



DEPARTMENT OF
HOUSING



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

October 21, 2024
Competitive Round Launch

January 21, 2025
Application Submission Due Date

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COMPETITIVE ROUND SUMMARY

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

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

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

Application submissions: Eligible entities must submit a completed application, as described, in these Instructions by January 21, 2025.

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

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

Contact: PlanningCDBG@vivienda.pr.gov

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1 Definitions

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

- **Applicant:** The PCB Program defines applicant as any unit of general local government (municipalities, including departments and divisions); Government of Puerto Rico Agency, Authority, Trust, and Board; Community-Based Development Organization, private non-profit; non-governmental organization or not-for-profit entity; and a consortium of any of the above with the established authority and internal controls necessary to receive federal grant funds.
- **Application:** Refers to all the Information, and documentation submitted by the Applicant through the Grant Application Portal (**GAP**) for this Competitive Round.
- **Authorized Representative:** Refers to the person authorized to sign contracts on behalf of the proposing entity. The Authorized Representative is required to sign all Competitive Round exhibits.
- **CDBG-MIT:** Refers to Community Development Block Grant – Mitigation.
- **Competitive Round:** Refers to a competitive process for the development of plans, studies and/or consortiums divided into categories defined by PRDOH for the PCB Program and established in the Program Guidelines. The PCB Program will announce the categories and topics that will be available for each Competitive Round.
- **GAP:** Refers to CDBG-MIT Grant Application Portal (**GAP**) in which the applicant will complete and submit all required information and documentation including their application to apply for this Competitive Round¹.
- **Mandatory Requirements:** Refers to those requirements that Applicant(s) must meet to proceed to the next stage of the evaluation process. Non-compliance with mandatory evaluation requirements will result in the disqualification of the Applicant.
- **Multi-jurisdictional collaboration:** the interaction of two (2) or more political subdivisions within Puerto Rico's governmental structure. For the purpose of the PCB Competitive Rounds, the multi-jurisdictional collaboration includes the interaction between two (2) or more eligible entities. PRDOH will evaluate multi-jurisdictional collaboration as part of the Mandatory Requirements.
- **Multi-jurisdictional impact:** the expected effects of the proposed activities on a geographic area and its population on multiple scales (e.g., one or more

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

municipalities or communities). PRDOH will evaluate multi-jurisdictional impact as part of the Technical Requirements.

- **Open Period:** Refers to the time period in which proposals may be submitted through the GAP.
- **Primary Point of Contact (POC):** Refers to the person designated to submit documents related to the Competitive Round application. The Primary POC is also responsible for communications between the PRDOH and the proposing entity.
- **Proposal:** Information and documents submitted through the Proposal Submission Form available at the GAP describing the proposed activities for the selected topic within the Competitive Round Category and how they will be carried out.
- **Puerto Rico Department of Housing (PRDOH):** Government agency that has been designated as the entity responsible for administering the CDBG-DR/MIT funds allocated to the Commonwealth of Puerto Rico.
- **Selected Applicant:** Refers to a Qualified Applicant who has met the mandatory requirements, received a minimum technical score of thirty (30) points and who was selected by PRDOH. Selected Applicant(s) will be invited to enter a Subrecipient Agreement with PRDOH to administer their proposed scope of work in the Competitive Round.
- **Subrecipient:** An entity that receives a sub-award from a pass-through entity to carry out part of a federal program. The term does not include an individual that is a beneficiary of a federal program. A Subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.²
- **Subrecipient Agreement:** Refers to the agreement entered between PRDOH and a Program Subrecipient which governs the relationship between both parties as well as Subrecipient funding and activities under PCB Program.
- **Technical Requirements:** Refers to those requirements that are part of the evaluation and will have a maximum score of forty (40) points.

² 2 C.F.R. §200.1

2 Overview

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

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

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

3 Eligible Use of Funds

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

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

- Activities related to the planning process and activities necessary to develop the proposed plan and/or study. Examples of these activities include, but are not limited to:
 - Outreach and coordination
 - Drafting of plan and/or study
- Activities related to data collection and analysis. Examples of these activities include, but are not limited to:
 - Data gathering and analysis contributing to the development of the plan and/or study
 - Review of the findings and drafting of relevant reports

- Activities necessary for the management and evaluation of deliverables. Examples of these activities include, but are not limited to:
 - Grant management,
 - Monitoring, reporting and evaluations,
 - Invoicing and recordkeeping,
 - Quality Assurance and Quality Control (**QA/QC**) and monitoring of deliverables,
 - Coordination with PRDOH.
- Other eligible planning activities include those listed in 2 C.F.R. §570.205(f)³.

3.1 Ineligible Use of Funds

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

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

4 Eligibility Information

4.1 Eligible Entities

Eligible Entities for the PCB Program include the following:

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

4.2 Cost Sharing or Matching

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

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

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

4.3 Unique Entity Identifier and System for Award Management

Each Applicant is required to:

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

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

5 Competitive Round

5.1 Design of Innovative Resilience Actions

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

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

In alignment with the CDBG-MIT Action Plan and PCB Program Guidelines, this Competitive Round seeks to carry out mitigation planning activities utilizing a regional or multi-jurisdictional collaboration. For this reason, the Proposer will not be able to compete without evidence of collaboration with other eligible entities for this particular Program.

5.2 Maximum Award Information

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

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

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

5.3 Period of Performance

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

6 Application and Submission

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

6.1 Access

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

6.2 Multiple Proposals

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

6.3 Content and Proposal Submission Form

Applications shall be submitted online through the GAP and may be completed in Spanish or English. The designated portal will have available the Proposal Submission Form.

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

6.4 English Proficiency

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

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

6.5 Competitive Round Schedule

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

Table 1: Competitive Round Schedule

Event	Date
Application Launch Date	October 21, 2024
Application Submission Due Date	January 21, 2025
Application/Proposal Evaluation Period (Expected)	From: January 22, 2025 Up to: April 22, 2025

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

6.6 Submission of Inquiries

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

6.7 Correspondence and Communications

Communications for this Competitive Round must be submitted through email PlanningCDBG@vivienda.pr.gov and must reference the Competitive Round in the subject line of the email. Any correspondence sent to any other email address about the Competitive Rounds will not be addressed or considered by PRDOH.

6.8 Allowed and Prohibited Communications

Only questions and requests for clarifications for this Competitive Round submitted by prospective Applicants as per sections *Submission of Inquiries* and *Correspondence and Communications* are allowed. Communications by prospective Applicants with officials and/or representatives of PRDOH, other government entities, the Government of Puerto Rico and any of its instrumentalities, HUD, or other relevant entities of the Federal government, and/or others associated with the CDBG-MIT Program, regarding the contents of this Competitive Round or its qualification and selection process, are prohibited during the submission and selection process. Failure to adhere to this requirement may result in the disqualification of submitted applications. Verbal inquiries

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

or emails sent to addresses not specified in this Competitive Round will not be addressed or considered by PRDOH.

6.9 Representation for Application Submission

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

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

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

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

This Competitive Round, its award, and any derivative agreement are subject to the execution of a Grant Agreement between the Government of Puerto Rico or PRDOH, and HUD, and the availability of the allocated CDBG-MIT funds. The Applicant acknowledges and agrees that any suspension, cancellation, or termination of the CDBG-MIT allocation(s) will result in the immediate suspension, cancellation, or termination of this Competitive Round, award, or executed Agreement, upon PRDOH's notice.

6.10 Application Modification or Withdrawal

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

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

6.11 Ownership of Applications

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

7 Application Review

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

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

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

7.1 Application Scoring

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

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

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

7.2 Mandatory Requirements

Applicants shall comply with all the mandatory requirements included in these Instructions, in the GAP and in the Proposal Submission Form for their application to be evaluated. Mandatory requirements will be scored as either “**Pass**” or “**Fail**”. If the application meets all mandatory requirements, the application will “Pass” this section of the evaluation. On the contrary, if the application does not meet said requirements, it will “Fail” this evaluation. Failure to comply with these requirements will result in the disqualification of the Applicant. However, PRDOH reserves the right to waive minor instances of non-compliance. The mandatory requirements include the following:

CRITERIA	POTENTIAL MAXIMUM SCORE
1. Proposal submission: the proposal was submitted on or before the due date and time of the application period.	Pass/ Fail
2. Proposal completion: the proposal contains all required documentation, in accordance with the Competitive Round requirements.	Pass/ Fail

CRITERIA	POTENTIAL MAXIMUM SCORE
<p>3. Information of each proposing party:</p> <ul style="list-style-type: none"> • Name of the proposing entity • Name of subawardee(s) entity(ies), if applicable • Physical or mailing address • Current organizational proof documentation (does not apply to government agencies or municipalities): <ul style="list-style-type: none"> ○ Certificate of Incorporation; and ○ Certificate of Good Standing issued by the Puerto Rico Department of State • Evidence of Active SAM Registration • Exhibits: <ul style="list-style-type: none"> ○ All exhibits available in the <i>Required Documents</i> section of the GAP must be completed, signed and uploaded to the same section. ○ All Exhibits must be signed by the Authorized Representative identified in the GAP application and the Proposal Submission Form. ○ If applicable, for each subawardee entity identified in the Proposal Submission Form, exhibits must be completed and signed by the Authorized Representative(s) of the subawardee(s) entity(ies). 	<p>Pass/ Fail</p>
<p>4. Primary Point of Contact and Authorized Representative Information:</p> <ul style="list-style-type: none"> • Primary Point of Contact (POC) Information: Name, telephone number and email address of the person designated to submit documents related to the Competitive Round application. <ul style="list-style-type: none"> ○ As part of the application, the proposer must complete and submit the Primary POC Information Form available in the Required Documents section of the GAP. The Primary POC Information Form must be signed by the Authorized Representative. ○ The Primary POC is also responsible for communication between the PRDOH and the proposing entity. • Authorized Representative Information: Name, telephone number and email address of the Authorized Representative. The proposer must also submit evidence of the Authorized Representative's authority to sign contracts on behalf of the proposing entity. <ul style="list-style-type: none"> ○ As part of the application, the Authorized Representative must submit one of the following, as applicable: corporate resolution (private entity); administrative order (state governmental entity); municipal resolution (municipality). 	<p>Pass/ Fail</p>
<p>5. Eligible activities: the proposal must include eligible planning activities according to 24 C.F.R. § 570.205 and Section 5.2 <i>Eligible Activities</i> of the Planning and Capacity Building Program Guidelines. Proposals that include ineligible activities will not be accepted.</p>	<p>Pass/ Fail</p>

CRITERIA	POTENTIAL MAXIMUM SCORE
<p>6. Alignment with category: the proposal must be aligned with the Competitive Round Category. Proposals that are not aligned with the topic of the Competitive Round category will not be accepted.</p>	Pass/ Fail
<p>7. Multi-jurisdictional collaboration: The proposer must submit through the GAP evidence of the proposed multi-jurisdictional collaboration for the PCB Program utilizing one (1) of the following mechanisms:</p> <ul style="list-style-type: none"> • Memorandum of Understanding (MOU) • Interagency Agreement • Public-Private Partnership • Intermunicipal alliance, consortium, or agreement, duly created in accordance with Act No. 107-2020, as amended, 21 L.P.R.A. § 7001 et seq. known as the Puerto Rico Municipal Code • Community Based Development Organization (CBDO) approval letter issued by PRDOH or an equivalent designation • Collaboration agreements • As an alternative option, the proponent may submit a letter of Intent (LOI) for the proposed multijurisdictional collaboration between the eligible entities. The LOI must: 1) reference the PCB Program Competitive Round; 2) describe the proposed planning activities; 3) identify which of the above-mentioned collaboration mechanisms will be utilized; and 4) be signed by the Authorized Representatives of all collaborating entities. The LOI must acknowledge understanding that the collaboration will be formalized before the PCB Program SRA is executed. 	Pass/ Fail

7.3 Technical Requirements

This portion of the evaluation will have a maximum score of **forty (40) points**. The technical requirements include the following:

CRITERIA	MAXIMUM POTENTIAL SCORE
<p>1. Narrative that describes the Proposal's alignment with the PCB Program and the CDBG-MIT objectives.</p> <p>1.1. Does the Proposal describe how the proposed plan or study fulfills the CDBG-MIT objectives?</p> <p>1.2. Does the Proposal describe how the proposed plan or study fulfills the PCB Program objectives and activities requirements?</p>	4 max.
<p>2. Technical description of the proposed Plan or Study</p> <p>2.1. Does the Proposal include the following?:</p> <p style="padding-left: 20px;">a. Description of the proposed Plan or Study. Additionally, the proposal must describe the multi-jurisdictional collaboration that will be utilized to conduct the proposed planning activities.</p>	14 max.

CRITERIA	MAXIMUM POTENTIAL SCORE
<p>b. Description of the conditions to be improved</p> <p>c. Description of proposal benefits and/or beneficiaries</p> <p>d. Description of the incorporation of the redundancy, alternatives, independence, coordination and confidence resilience concepts.</p> <p>e. Description of the specific data and information sources that support the proposal, including primary and secondary sources available (Census, maps, geodata, among others).</p> <p>2.2. The Proposal identifies and describes the available studies or reports that identify the needs, conditions or benefits of the proposed plan or study and the area to be impacted. Examples include studies, academic or NGO research, FEMA Hazard Mitigation Plan (HMP), Individual MRP Plan, among others.</p> <p>2.3. The Proposal includes the legal and regulatory framework applicable to the area where the plan or study development is proposed, such as relevant municipal and state plans, laws, regulations, ordinances, executive orders, among others.</p>	
<p>3. Approach or strategy to carry out the planning activities to be completed by the proposed Plan or Study.</p> <p>3.1. Does the proposal include a project plan with a narrative description of the following?:</p> <ul style="list-style-type: none"> a. Activities b. Phases c. Outcomes d. Schedule <p>3.2. Does the proposal include an engagement and outreach strategy to present the development of the plan or study to the different parts involved and impacted, PRDOH and any applicable entity (municipalities, state agencies, federal agencies, others)?</p>	10 max.
<p>4. Description of the grant administration and coordination of the efforts with PRDOH and subawardee entities, if applicable.</p> <p>4.1. Does the proposal provide an organizational chart for the management and implementation of the proposed plan or study? The organizational chart must identify key personnel names, positions (filled or vacant), and tasks distribution.</p> <p>4.2. Does the budget within the proposal:</p> <ul style="list-style-type: none"> a. Include a detailed budget breakdown, a budget narrative and the required positions? b. Align with 2 C.F.R. Part 200 Cost Principles? 	6 max.
<p>5. Multi-jurisdictional Impact Evaluation</p> <p>5.1. Does the proposal include a map and narrative description of the geographic area that will be impacted by the proposed plan or study?</p> <p>5.2. Does the proposal include a narrative description of the population that will be impacted by the proposed plan or study?</p>	6 max.

CRITERIA	MAXIMUM POTENTIAL SCORE
5.3. Does the proposal list, describe and include the letters of endorsement from the agencies, municipalities, communities, and/or entities that will be impacted by the proposed plan or study? Note: This requirement is different from Mandatory Requirement 7: Multi-jurisdictional collaboration.	
Maximum score	40 points

8 Evaluation

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

8.1 Evaluation Process

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

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

8.2 Errors and Omissions in Applications

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

8.3 Program-Based Reconsideration and/or Administrative Review

Applicants have the right to request a Program-based Reconsideration with the Program or request an Administrative Review directly with PRDOH, following the processes stated in section 13 *Program-Based Reconsideration and/or Administrative Review* of the PCB Program Guidelines.

8.4 Negotiation of Funding

PRDOH may negotiate specific terms of the funding agreement and budget with Selected Applicants, after the award notification. If PRDOH and a Selected Applicant do

not successfully conclude negotiations in a timely manner, or a Selected Applicant fails to provide requested information, an award will not be made to that Applicant. In this case, PRDOH may select another eligible Applicant for award consideration. PRDOH may impose specific conditions on an award as provided under 2 C.F.R. §200.208⁷:

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

9 Award Administration

9.1 Notice of Award

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

9.2 Performance and Reporting Requirements

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

9.3 Cancellation of Competitive Round

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

END OF COMPETITIVE ROUND INSTRUCTIONS.

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

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

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