement, for PRDOH QA/QC Review and reimbursement.

Subrecipient-conducted relocation activities under these programs will be recorded and monitored through the GCP, ensuring compliance with the PRDOH Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (**RARAP**) and HUD regulations, as they pertain to URA.

Access to the GCP Portal will require user login credentials. Subrecipient users will be assigned based on the responsible persons designated by the Subrecipient in their approved Relocation Plan. If additional users are needed, the Subrecipient must contact the URA GCP Administrator to request login credentials for URA Specialist and URA Viewer roles.

7.4.2 User Roles

URA Administrator – An internal PRDOH user role responsible for the initial creation of URA Projects and Occupant Case files. The URA Administrator also assigns URA Specialist, URA Reviewer and URA Viewer roles as per Subrecipient agreement in the URA GCP module.

URA Specialist – This user role, appointed by the CDBG-DR/MIT Subrecipient, is responsible for uploading and managing URA recordkeeping document associated with URA Projects and Occupant case files. This user is also responsible for the submission of URA Claim disbursements for PRDOH QA/QC review.

URA Reviewer – An internal PRDOH user role responsible for the QA/QC Review and approval of Occupant case files, pertaining to reimbursement to the Subrecipient for URA Claim disbursements.

URA Viewer – A role available to either internal PRDOH users or Subrecipients for viewing and audit purposes.

7.4.3 URA GCP Module User Lifecycle

It is essential that the URA Specialist designated by the Subrecipient understands the workflow of the URA GCP Module and each user's involvement in the process. The table below depicts the entire URA GCP module life cycle and the responsibilities associated with each user role.

URA Document Configuration	The URA Administrator configures the placement of all URA documents required to be uploaded by the Subrecipient's URA Specialist.
URA Administrator	• The URA Administrator then, assigns the URA Specialist, URA Reviewer, and URA Viewer roles (if applicable), along with creating the URA Project record, according to the approved Relocation Plan. ***Please note that the Subrecipient must request user credentials for the identified URA Specialist.***
URA Specialist	• The Subrecipient's URA Speciaist completes all URA Case Records related to the Subrecipient's project causing displacement, along with claims and disbursements.
URA Reviewer	• The PRDOH assigned URA Reviewer receives an email notifying of a pending case review, ensures completion of the URA Case Record, and approves reimbursement of Subrecipient URA assistance disbursements or returns for corrections.
Returned For Corrections	• If the URA Case Record requires corrections, as determined by the URA Reviewer, the Subrecipient's URA Specialist will have the opportunity to rectify the issues and resubmit for review to be fully reimbursed for URA assistance payments disbursed to eligible occupants .
Completed	• Once the URA Reviewer has completed the final case review, the URA assistance disbursements approved by the URA Reviewer are reimbursed to the Subrecipient.
URA Viewer	• This role is utilized for Finance review, Agency auditing, and Agency or HUD monitoring purposes.

Figure 110

7.5 URA GCP Case Record Completion

Once the URA GCP Administrator has created the URA Project Cases, an email notification will be sent to the URA Specialist informing that the URA Record(s) require completion. It is the role of the Subrecipient-appointed URA Specialist to complete all

URA Project Cases and submit the Relocation Claims disbursements for review, approval and Subrecipient reimbursement.

7.5.1 Access the URA Monitoring Record

Upon log in, the URA Specialist will be directed to the Subrecipient Record page, for the Subrecipient to which they've been assigned. Click on the **hamburger menu**, to access the **URA Monitoring Record**.

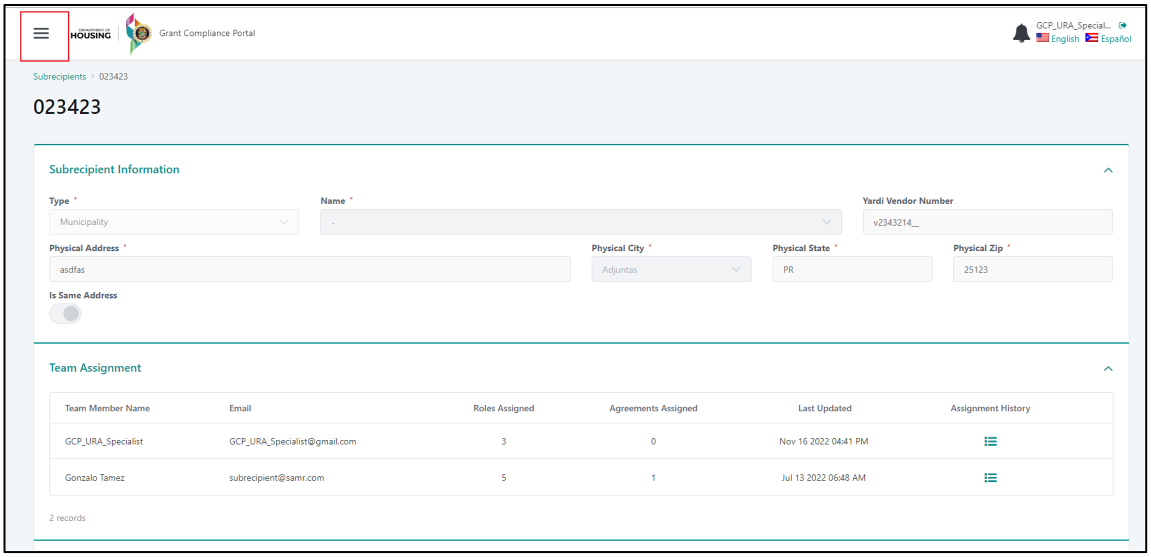


Figure 111

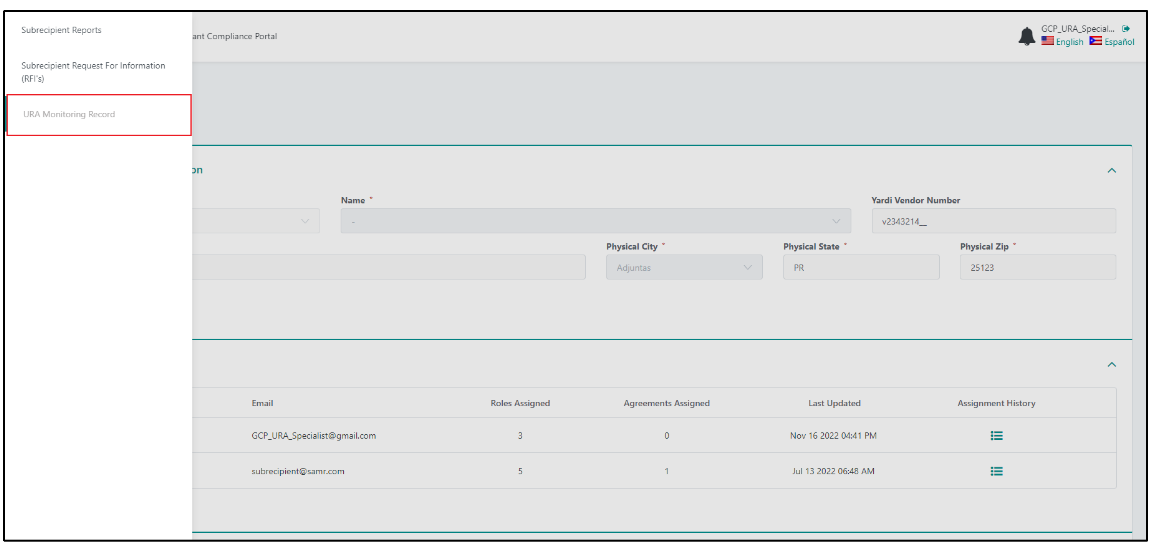


Figure 112

Upon entering the URA Monitoring Record, a list of cases created by the URA GCP Admin will appear. Cases with a **Pending** status indicates that the record needs to be completed, which indicates URA compliance actions and/or documentation needed for the displaced household or business associated with the case record.

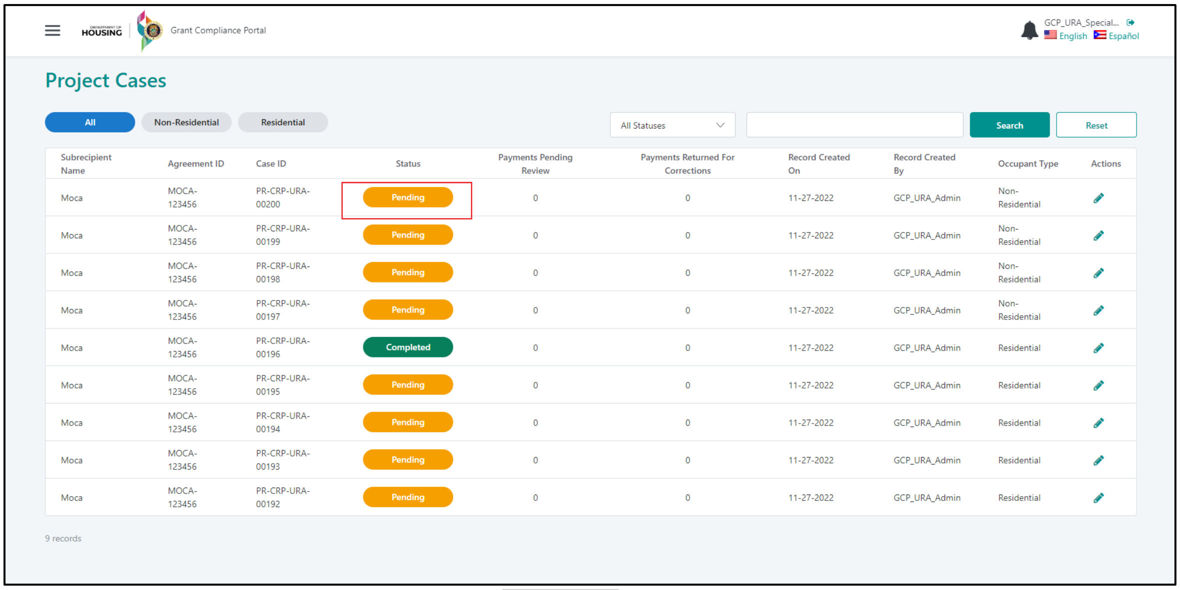


Figure 113

Please note that the **Occupant Type** has already been selected by the URA GCP Administrator upon Project Case creation, according to the approved relocation plan. If any error in the number of URA Cases or associated Occupant Types required have been identified, please reach out to the URA GCP Administrator for correction through helpdeskpr@horne.com.

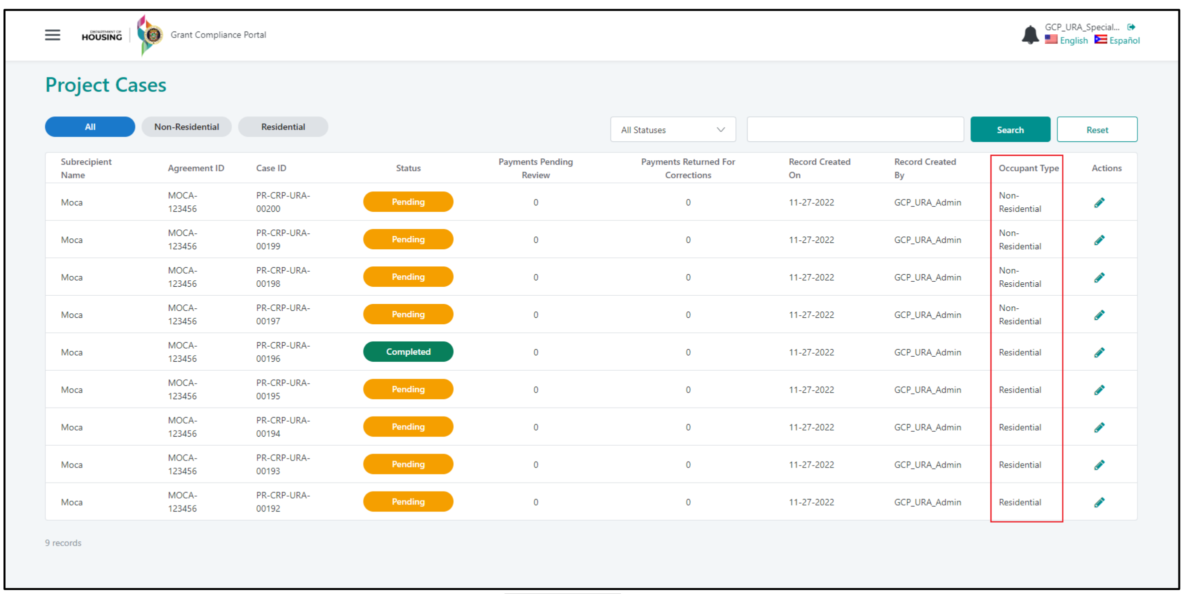


Figure 114

7.5.2 URA Intake Record

Under the **Actions** column, click the **pencil icon** to access the **URA Intake Record** for entering the Occupant's information.

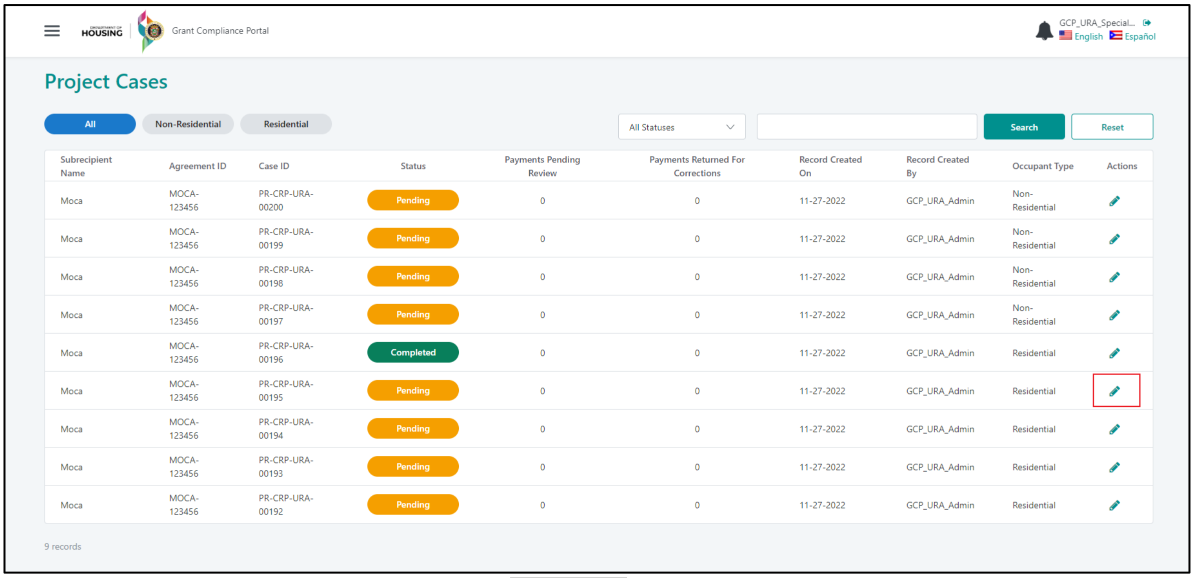


Figure 115

7.5.2.1 URA Intake Record: Residential

If the Occupant Type is Residential, the Intake Record will appear as below, identifying the **record** and **occupant type**, as **Residential**.

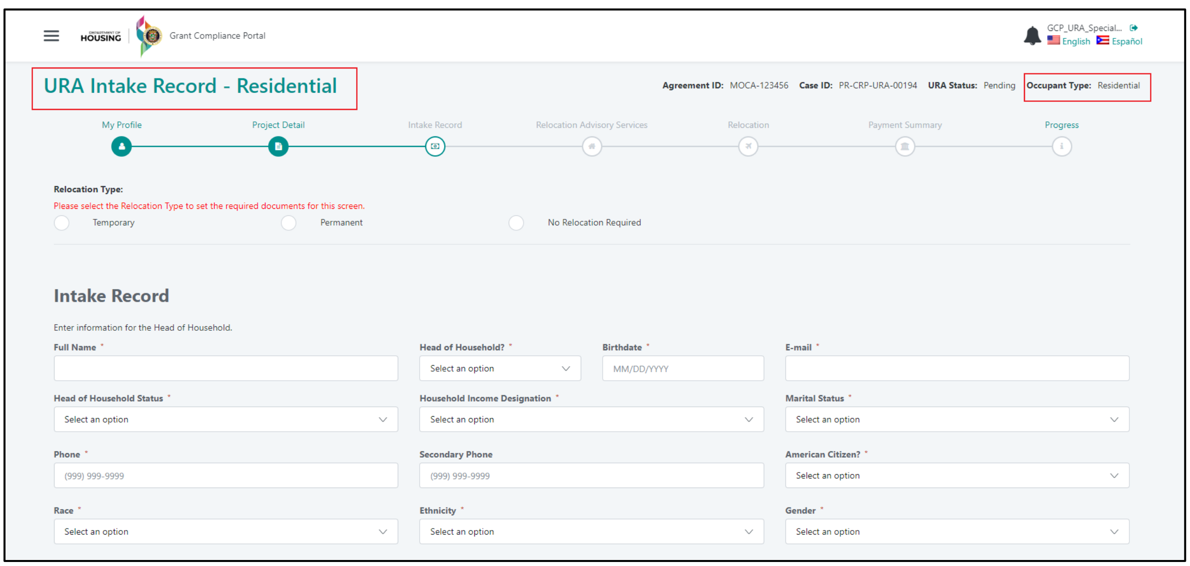


Figure 116

Select the Residential Occupant's appropriate **Relocation Type**. Remember that any expected relocation of more than one (1) year should be Permanent.

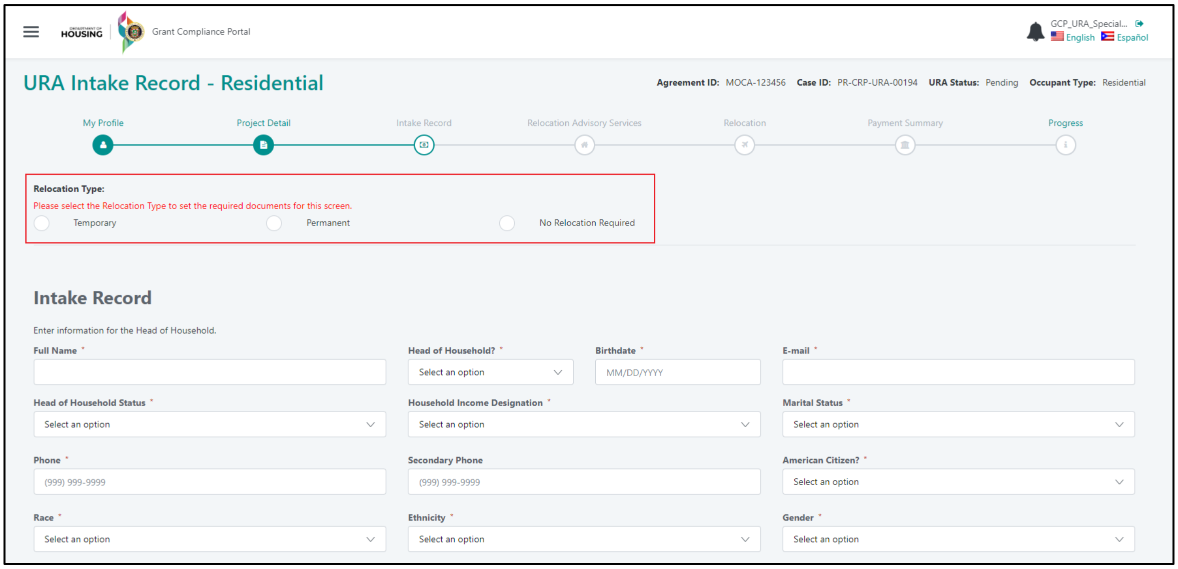


Figure 117

Under the Intake Record heading, enter the Head of Household's information beginning with the **Full Name** field. Please note that all fields denoted with an **asterisk (*)**, are required.

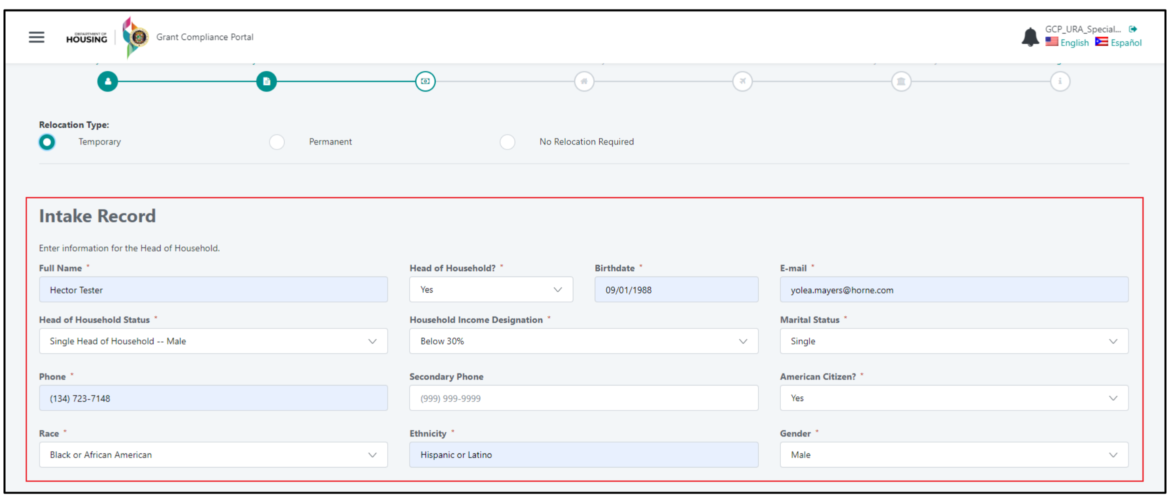


Figure 118

Proceed with completing the following fields:

- Head of Household?
- Birthdate
- Email
- Head of Household Status
- Household Income Designation
- Marital Status
- Phone
- Secondary Phone (if applicable)
- American Citizen?

- Race
- Ethnicity
- Gender

Once the above fields have been completed, please enter the Head of Household's **Full Name** and **Birthdate** in the fields under the Additional Tenants heading and click the **Add Tenant** button to add the Head of Household to the Tenant Household list.

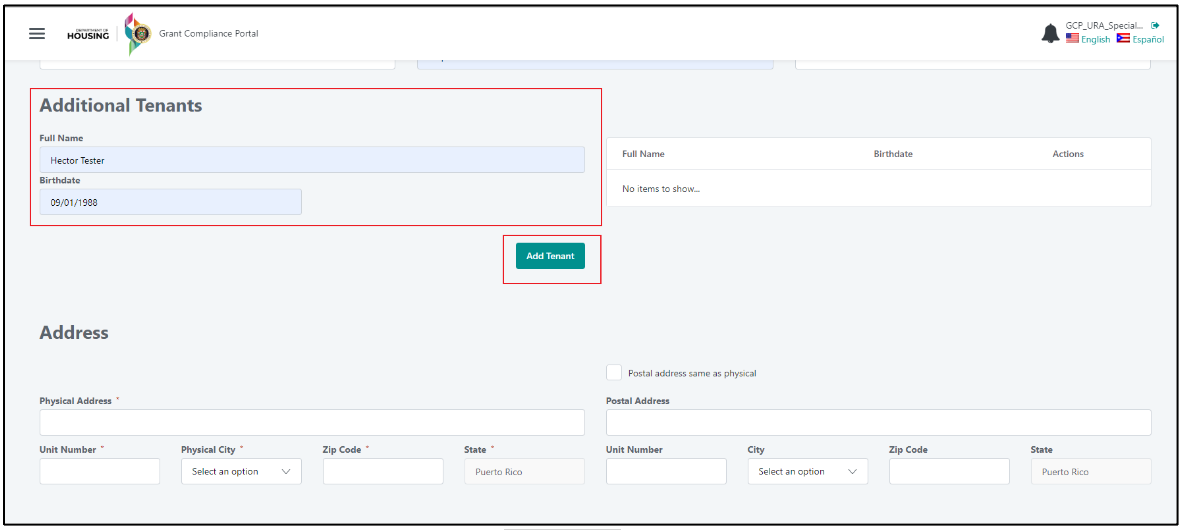


Figure 119

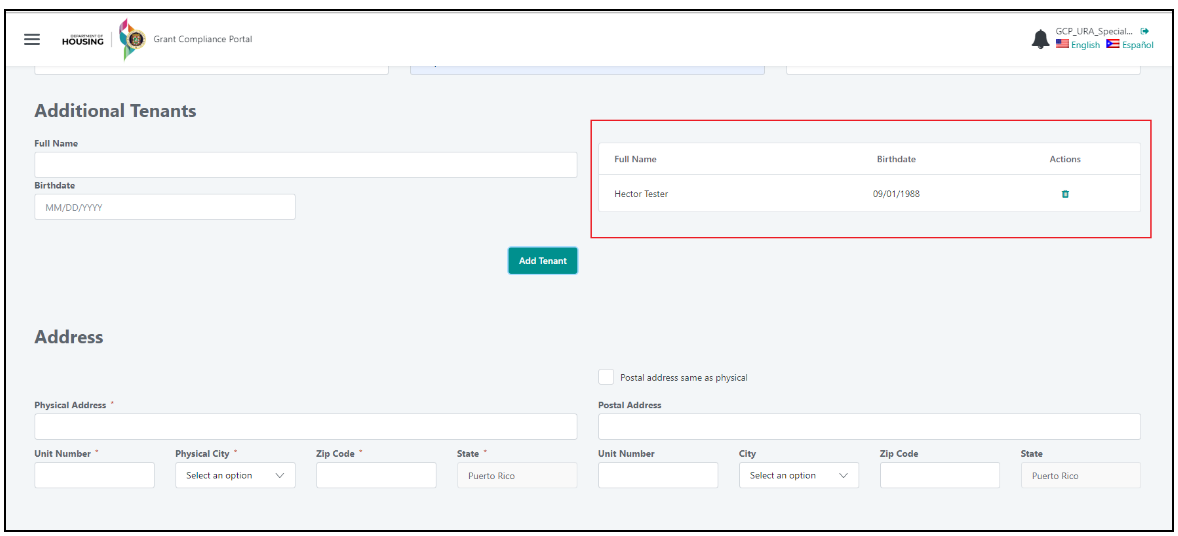


Figure 120

The above steps may be repeated, as necessary, for each additional household member.

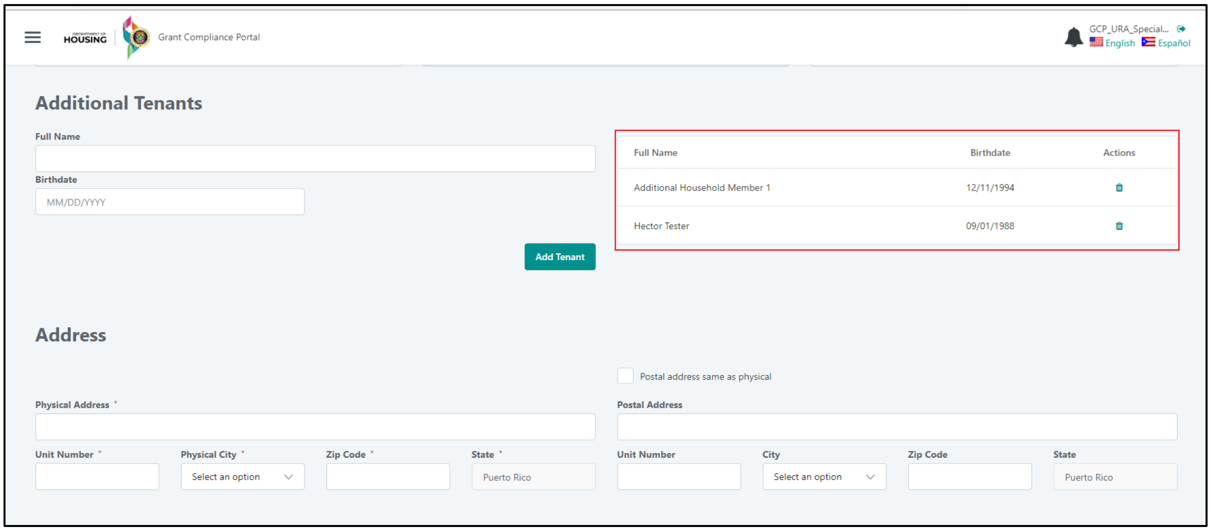


Figure 121

Once all household members have been added, please enter the **Physical Address** under the Address heading. This is the address from which the household is being displaced.

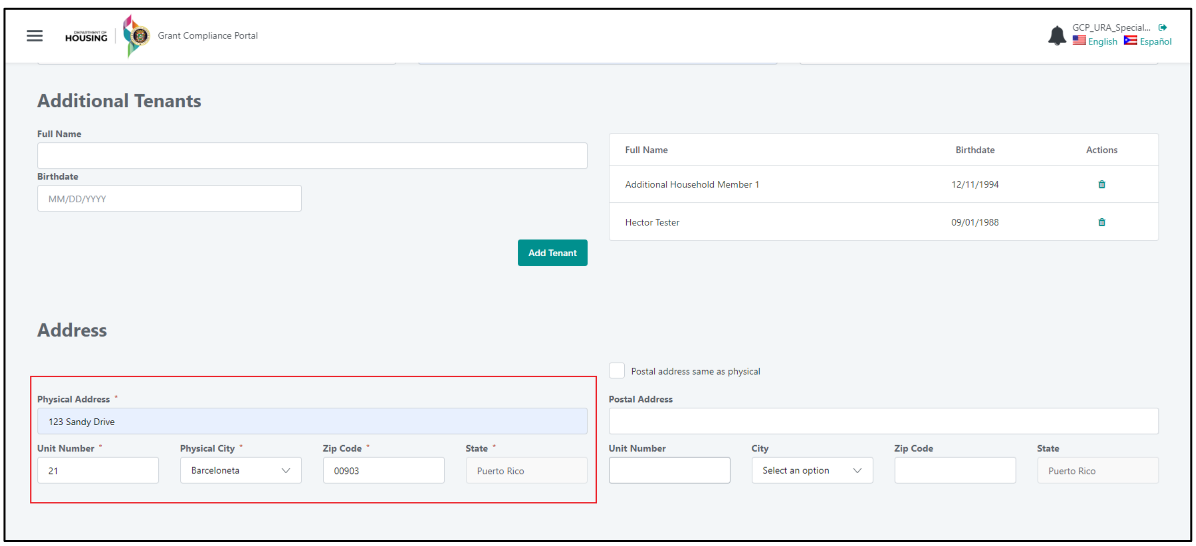


Figure 122

If the Postal Address is the same as the **Physical Address**, please populate the **Postal address same as physical** checkbox.

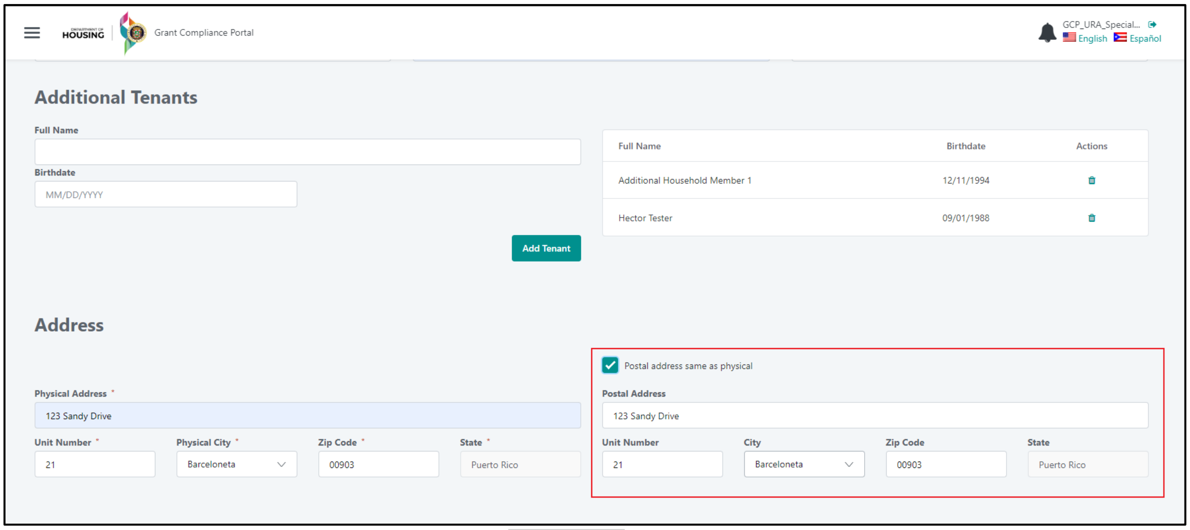


Figure 123

If the Postal Address *differs* from the Physical Address, please enter the **Postal Address** details.

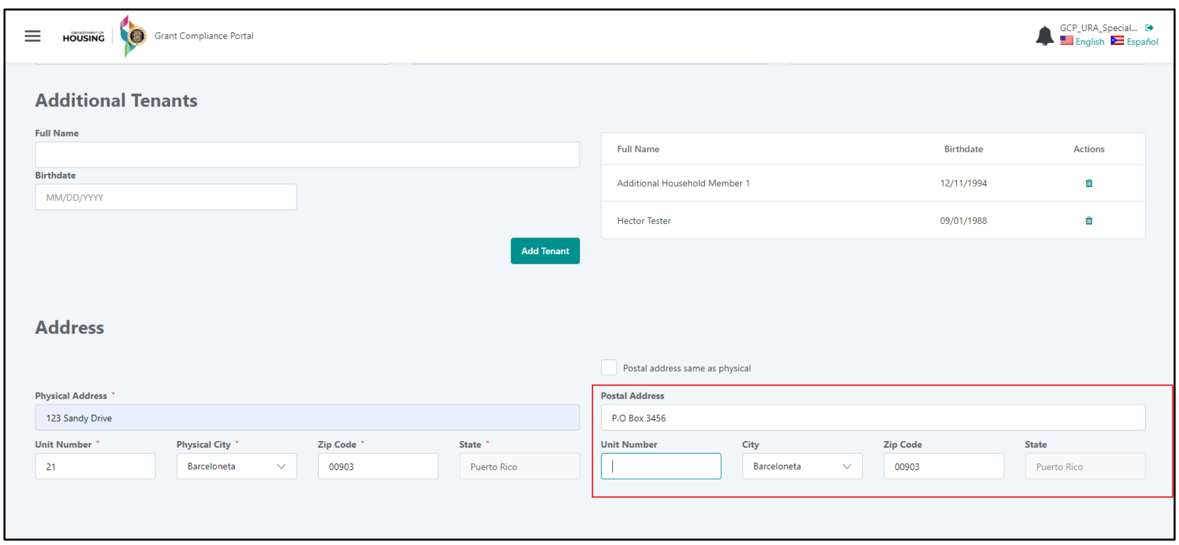


Figure 124

Next, proceed to **Household Details** heading.

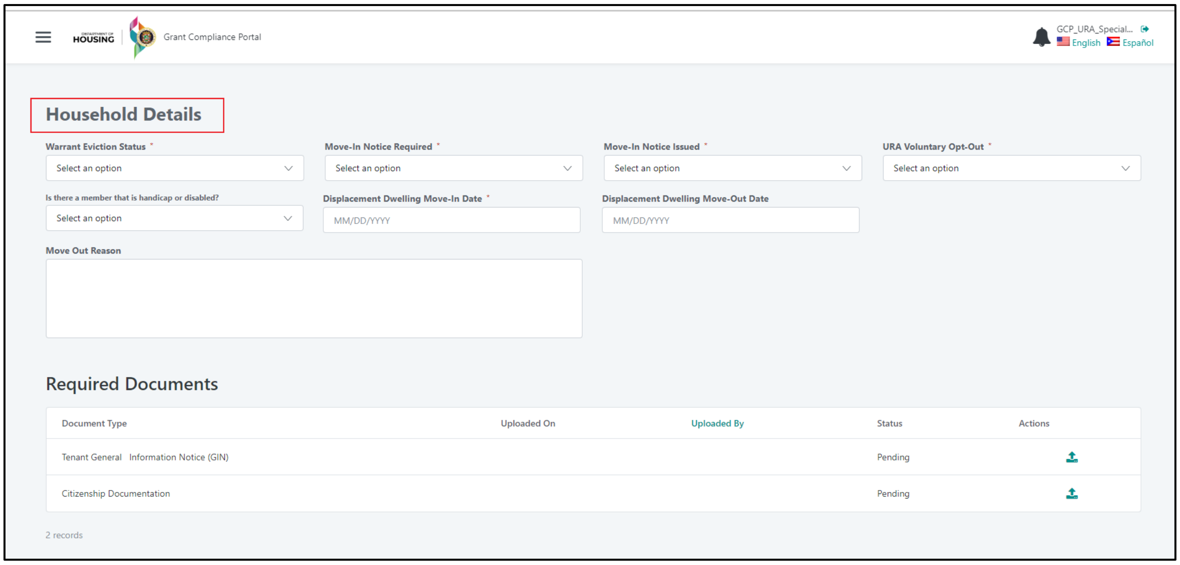


Figure 125

In the **Warrant Eviction Status** field, please denote if the household has received or will receive a warrant for eviction. If **yes,** and a warrant has been issued, please select **Eviction Warrant Issued** from the drop-down menu.

If an eviction warrant is pending issuance, please **select Eviction Warrant Not Issued** from the drop-down menu. Please note that documentation of eviction will be required for the above options, in the **Required Documents** section.

If eviction is not applicable to the household, please select **N/A** and proceed to the **Move-In Notice Required** field.

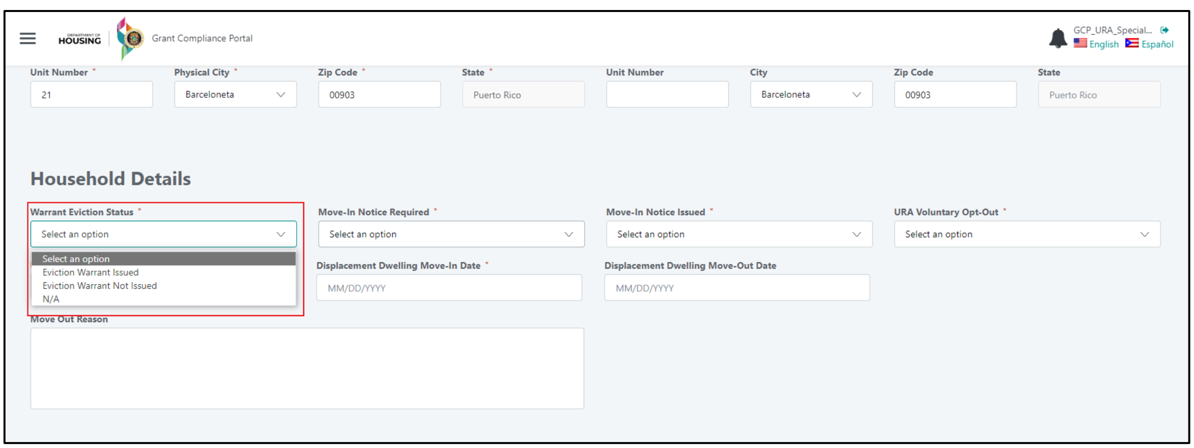


Figure 126

If a Move-In notice was provided to the Household, due to starting occupancy of the displacement dwelling after the project's application to a CDBG-DR/MIT program, please select **Yes**, from the drop-down menu.

If a move-in notice was not provided, please select **No**.

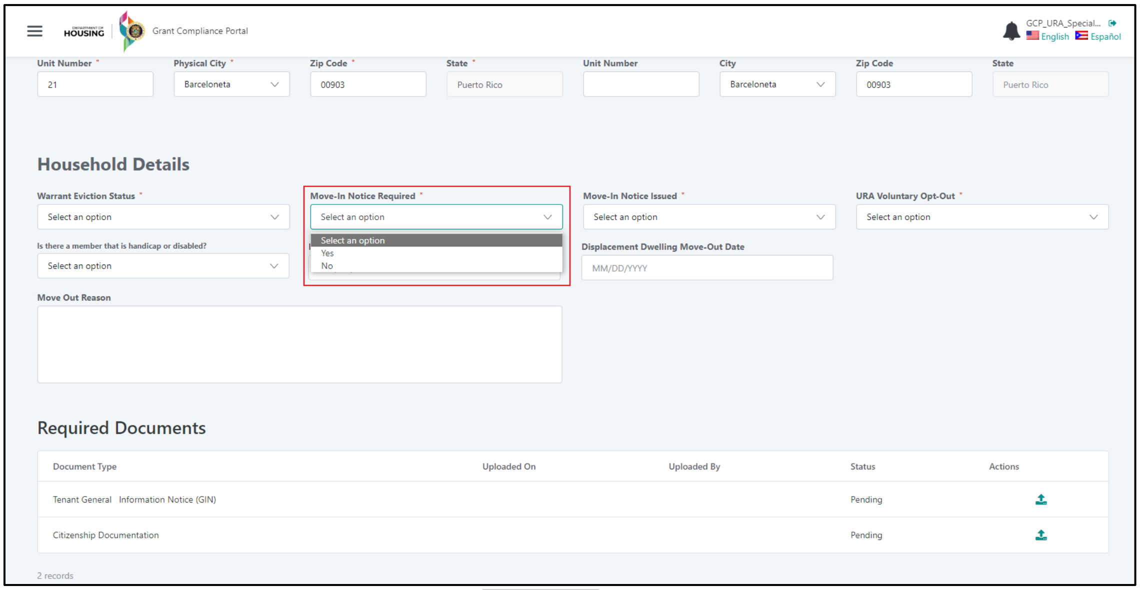


Figure 127

If the Move-In Notice was **issued**, please select **Yes** from the drop-down menu, and ensure the document has been uploaded to the **Required Documents** section. If a Move-In Notice was **not issued** or **not required**, select **No**.

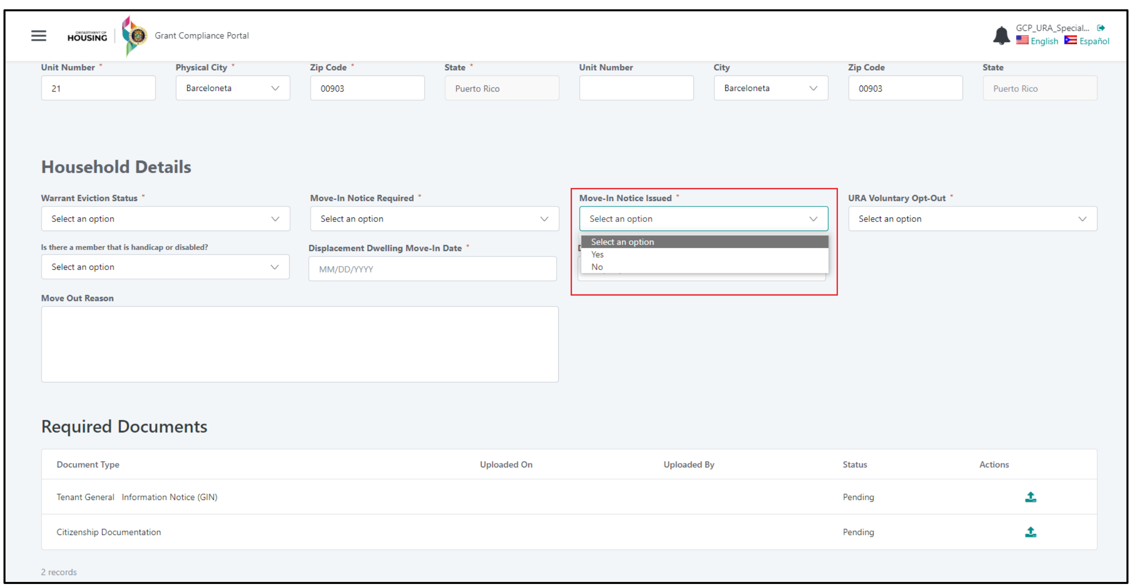


Figure 128

If the household has submitted a **URA Voluntary Opt-Out Notice**, please select **Yes** and ensure the document is uploaded to the **Required Documents** section.

If a **URA Voluntary Opt-Out Notice** was not received, please select **No**.

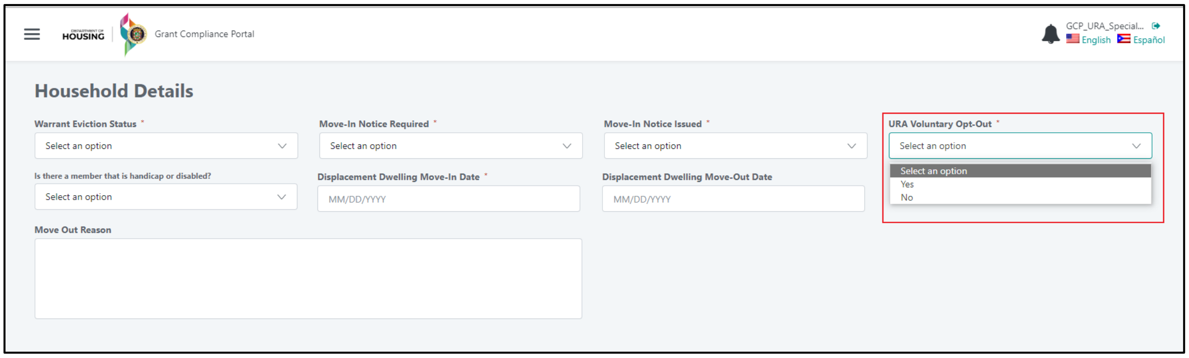


Figure 129

If any household member is **handicapped or disabled**, please indicate this via the drop-down menu.

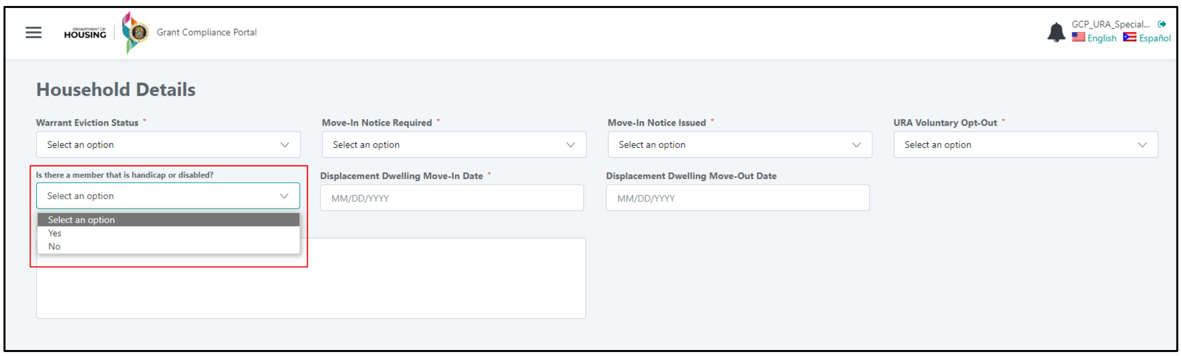


Figure 130

Enter the household's **Displacement Dwelling Move-In Date** in the mm/dd/yyyy format or utilize the calendar drop-down menu. If the exact move-in date cannot be determined, provide the best estimate through coordination with the household.

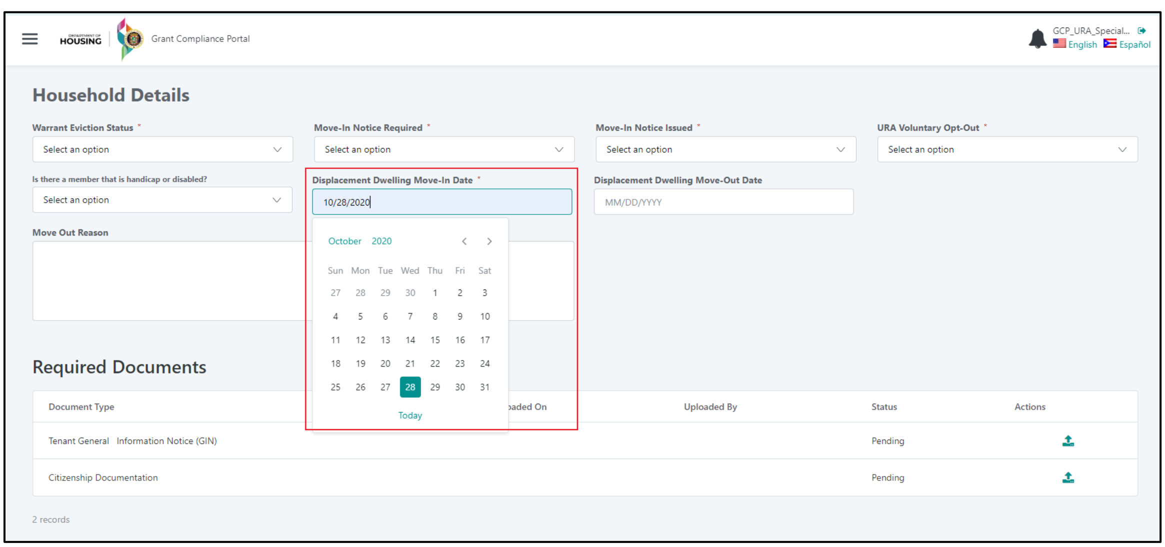


Figure 131

If the household has permanently vacated the displacement dwelling, at any point, after receiving a Tenant GIN Notice or commencement of project activities, enter the **Displacement Dwelling Move-Out Date**, in the mm/dd/yyyy format or utilize the calendar drop-down menu.

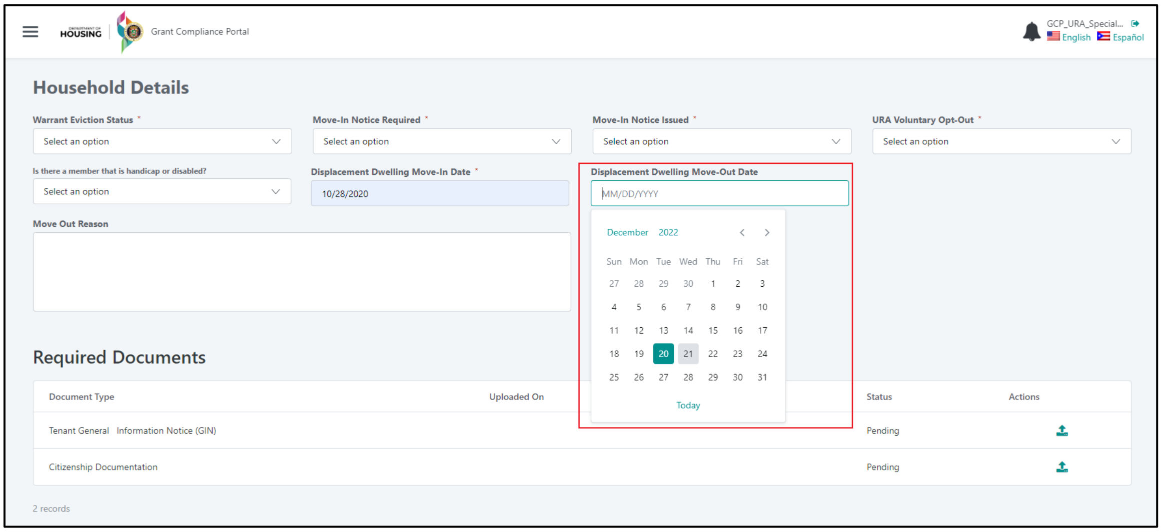


Figure 132

If the Displacement Dwelling Move-Out Date field has been populated, please enter a detailed description, as to why the tenant household has moved, in the **Move-Out Reason** text box. Please ensure that reason for moving has been included for both the permanently displaced and tenant households that have vacated the assisted dwelling, prior to the provision of URA assistance.

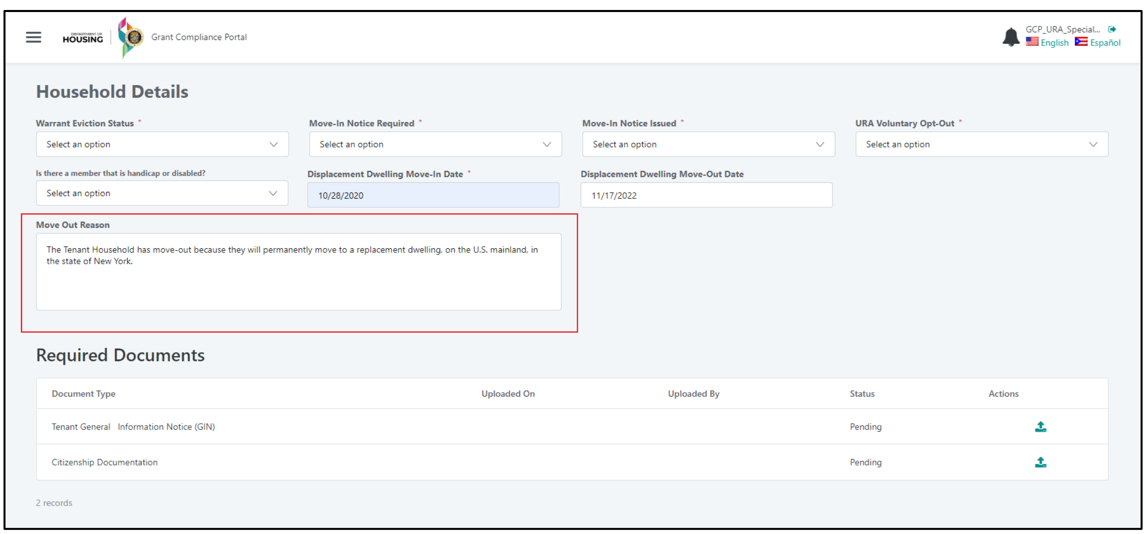


Figure 133

IMPORTANT NOTE: If the occupant has moved out due to commencement of project activities, they <u>must</u> have already been provided with a Tenant General Information Notice and URA Notice of Eligibility, <u>unless</u> they received a move-in notice, completed a Voluntary Opt-Out Notice, or were formally evicted and documented as required above.

In the even that an occupant has moved without the delivery or acknowledgement of any URA required notice, the **Unresponsive Tenant Due Diligence Procedure** must be followed. Please see **Section 7.5.2.7,** Unresponsive Tenant Due Diligence Procedure, for further information.

7.5.2.2 URA Intake Record Documents: Residential (General)

The URA Residential Intake Record page's documents are dependent upon certain selections, made above, in the Household Details section. The **four (4)** documents that are always required, regardless of the field selections, are the **Tenant General Information Notice** (**GIN**) and **Tenant GIN Acknowledgement**, the Tenant Household's **Citizenship Documentation,** and the **Displacement Dwelling Lease**.

Please note that the document templates may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: [URA - CDBG (pr.gov)]

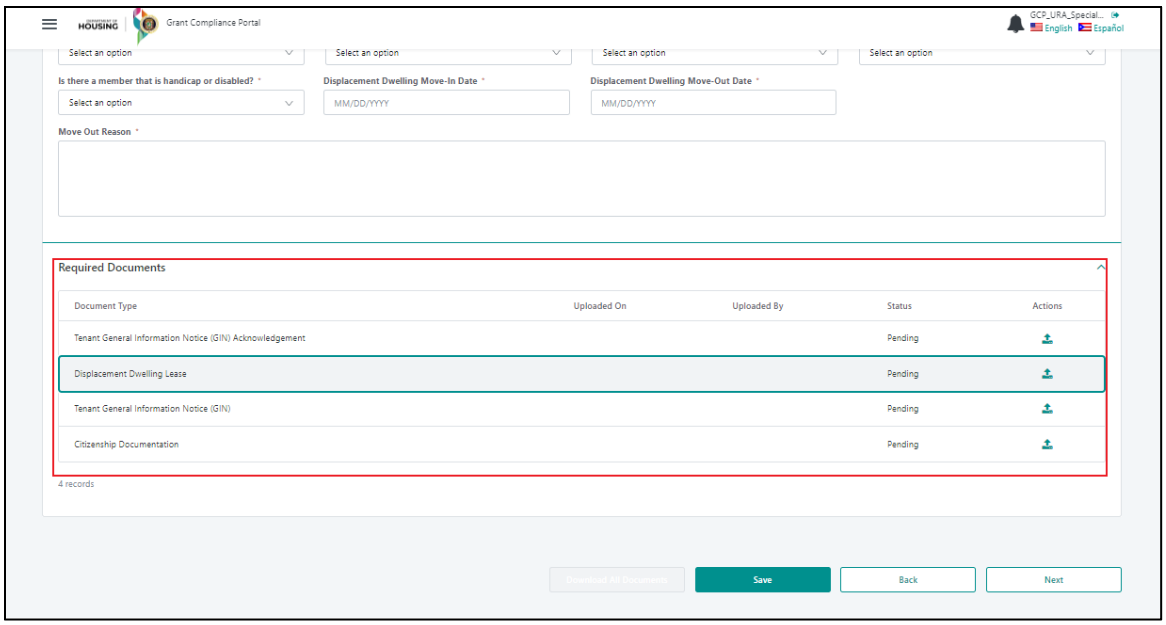


Figure 134

To upload a document, click the **Upload icon** under the Actions column, to open the **File Upload** menu.

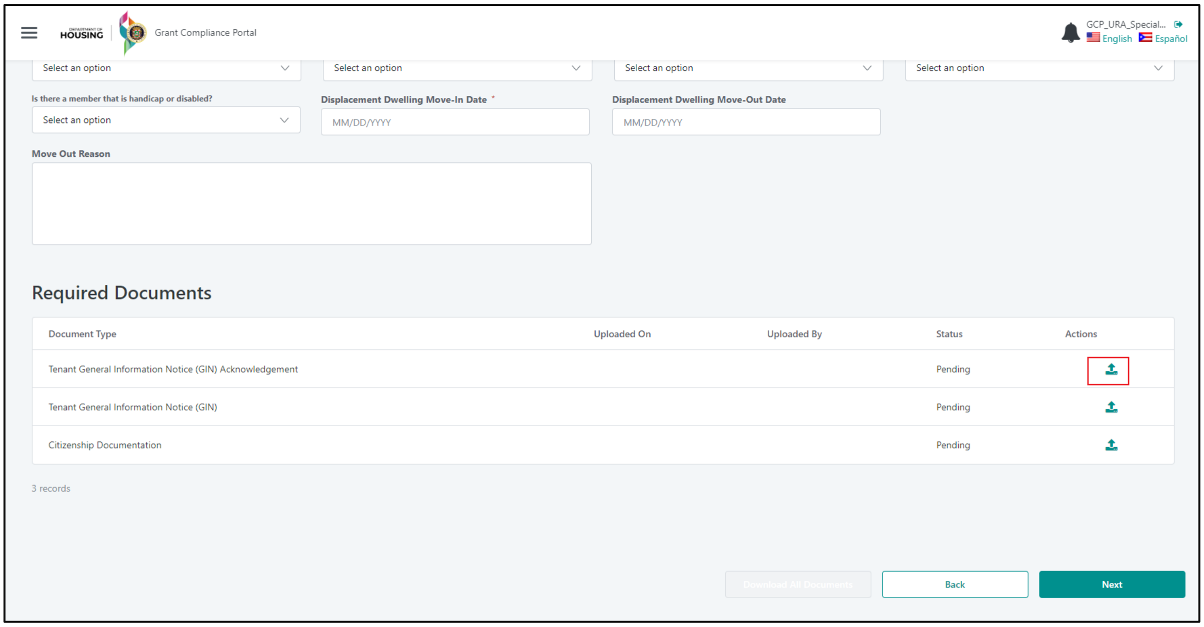


Figure 135

Once the **File Upload menu** appears, the user may **drag and drop** the file into the upload space or **double-click** to browse for the document on their device.

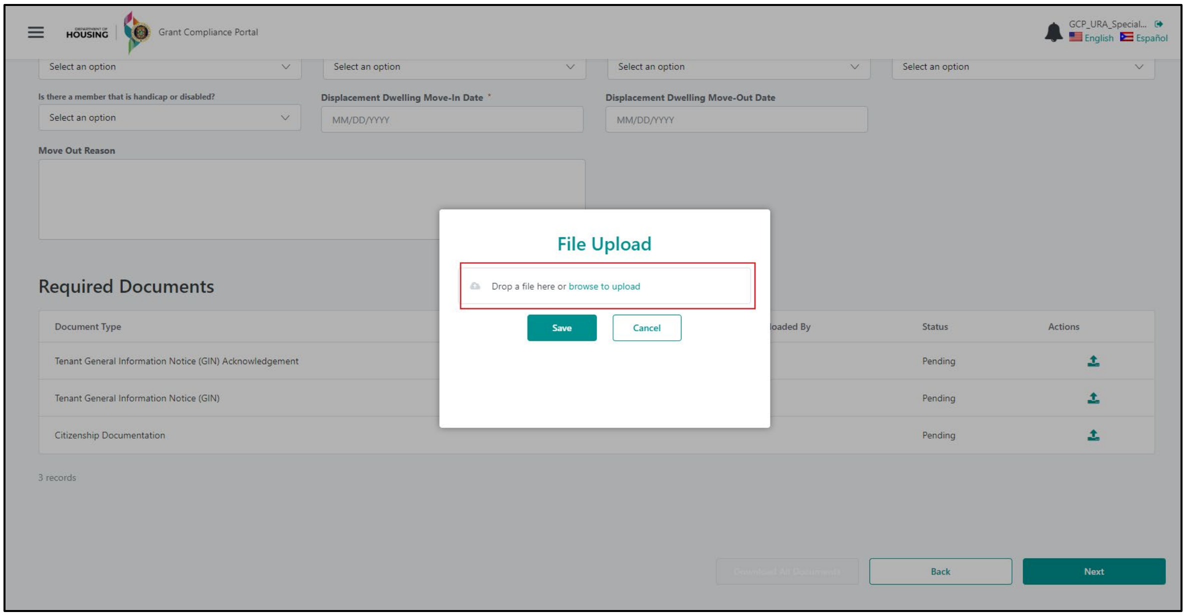


Figure 136

Once the file has been uploaded, click the **Save** button, to retain the changes.

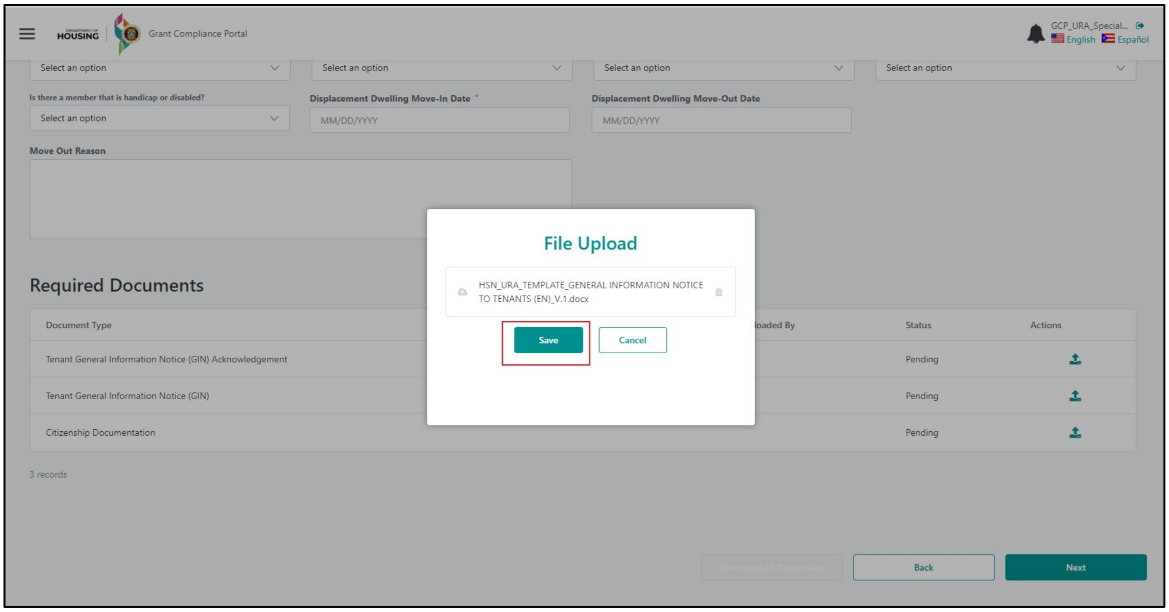


Figure 137

If the document has successfully been uploaded, the status column for the document should change from **Pending** to **Uploaded**, and the **Uploaded On and Uploaded By** columns should populate.

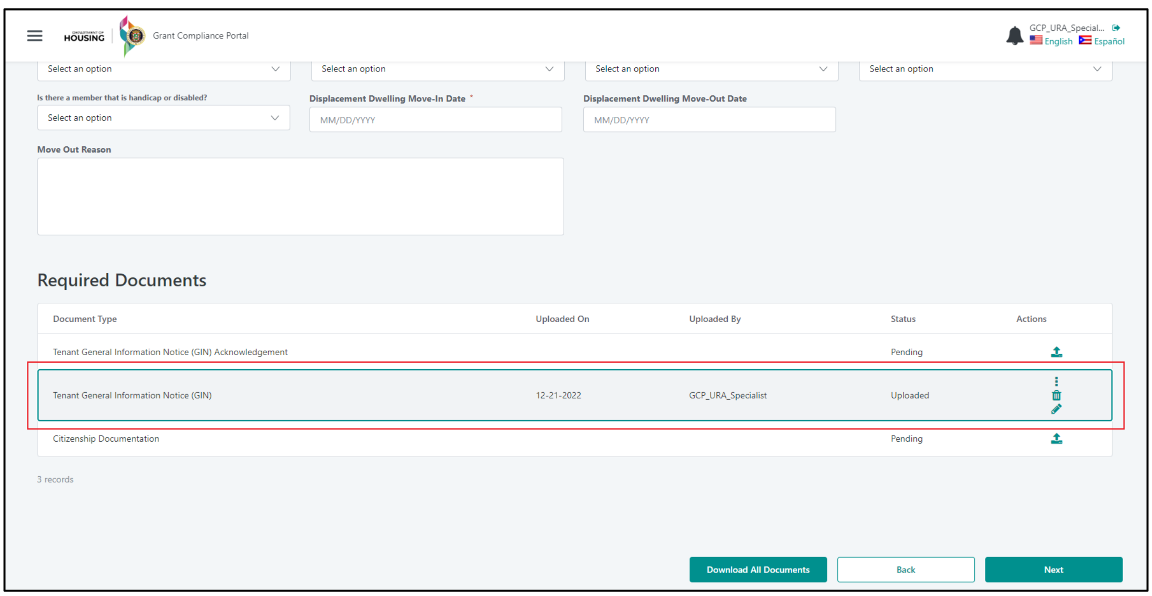


Figure 138

The **ellipsis icon** (⋮) allows for previewing or downloading the document.

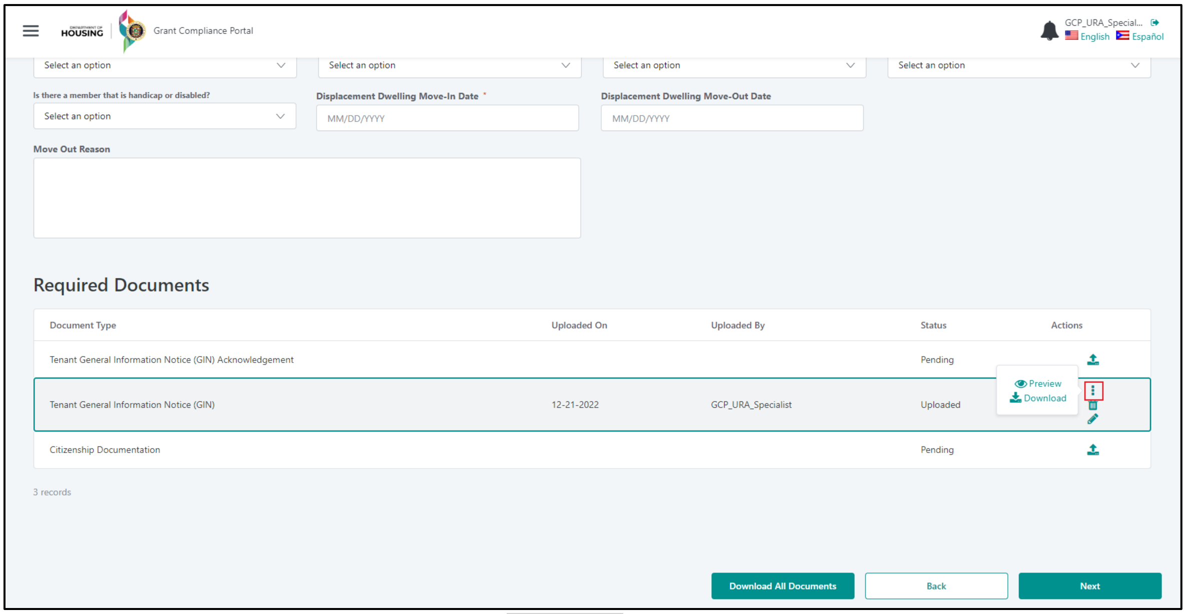


Figure 139

The **garbage can icon** allows for immediate deletion of the document, in the event an error has been made.

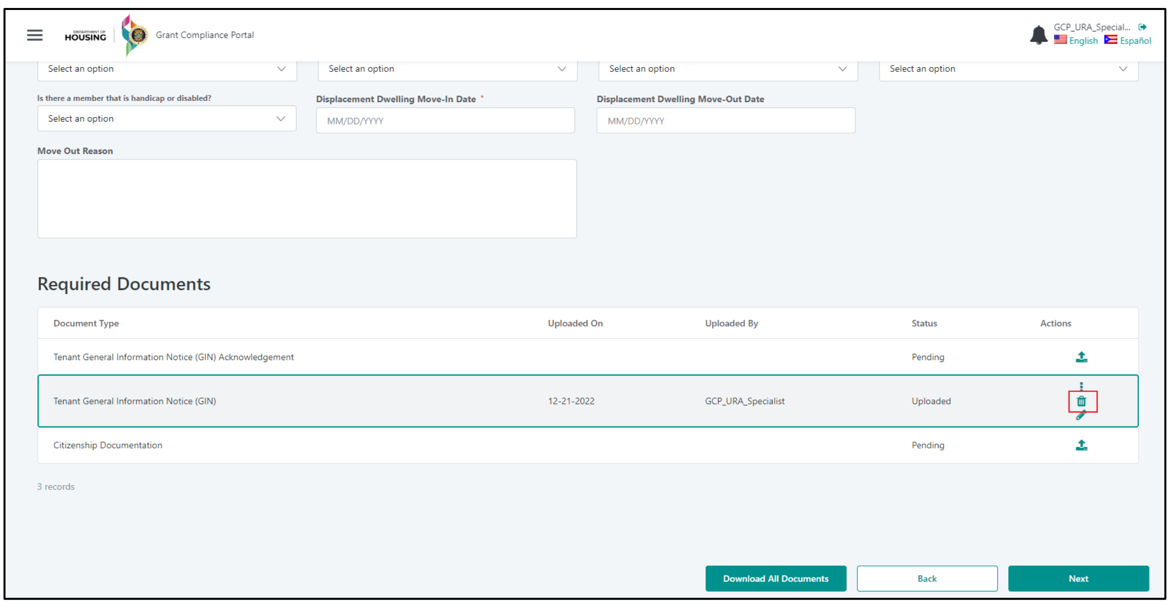


Figure 140

The **pencil icon** opens the file upload menu, allowing for upload of an alternate document, replacing the previously uploaded document.

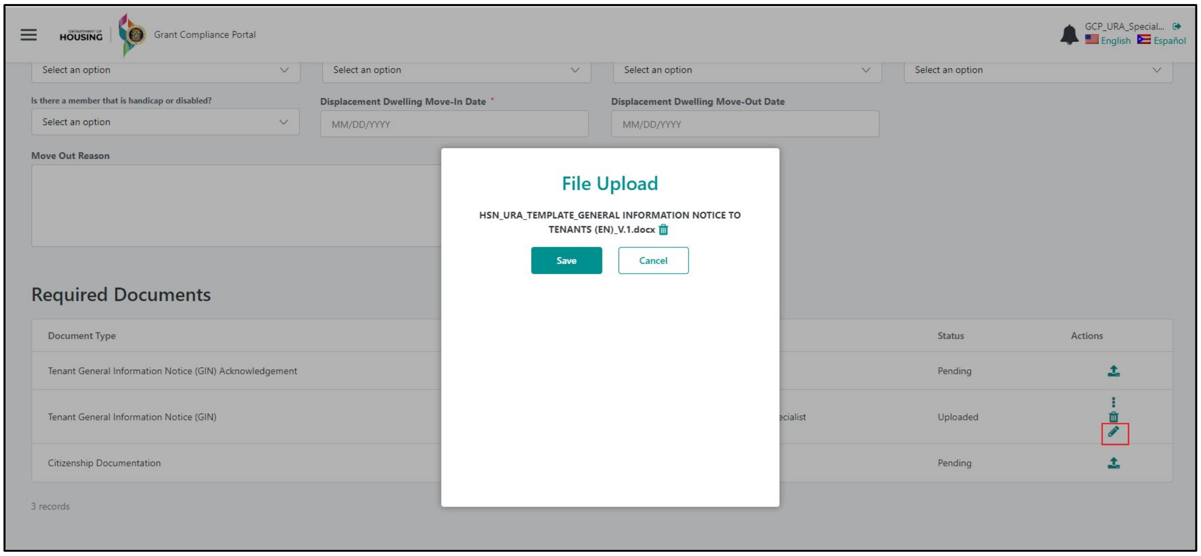


Figure 141

The **Download All Documents** button allows the user to download and view all documents on the page.

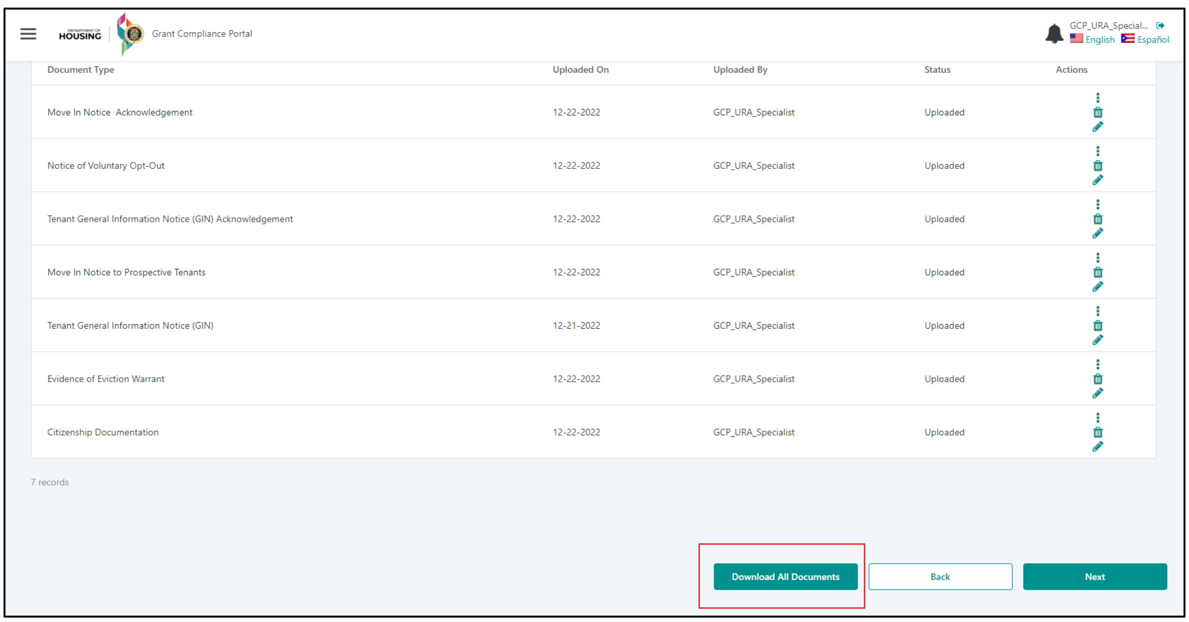


Figure 142

***Reminder**: As per URA regulations, all required URA notices must be hand delivered or sent via certified mail, and delivery confirmation documented.*

7.5.2.3 URA Intake Record Documents: Residential (Field-Specific)

The URA Residential Intake Record page's field specific documents are as follows:

- Warrant Eviction Status
  - Requires upload of the **Evidence of Eviction Warrant**
- Move-In Notice Required/Move-In Notice Issued
  - Requiring upload of a document and occupant acknowledgment, notifying of the tenant's ineligibility to receive URA assistance due to occupying a dwelling after the initiation of negotiations (ION) date. (ex: Signed Lease Agreement or separate document and acknowledgment)
- URA Voluntary Opt-Out
  - Requiring upload of the **URA Voluntary Opt-Out Notice**

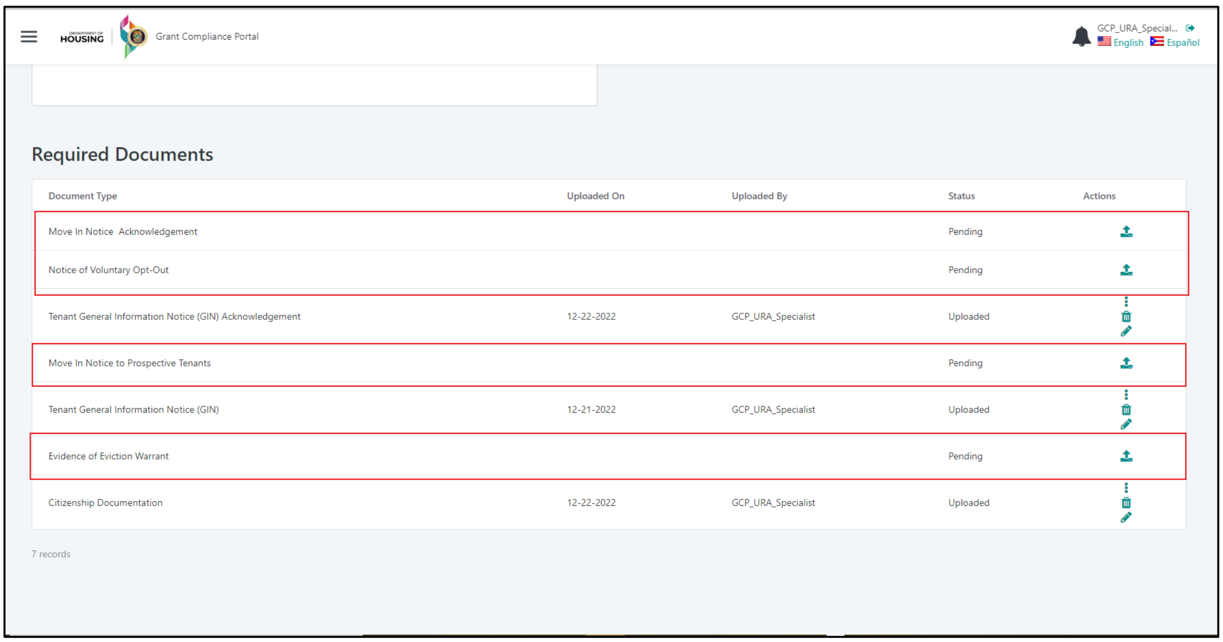


Figure 143

To upload the above documents, follow the steps outlined in the **URA Intake Record Documents: Residential (General)** section, above.

7.5.2.4 URA Intake Record: Non-Residential

If the **Occupant Type** is labeled as **Non-Residential**, the Intake Record will appear as shown below, identifying the **Record** and the **Occupant** Type as **Non-Residential**.

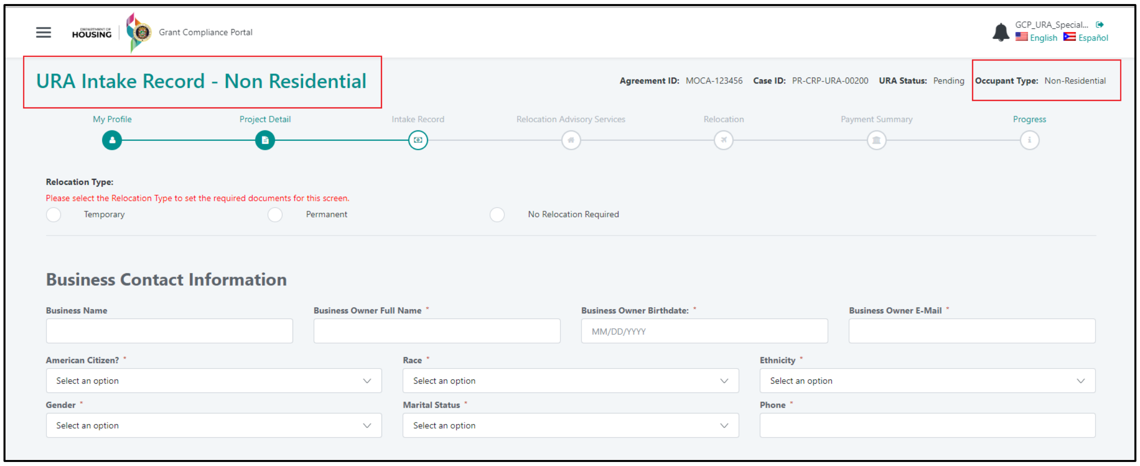


Figure 144

Select the Non-Residential Occupant's appropriate **Relocation Type**.

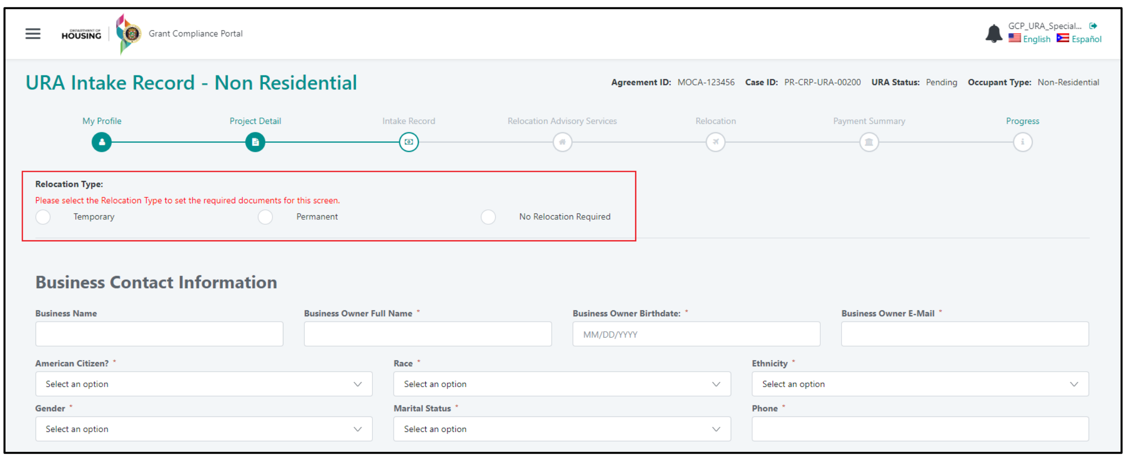


Figure 145

Once the appropriate relocation type has been selected, enter the **Business Contact Information**, beginning with the **Business Name**. The following fields in this section should correspond with the **Business Owner's** information.

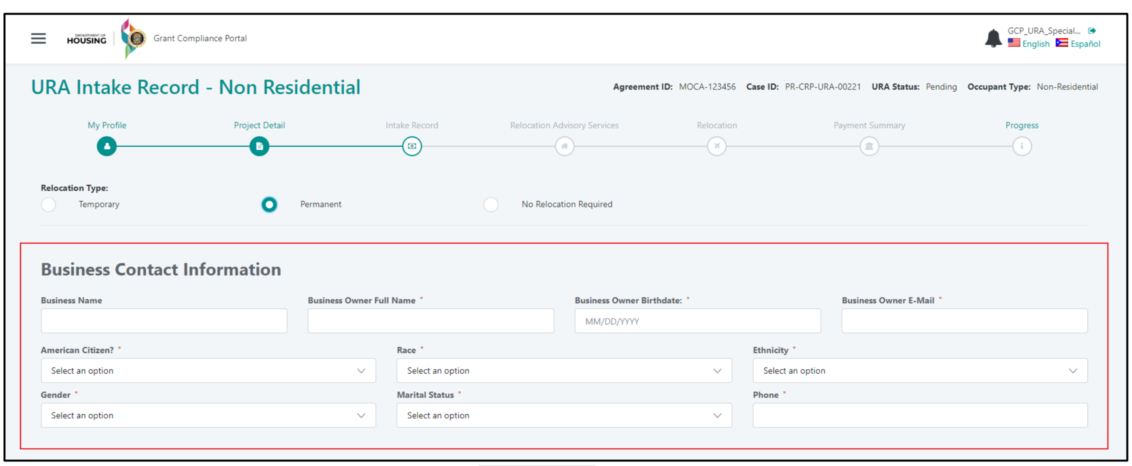


Figure 146

Once the Business Contact Information has been completed, enter the Business' **Physical** and **Postal Address**.

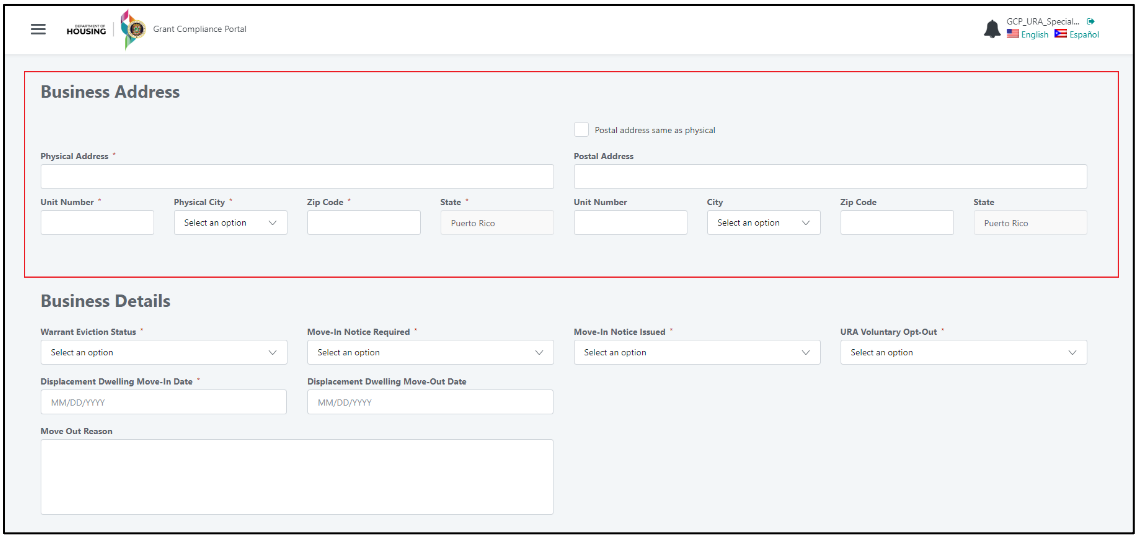


Figure 147

If the physical and postal address are the same, utilize the **Postal address same as physical checkbox**.

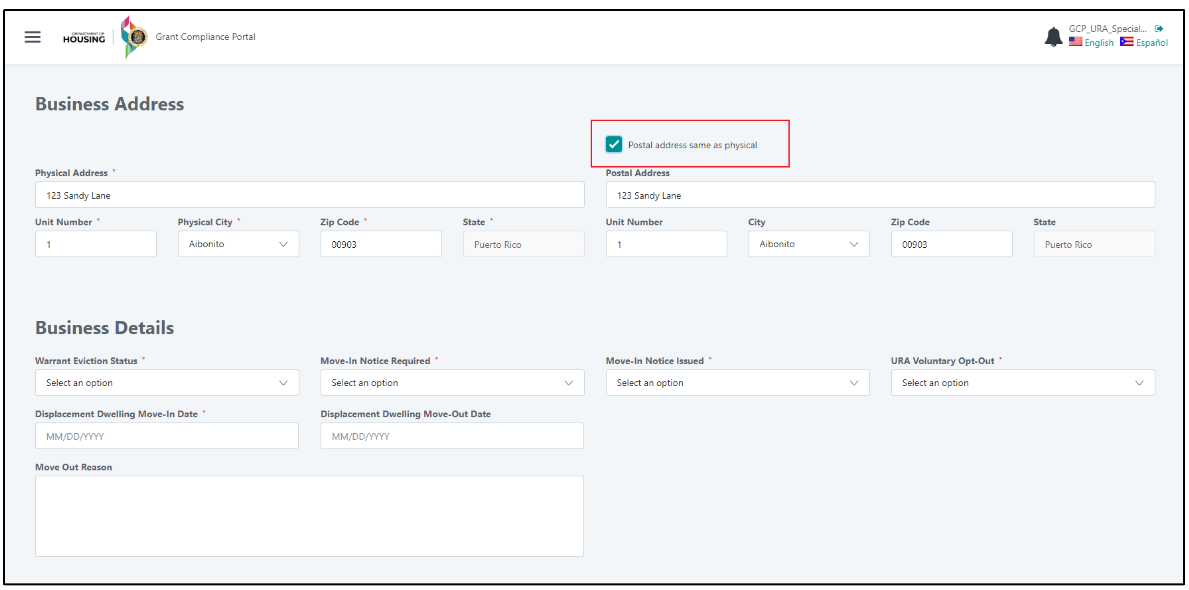


Figure 148

Once the address has been entered, move onto the **Business Details** section.

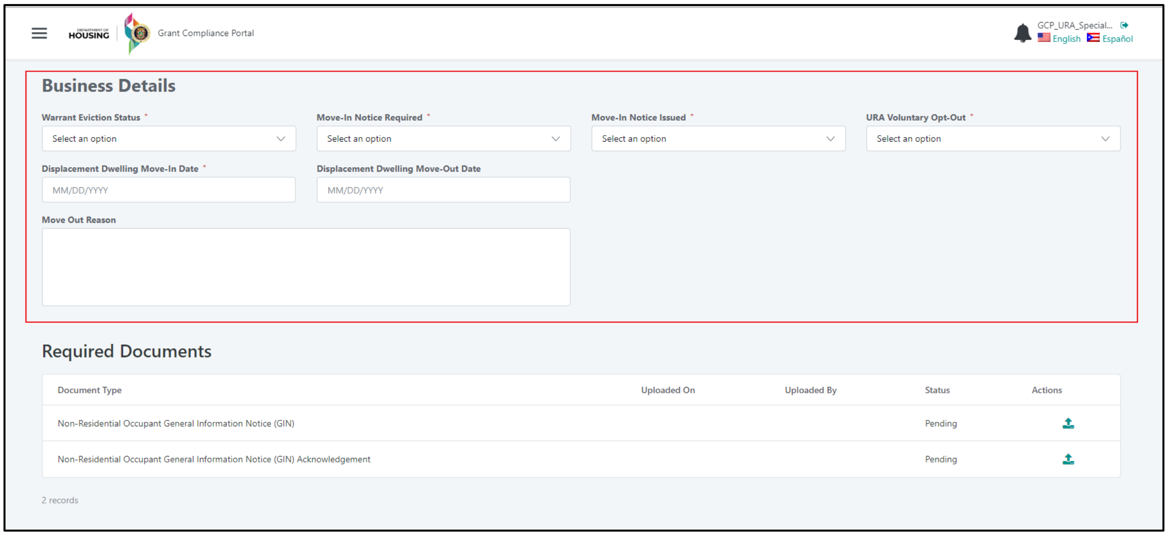


Figure 149

Beginning with the **Warrant Eviction Status** field, please denote if the non-residential occupant has received or will receive a warrant for eviction.

If **yes** and a warrant has been issued, please select **Eviction Warrant Issued** from the drop-down menu. If an eviction warrant is pending issuance, please **select Eviction Warrant Not Issued** from the drop-down menu. Please note that documentation of eviction will be required for the above options, in the **Required Documents** section.

If eviction is not applicable to the non-residential occupant, please select **N/A** and proceed to the **Move-In Notice Required** field.

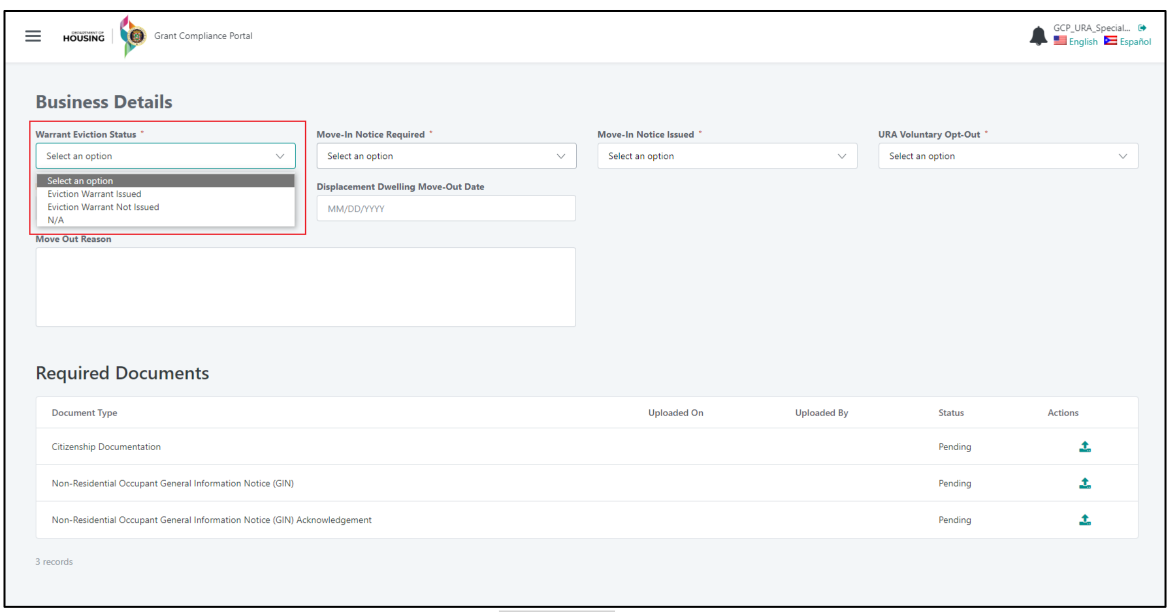


Figure 150

If a Move-In Notice was **required** for the non-residential occupant, due to occupying the displacement dwelling *after* the commencement of construction activities, please select **Yes**, from the drop-down menu.

If a Move-In Notice was **not required**, please select **No**.

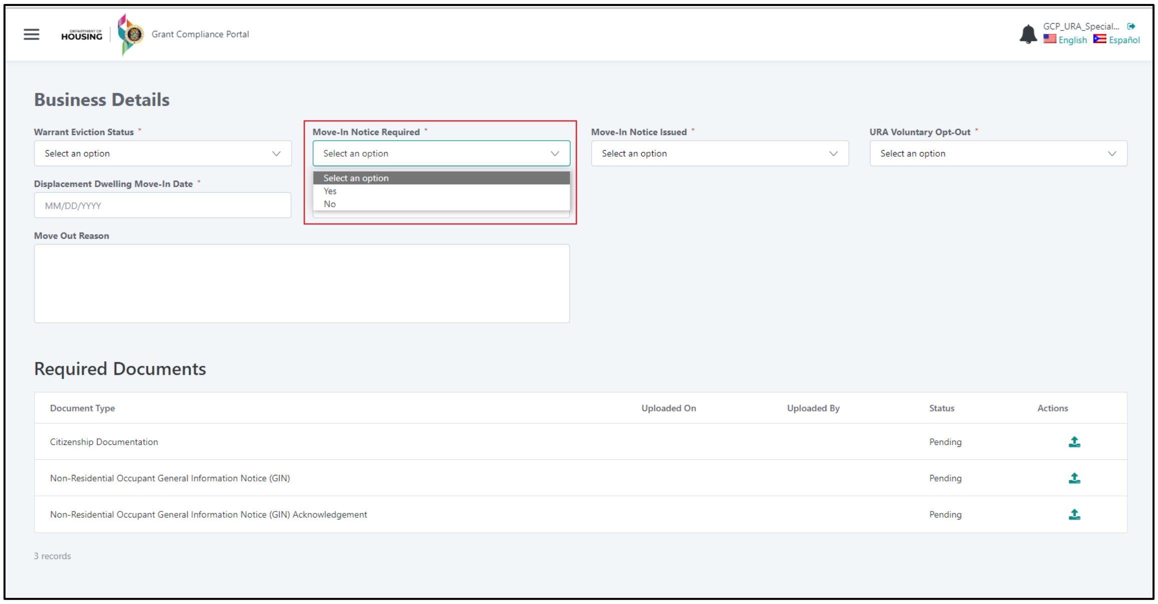


Figure 151

If the Move-In Notice was **issued**, please select **Yes** from the drop-down menu and ensure the document is uploaded to the **Required Documents** section.

If a Move-In Notice was **not issued or not required**, select **No**.

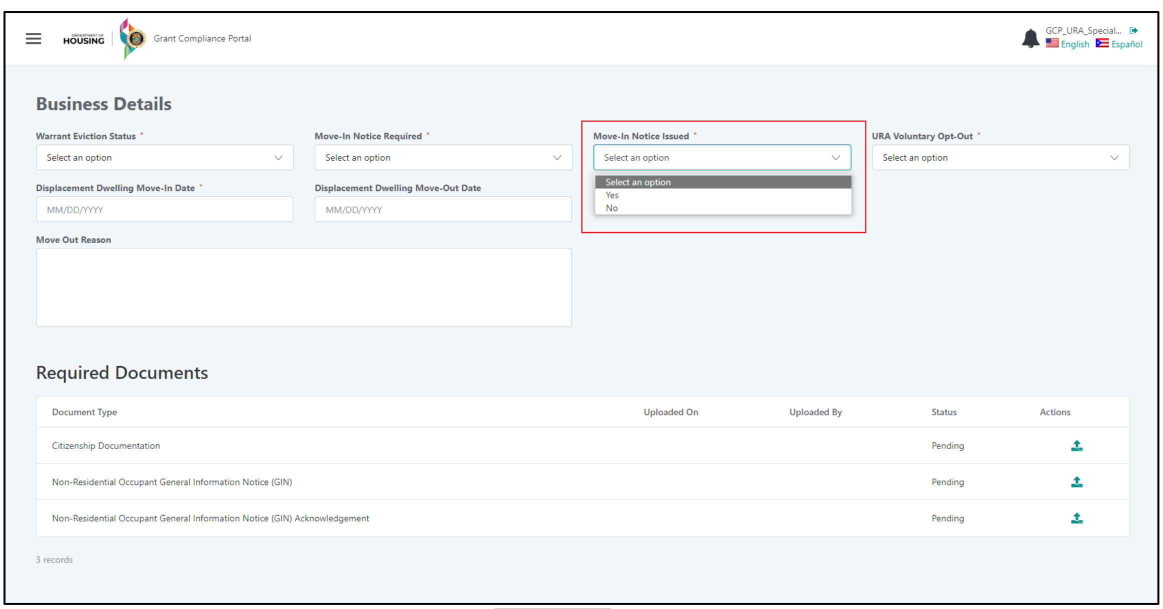


Figure 152

If the non-residential occupant has submitted a **URA Voluntary Opt-Out Notice**, please select **Yes** and ensure the document is uploaded to the **Required Documents** section.

If a **URA Voluntary Opt-Out Notice** was not received, please select **No**.

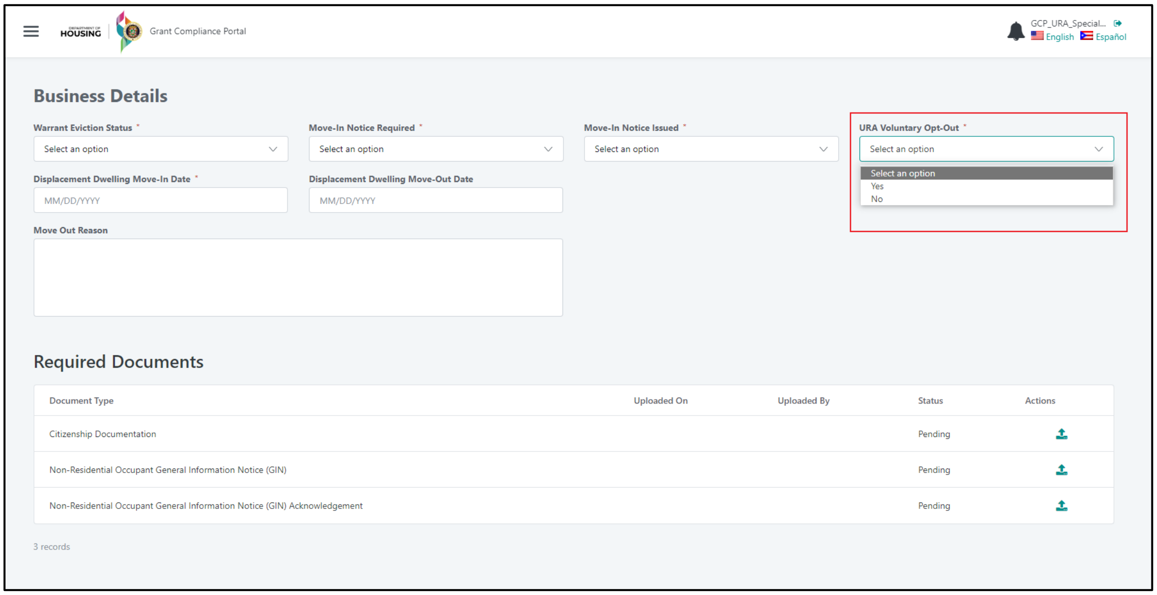


Figure 153

Enter the non-residential occupant's **Displacement Dwelling Move-In Date** in the mm/dd/yyyy, format or utilize the calendar drop-down menu.

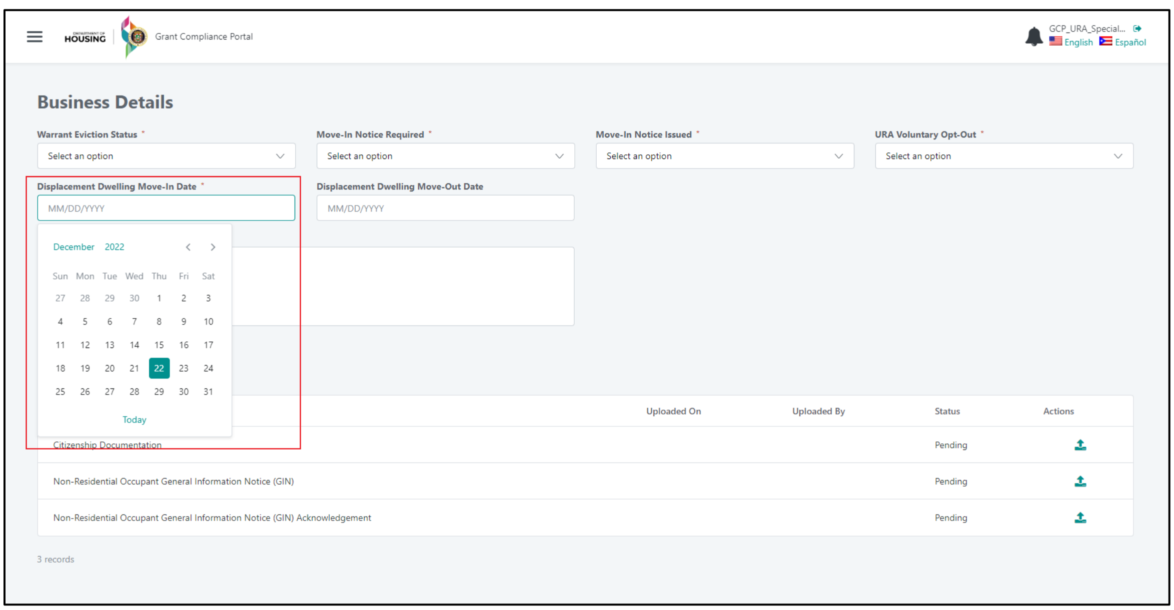


Figure 154

If the non-residential occupant has permanently vacated the displacement dwelling at any point, after receiving a Non-residential Occupant GIN Notice or commencement of project activities, enter the **Displacement Dwelling Move-Out Date**, in the mm/dd/yyyy format or utilize the calendar drop-down menu.

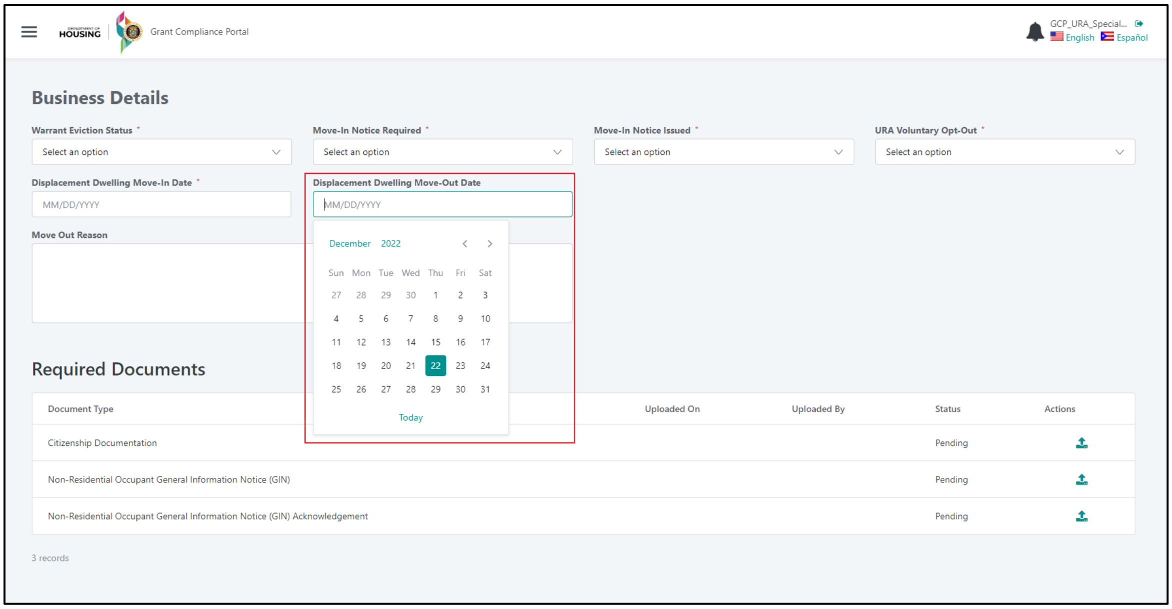


Figure 155

If a date has been entered in the Displacement Dwelling Move-Out Date field, please enter a detailed description as to why the tenant household has moved, in the **Move-Out Reason** text box.

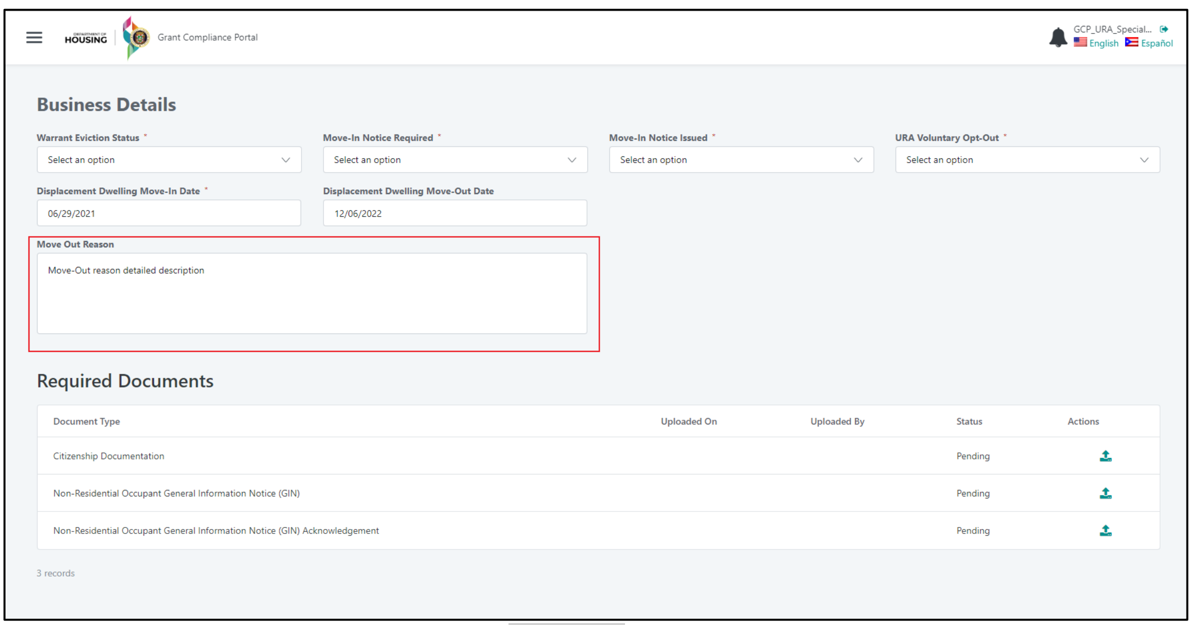


Figure 156

IMPORTANT NOTE: If the occupant has moved out due to commencement of project activities, they <u>must</u> have already been provided with a URA Notice of Eligibility, <u>unless</u> they received a Move-In Notice, completed a Voluntary Opt-Out Notice, or were formally evicted and documented as required above.

In the event that an occupant has moved without the delivery or acknowledgment of any URA required notice, the **Unresponsive Tenant Due Diligence Procedure** must be followed. Please see **Section 7.5.2.7**.

7.5.2.5 URA Intake Record Documents: Non-Residential (General)

The URA Non-Residential Intake Record page's documents are dependent upon certain selections, made above, in the Business Details section. The **four (4)** documents that are always required, regardless of the field selections, are the **Non-Residential Occupant General Information Notice** (**GIN**), the **Non-Residential Occupant GIN Acknowledgement**, the Non-Residential Occupant's **Citizenship Documentation,** and the **Displacement Dwelling Lease**.

Please note that the document templates may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: [URA - CDBG (pr.gov)]

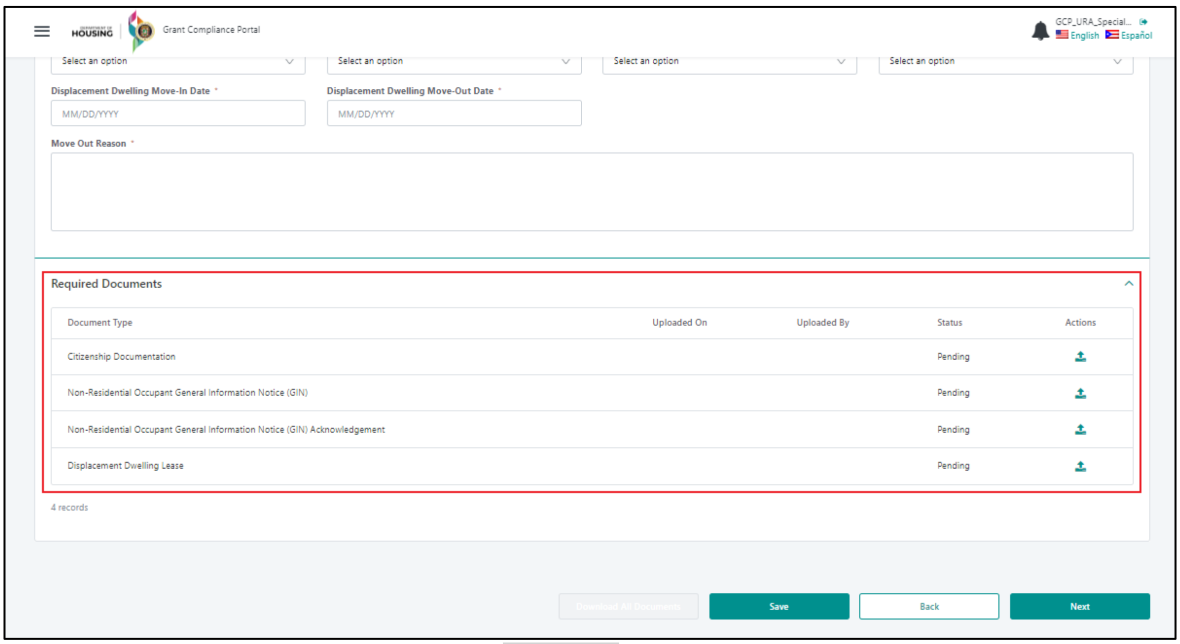


Figure 157

To upload a document, click the **upload icon,** under the Actions column, to open the **File Upload** menu.

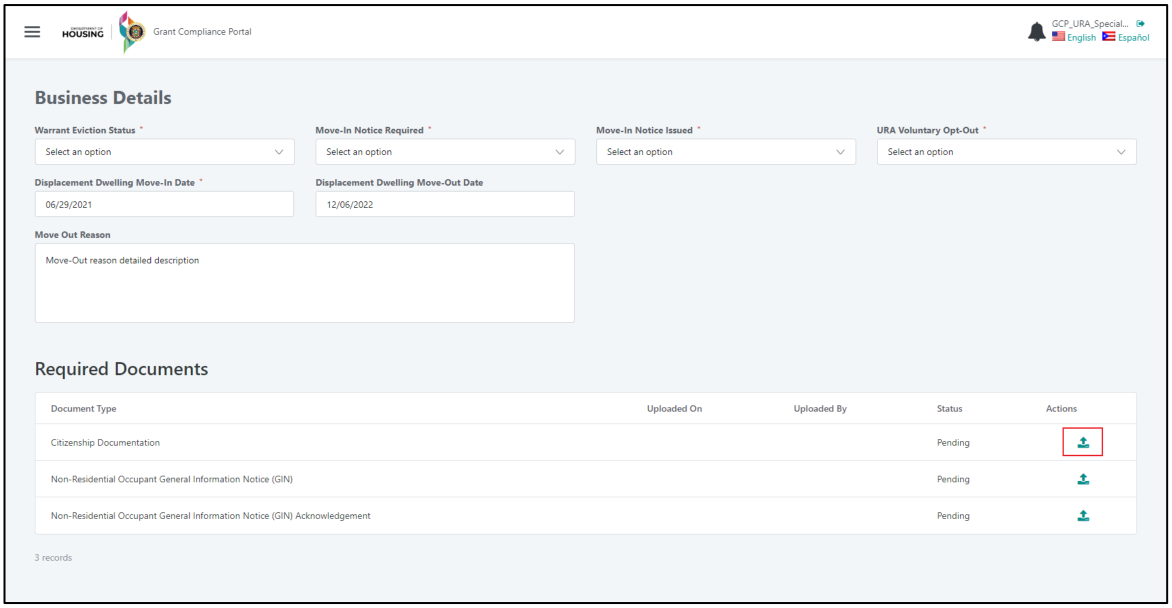


Figure 158

Once the **File Upload menu** appears, the user may **drag and drop** the file into the upload space or **double-click** to browse for the document on their device.

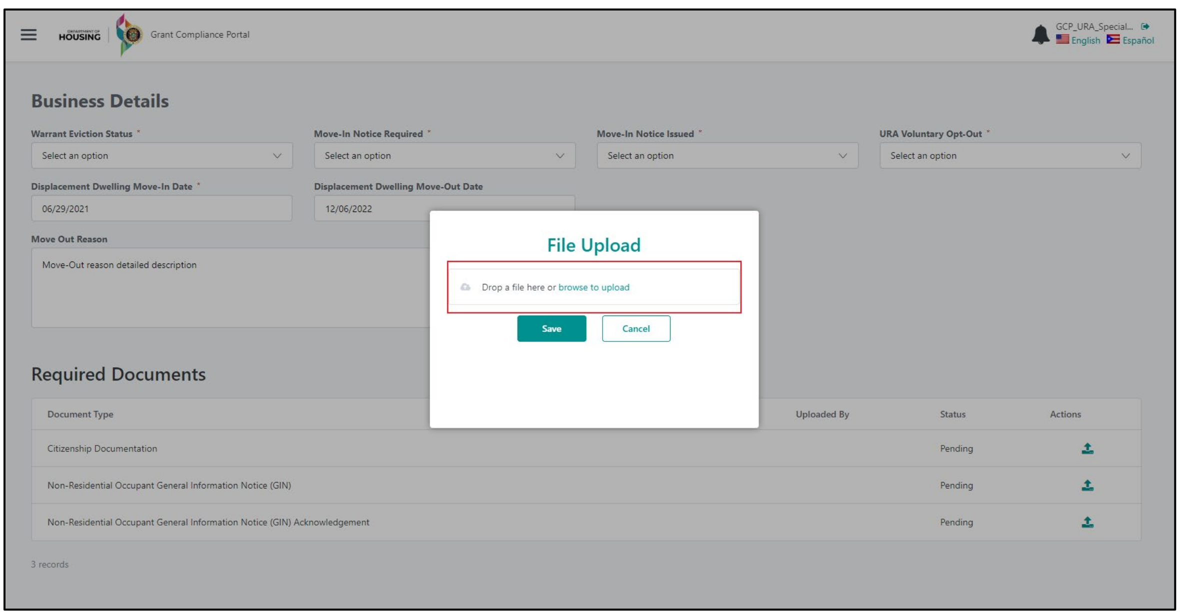


Figure 159

Once the file has been uploaded, click the **Save** button, to retain the changes.

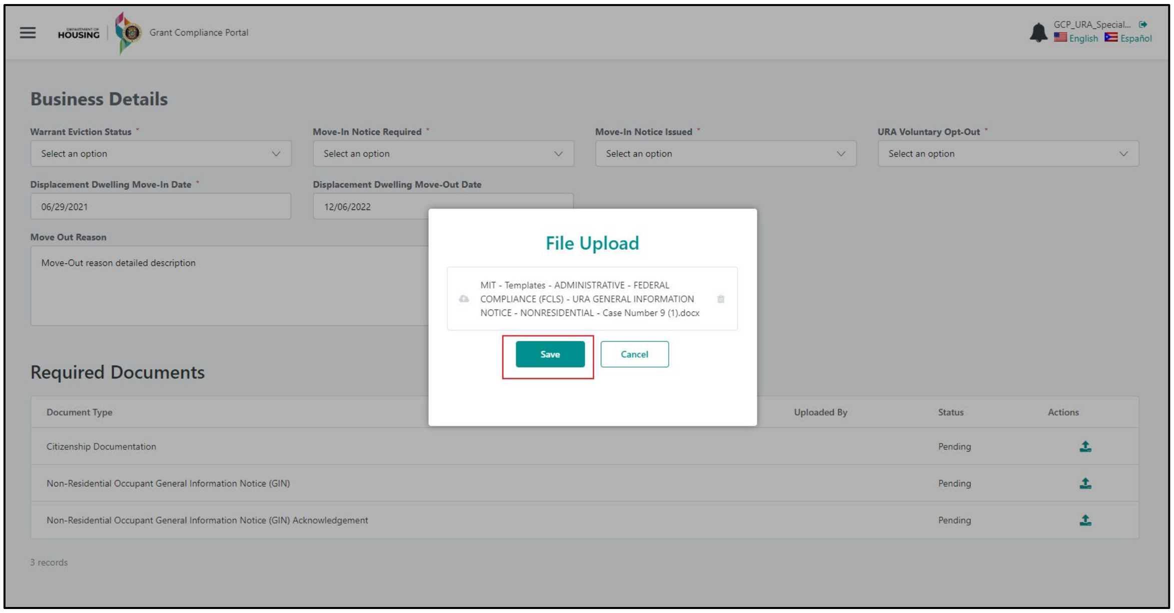


Figure 160

If the document has successfully been uploaded, the status column for the document should change from **Pending** to **Uploaded,** and the **Uploaded On and Uploaded By** columns should populate.

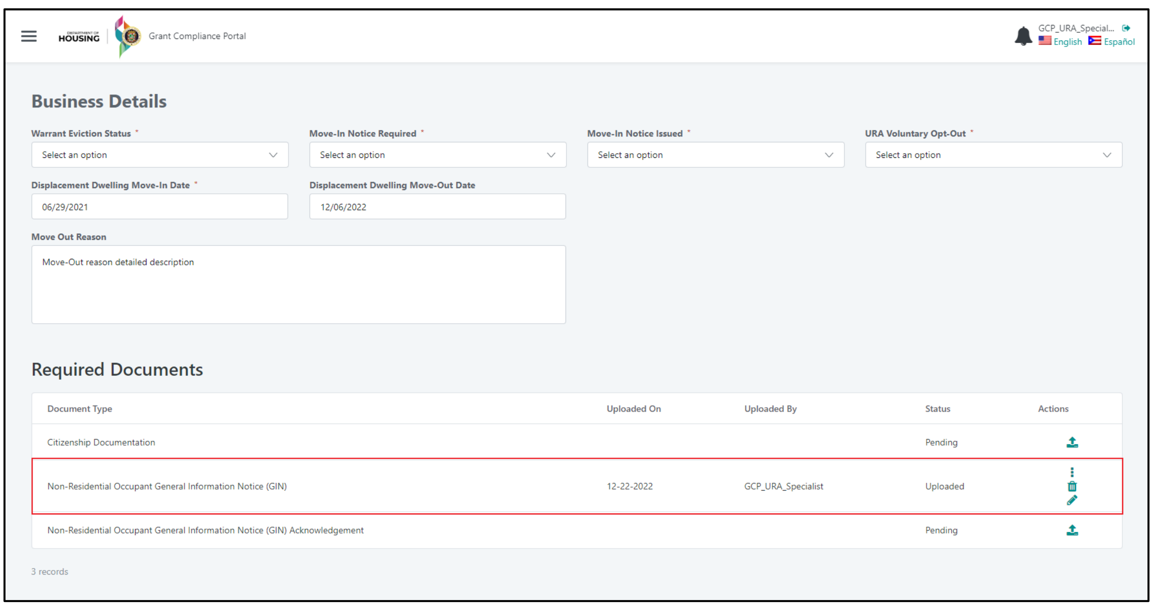


Figure 161

The **ellipsis icon** (⋮) allows for previewing or downloading the document.

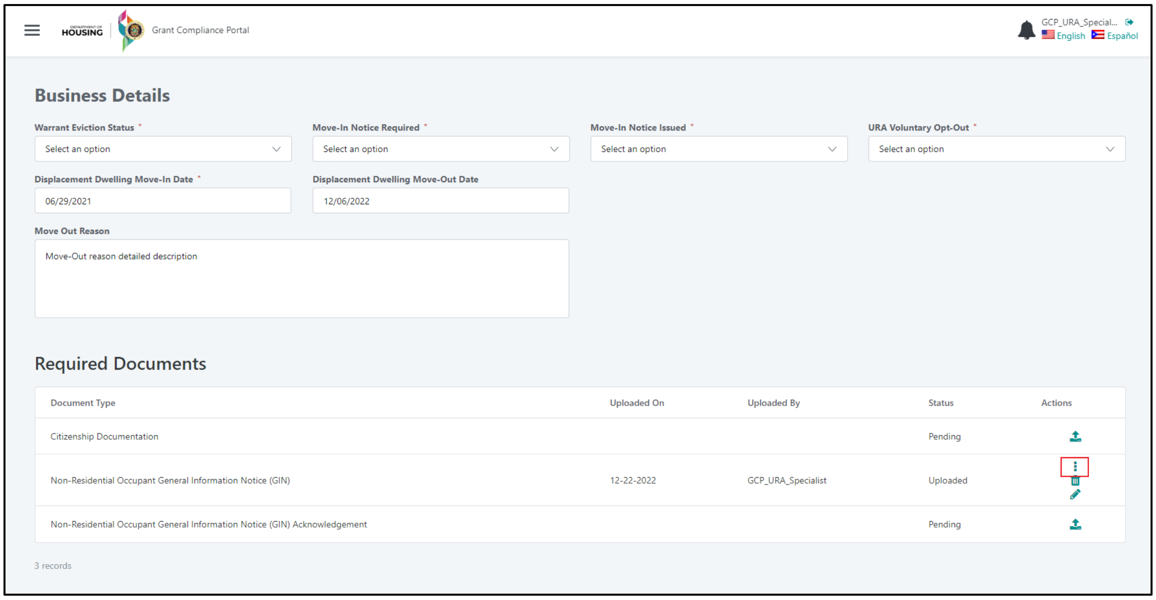


Figure 162

The **garbage can icon** allows for immediate deletion of the document, in the event an error has been made.

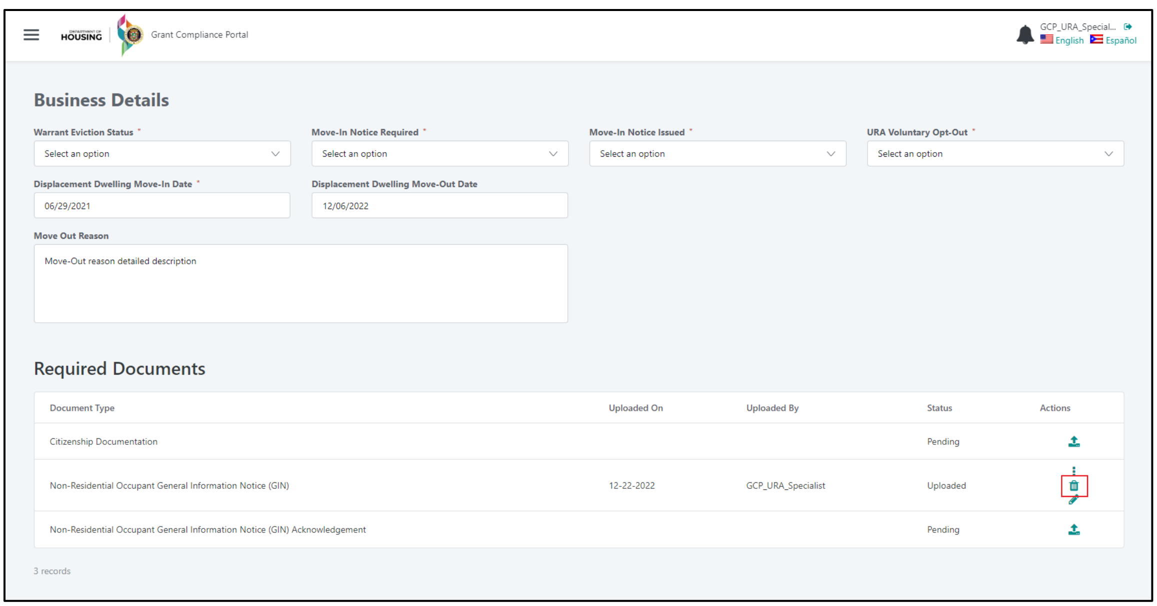


Figure 163

The **pencil icon** opens the file upload menu, allowing for upload of an alternate document.

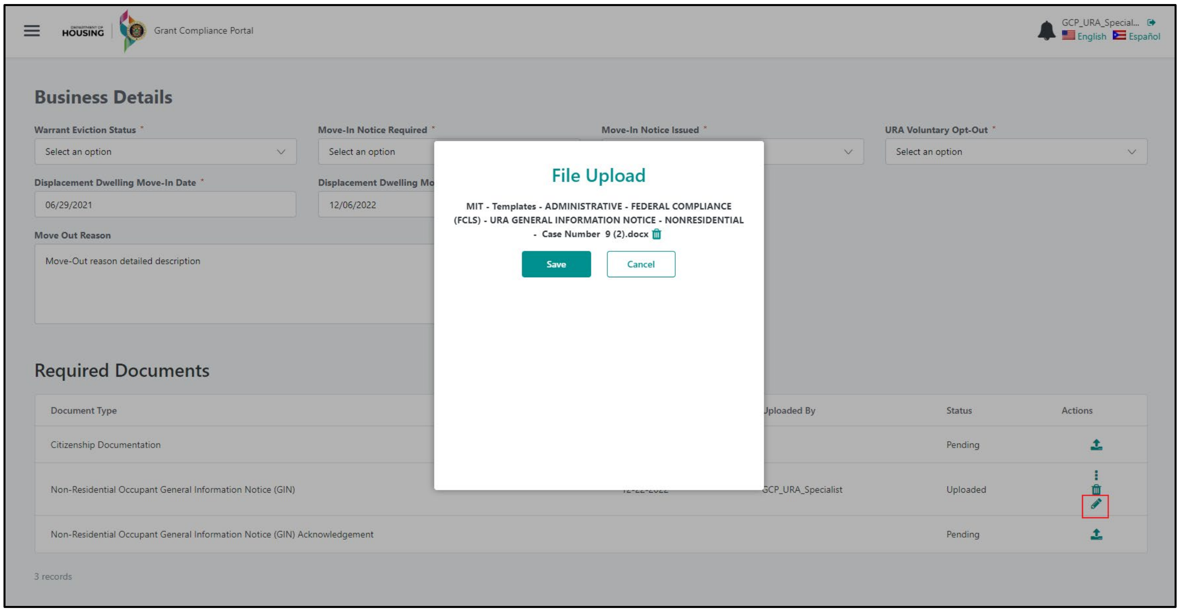


Figure 164

The **Download All Documents** button allows the user to download and view all documents on the page.

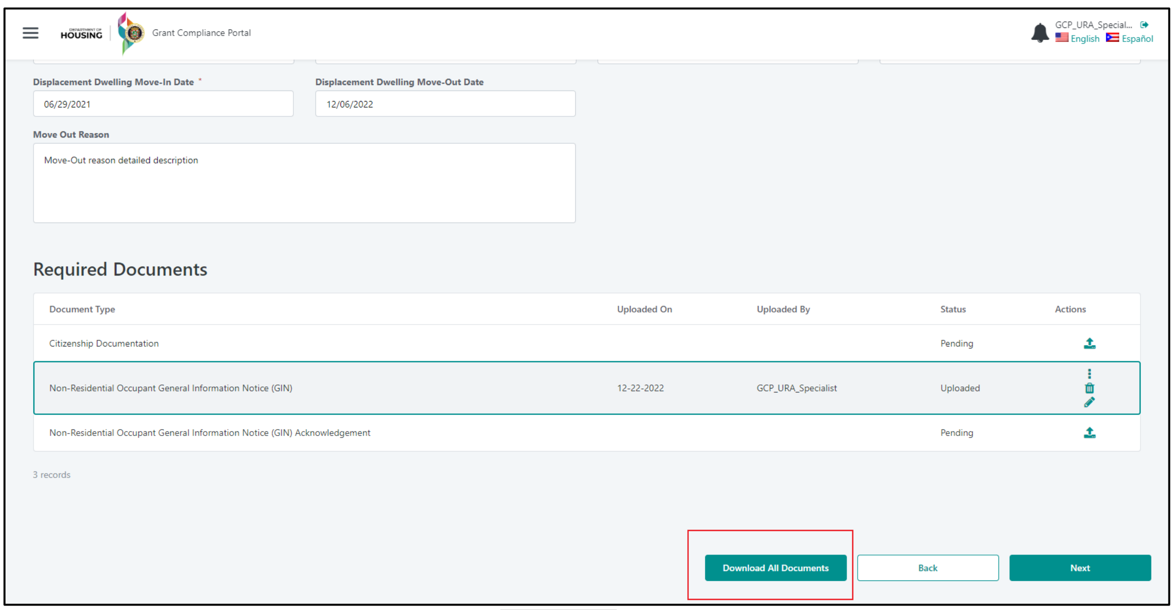


Figure 165

***Reminder**: As per HUD regulations, all URA required notices must be hand delivered or sent via certified mail.*

7.5.2.6 URA Intake Record Documents: No-Residential (Field-Specific)

The URA Non-Residential Intake Record page's field specific documents are as follows:

- Warrant Eviction Status
  - Requiring upload of the **Evidence of Eviction Warrant**

- Move-In Notice Required/Move-In Notice Issued
    - Requiring upload of a document and occupant acknowledgment notifying of the tenant's ineligibility to receive URA assistance due to occupying a dwelling after the initiation of negotiations (ION) date. (ex: Signed Lease Agreement or separate document and acknowledgment)
- URA Voluntary Opt-Out
    - Requiring upload of the **URA Voluntary Opt-Out Notice**
- Appendix 9 (Site Occupant Record)

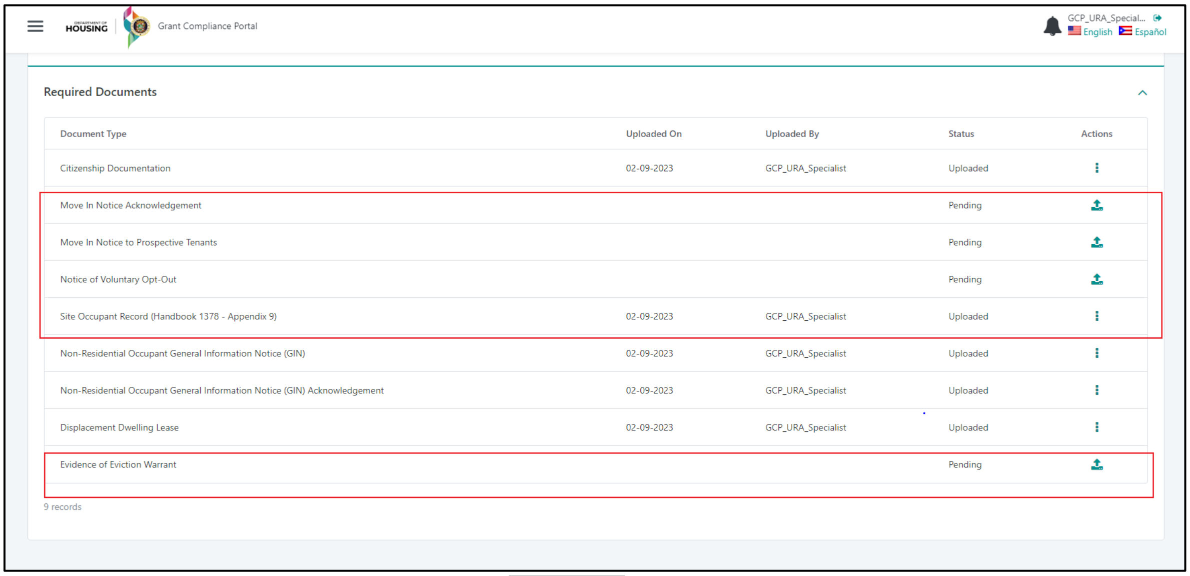


Figure 166

To upload the above documents, follow the steps outlined in the section 7.5.2.5, **URA Intake Record Documents: Non-Residential (General)**.

7.5.2.7 URA Intake Record: Unresponsive Tenant Due Diligence Procedure (Residential and Non-Residential)

Tenants who are anticipated to be eligible under the URA must receive and acknowledge specific notices informing them of the rights afforded to URA eligible tenants, as required by HUD. The **Tenant Search Log** is utilized in the event that a tenant is disclosed as having occupied a federally assisted property during the application period but has vacated the property prior to receiving required notifications.

Once the URA Specialist has been made aware of the presence of a Tenant in a federally assisted property, every effort is made to provide the necessary notices and confirm the Tenant's continued occupancy of the displacement dwelling, until relocation to the comparable replacement dwelling is required.

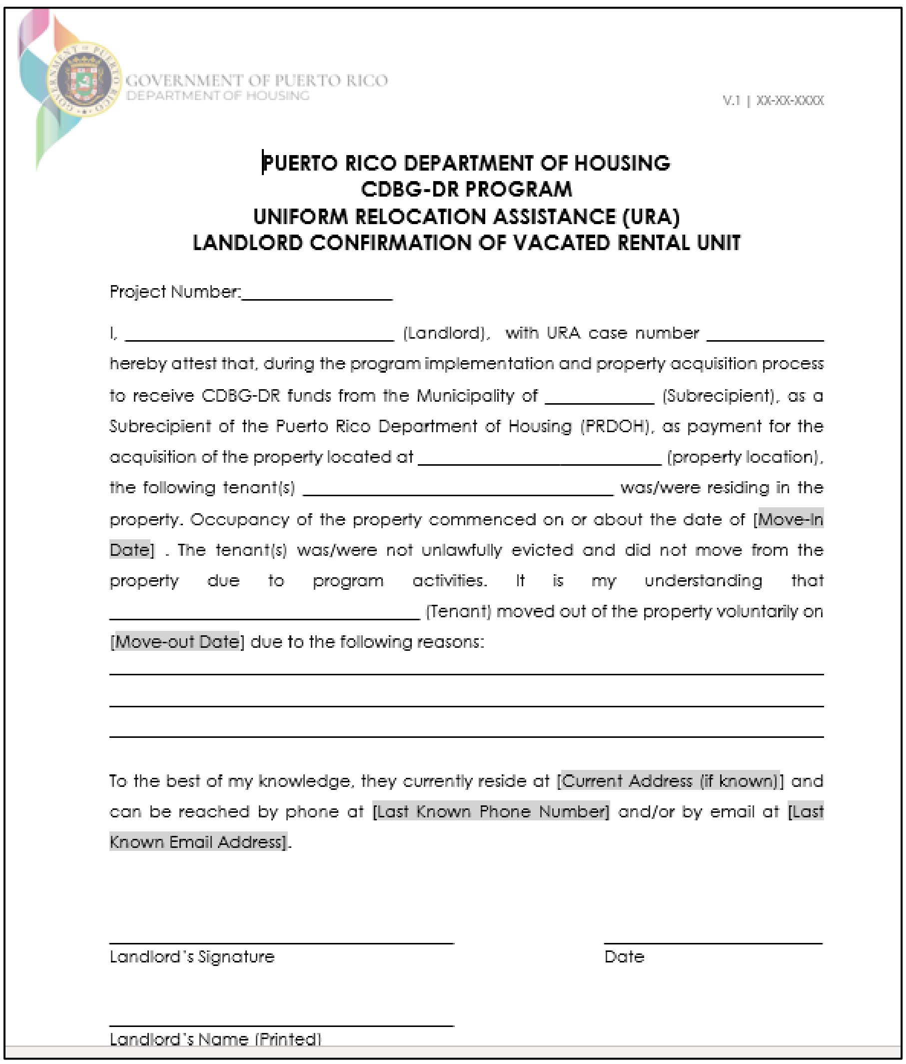
The Subrecipient's URA Specialist must perform a due diligence search to locate the whereabouts of the said tenant, documenting contact attempts on the Tenant Search Log and requesting completion of the Landlord Confirmation of Vacated Rental Units

Form by the CDBG-DR/MIT assisted Property Owner, to attempt delivery of the required notices.

To perform a due diligence search, the **Tenant Search Log** must be completed, documenting the contact attempts made to locate the former occupant.

At any point during the assistance process, should the URA Case Manager experience at least **three (3)** consecutive unsuccessful contact attempts to the Tenant, **one (1)** of which should be an in-person visit to the Tenant's listed address, within a **thirty (30)** calendar day period, the CDBG-DR/MIT assisted Property Owner should be contacted to confirm that the most recent information for the Tenant is on file.

The URA Specialist must reach out to the CDBG-DR/MIT assisted Property Owner for completion of the Landlord Confirmation of Vacated Rental Units, confirming that the Occupant has indeed vacated the property. The CDBG-DR/MIT assisted Property Owner must confirm occupancy dates, provide the most recent contact information for the occupant, and a reason for moving, if available.



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

V.1 | XX-XX-XXXX

PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR PROGRAM
UNIFORM RELOCATION ASSISTANCE (URA)
LANDLORD CONFIRMATION OF VACATED RENTAL UNIT

Project Number:________________

I, ____________________________ (Landlord), with URA case number ____________ hereby attest that, during the program implementation and property acquisition process to receive CDBG-DR funds from the Municipality of ____________ (Subrecipient), as a Subrecipient of the Puerto Rico Department of Housing (PRDOH), as payment for the acquisition of the property located at __________________________ (property location), the following tenant(s) _________________________________ was/were residing in the property. Occupancy of the property commenced on or about the date of [Move-In Date] . The tenant(s) was/were not unlawfully evicted and did not move from the property due to program activities. It is my understanding that _________________________________ (Tenant) moved out of the property voluntarily on [Move-out Date] due to the following reasons:

____

____

____

To the best of my knowledge, they currently reside at [Current Address (if known)] and can be reached by phone at [Last Known Phone Number] and/or by email at [Last Known Email Address].

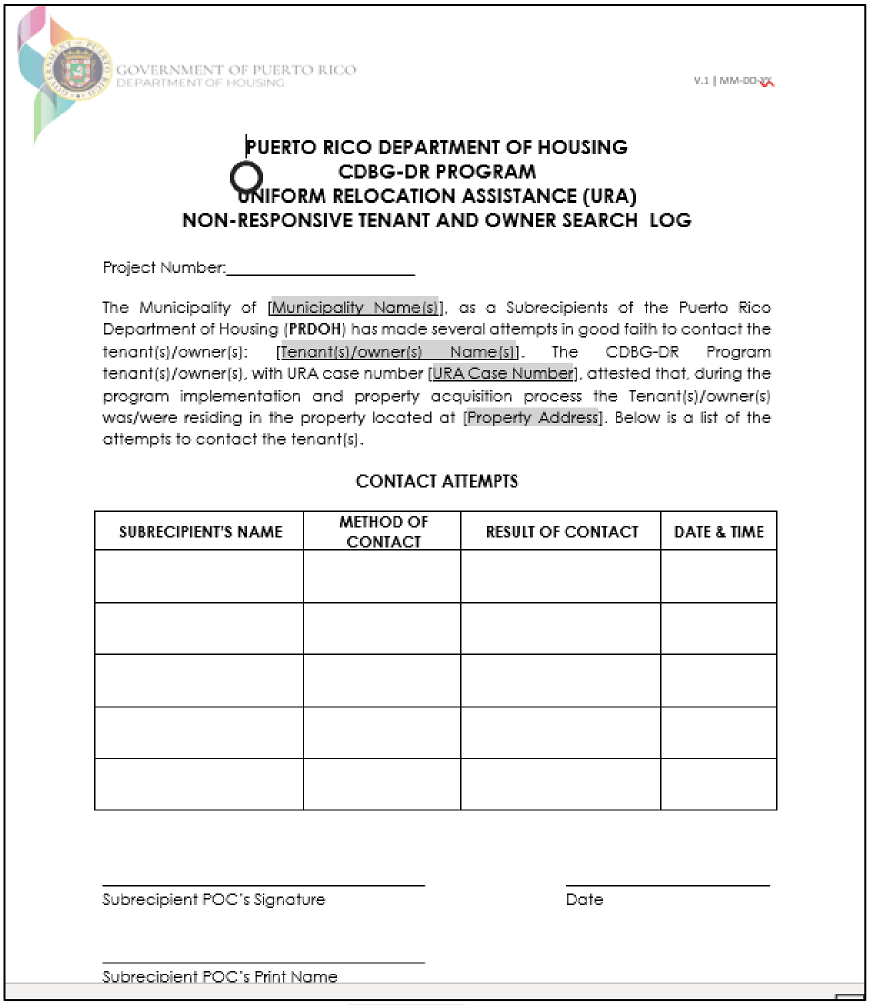
_____________________________   ____________________
Landlord's Signature   Date

____
Landlord's Name (Printed)

Figure 167

Please note that if successful contact is made with the tenant, URA assistance should resume, commencing with acknowledgement of the requested notice.

Should no successful contact be made with the occupant, the Tenant Search Log should be completed.



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

V.1 | MM-00-XX

PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR PROGRAM
UNIFORM RELOCATION ASSISTANCE (URA)
NON-RESPONSIVE TENANT AND OWNER SEARCH LOG

Project Number:______________________

The Municipality of [Municipality Name(s)], as a Subrecipients of the Puerto Rico Department of Housing (**PRDOH**) has made several attempts in good faith to contact the tenant(s)/owner(s): [Tenant(s)/owner(s) Name(s)]. The CDBG-DR Program tenant(s)/owner(s), with URA case number [URA Case Number], attested that, during the program implementation and property acquisition process the Tenant(s)/owner(s) was/were residing in the property located at [Property Address]. Below is a list of the attempts to contact the tenant(s).

CONTACT ATTEMPTS

SUBRECIPIENT'S NAME	METHOD OF CONTACT	RESULT OF CONTACT	DATE & TIME

______________________________ ______________________
Subrecipient POC's Signature Date

____
Subrecipient POC's Print Name

Figure 168

Once the unsuccessful tenant contacts have been denoted on the Tenant Search Log, upload the document to the notification field in the URA GCP, in which the Occupant was being contacted for acknowledgment.

In the Remarks section, please detail for which notification the Tenant Search Log was completed and the field in which it was uploaded.

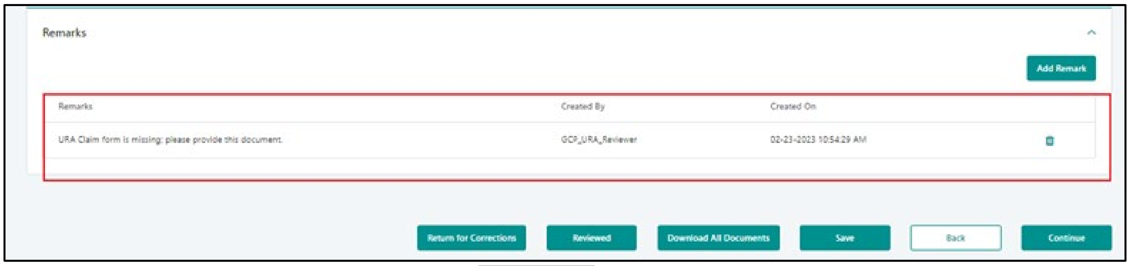


Figure 169

7.5.3 Relocation Advisory Services

The Relocation Advisory Services tab documents the services provided to the occupant, along with the delivery and receipt of HUD required URA relocation notices. As per HUD regulations, all URA required notices must be **hand delivered** or sent via **certified mail**.

The required notices depend on the **Occupant Type** (*Residential or Non-residential*) and the **Relocation Type** (*Temporary, Permanent or No Relocation Required*), as established in the approved Relocation plan and determined during the intake process conducted for each occupant and documented by the URA Specialist.

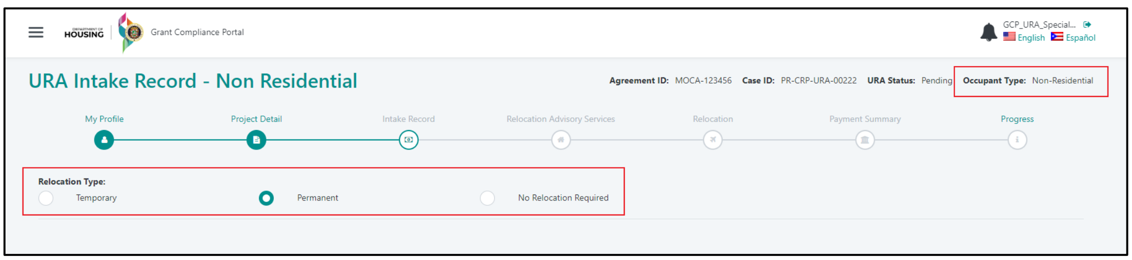


Figure 170

Upon clicking the **Next** button, on the **URA Intake Record** (*Residential or Non-Residential*), the user will be taken to the **Relocation Advisory Services** page.

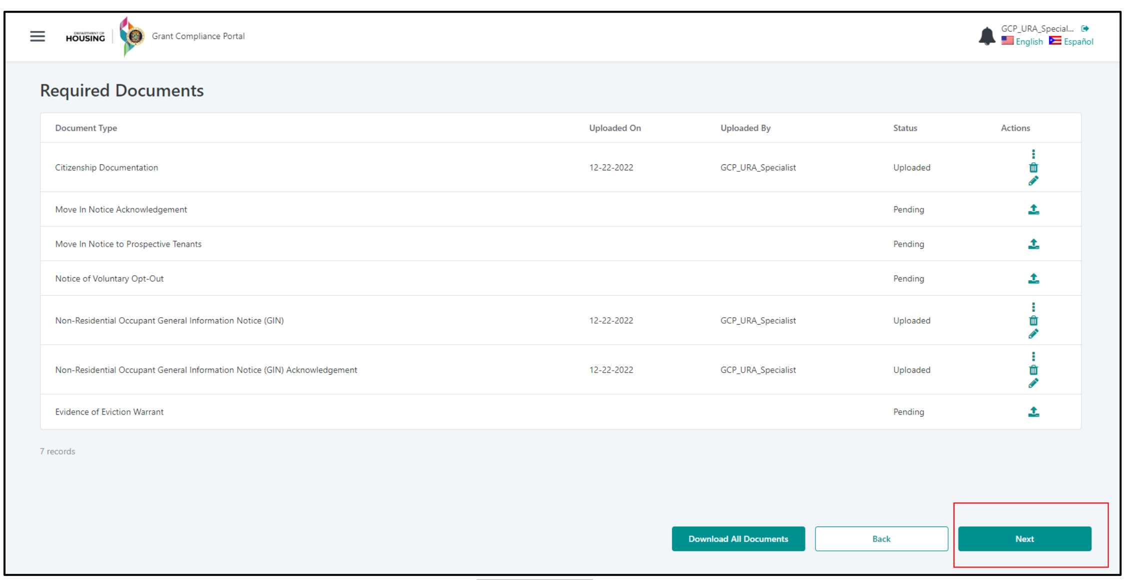


Figure 171

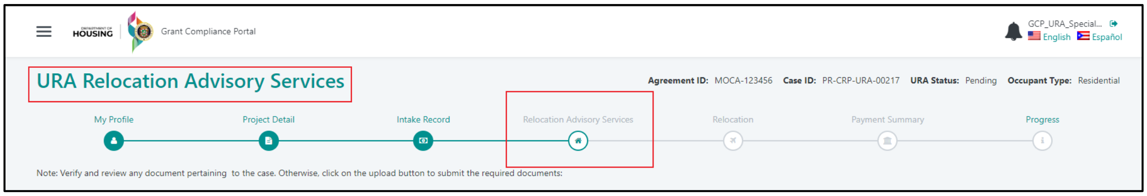


Figure 172

7.5.3.1 Relocation Advisory Services: No Relocation Required

The **No Relocation Required** relocation process is the same for <u>both</u> Residential and Non-Residential Occupants and involves notifying the occupant and uploading the **Notice of Non-Displacement (NND) – No Relocation Required** and acknowledgment of its receipt.

Upon entering the Relocation Advisory Services page, the URA Specialist will be prompted to upload both aforementioned documents.

Please note that the templates for these documents may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: [URA - CDBG (pr.gov).]()

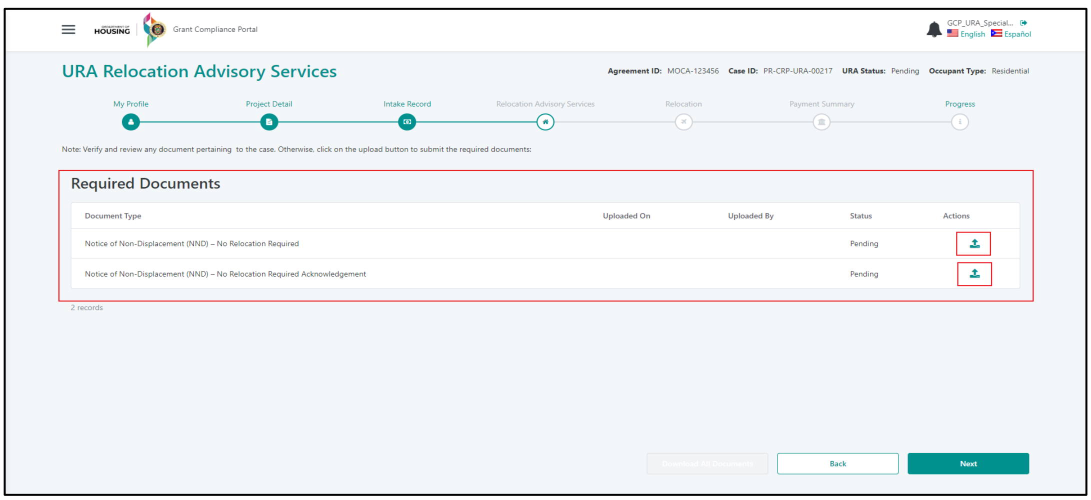


Figure 173

Once the **NND – No Relocation Required** and acknowledgement have been uploaded, the URA Specialist may click the **Next** button to be directed to the progress page, documenting completion of the URA Case.

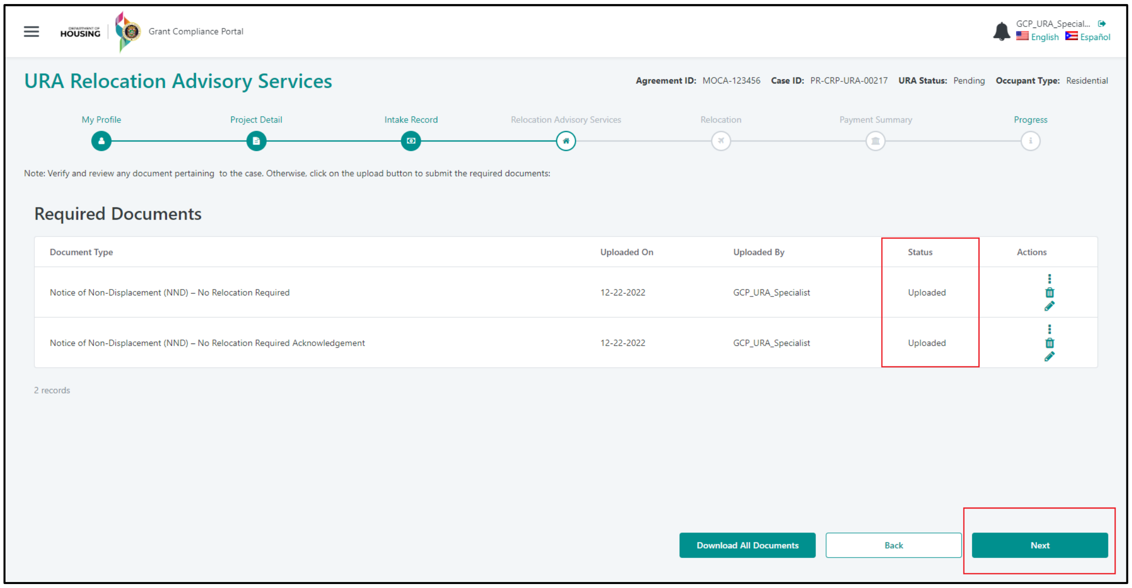


Figure 174

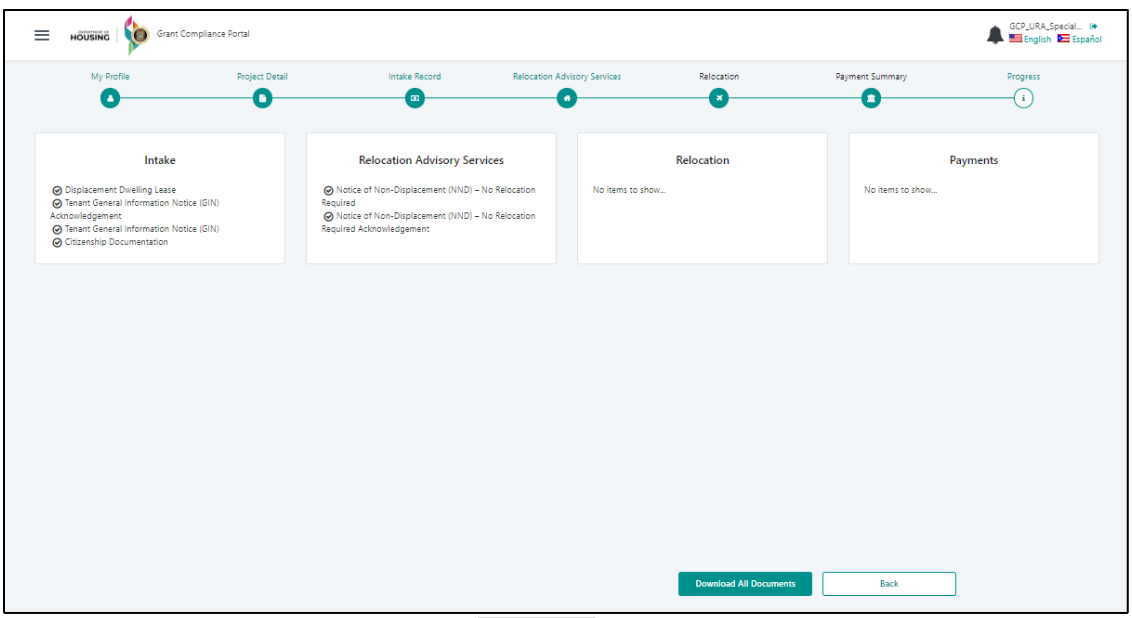


Figure 175

7.5.3.2 Relocation Advisory Services: Residential

The Residential Relocation Advisory Services tab documents the delivery of relocation notices required by HUD under URA, along with their acknowledgements of receipt, a process that differs for **Temporary** and **Permanent Relocation Types**.

7.5.3.2.1 Relocation Advisory Services: Residential — Temporary Relocation

The **Temporary Relocation** specific documents are listed below:

- **Notice of Eligibility** (Temporary Relocation)
- **Notice of Eligibility Acknowledgement** (Temporary Relocation)

- **Notice of Non-Displacement (NND)** (Temporary Relocation Required)
- **Notice of Non-Displacement (NND) Acknowledgement** (Temporary Relocation Required)
- **30 Day Notice to Vacate** (30 Day Move Notice)
- **30 Day Notice to Vacate Acknowledgement** (30 Day Move Notice)
- **HUD Form – 40061** (Selection of Most Representative Comparable Replacement Dwelling for Computing a Replacement Housing Payment)

Please note that the document templates may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: [URA - CDBG (pr.gov).](URA - CDBG (pr.gov))

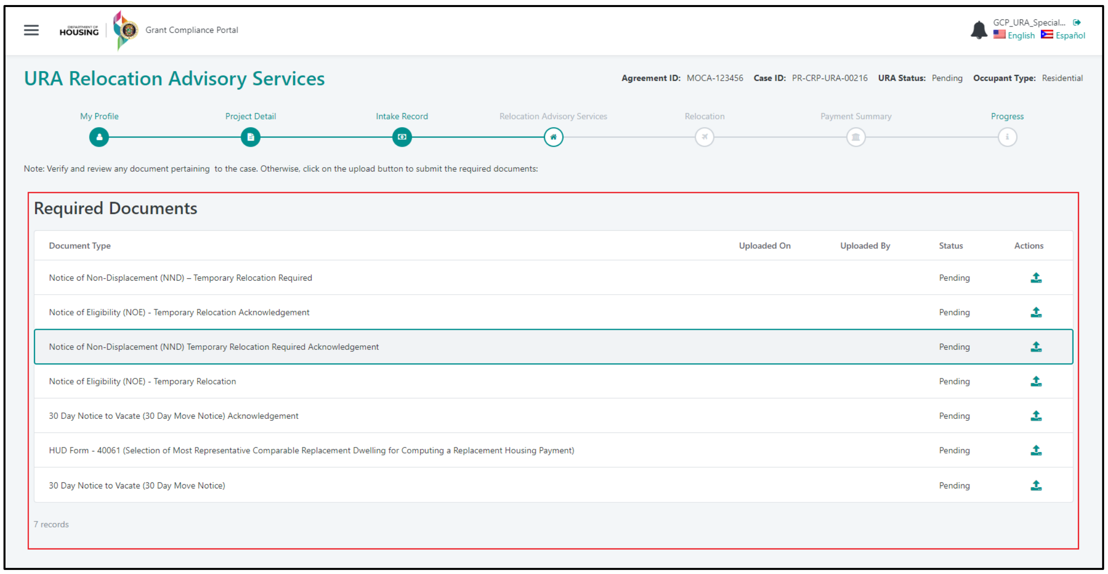


Figure 176

Once the above documents have been uploaded, the URA Specialist may click the **Next** button to proceed to the **Relocation** page.

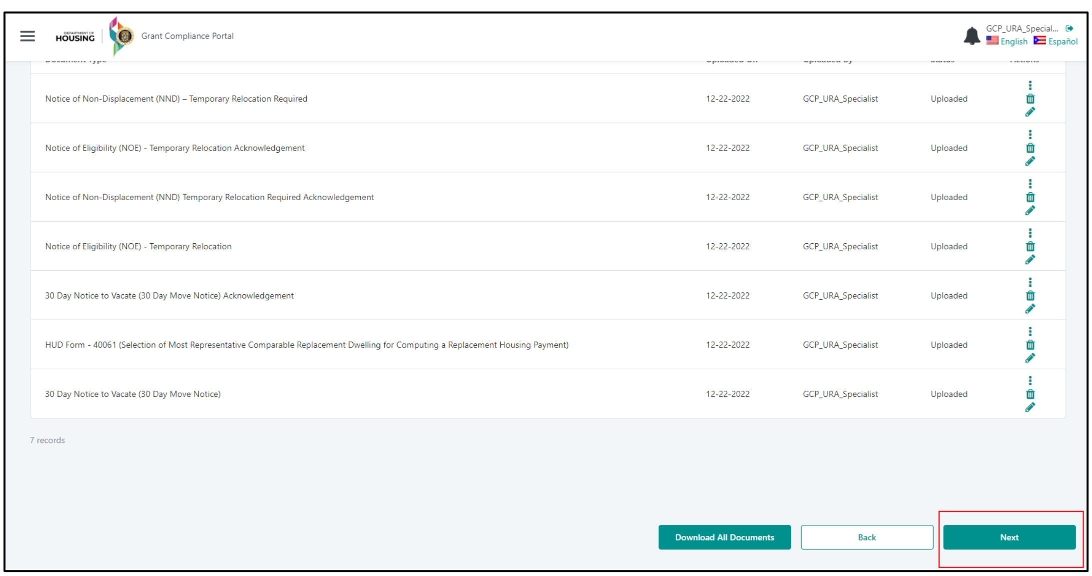


Figure 177

7.5.3.2.2 Relocation Advisory Services: Residential — Permanent Relocation

The **Permanent Relocation** specific documents are listed below:

- **Notice of Eligibility** (Permanent Relocation)
- **Notice of Eligibility Acknowledgement** (Permanent Relocation)
- **90 Day Notice to Vacate** (90 Day Move Notice)
- **90 Day Notice to Vacate Acknowledgement** (90 Day Move Notice)
- **HUD Form – 40061** (Selection of Most Representative Comparable Replacement Dwelling for Computing a Replacement Housing Payment)

Please note that the document templates may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: URA - CDBG (pr.gov).

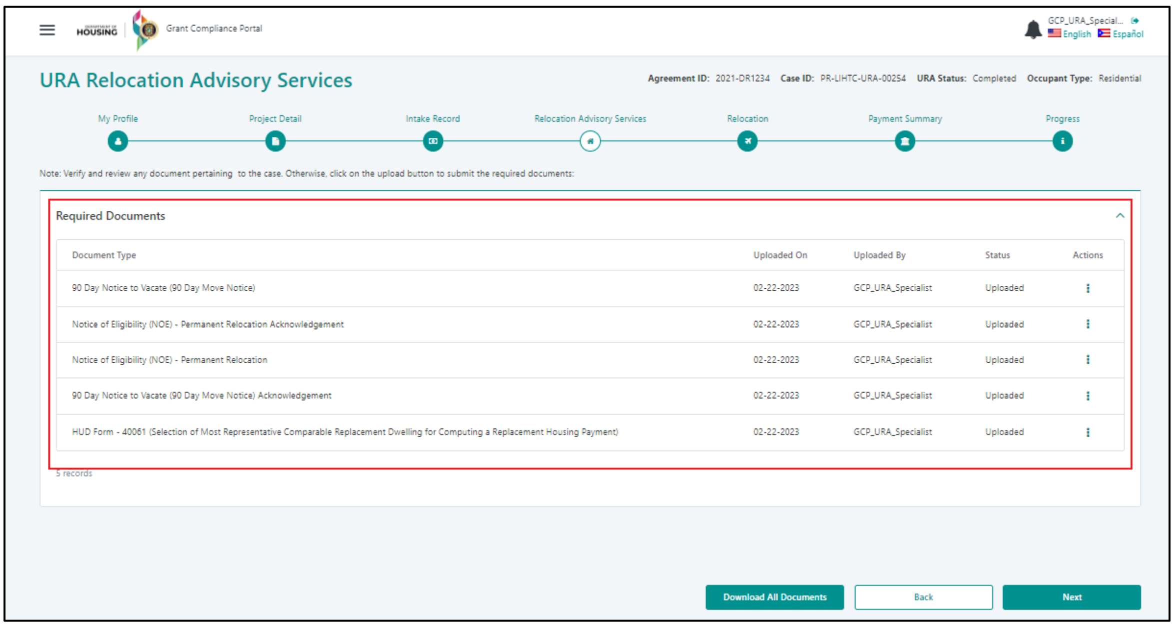


Figure 178

Once the above documents have been uploaded, the URA Specialist may click the **Next** button to proceed to the **Relocation** page.

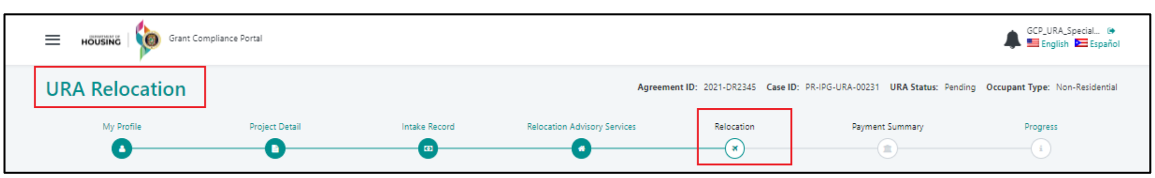


Figure 179

7.5.3.3 Relocation Advisory Services: Non-Residential

Similar to the Residential Relocation Advisory Services tab, the Non-Residential Relocation Advisory Services tab documents the delivery of relocation notices required by HUD under URA, along with their specific acknowledgements of receipt, specific to non-residential occupants, which differs for **Temporary** and **Permanent Relocation Types**.

7.5.3.3.1 Relocation Advisory Services: Non-Residential Temporary Relocation

The **Non-Residential Temporary Relocation** specific documents are listed below:

- **Notice of Eligibility** (Temporary Relocation)
- **Notice of Eligibility Acknowledgement** (Temporary Relocation)
- **Notice of Non-Displacement (NND)** (Temporary Relocation Required)
- **Notice of Non-Displacement (NND) Acknowledgment** (Temporary Relocation Required)
- **30 Day Notice to Vacate** (30 Day Move Notice)
- **30 Day Notice to Vacate Acknowledgement** (30 Day Move Notice)
- **HUD Handbook 1378 Appendix 9** (Site Occupant Record)
- **Business Inventory**
- **Appraisal**

Please note that the document templates may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: [URA - CDBG (pr.gov)]

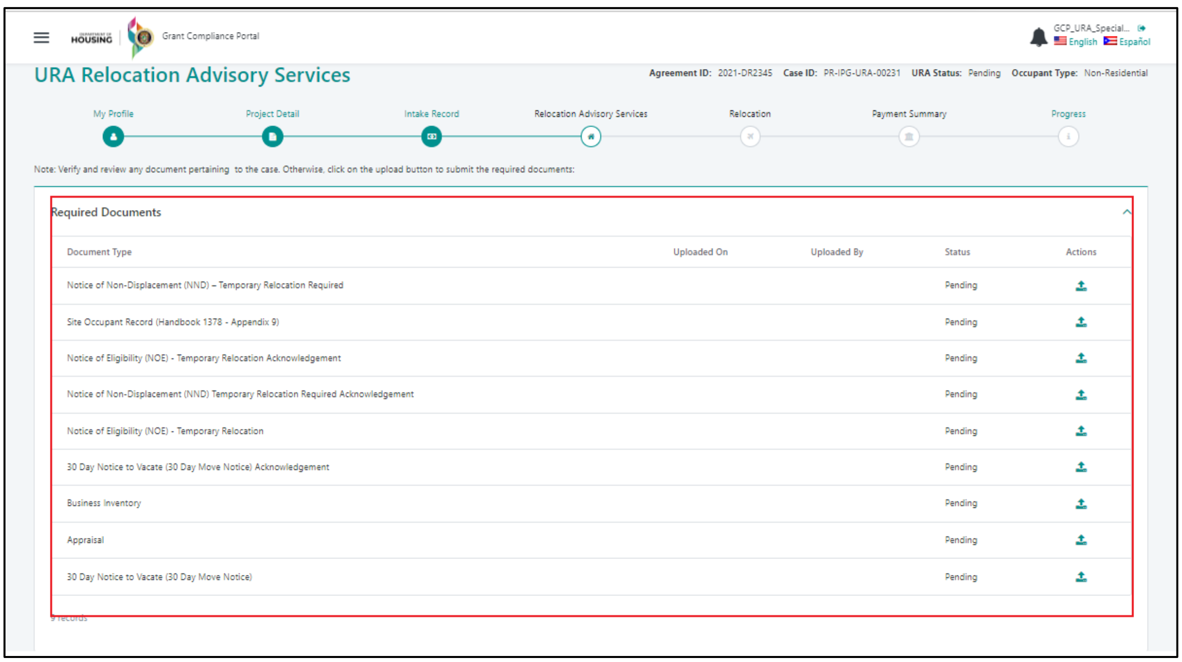


Figure 180

Once the above documents have been uploaded, the URA GCP Specialist may click the **Next** button to proceed to the **Relocation** page.

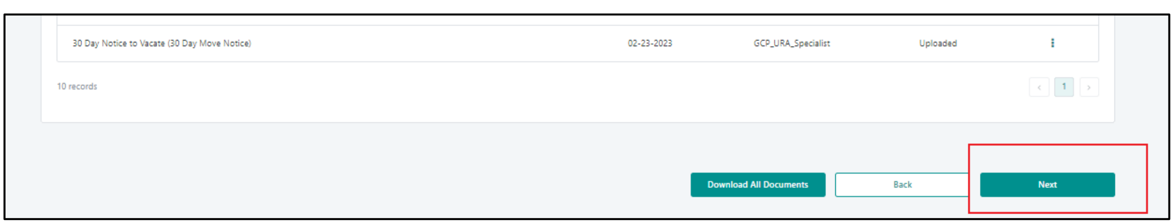


Figure 181

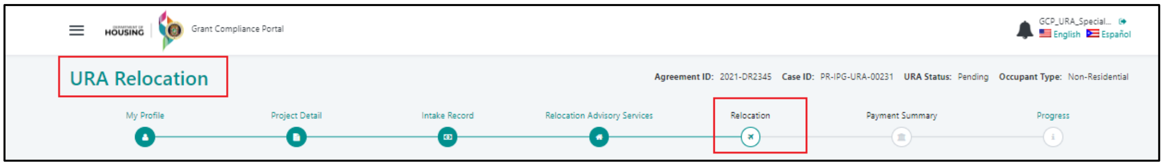


Figure 182

7.5.3.3.2 Relocation Advisory Services: Non-Residential — Permanent Relocation

The **Non-Residential Permanent Relocation** specific documents are listed below:

- **Notice of Eligibility** (Permanent Relocation)
- **Notice of Eligibility Acknowledgement** (Permanent Relocation)
- **90 Day Notice to Vacate** (90 Day Move Notice)
- **90 Day Notice to Vacate Acknowledgement** (90 Day Move Notice)
- **HUD Handbook 1378 Appendix 9** (Site Occupant Record)
- **Business Inventory**
- **Appraisal**

Please note that the document templates may be accessed via PRDOH's URA Web Page, in the Resources section, utilizing the following URL: URA - CDBG (pr.gov)

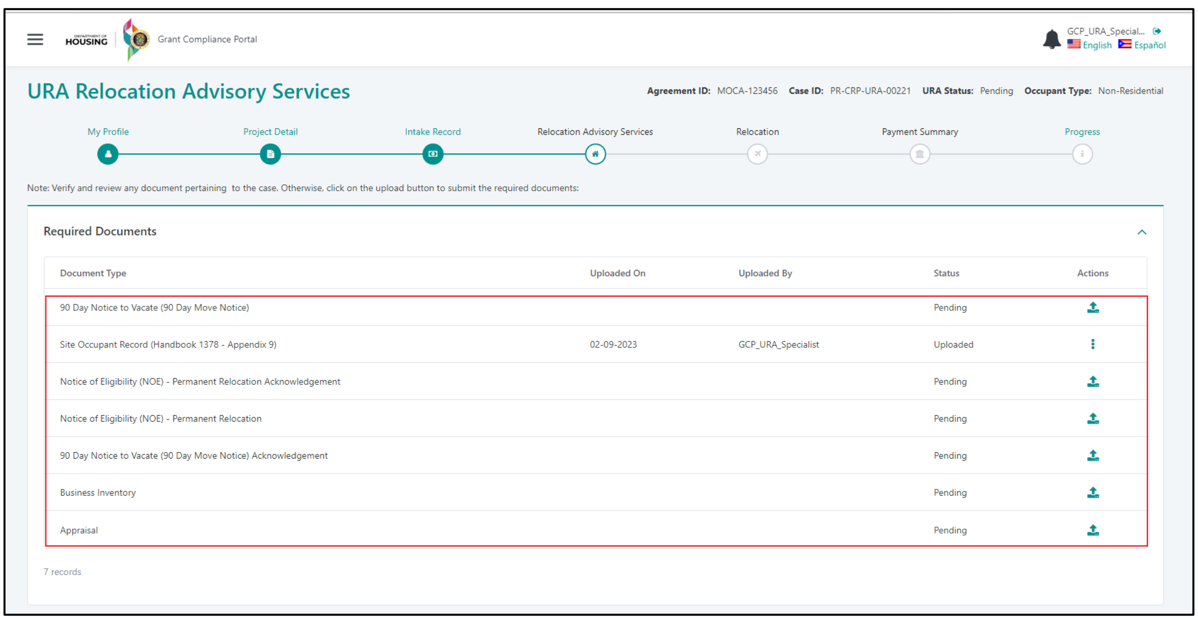


Figure 183

Once the above documents have been uploaded, the URA GCP Specialist may click the **Next** button to proceed to the **Relocation** page.

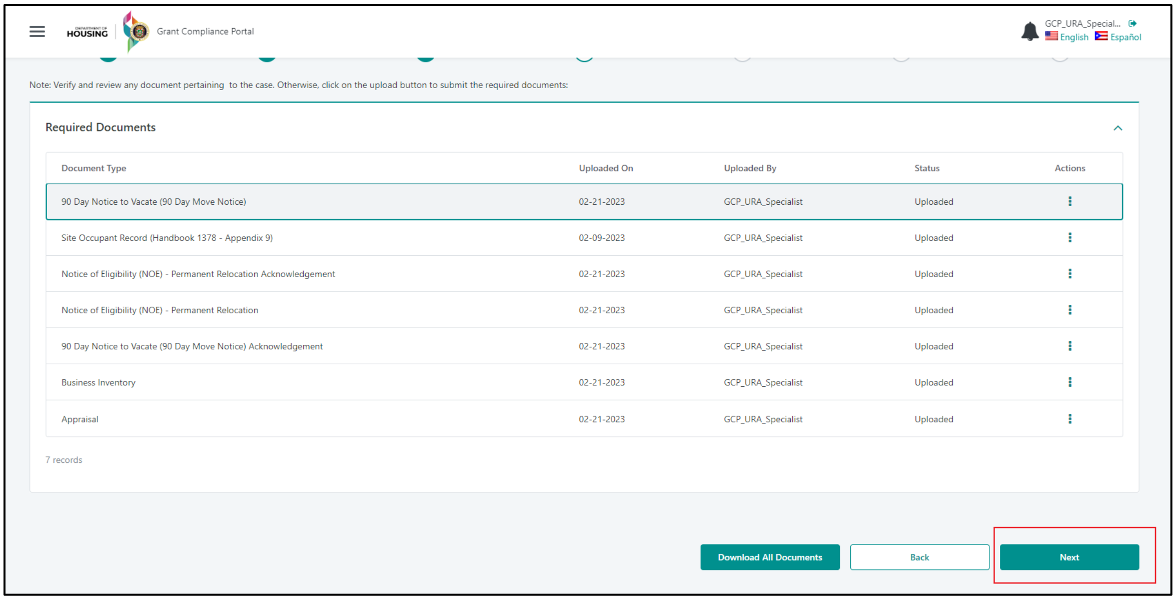


Figure 184

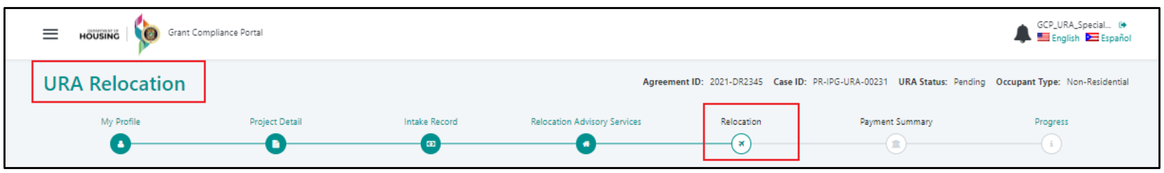


Figure 185

7.5.4 Relocation

The **Relocation** tab of the Grant Compliance Portal documents the relocation activities of the temporarily or permanently relocated residential or non-residential occupant. This includes the comparable replacement dwelling unit, move dates, and other pertinent information, as required per HUD regulations. The page layout is the same for both residential and non-residential, temporary, and permanent relocation types.

The Relocation Type field will be auto-populated from case creation.

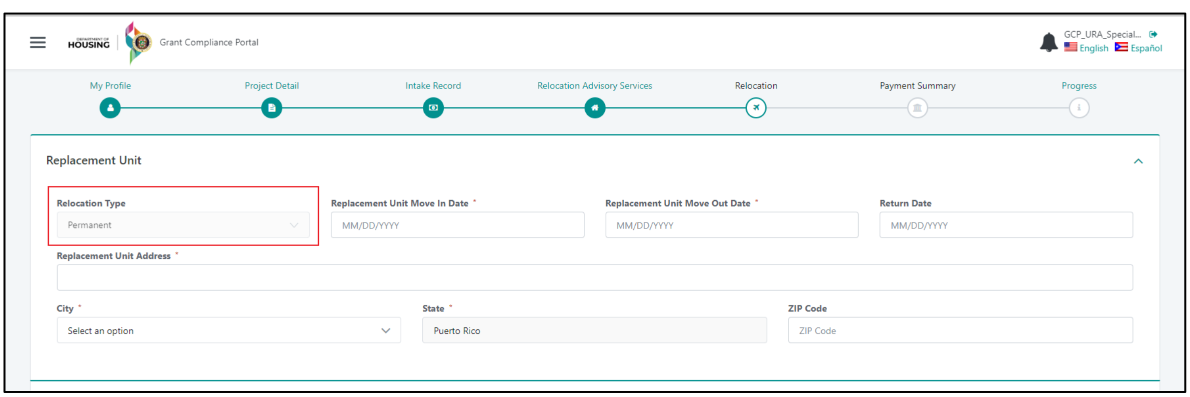


Figure 186

The URA Specialist must populate the occupant's relocation information in the following fields:

- Replacement Unit Move-In Date
- Replacement Unit Address
- City, State and Zip Code
- Required Document:
    - Replacement Unit Lease/ Proof of Occupancy
    - DSS Inspection Results (***Residential only***)

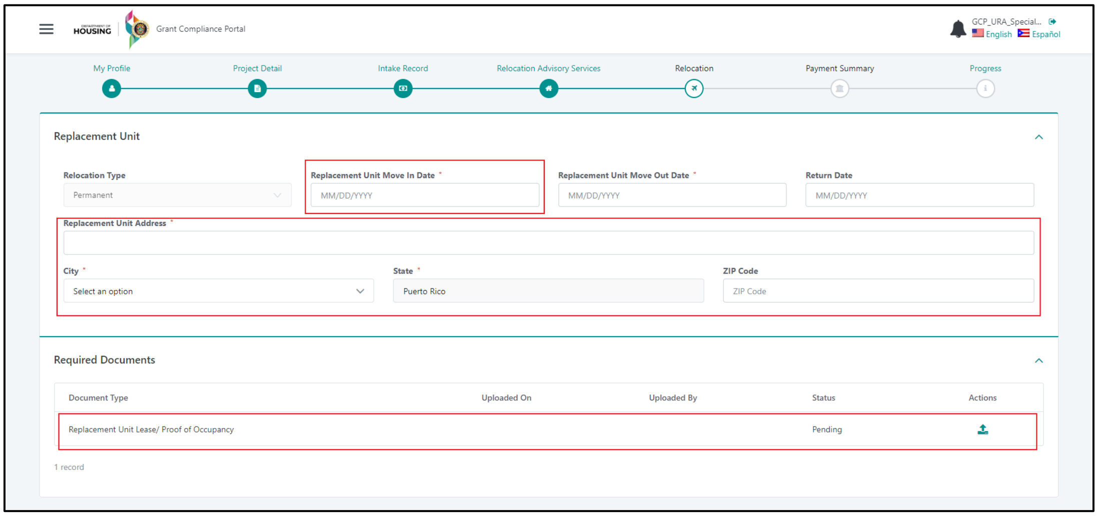


Figure 187

In addition to the above, the following fields are required for **Temporary Relocation** only:

- Replacement Unit Move Out Date
- Return Date
- Required Document:
    - Return Home Lease
    - Return Home Notice
    - Return Home Notice Acknowledgement
    - Replacement Unit Lease/ Proof of Occupancy

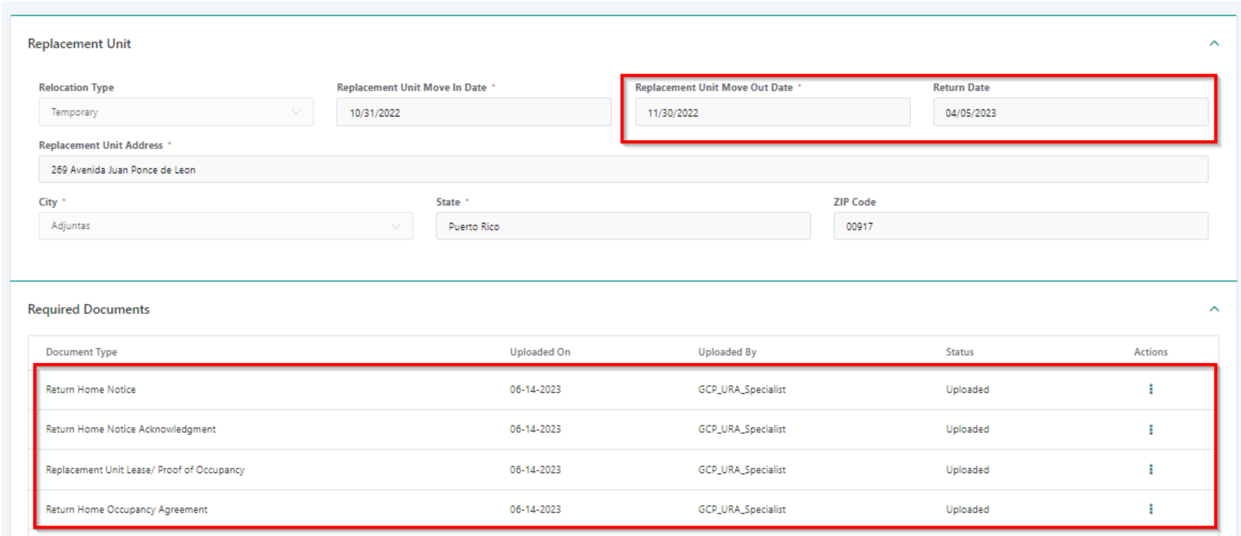


Figure 188

Once the above fields have been populated, the URA Specialist may click the Next button to proceed to the **Payment Summary** tab.

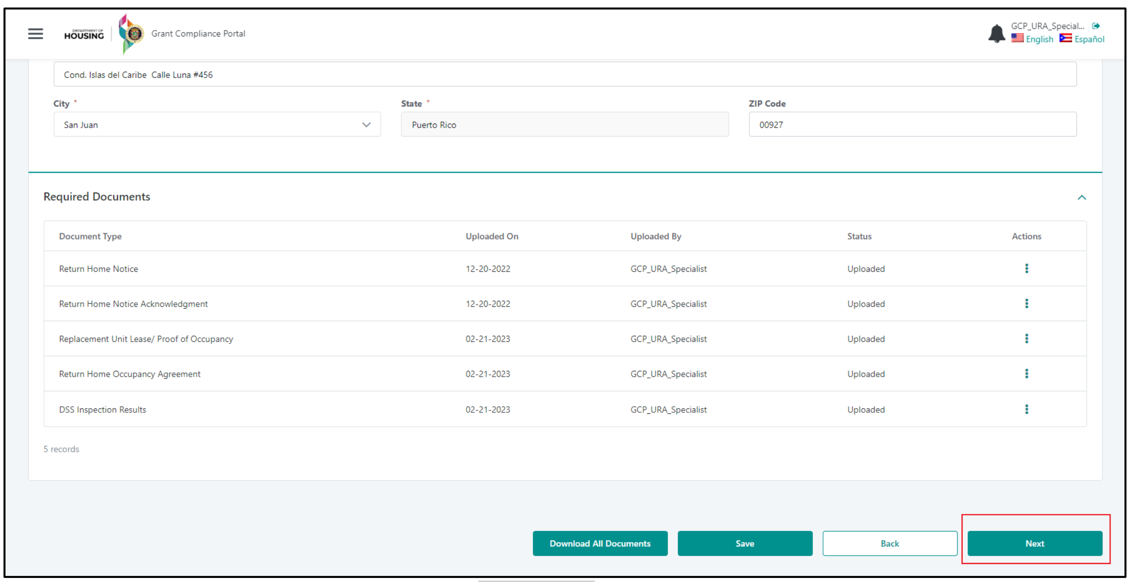


Figure 189

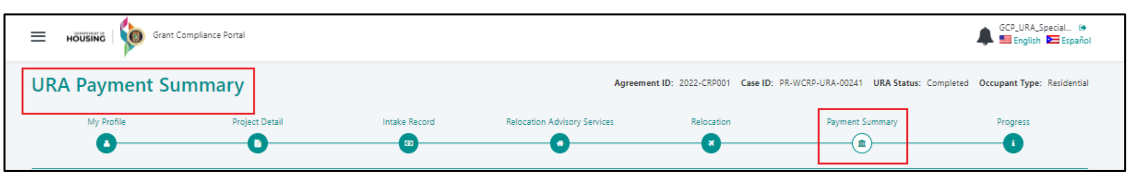


Figure 190

7.6 URA Claims Submission

7.6.1 Payment Summary

Once the URA Specialist has completed the Intake, Relocation Advisory Services and Relocation tabs, any URA Assistance disbursed to eligible tenants must be documented on the **Payments** tab. This portion of the module differs for Permanent, Temporary, Non-residential and Residential Occupants, as alternate assistance types are applicable to each specific category.

Once the URA assistance has been documented, the Subrecipient's URA Specialist submits the case to be reviewed by the PRDOH appointed GCP Reviewer for approval of funds reimbursement.

The **Total Assistance Summary** is a total calculation of all payments, entered under the **Payment Summary** heading.

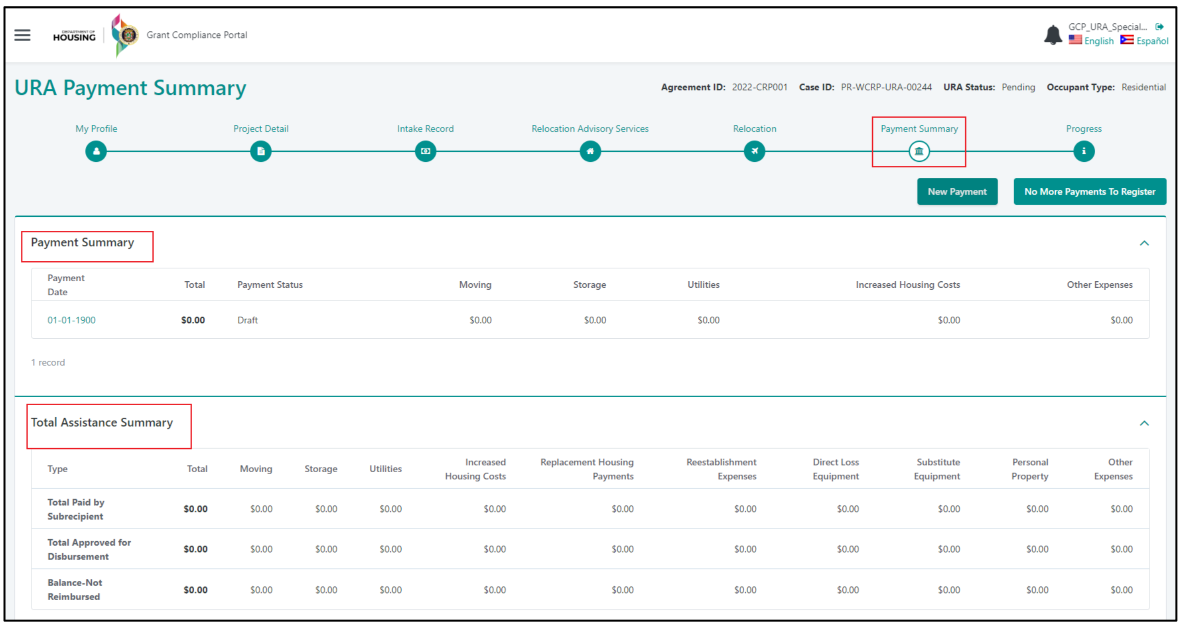


Figure 191

Click the **New Payment** button to create a new payment record.

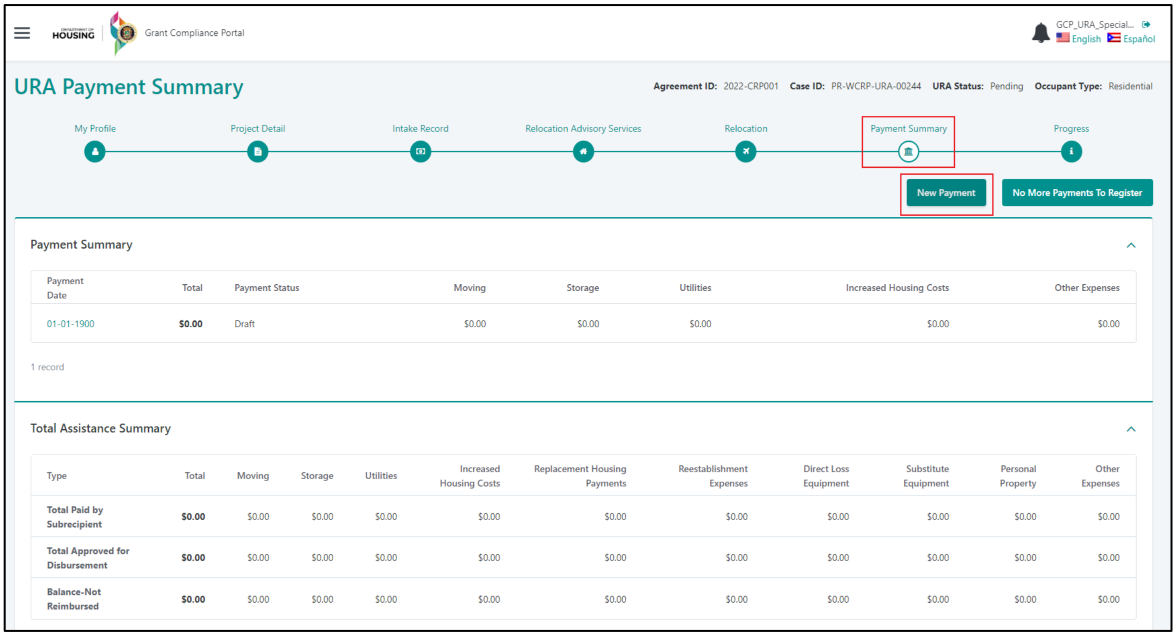


Figure 192

Upon clicking the New Payment button, the URA Specialist will be directed to the **URA Payment Detail** page.

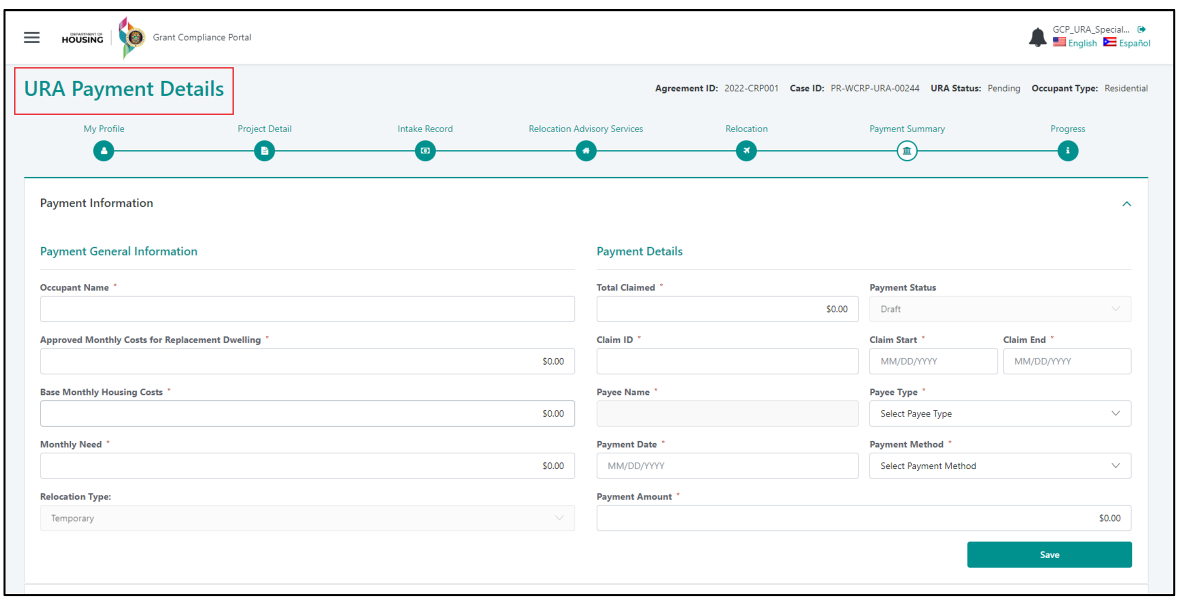


Figure 193

The Occupant Name field will be auto-populated with information entered on the Intake page.

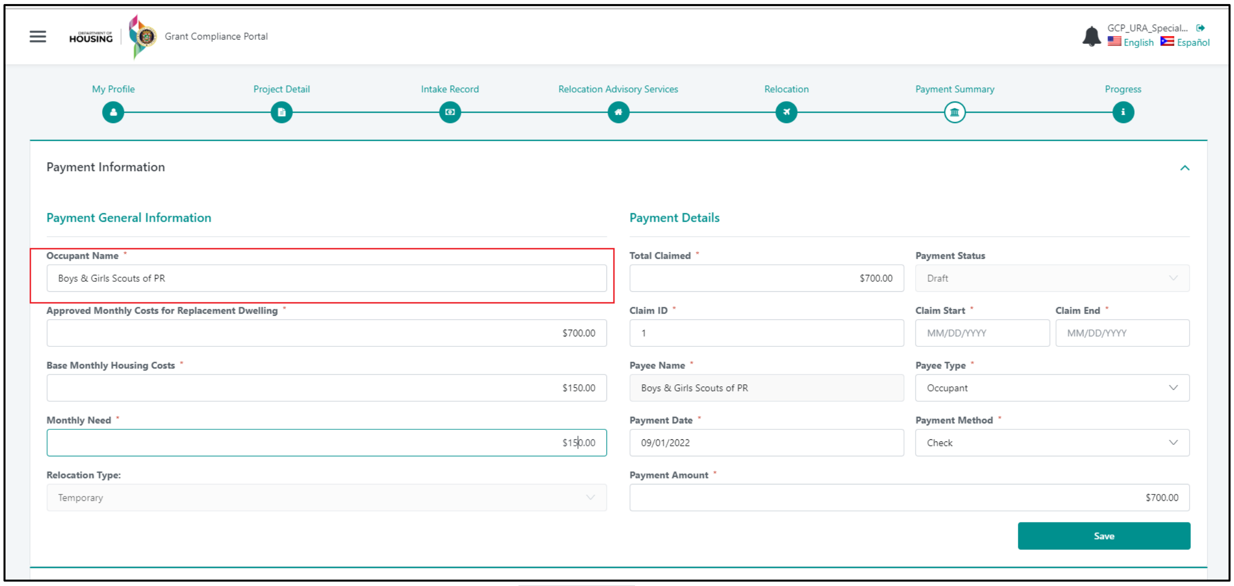


Figure 194

Enter the following fields, according to the Occupant's Claim Submission Documents and Occupant Survey determinations:

- **Approved Monthly Costs for Replacement Dwelling** – Dictated by calculations on the HUD Form 40061/HUD Handbook 1378 Appendix 9
- **Base Monthly Housing Costs** – Confirmed during Occupant Survey and in accordance with 49 C.F.R. § 24 Subpart E
- **Monthly Need** – Confirmed during Occupant Survey
- **Total Claimed** – Determined by occupant claim submission documents
- **Claim ID** – Determined by subrecipient
- **Claim Start and End Dates** - Determined by occupant claim submission documents
- **Payee Type**
    - Occupant – Utilize this type if occupant is being paid directly
    - Third Party – Utilize this type if a Third-Party is being paid.
        - Requires Third-Party Authorization and Payment Confirmation forms
- **Payment Date –** Denoted on Confirmation of Payment Documentation
- **Payment Method -** Denoted on Confirmation of Payment Documentation

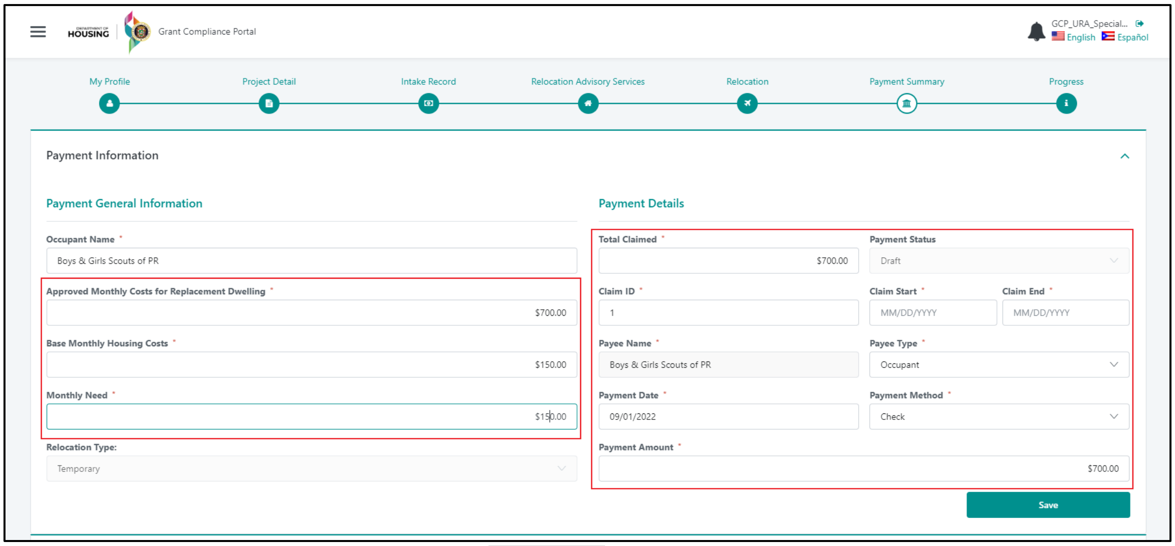


Figure 195

Once the above information has been entered, the URA Specialist will navigate to the Claim Detail Summary section to enter the claim's dollar amounts in the appropriate fields, according to **Occupant** and **Relocation Types**.

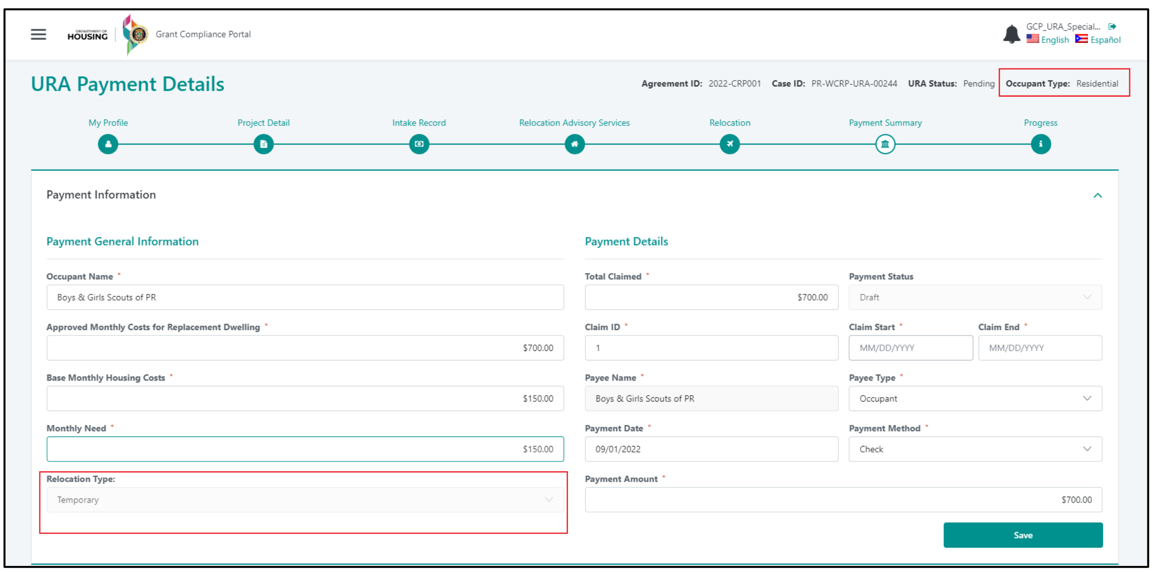


Figure 196

7.6.1.1 Payment Summary: Residential

The following URA claim types are specific to **Residential** Occupants:

- Moving
- Storage
- Utilities
- Increased Housing Costs (**Temporary Relocation only**)
- Replacement Housing Payments (**Permanent Relocation only**)

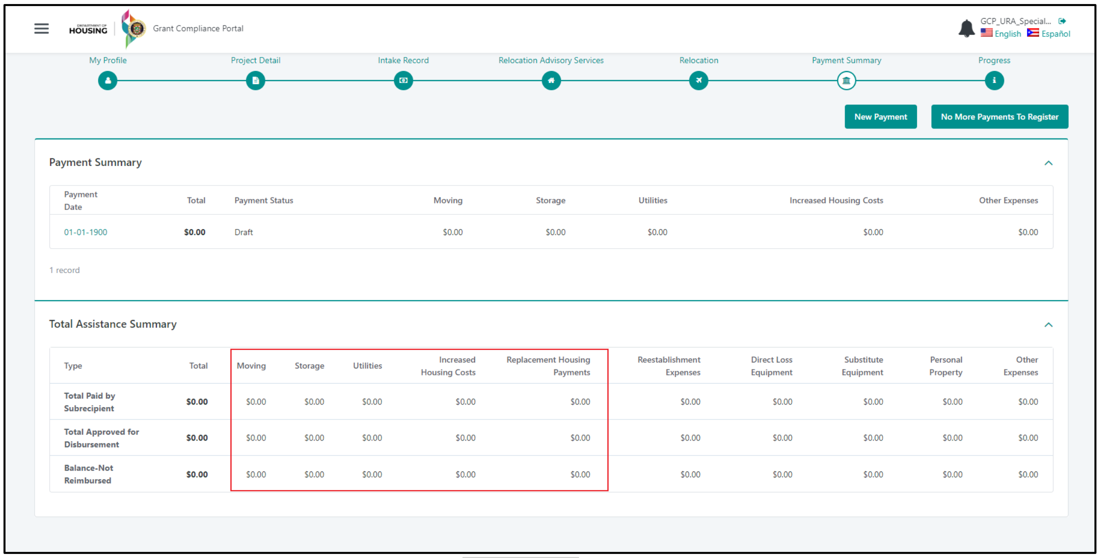
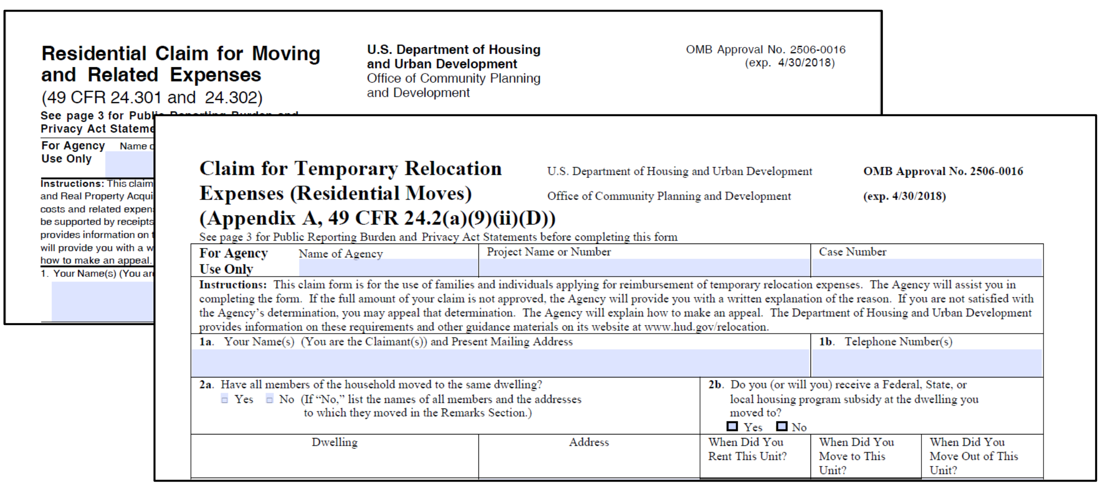


Figure 197

7.6.1.1.1 Payment Summary: Residential — Temporary Relocation

The following HUD claim forms are utilized for **Temporary Residential Relocation** Claims: **HUD Form 40030** (URA Claim for Temporary Relocation Expenses - Residential) and **HUD Form 40054** (URA Residential Claim for Moving and Related Expenses).



Residential Claim for Moving and Related Expenses
(49 CFR 24.301 and 24.302)
See page 3 for Publ...
Privacy Act Statem...

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0016 (exp. 4/30/2018)

Claim for Temporary Relocation Expenses (Residential Moves) (Appendix A, 49 CFR 24.2(a)(9)(ii)(D))

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0016 (exp. 4/30/2018)

See page 3 for Public Reporting Burden and Privacy Act Statements before completing this form

For Agency Use Only	Name of Agency	Project Name or Number	Case Number

Instructions: This claim form is for the use of families and individuals applying for reimbursement of temporary relocation expenses. The Agency will assist you in completing the form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal. The Department of Housing and Urban Development provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation.

1a. Your Name(s) (You are the Claimant(s)) and Present Mailing Address

1b. Telephone Number(s)

2a. Have all members of the household moved to the same dwelling? ☐ Yes ☐ No (If "No," list the names of all members and the addresses to which they moved in the Remarks Section.)

2b. Do you (or will you) receive a Federal, State, or local housing program subsidy at the dwelling you moved to? ☐ Yes ☐ No

Dwelling	Address	When Did You Rent This Unit?	When Did You Move to This Unit?	When Did You Move Out of This Unit?

Figure 198

These forms must be utilized to enter the required data into the URA GCP module, and uploaded along with Evidence of Payment, under the Required Documents section, at the bottom of the page.

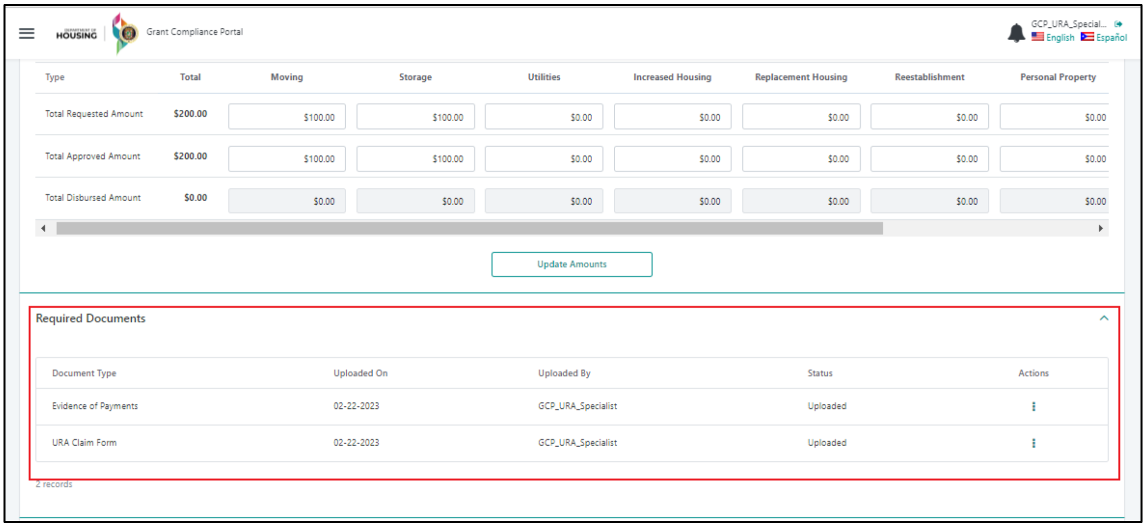


Figure 199

Navigate to the **Claim Detail Summary** heading and enter the following fields according to the information provided on the **Evidence of Payment** documents:

- Moving
- Storage
- Utilities
- Increased Housing (**Temporary Relocation only**)

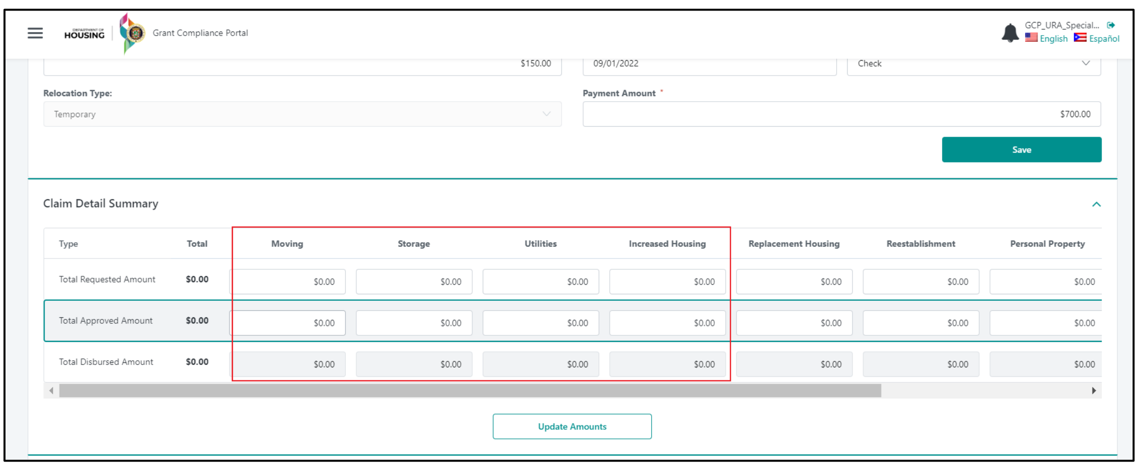


Figure 200

The following rows of data must be completed by the URA Specialist and submitted for review:

- **Total Request Amount** – Dollar amount of Claim requested by occupant.
  Total Approved Amount – Total dollar amount approved by Subrecipient and paid to occupant.

Upon approval of the claim disbursement, the following row is completed and populated by the PRDOH appointed GCP Reviewer:

- **Total Disbursed Amount** – Populated upon the GCP Reviewer's approval; this is the amount that will be reimbursed to the Subrecipient.

Once the above information has been entered in the **Total Requested Amount** and **Total Approved Amount** columns, click the **Update Amounts** button.

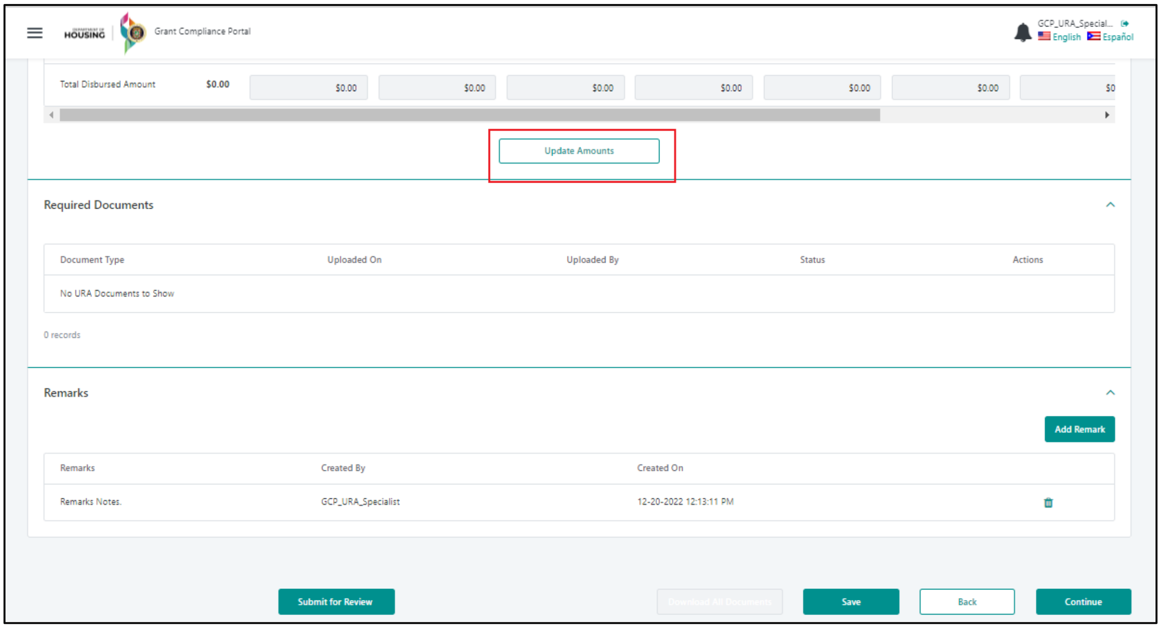


Figure 201

A message stating "**Payment Details updated successfully**" will appear at the top of the page, confirming that the totals have indeed been updated.

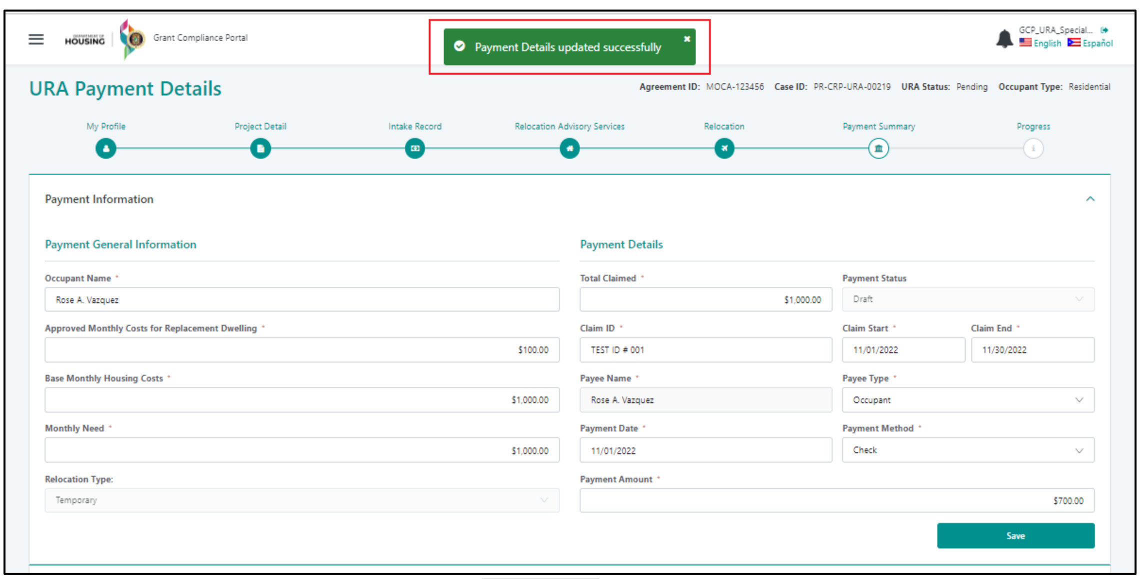


Figure 202

Ensure the **Evidence of Payment** and **URA Claim Form** documents have been uploaded and all data has been entered accurately.

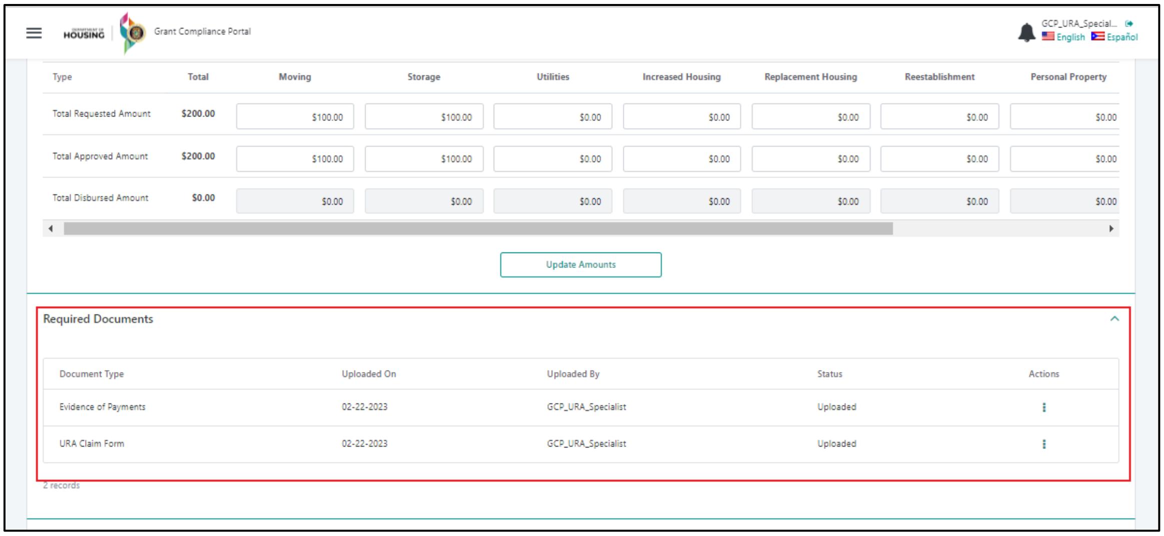


Figure 203

Utilize the **Add Remark** button to provide the URA GCP Reviewer with any pertinent details about the claim.

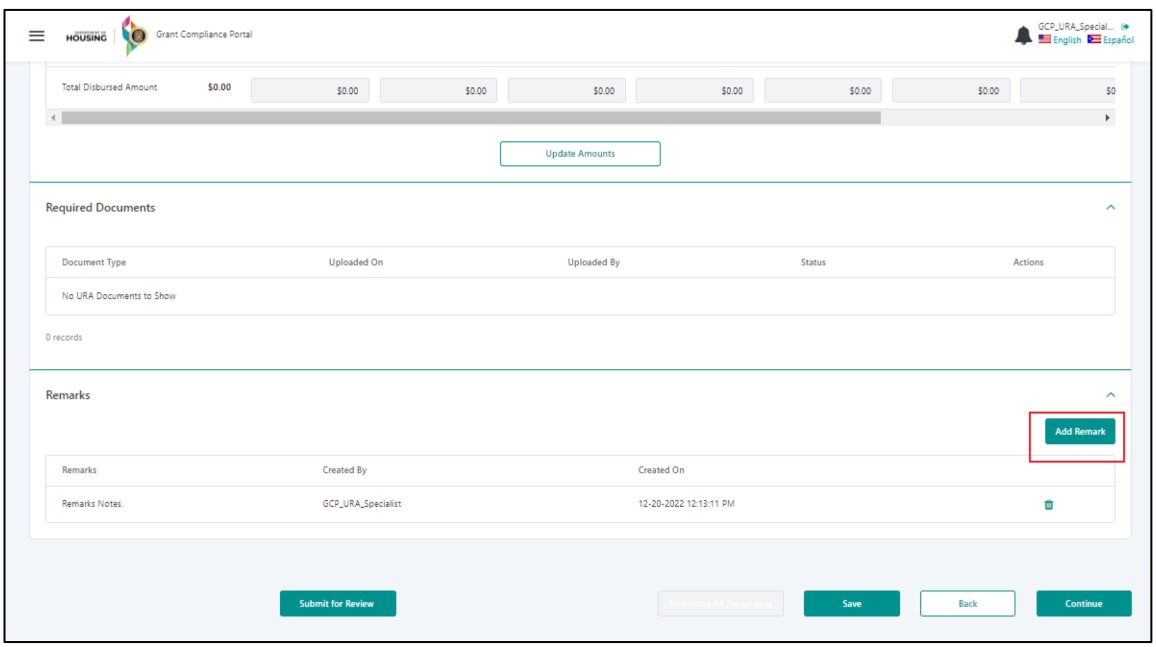


Figure 204

A pop-up window will appear, allowing for entering of text. Please provide a detailed note in the remark section and click **Save**.

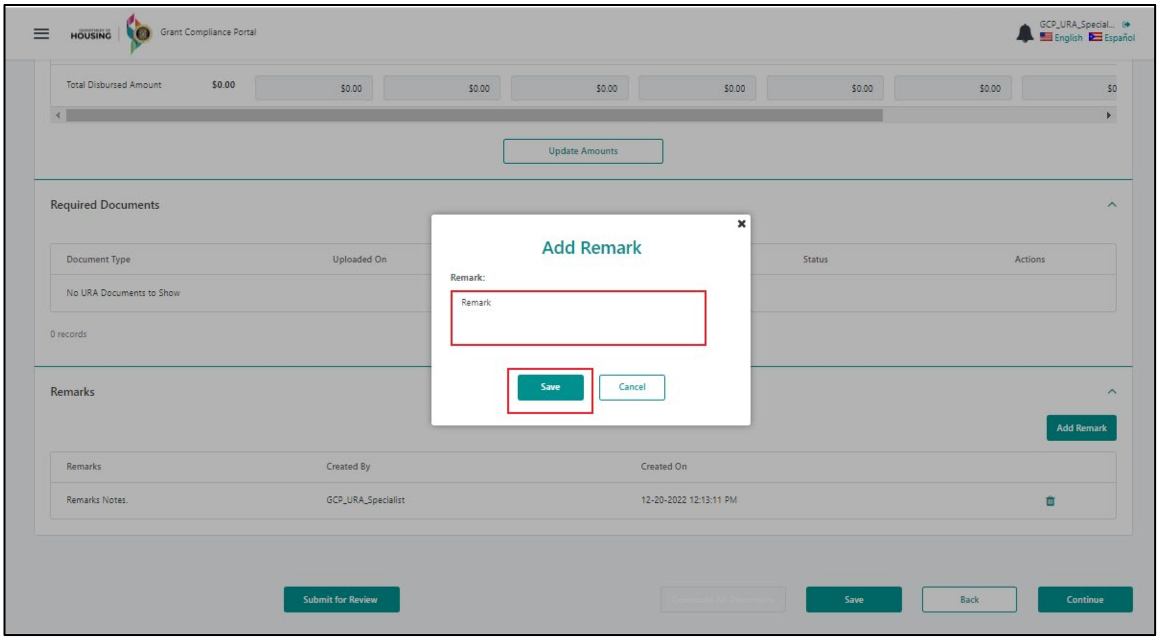


Figure 205

Once all has been confirmed as accurate, click the **Submit for Review** button.

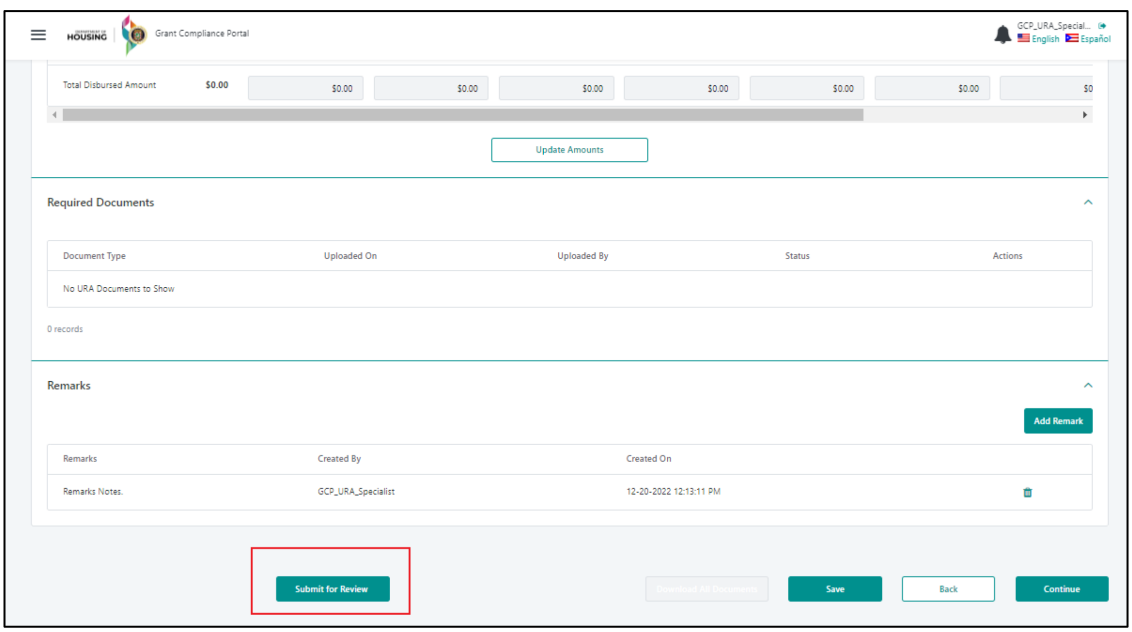


Figure 206

The Payment Status field will update to **Pending Review** and the URA GCP Reviewer will receive notification that a URA case requires review.

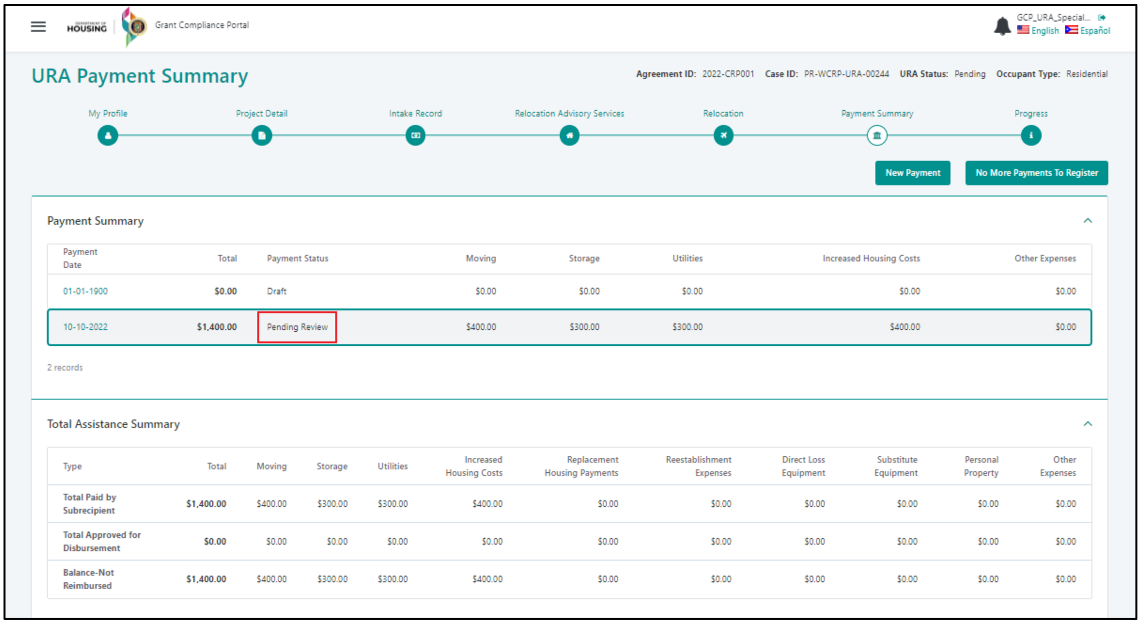


Figure 207

7.6.1.1.2 Payment Summary: Residential — Permanent Relocation

The following HUD claim forms are utilized for **Permanent Residential Relocation** Claims:

HUD Form 40058 (URA Claim for Rental Assistance or Down Payment Assistance), **HUD Form 40057** (URA Claim for Replacement Housing Payment for 90-Day Homeowner-Occupant), and **HUD Form 40054** (URA Residential Claim for Moving and Related Expenses).

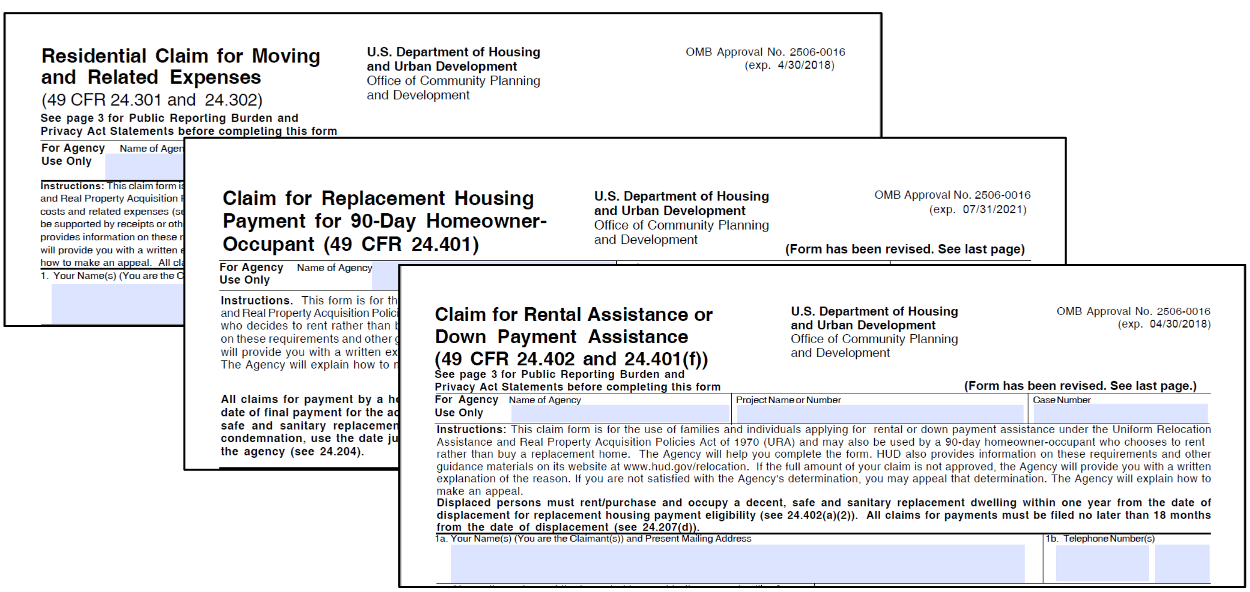


Figure 208

These forms must be utilized to enter the required data into the URA GCP module, and uploaded along with Evidence of Payment, under the Required Documents section, at the bottom of the page.

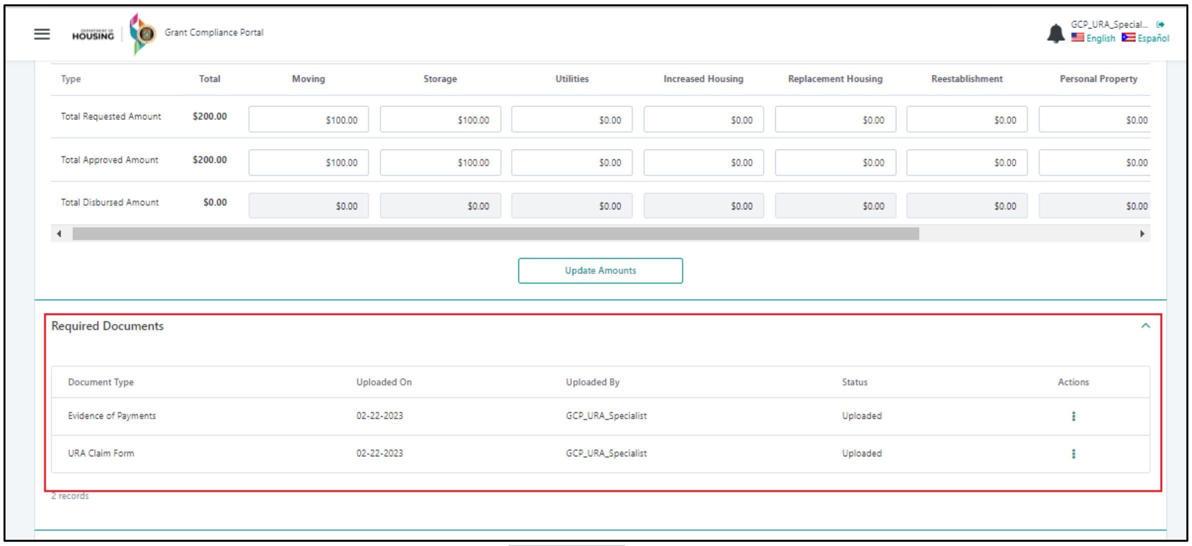


Figure 209

Under the Claim Detail Summary heading, enter the following fields according to the information provided on the Occupant's Claim Submission documents:

- Moving
- Storage
- Utilities
- Replacement Housing (**Permanent Relocation only**)

The following rows of data must be completed by the URA Specialist and submitted for review:

- **Total Requested Amount** – Dollar amount of Claim requested by occupant.
- **Total Approved Amount** – Total dollar amount approved by Subrecipient and paid to occupant.

Upon approval of the claim disbursement, the PRDOH appointed GCP Reviewer complete and populate the following row:

- **Total Disbursed Amount** – Populated upon the GCP Reviewer's approval; this is the amount that will be reimbursed to the Subrecipient.

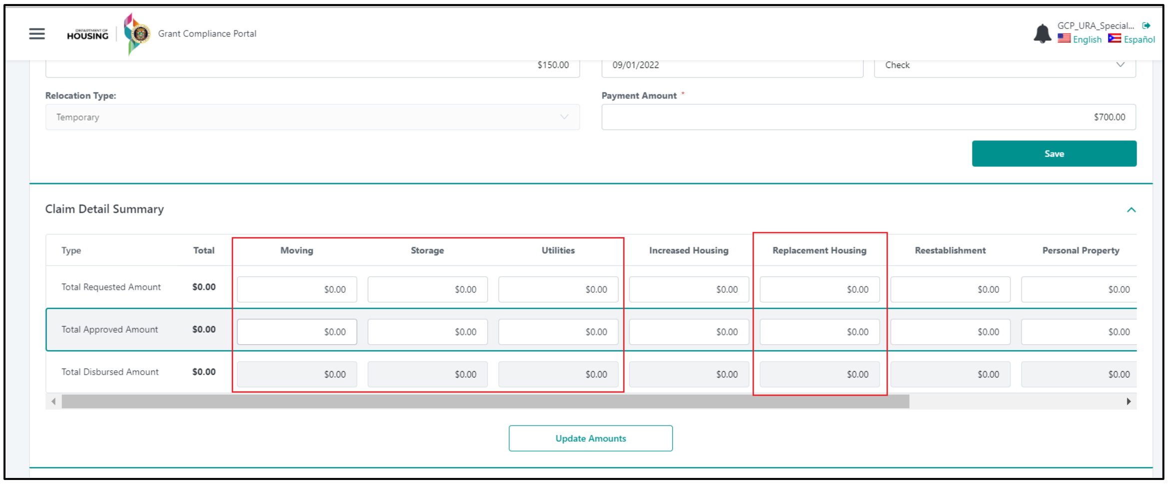


Figure 210

Once the above data points have been entered in the **Total Requested Amount** and **Total Approved Amount** fields, click the **Update Amounts** button.

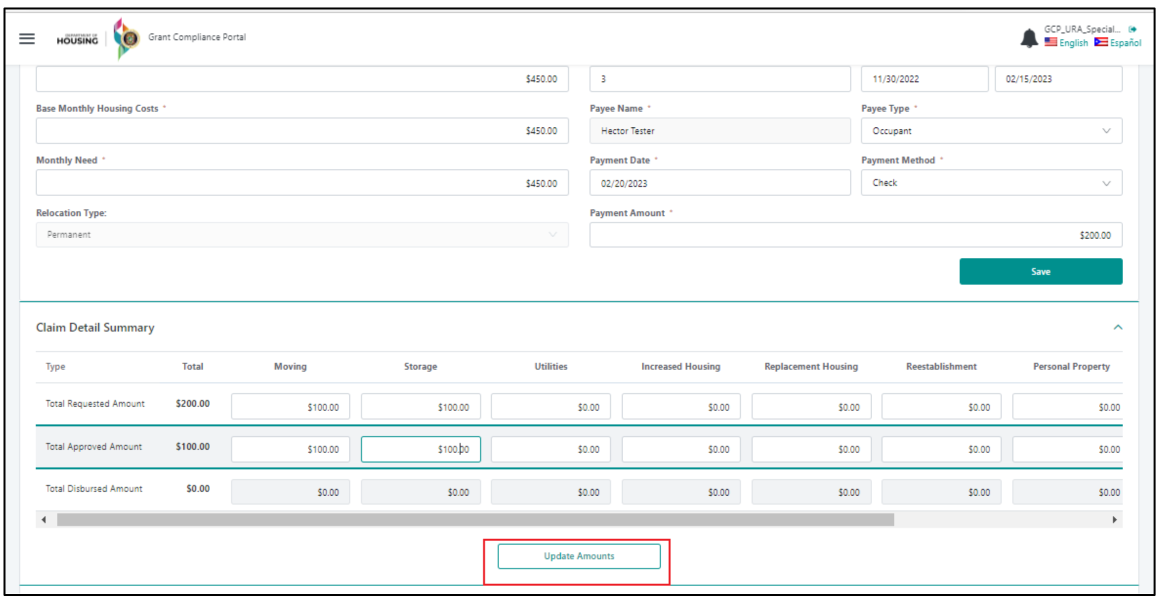


Figure 211

A message stating "**Payment Details updated successfully**" will appear at the top of the page, confirming that the totals have indeed been updated.

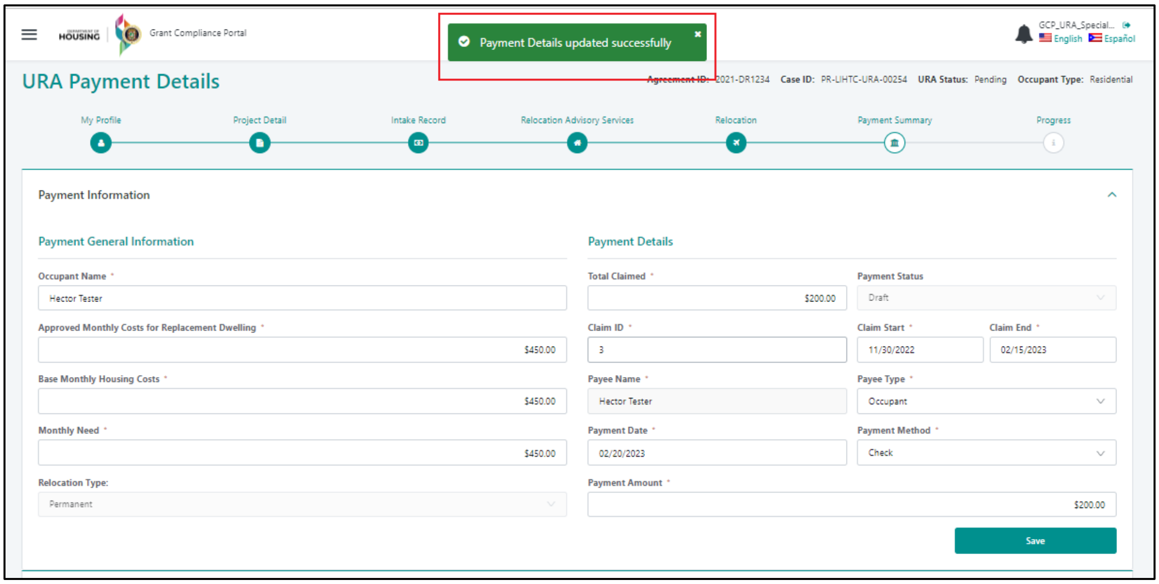


Figure 212

Ensure the **Evidence of Payment** and **URA Claim Form** documents have been uploaded, and all data has been entered accurately.

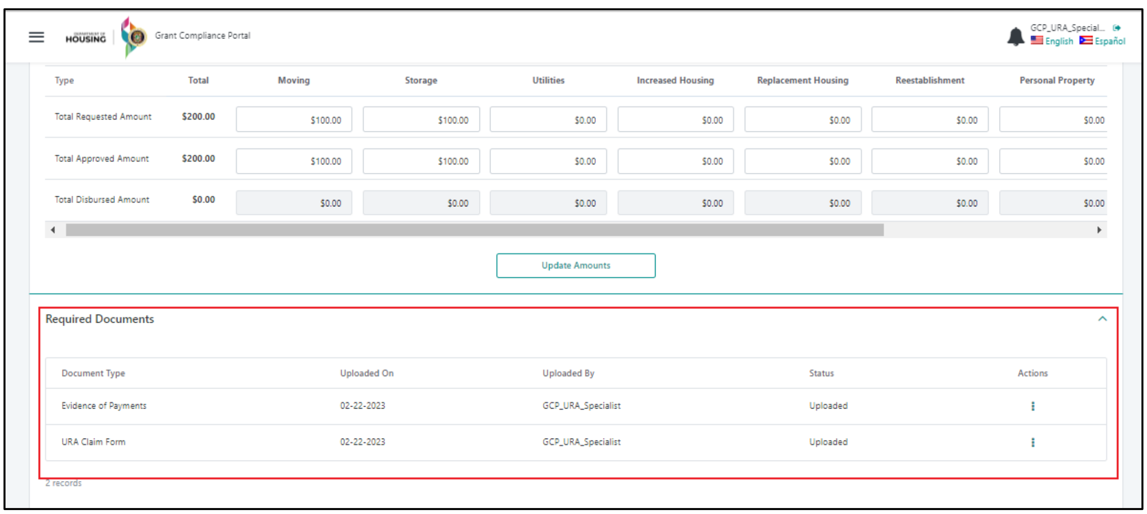


Figure 213

Utilize the **Add Remark** button to provide the URA GCP Reviewer with any pertinent details about the claim.

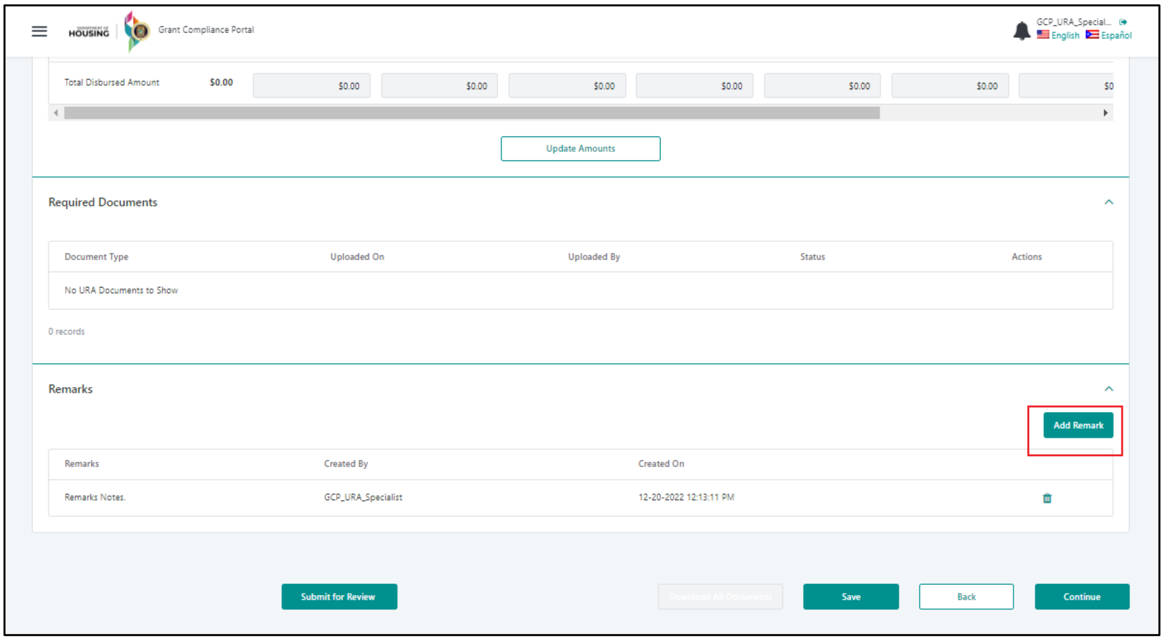


Figure 214

A pop-up window will appear, allowing for entering of text. Please provide a detailed note in the remark section and click **Save**.

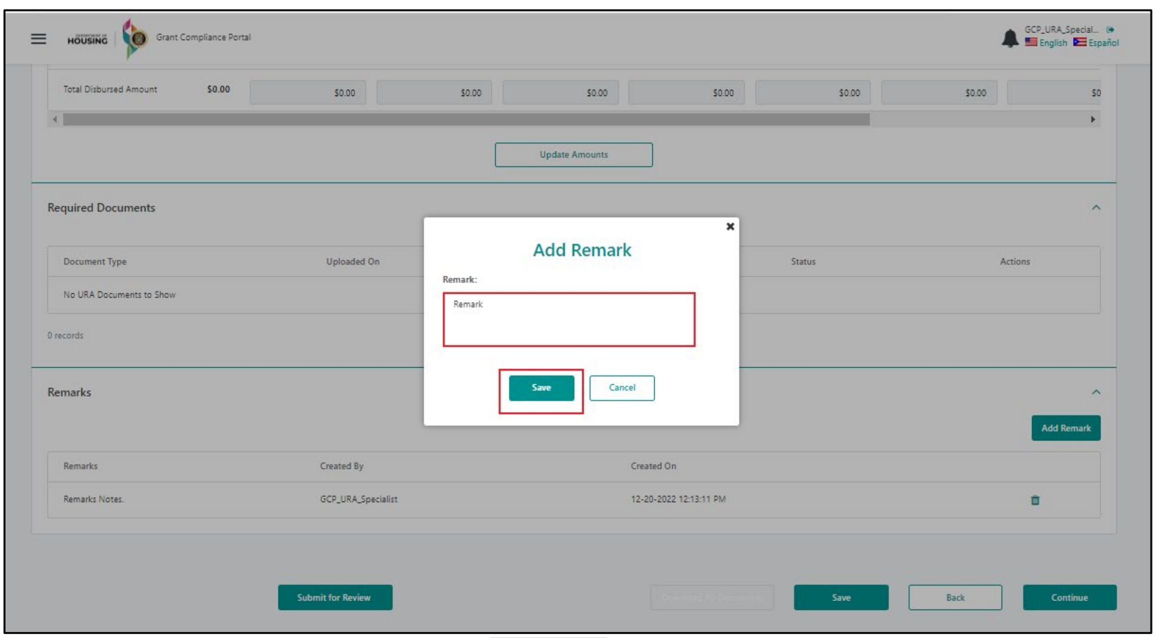


Figure 215

Once all has been confirmed as accurate, click the **Submit for Review** button.

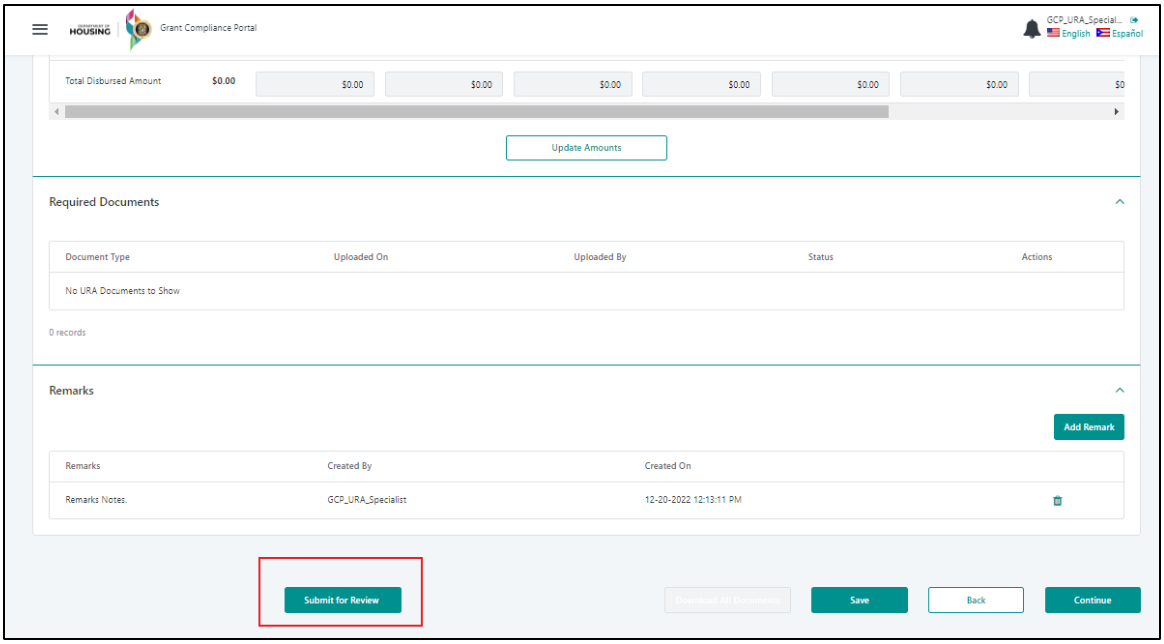


Figure 216

The **Payment Status** field will update to **Pending Review** and the URA GCP Reviewer will receive notification that a URA case requires review.

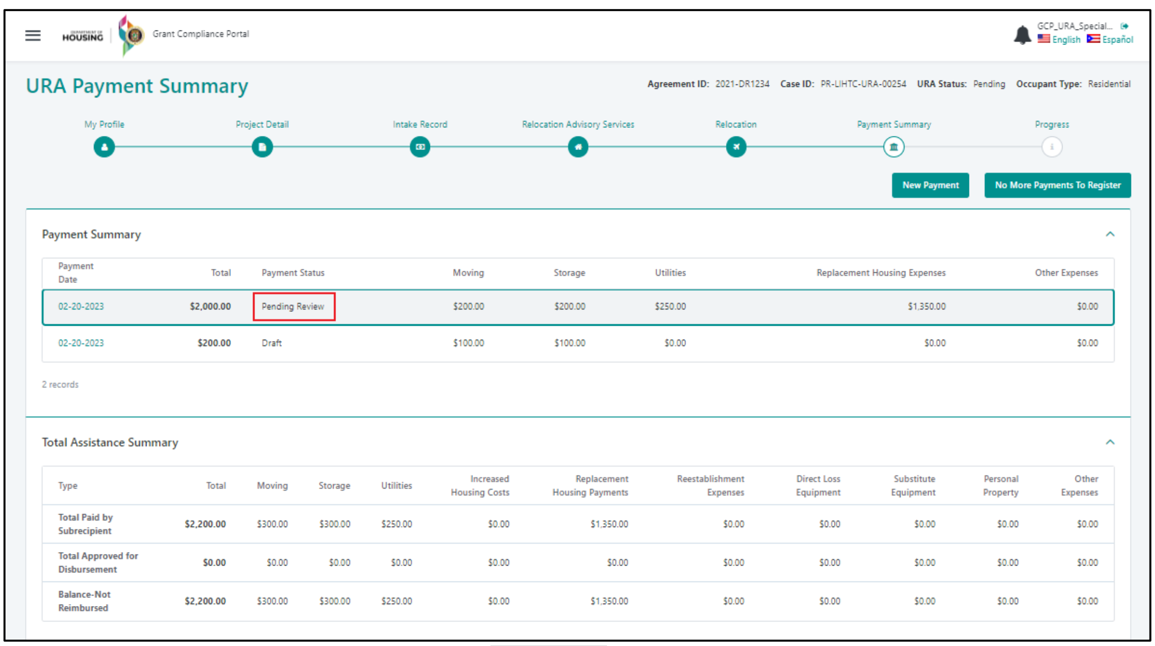
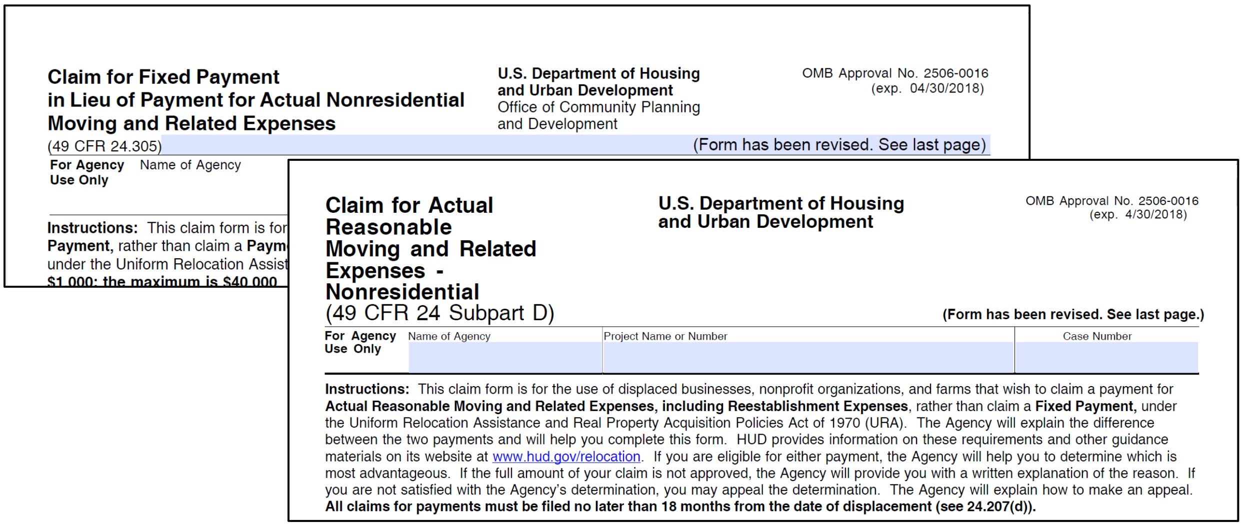


Figure 217

7.6.1.2 Payment Summary: Non-Residential

The following HUD Claim forms are utilized for **Non-Residential Relocation** Claims:

HUD Form-40055 (URA Claim for Actual Reasonable Moving and Related Expenses - Nonresidential) and **HUD Form-40056** (URA Claim for Fixed Payment in Lieu of Payment for Actual Nonresidential Moving and Related Expenses).



Claim for Fixed Payment in Lieu of Payment for Actual Nonresidential Moving and Related Expenses
(49 CFR 24.305)

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0016 (exp. 04/30/2018)

(Form has been revised. See last page)

For Agency Use Only Name of Agency

Instructions: This claim form is for ... **Payment,** rather than claim a **Paym**... under the Uniform Relocation Assist... $1,000; the maximum is $40,000

Claim for Actual Reasonable Moving and Related Expenses - Nonresidential
(49 CFR 24 Subpart D)

U.S. Department of Housing and Urban Development

OMB Approval No. 2506-0016 (exp. 4/30/2018)

(Form has been revised. See last page.)

For Agency Use Only	Name of Agency	Project Name or Number	Case Number

Instructions: This claim form is for the use of displaced businesses, nonprofit organizations, and farms that wish to claim a payment for **Actual Reasonable Moving and Related Expenses, including Reestablishment Expenses**, rather than claim a **Fixed Payment,** under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The Agency will explain the difference between the two payments and will help you complete this form. HUD provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation. If you are eligible for either payment, the Agency will help you to determine which is most advantageous. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal the determination. The Agency will explain how to make an appeal. **All claims for payments must be filed no later than 18 months from the date of displacement (see 24.207(d)).**

Figure 218

These forms must be utilized to enter the required data into the URA GCP module, and uploaded along with Evidence of Payment, under the Required Documents section, at the bottom of the page.

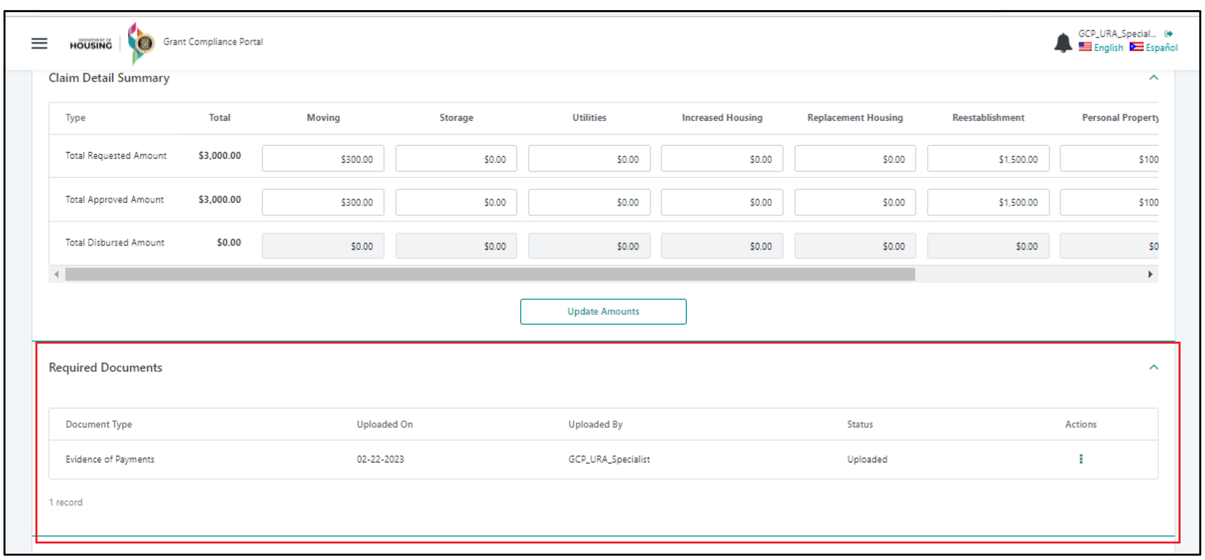


Figure 219

The following URA claim types are specific to **Non-Residential** Occupants:

- Moving

- Storage
- Utilities
- Reestablishment Expenses
- Direct Loss Equipment
- Substitute Equipment
- Personal Property
- Other

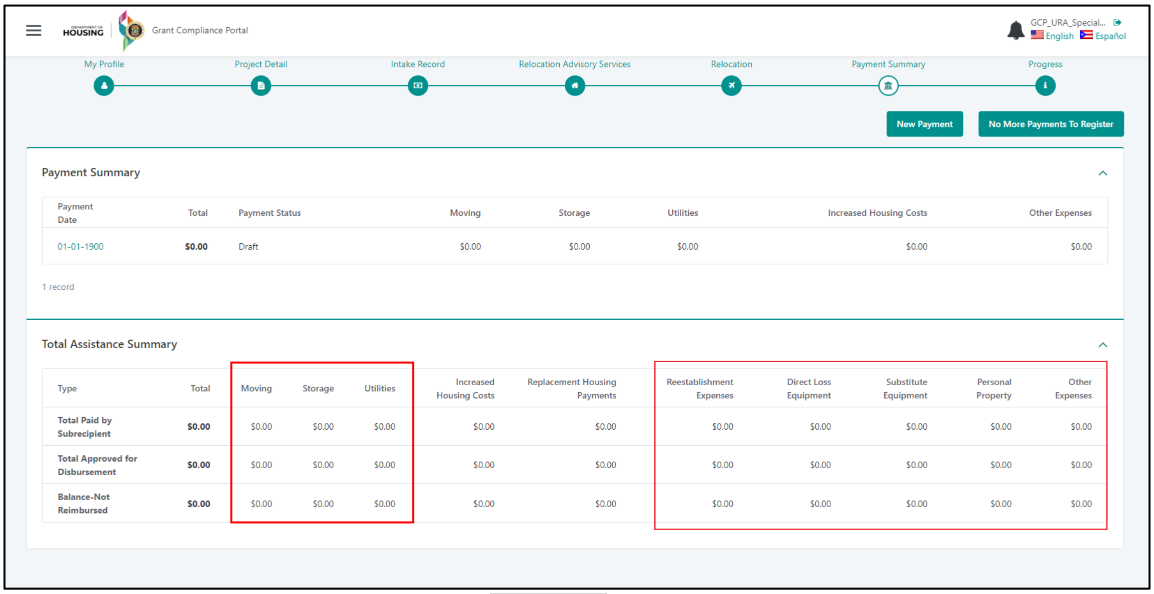


Figure 220

Under the **Claim Detail Summary** heading, enter the following fields according to the information provided on the Occupant's Claim Submission documents.

- Moving
- Storage
- Utilities
- Reestablishment
- Personal Property
- Direct Loss Equipment
- Substitute Equipment
- Other

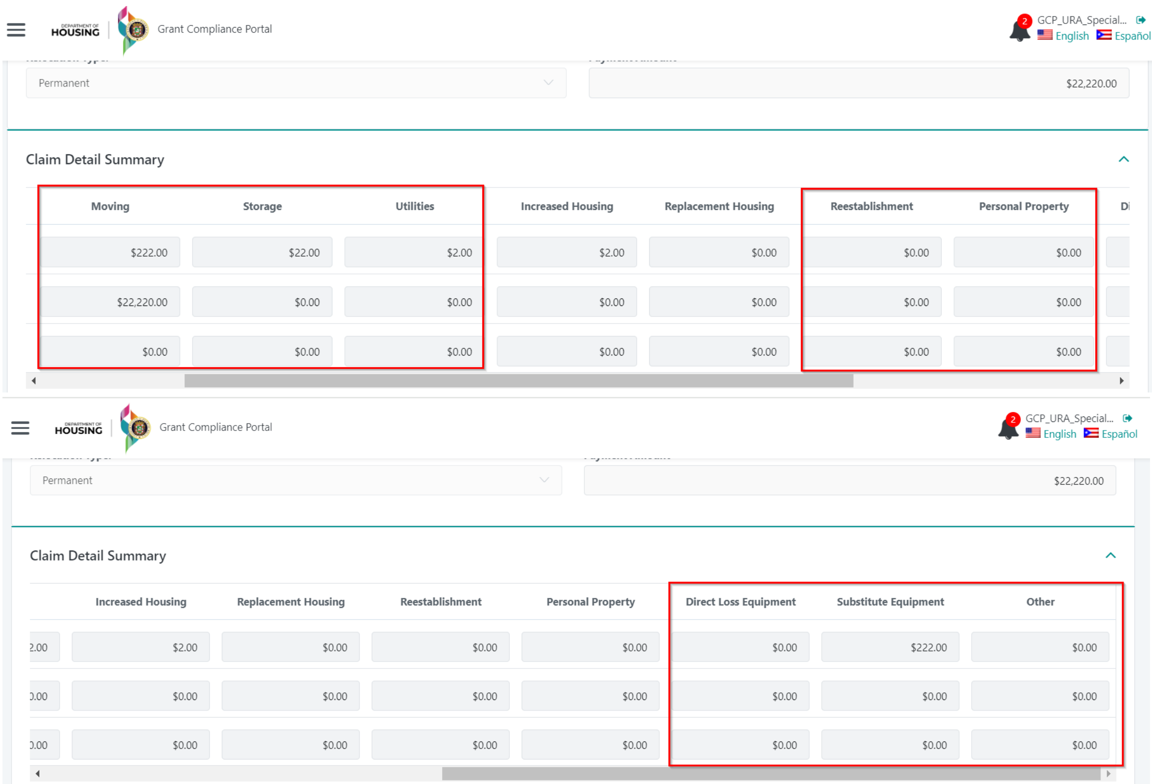


Figure 221

The following rows of data must be completed by the URA Specialist and submitted for review:

- **Total Requested Amount** – Dollar amount of Claim requested by occupant.
- **Total Approved Amount** – Total dollar amount approved by Subrecipient and paid to the occupant.

The following row is completed and populated by the PRDOH appointed GCP Reviewer, upon approval of the claim disbursement:

- **Total Disbursed Amount** – Populated upon the GCP Reviewer's approval; this is the amount that will be reimbursed to the Subrecipient.

Once the data has been entered in the **Total Requested Amount** and **Total Approved Amount** fields, press the **Update Amounts** button to save.

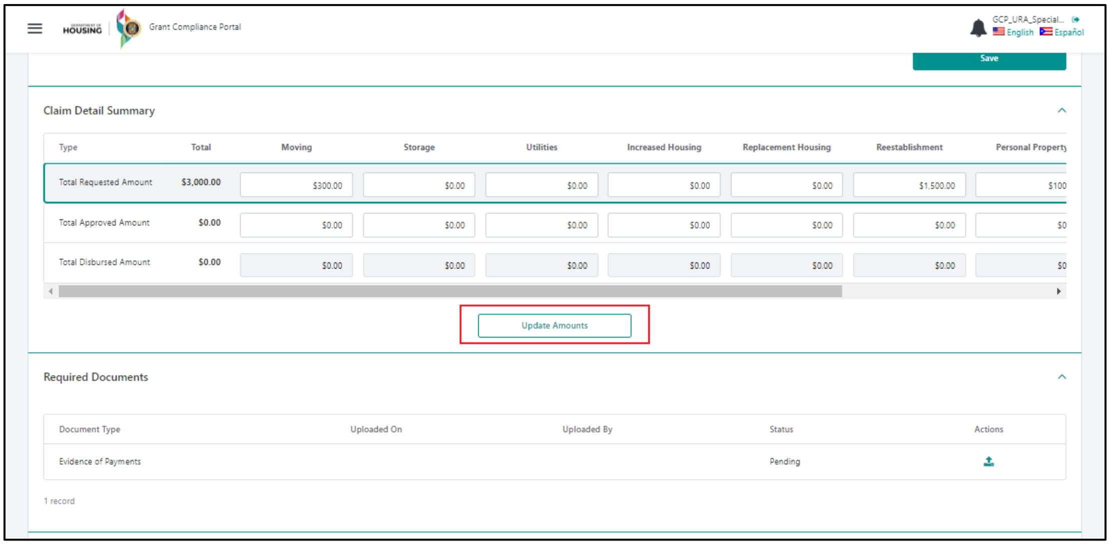


Figure 222

A message stating "**Payment Details updated successfully**" will appear at the top of the page, confirming that the totals have indeed been updated.

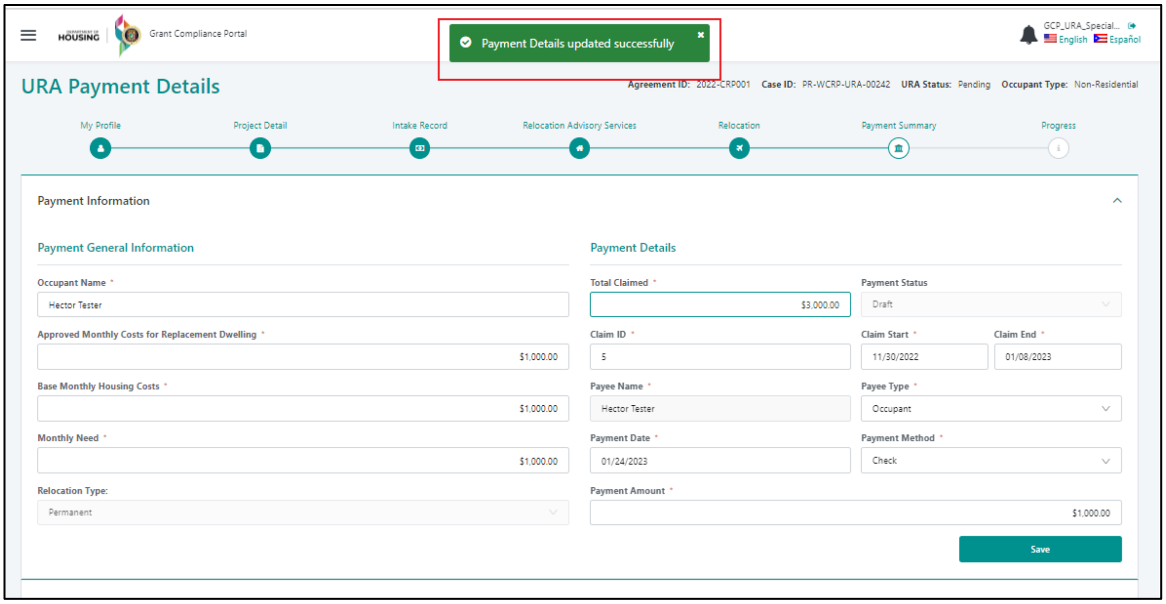


Figure 223

Ensure the **Evidence of Payment** and **URA Claim Form** documents have been uploaded, and all data has been entered accurately.

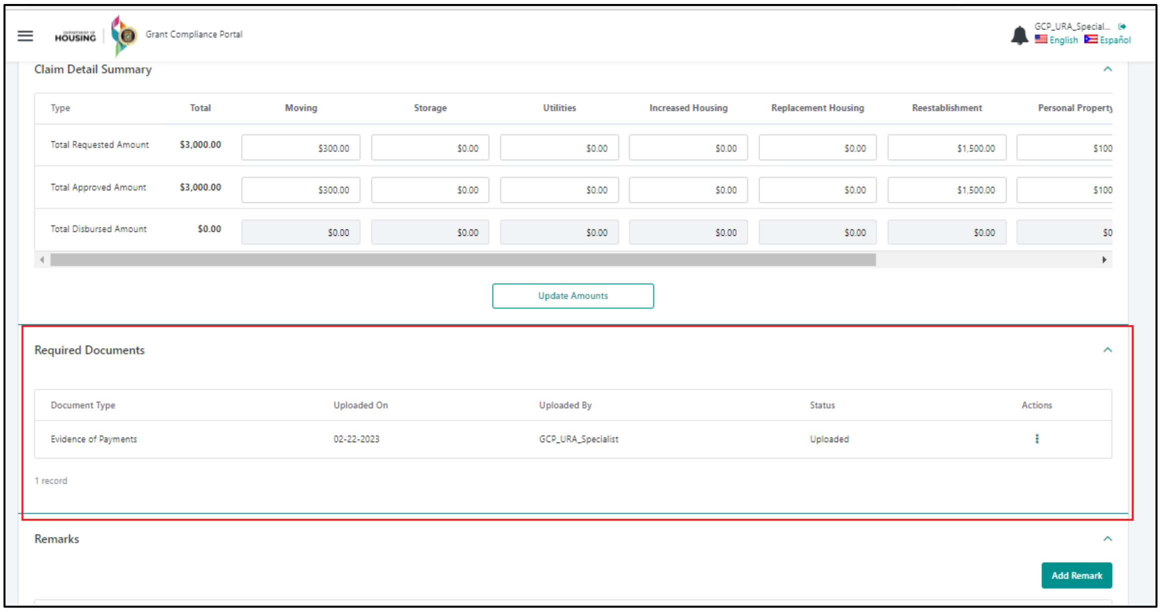


Figure 224

The **Add Remark** button may be utilized to provide the URA GCP Reviewer with pertinent information regarding the claim.

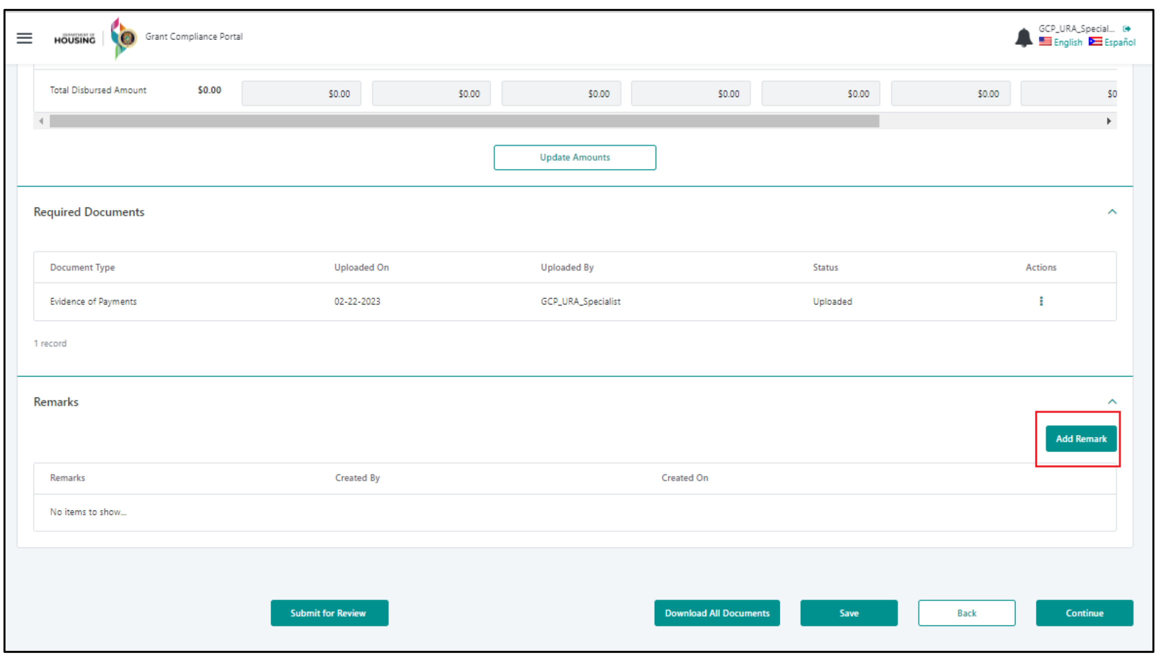


Figure 225

A pop-up window will appear, allowing for entering of text. Please provide a detailed note in the remark section and click **Save**.

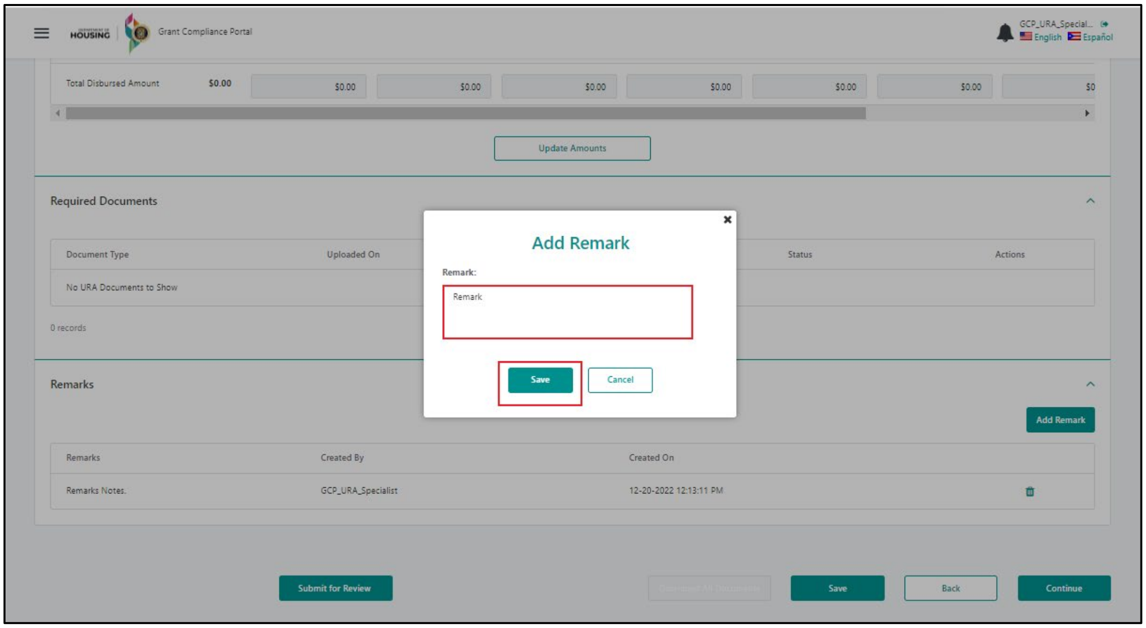


Figure 226

Once all has been confirmed as accurate, click the **Submit for Review** button.

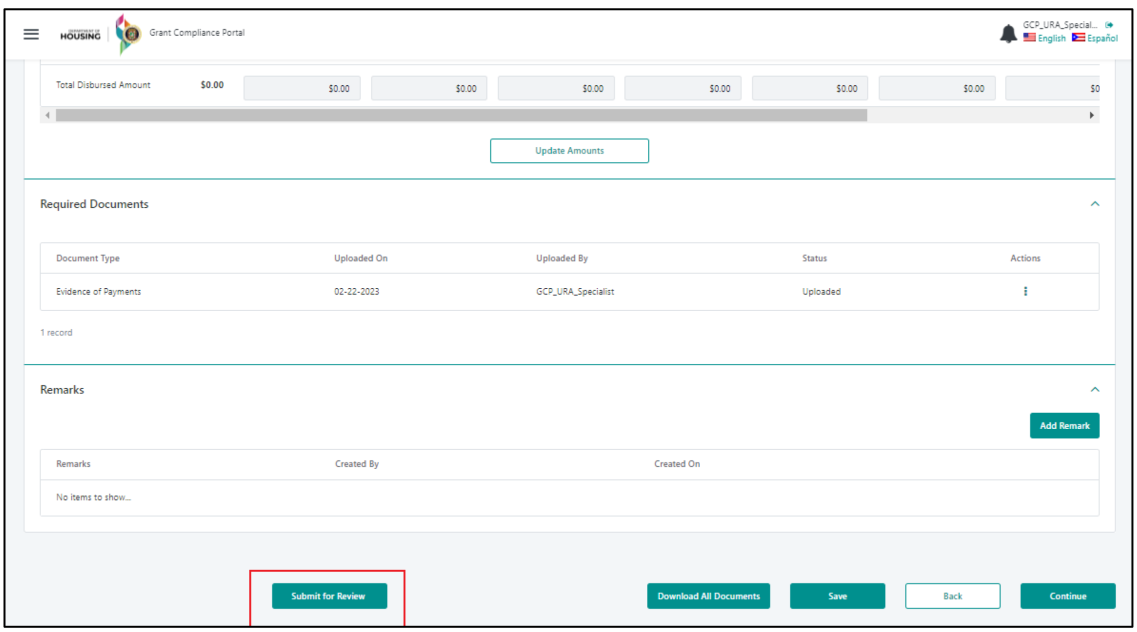


Figure 227

The Payment Status field will update to **Pending Review** and the URA GCP Reviewer will receive notification that a URA case requires review.

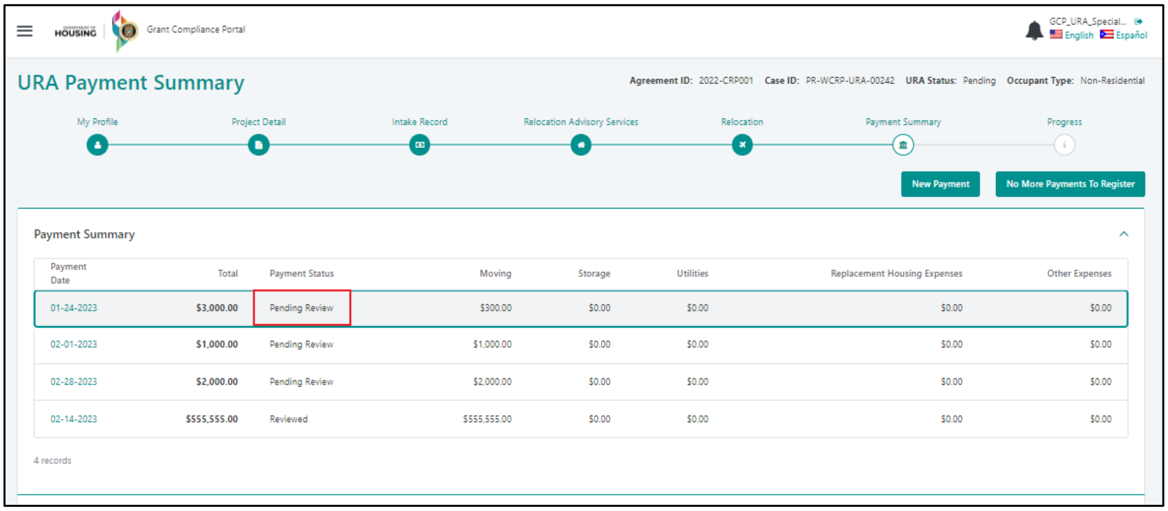


Figure 228

7.6.2 URA Claims Disbursements Review and Approval

Once the URA Specialist submits the URA Claim Disbursement record for review, the PRDOH assigned **URA GCP Reviewer** will be notified of the pending claim review. The QC review results in either a **Reviewed** status, confirming that the disbursement record has been partially or entirely approved, or a status of **Returned for Corrections**. Upon QC Review of the entire case record, should the GCP Reviewer find any discrepancies requiring correction, the case will be returned to the URA Specialist for resolve.

7.6.2.1 URA Claims Disbursements Review: Approval

If the URA GCP Reviewer has found the case to be in accordance with HUD recordkeeping regulations, URA Claim Disbursements and payment justifications have been provided and reviewed with no discrepancies identified, the QC review should result in approval for Subrecipient reimbursement.

A claim that has been approved by the URA GCP Reviewer will be indicated on the **Payments** tab, under the **Payment Status** column as **Reviewed**.

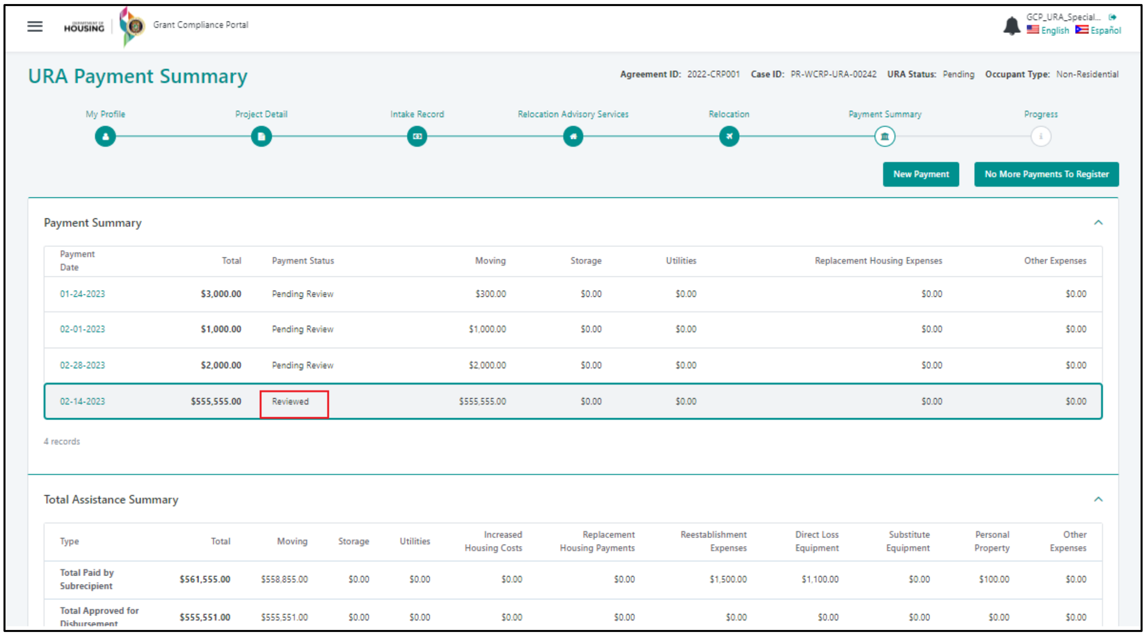


Figure 229

This will also be denoted by data population in the **Total Disbursed Amount** fields on the **Claim Detail Summary** page.

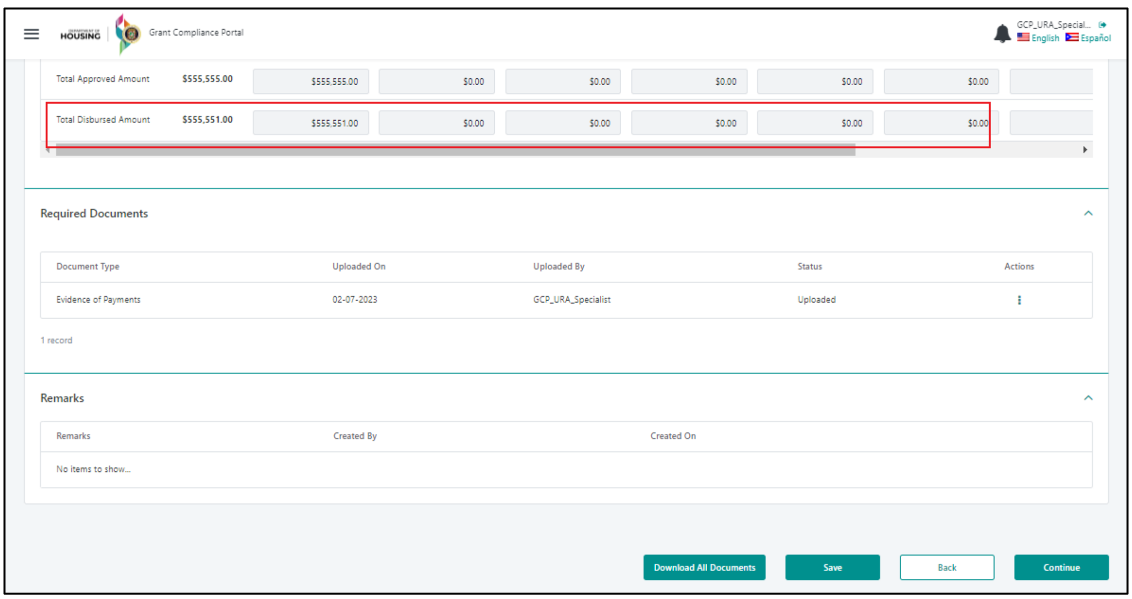


Figure 230

If the occupant has additional disbursements to be documented in the system, follow the steps in **Section 7.6.1 – Payment Summary**, according to **Occupant** and **Relocation**

types. Any additional claims will also need to undergo the URA GCP Reviewer QC process.

Should the occupant's URA assistance disbursements be complete, documented in the system and have successfully undergone URA GCP Reviewer QC, proceed to **Section 7.7 - GCP URA Case Closeout.**

7.6.2.2 URA Claims Disbursements: Returned for Corrections

Should the URA GCP Reviewer identify any discrepancy upon review of the URA case record, the case will be returned to the Specialist for rectification. The URA Specialist will be notified, via email, of any case returned for corrections.

Upon accessing the Project Cases page, **Payments Returned for Corrections** will be clearly denoted.

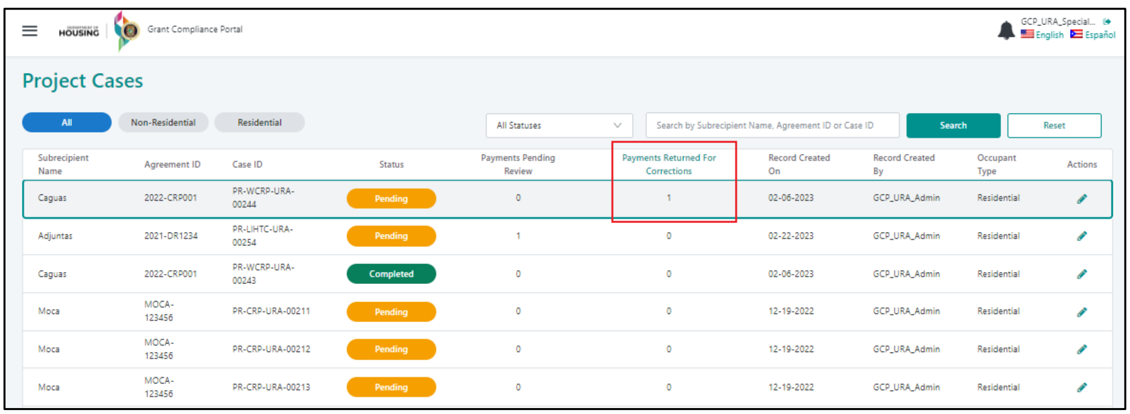


Figure 231

Click on the **pencil icon** to access the appropriate URA Case to be worked on.

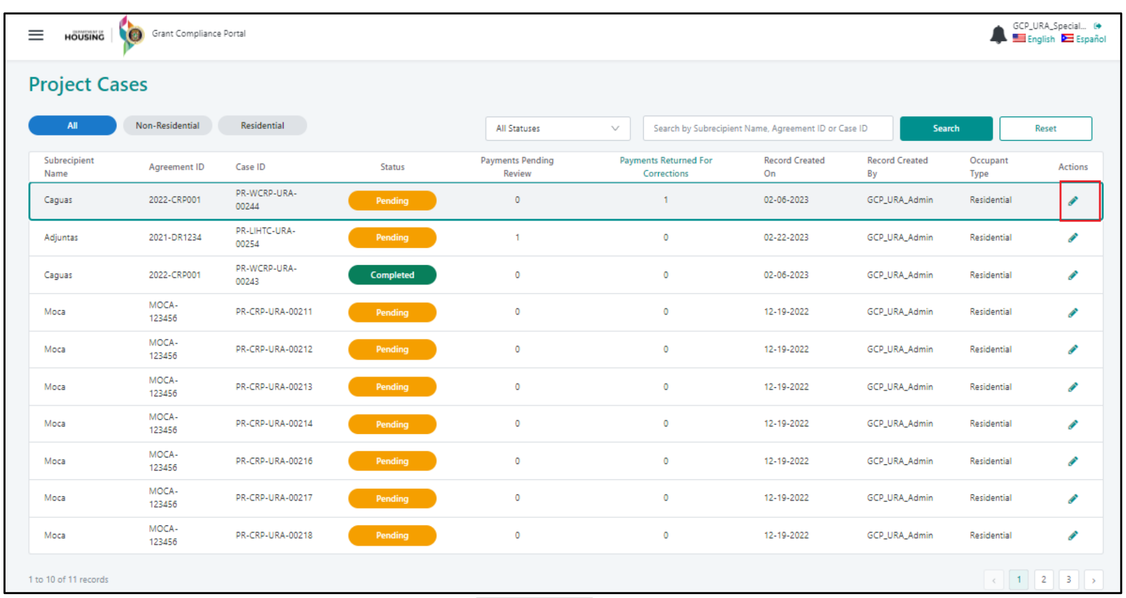


Figure 232

Click on the **Payment Summary** heading in the ribbon bar of the URA GCP module.

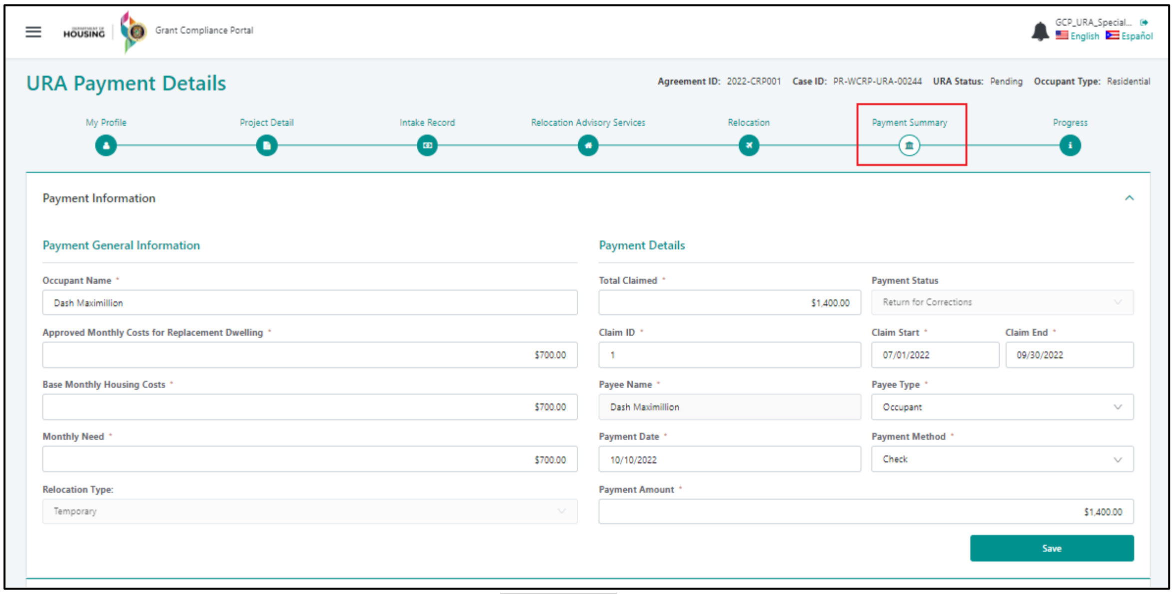


Figure 233

The **Payment Status** field on the **URA Payment Summary** page should be denoted as **Returned for Corrections**. Click on the claim requiring corrections, to be directed to the **URA Payment Details** page.

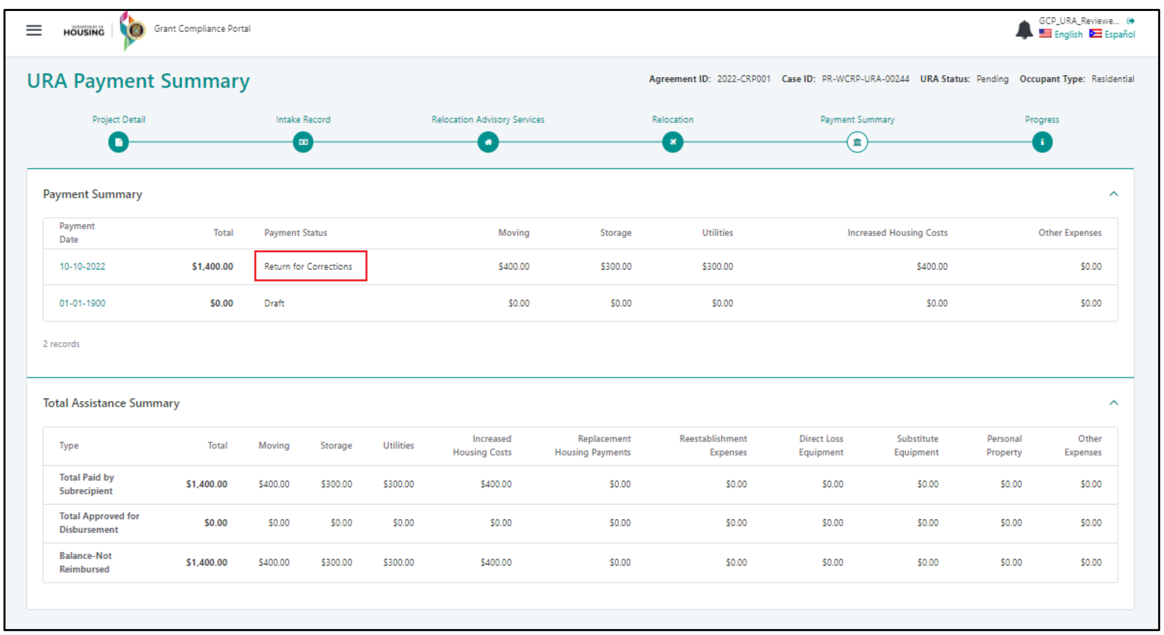


Figure 234

Any pending action item(s) needing to be performed for approval, will be provided by the GCP Reviewer, in the **Remarks** section on the **URA Payment Details** page.

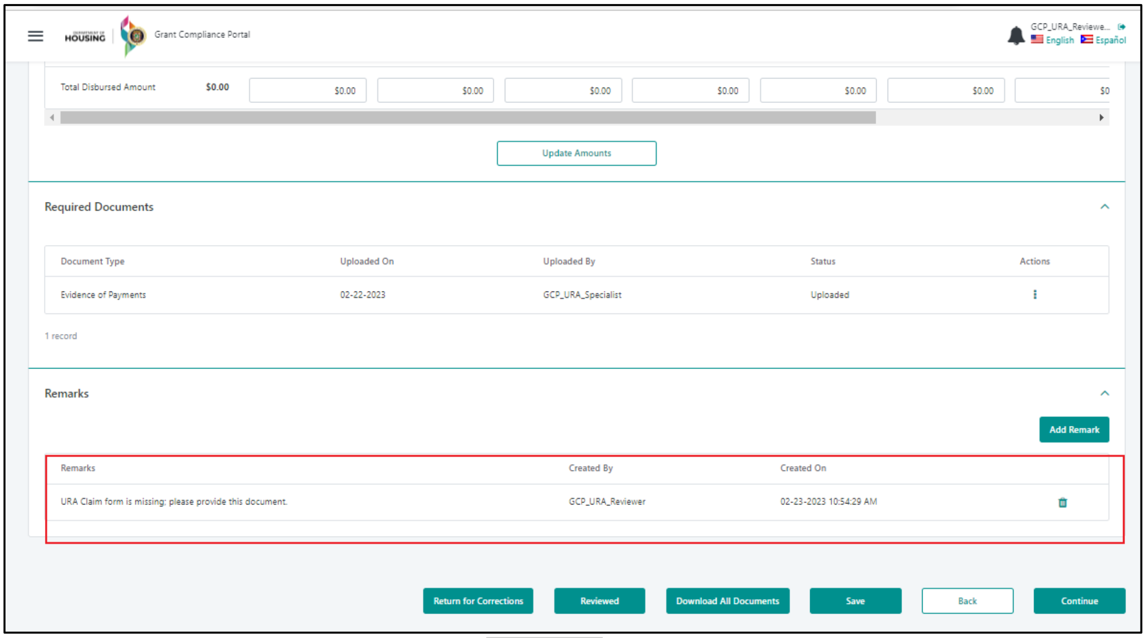


Figure 235

Once the URA Specialist performs the corrections required by the GCP Reviewer for approval, the **Submit for Review** button may be pressed for resubmission to QC review.

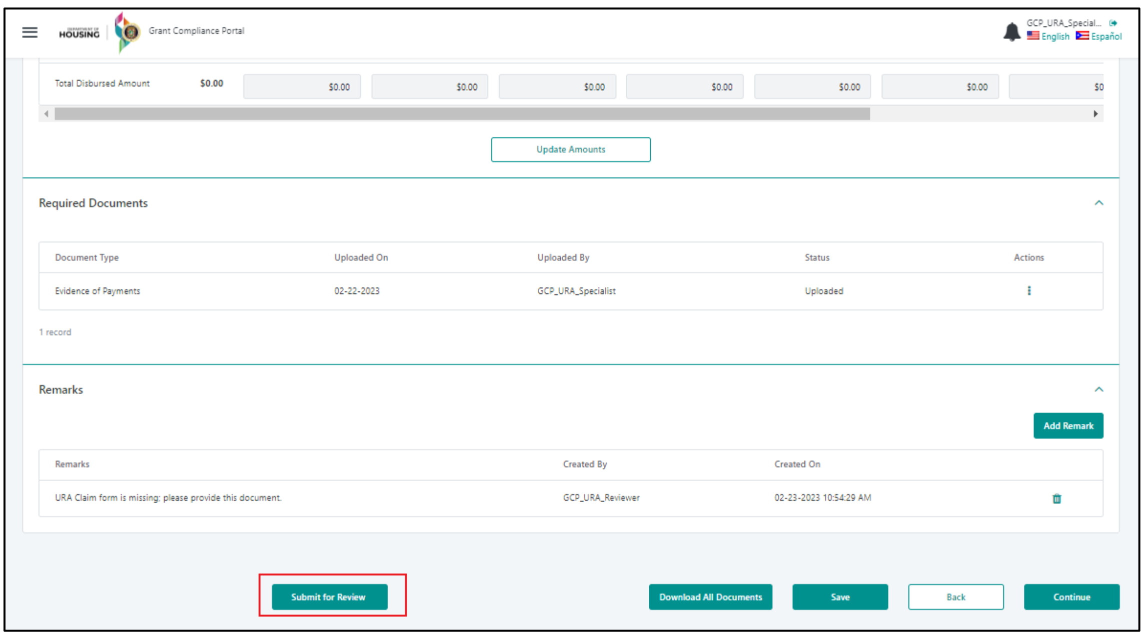


Figure 236

If the corrections have been deemed satisfactory by the URA GCP Reviewer, approval will be provided for the URA claim disbursement, resulting in the **Reviewed** Payment Status, as denoted in **Section 7.6.2.1- URA Claims Disbursements Review: Approval**.

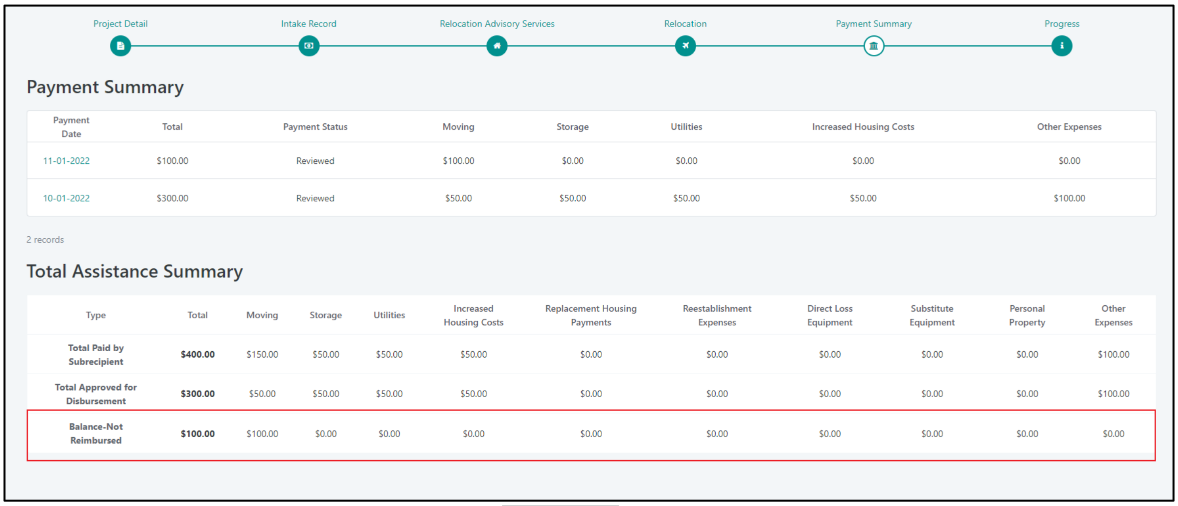
If the corrections are insufficient, please reference **Section 7.6.2.3 – URA Claims Disbursements: Amounts Not Approved for Reimbursement**, below.

Should the occupant have additional disbursements to be documented in the system, follow the steps in **Section 7.6.1 – Payment Summary**, according to **Occupant** and **Relocation types**. Any additional claims will also need to undergo the URA GCP Reviewer QC process.

If the occupant's URA assistance disbursements are complete, documented in the system and have successfully undergone URA GCP Reviewer QC, proceed to **Section 7.7 - GCP URA Case Closeout.**

7.6.2.3 URA Claims Disbursements: Amounts Not Approved for Reimbursement

In some instances, the URA Reviewer will determine that the URA Specialist has made ineligible URA assistance payments, or has failed to rectify the identified errors, resulting in a **Balance Not Reimbursed**.


Project Detail
Intake Record
Relocation Advisory Services
Relocation
Payment Summary
Progress

Payment Summary

Payment Date	Total	Payment Status	Moving	Storage	Utilities	Increased Housing Costs	Other Expenses
11-01-2022	$100.00	Reviewed	$100.00	$0.00	$0.00	$0.00	$0.00
10-01-2022	$300.00	Reviewed	$50.00	$50.00	$50.00	$50.00	$100.00

2 records

Total Assistance Summary

Type	Total	Moving	Storage	Utilities	Increased Housing Costs	Replacement Housing Payments	Reestablishment Expenses	Direct Loss Equipment	Substitute Equipment	Personal Property	Other Expenses
Total Paid by Subrecipient	**$400.00**	$150.00	$50.00	$50.00	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00
Total Approved for Disbursement	**$300.00**	$50.00	$50.00	$50.00	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00
Balance-Not Reimbursed	**$100.00**	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Figure 237

To further clarify, these are URA assistance payments made to occupants, but have been deemed ineligible for reimbursement to the Subrecipient, as they have been determined to be in non-compliance with HUD URA regulations.

The URA Specialist will first have the opportunity to rectify any identified errors, in efforts to obtain full reimbursement for eligible URA Claim Payments disbursed to Occupants. To perform the corrections, follow the steps in the above **Section 7.6.2.2 URA Claim Disbursements: Returned for Corrections**.

If the corrections have been found to be insufficient, the URA GCP Reviewer will provide details as to why the **disbursed amounts have not been approved for reimbursement** in the **Remarks** section.

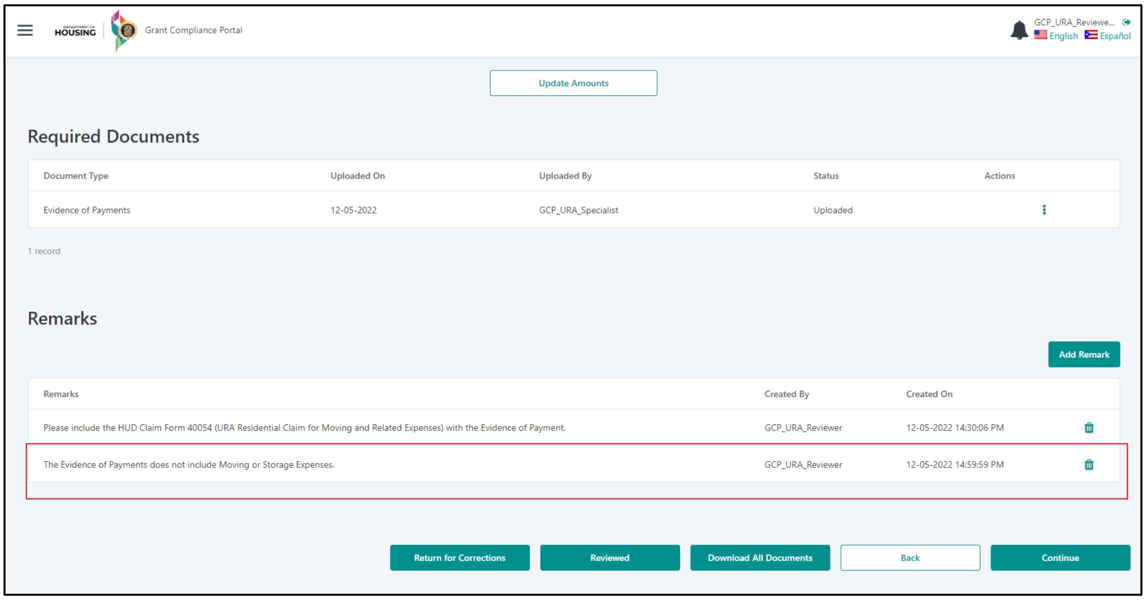


Figure 238

The **Balance – Not Reimbursed** will also be denoted on the **Payment Summary** page.

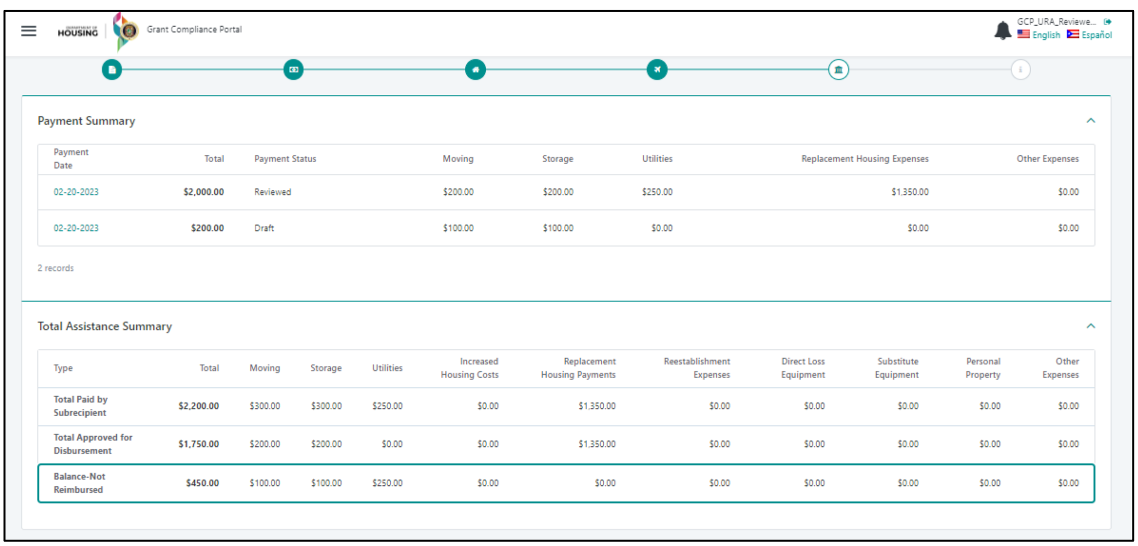


Figure 239

Should the occupant have additional disbursements to be documented in the system, follow the steps in **Section 7.6.1 – Payment Summary**, according to **Occupant** and **Relocation types**. Any additional claims will also need to undergo the URA GCP Reviewer QC process. If the occupant's URA assistance disbursements be complete, documented in the system and have successfully undergone URA GCP Reviewer QC, proceed to **Section 7.7 - GCP URA Case Closeout.**

7.7 GCP URA Case Closeout

Once all eligible claims have been disbursed to the Occupant, and all claim disbursements have been submitted by the URA Specialist, reviewed, and approved by the URA Reviewer, the URA Specialist must document the completion of URA assistance disbursements to the occupant.

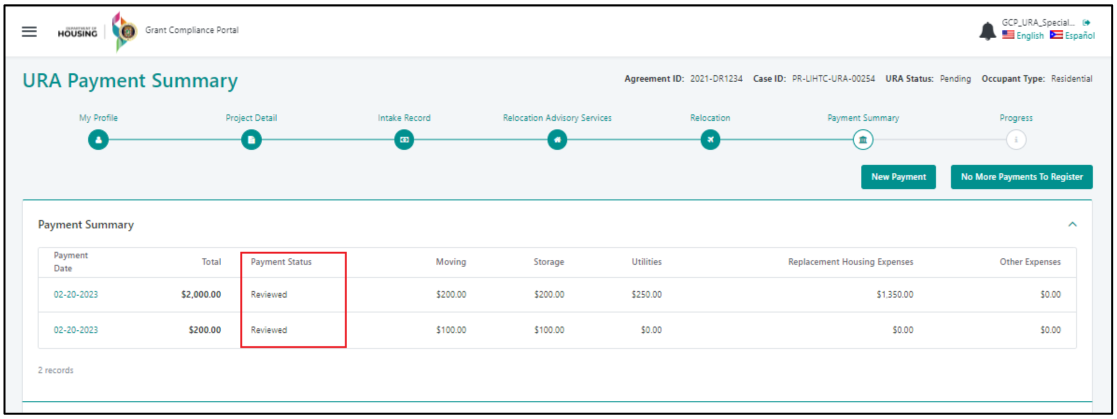


Figure 240

Click on the **No More Payments to Register** button, if the URA Case is indeed complete and no further disbursements are required to be documented in the URA Grant Compliance Portal.

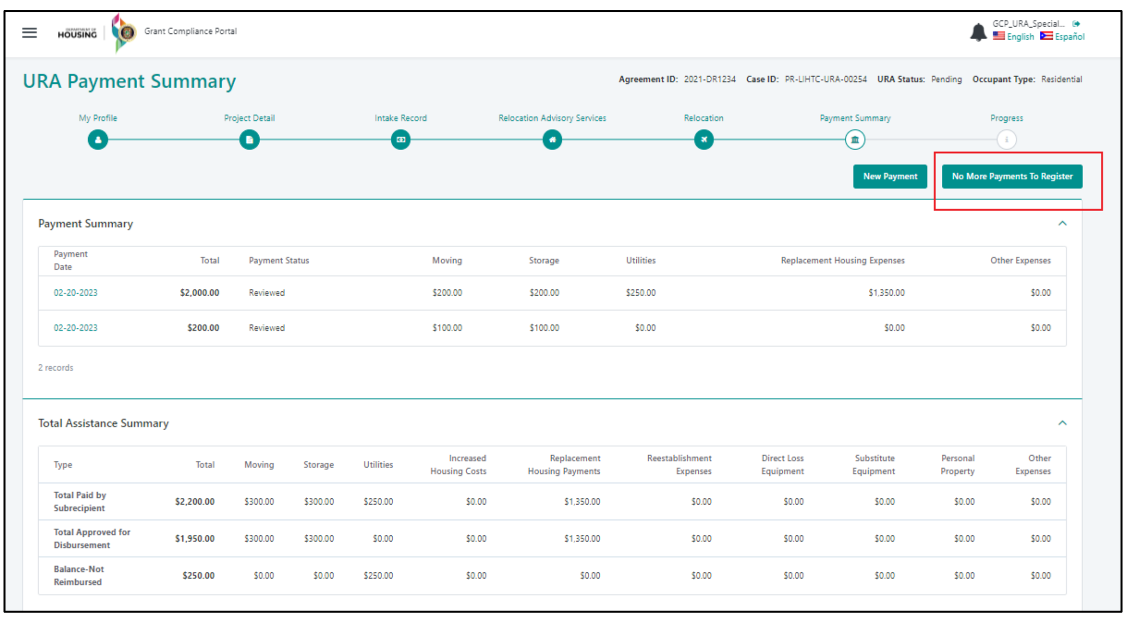


Figure 241

Click the **Next** button at the bottom of the page to navigate to the **Progress** page.

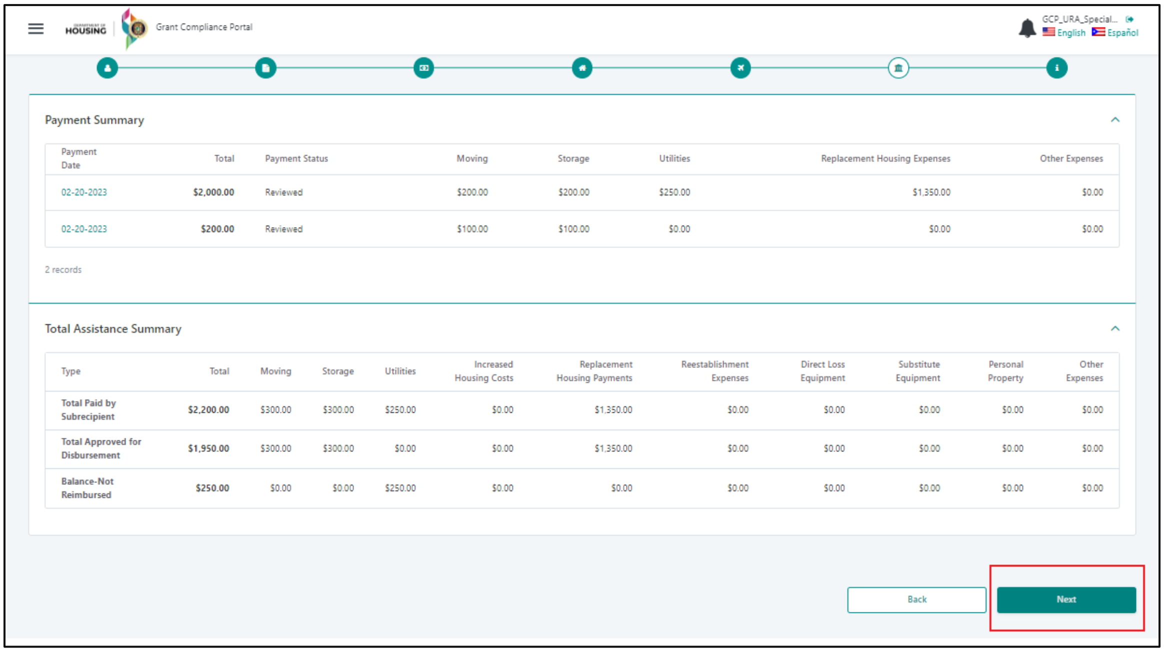


Figure 242

The Progress page provides a listing of all of the documents uploaded to the URA Case, which may be accessed via the Download All Documents button.

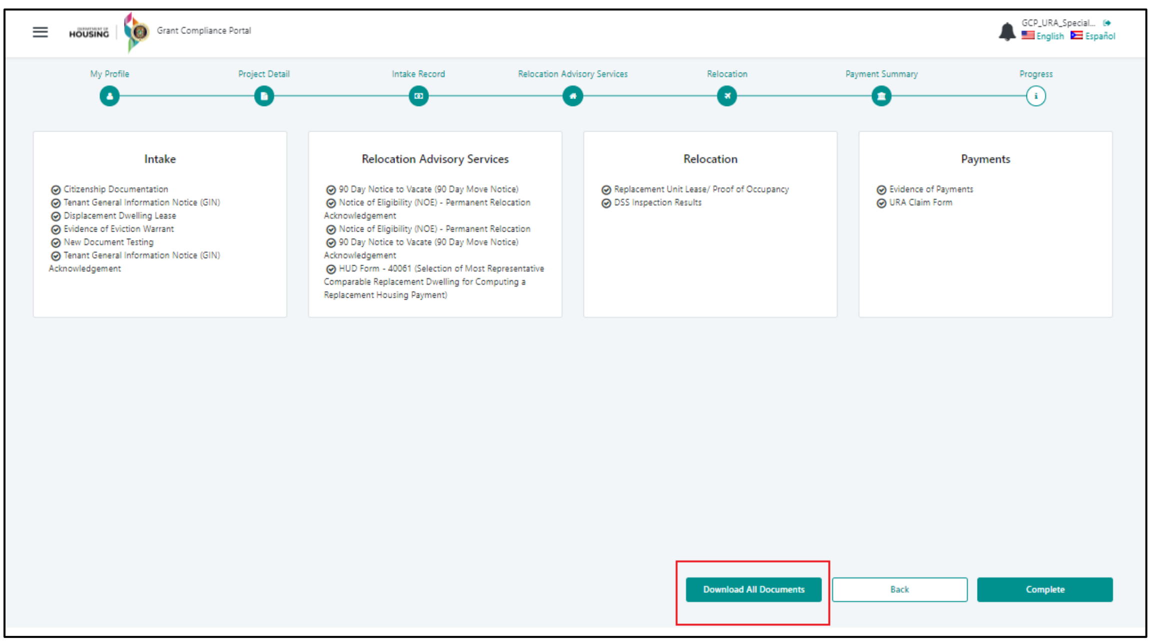


Figure 243

To denote the URA case as complete, click the **Complete** button.

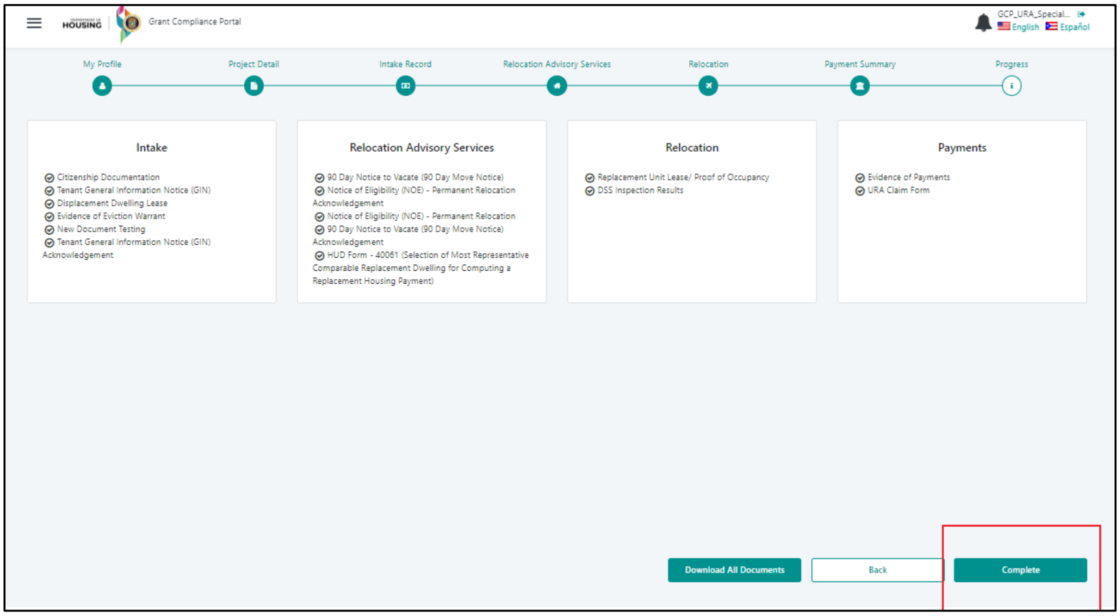


Figure 244

The URA Specialist will be redirected to the Project Cases screen, where the URA Case should be denoted as **Completed**, under the **Status** column.

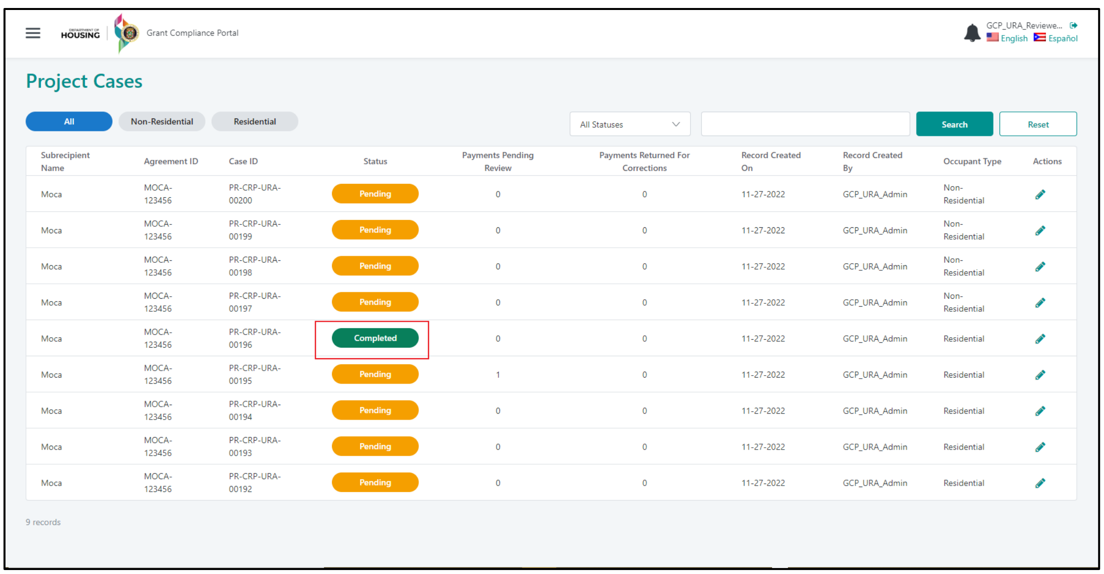


Figure 245

7.8 URA VIEWER ROLE

The URA Viewer role is available to users for the purpose of HUD URA Monitoring events and the Finance Department for URA invoice review and validations. Please contact the URA GCP Administrator for URA Reviewer role assignment.

END OF MANUAL