



Request for Proposals (RFP) for
**GRANT MANAGEMENT SERVICES
FOR HOME-AMERICAN RESCUE PLAN
(HOME-ARP) PROGRAM**

Published: October 11th, 2023

Deadline to submit Proposals: November 10th, 2023.

Deliver in person to:
Puerto Rico Housing Finance Authority
Economic Development Bank Building, Reception (First Floor)
638 Aldebarrán Street (Altamira)
San Juan, Puerto Rico 00920

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1. SUMMARY

The Puerto Rico Housing Finance Authority (PRHFA), as the administrator of the HOME-American Rescue Plan Program (HOME-ARP) in Puerto Rico, is soliciting proposals from companies or individuals with the capacity and capability to work closely with PRHFA staff, assisting them in the implementation and management of the HOME-ARP Program, providing advisory, consulting and grant management support services on the day-to-day administration of the Program.

The HOME-ARP funds are administered through the HOME Investment Partnership Program (HOME) to perform activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or on other vulnerable populations. The United States Department of Housing and Urban Development (HUD) allocates HOME-ARP funds to participating jurisdictions (PJ's) based on an established formula. On April 8, 2021, HUD allocated HOME-ARP funds to 651 grantees, including Puerto Rico.

The term "proposer" refers to providers submitting proposals in response to this RFP. The term "contractor" or " provider" describes the proposer selected to provide the requested services.

An electronic copy can be downloaded from www.afv.com.

Each proposal received in response to this RFP process will be evaluated according to the criteria described in this document. All proposals must be sealed, clearly marked "**GRANT MANAGEMENT SERVICES FOR HOME-AMERICAN RESCUE PLAN (HOME-ARP) PROGRAM**" and must include all elements described in the PROPOSAL FORMAT AND CONTENT REQUIREMENTS section of this RFP.

Proposals (**one (1) original and three (3) copies**) must be delivered in person in a sealed envelope to the following address: Economic Development Bank Building, Reception (First Floor), 638 Aldebarrán Street (Altamira), San Juan, Puerto Rico, 00920, from 10:00 AM until 4:00 PM on or before Friday, November 10th, 2023. Proposals received after the above date will not be considered.

Proposals must be addressed to the following:

Carmen Arroyo Casiano
Assistant Executive Director of Administration
Puerto Rico Housing Finance Authority

The PRHFA shall not be responsible for a proposal delivered to a person or location other than as specified herein, and reliance on the postal service shall not excuse a late mailing.

Questions or requests for clarification of this RFP may be submitted in writing no later than the date and time indicated in the PROPOSAL SELECTION CALENDAR. Responses to written questions will be issued by the PRHFA, reserving the right to refuse to respond to any question.

Any amendment or addendum to this RFP is valid only if written and issued by the PRHFA.

The PRHFA will evaluate all the proposals received to select the company with the most advantageous proposal to offer the requested services.

After receiving and evaluating the Proposals, based on the best value determination, the PRHFA will recommend the awarding and execution of the Agreement with such Proposer. If the Agreement cannot be executed, the PRHFA may negotiate with the Proposer who submitted the second-best value bid to award the contract. Alternatively, the PRHFA may terminate the process and not adjudicate the Agreement.

2. PROPOSAL SELECTION CALENDAR

RFP Publication	Wednesday, October 11th, 2023
Deadline for questions	Friday, October 20th, 2023
Deadline for the PRHFA to respond to questions	Thursday, October 26th, 2023
Deadline to submit the proposal	Friday, November 10th, 2023
Notification of award to the company or individual with the best value proposal	Thursday, November 30th, 2023

3. GENERAL CONDITIONS

3.1. *Principal Responsibility*

The company or individual who is awarded the RFP shall assume full responsibility for all services and activities offered, whether provided directly or not. In addition, the PRHFA shall consider the selected contractor to be the sole point of contact with respect to contractual matters, including payment of any and all charges resulting from the contract.

3.2. *Minimum qualifications*

Those interested in participating in this RFP must meet the following minimum requirements or qualifications:

1. Identify engagement or staff experience with programs comparable to HOME-ARP, such as, but not limited to: Low-Income Housing Tax Credit (LIHTC); Tenant-Based Rental Assistance (TBRA); Housing Choice Voucher Program Section 8; HOME; Housing Trust Fund (HTF); Permanent Supportive Housing (PSH); Single Room Occupancy program (SRO); for which the respondent provides or has provided similar services within the last 10 years.
2. Respondents must demonstrate experience and success in implementing federal grant programs or providing advisory, consulting, and grant management support services for federal programs.
3. Respondents must have knowledge and expertise in the management of federal and HUD reporting systems, specifically, the Integrated Disbursement and Information System (IDIS).
4. Respondents must be able to comply with an accelerated delivery or performance schedule. Respondents that demonstrate they have the staff available to begin immediately will be scored higher than those who need more time or whose responses are vague.
5. Respondents that outline a clear and straightforward approach to staffing and working with HOME-ARP staff to provide expert/strategic advisory and compliance support services will score higher than those that do not.
6. Respondents must have a satisfactory record of integrity and business ethics.
7. Respondents that are corporations, partnerships, or any other legal entity, U.S. or Puerto Rico based, shall be properly registered or capable of being registered to do business in Puerto Rico and the U.S. at the time of the submission of their proposals and comply with all applicable Puerto Rico or U.S. laws or requirements.
8. Be an entity incorporated in the Department of State of Puerto Rico or authorized to do business in Puerto Rico, which is in good standing and aware of laws and regulations, including, but not limited to, the following:
 - a. Section 3205 of the American Rescue Plan Act of 2021 (Pub. L. 117-2) (“ARP”);
 - b. HUD’s Notice CPD-21-10 “Requirements for the Use of Funds in the HOME-American Rescue Plan Program”;
 - c. Title I and II of the Cranston-Gonzalez National Affordable Housing Act (Pub. L 101-625), as amended;
 - d. HOME Final Rule, 24 CFR Part 92;
 - e. 24 CFR Part 5; and
 - f. 24 CFR Part 91.

3.3 *Guarantee*

Any contract awarded under this RFP must be performed in full compliance with 2 CFR Part 200. The provider must ensure that the services provided will be

performed in accordance with all applicable federal, state, and local laws and regulations pertaining to this project. This includes, but is not limited to:

- Certification of Good Standing for corporations located in Puerto Rico or the authorization to do business in Puerto Rico for foreign corporations issued by the Department of State
- Certification that neither the company nor its officers are suspended or debarred ("Suspension & Debarment") from doing business with the Federal Government
- Certification that no conflict of interest exists should they be awarded the contract
- Certification of compliance with the provisions of the Anti-Corruption Code for the New Puerto Rico (Act 2-2018, as amended)
- Certification of Eligibility with the General Services Administration ("ASG" for its acronym in Spanish)
- SMEs Certification ("PYMES" for its acronym in Spanish)
- "Unique Entity ID (UEI)" and evidence of active registry at www.sam.gov
- For small and minority businesses, women's business enterprises, and labor surplus area firms certified by the Small Business Administration (SBA), provide the corresponding certification issued by the SBA.

Prior to the formalization of a contract, the selected proposer shall provide evidence of the skills necessary to perform the functions through the submission of references.

3.4. Independent contractor

In the performance of the work, duties, and obligations assumed by the proposer, it is mutually understood and agreed that the proposer, including any officers, agents, and employees of the proposer, shall at all times act and perform independently and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the PRHFA.

3.5. Prohibition of discrimination

The PRHFA is an employer in compliance with the prohibitions against discrimination in employment or the provision of services based on race, color, religion, religious creed, sex, sexual orientation, gender identity, age, marital status, ancestry, national origin, political affiliation, veteran status, physical disability, or medical condition. The selected company must also comply with this regulation. This clause does not require the hiring of unqualified persons.

3.6. Cost assessment

A cost evaluation will be conducted for each proposal received as part of the RFP review.

3.7. *Reserved Rights*

The PRHFA reserves the right to:

- Request clarification of any information submitted
- Separate a proposal for any irregularity, including, but not limited to, missing information
- Not to enter into any agreement
- Not to select any proposer
- Modify or cancel this process at any time
- Issue a similar RFP in the future.

3.8 *Insurances*

In the RFP process, proposers must provide evidence of the minimum insurance coverage required in Puerto Rico. The contractor selected in the RFP will be obligated to maintain the required coverages, at its sole cost and expense, during the contract's entire term and any subsequent renewal term.

4. BACKGROUND

The PRHFA is a governmental instrumentality created pursuant to Act No. 103-2001, as amended, and is the administrator of the HOME-ARP in Puerto Rico. The principal mission of the PRHFA is to promote the development of low-income housing and provide financing, subsidies, and incentives for the acquisition or lease of a dignified home, contributing to Puerto Rico's socioeconomic development. The PRHFA also provides public and private housing developers with interim and permanent financing through mortgage loans for the construction, improvement, operation, and maintenance of rental housing for low and moderate-income families.

The HOME-ARP program was created pursuant to the American Rescue Plan Act of 2021 (P.L. 117-2) (ARPA) to address the need for homelessness assistance and supportive services. HOME-ARP funds are administered through the HOME Investment Partnership Program (HOME), the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Through ARPA, the Congress appropriated \$5 billion to HOME-ARP to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services, and (4) acquisition and development of non-congregate shelter units.

ARPA authorized the United States Department of Housing and Urban Development (HUD) to allocate HOME-ARP funds to states, units of general local government, insular areas, and consortia of units of general local government that qualified for an allocation of HOME funds in Fiscal Year 2021. On April 8, 2021, HUD allocated HOME-ARP funds to 651 grantees, including Puerto Rico.

The Grant Management Services solicited in this RFP are required to provide support and assistance to the PRHFA in the day-to-day administration of the HOME-ARP funds allocated to Puerto Rico with advisory, consulting and grant management support services and to ensure funds are used to primarily benefit individuals and families of the specified qualifying population and in accordance with all program requirements. Copy of the Puerto Rico State Home ARP Allocation Plan may be accessed at: https://www.hud.gov/program_offices/comm_planning/home-arp/allocation-plans/PR.

5. DESCRIPTION OF THE SERVICES REQUIRED ("SCOPE OF WORK")

5.1. General description of the services

As part of this RFP, the PRHFA is soliciting Grant Management Services to provide support and assistance in the day-to-day administration of the HOME-ARP program and to ensure the operations are in compliance with federal and local laws and regulations; and in accordance with all program requirements.

5.2. Required labor

The scope and reach of work required ("scope of work") is described below. The contractor will be responsible for completing the following activities upon coordination with the PRHFA:

GRANT ADMINISTRATION, POLICIES AND PROCEDURES, MONITORING AND COMPLIANCE:

1. Support and assist PRHFA Staff in the establishment of HOME-ARP objectives, performance, compliance and monitoring standards and procedures for all HOME-ARP operations and related activities, in accordance with HOME-ARP, HUD and other applicable federal and local regulations.
2. Support and assist PRHFA staff in overseeing and coordinating the grant administration, as well as daily activities and tasks.
3. Formulate, review, and update procedures to manage the HOME-ARP program in accordance with United State Federal Government (Federal) and Puerto Rico specific regulations.

4. Provide knowledge, experience, technical competence, and oversight in the planning, administration, implementation, and execution of the HOME-ARP program in compliance with Federal and Puerto Rico guidance.
5. Support and assist PRHFA staff in the development and monitoring of required policies and procedures for the HOME-ARP grant management. Proposer shall also support and assist PRHFA on the establishment of quality control and quality assurance procedures.
6. Support and assist PRHFA staff in the establishment of policies and procedures related to the prohibition of duplication of benefits and in the auditing and monitoring of duplication of benefits.
7. Support and assist PRHFA in all phases of the HOME-ARP grant management process, which includes, but is not limited to, (i) assessing compliance of the financial management systems; (ii) ensuring responsible and accountable use of grant funds; (iii) ensuring that HOME-ARP funds are not being comingled with non HOME-ARP funds; (iv) ensuring transparent and authorized use of all HOME-ARP funds; (v) guarding against fraud waste, abuse, and ineligible use of funds; (vi) ensuring that performance is in compliance with grant requirements; (vii) ensuring that all key performance indicators are being properly monitored and addressed quickly and resolved effectively; (viii) assisting with the management of the financial management systems; (ix) assisting with the management of the project(s) period of performance schedule(s); (x) evaluating ongoing status reports, final reports and other deliverable products required under the HOME-ARP grant, and (xi) assisting in grant close-out procedures.
8. Support and assist PRHFA staff on the establishment of a grant management system that involves an ongoing process of planning, implementation, performance, and communication follow-up.
9. Support and assist PRHFA staff in the HOME-ARP grant oversight, management, supervision, and compliance monitoring process. The objectives for the programmatic/contractual oversight, management, supervision, and compliance monitoring will be to:
 - (i) Determine and assure that municipalities, partners, subrecipients, subgrantees, contractors and managers are carrying out their projects, programs and/or scopes of work or services as described in their respective contracts or agreements;
 - (ii) Determine and assure that municipalities, partners, subrecipients, subgrantees, contractors and managers comply with HOME-ARP, HUD, and other applicable federal and local requirements, rules and regulations;
 - (iii) Determine and assure that municipalities, partners, subrecipients, subgrantees, contractors and managers are carrying out their projects, programs and/or scopes

of work or services on schedule or in a timely manner and within budget;

- (iv) Determine if municipalities, partners, subrecipients, subgrantees, contractors and managers are conducting their projects, programs and/or scopes of work or services with adequate control over program and financial performance and in a way that minimizes the opportunity for fraud, waste, and abuse;
- (v) Identify problem areas and assist municipalities, partners, subrecipients, subgrantees, contractors and managers in applicable requirements and;
- (vi) Provide adequate follow-up measures in the form of quality improvement plans and corrective actions to ensure performance and compliance deficiencies are corrected and not repeated.

10. Support and assist PRHFA staff in the compliance with procurement regulations and policies and in overseeing procurement processes to ensure the award processes are fair and meet applicable rules and regulations.
11. Support and assist PRHFA and program contractors in the establishment of claims, appeals and resolution procedures. Proposer shall review and provide guidance and recommendations on claims.
12. Prepare, monitor, enforce and oversee work schedules for the HOME-ARP activities approved in the action plans and their subsequent amendments.
13. Complete all monitoring and compliance related to all HOME-ARP activities.
14. Develop HOME-ARP allocation plans describing the distribution of funds in compliance with HUD, and other applicable federal and local requirements, rules, and regulations.

STAFF AUGMENTATION:

15. Proposer shall have the professional and technical staff necessary to perform and implement staff augmentation strategies and services and the staff shall have sufficient skills, qualifications, and experience to perform the services assigned to them. Proposer shall ensure that its staff performs all their corresponding and applicable responsibilities.
16. Proposer shall have available in its staff and/or make available through staff augmentation strategies the staff with the necessary expertise in HOME-ARP to adequately manage, oversee and assure adequate performance and compliance of the various eligible activities to be carried out. Proposer shall understand all programs and/or projects and/or eligible activities in order to assist and provide its grant management services from the

intake/application receipt process to the project/program conclusion/closeout.

17. Proposer shall provide an adequate number of qualified key personnel and staff to be located in offices of PRHFA, as needed, to assist PRHFA in HOME-ARP related activities. This key personnel and staff should be able to communicate in oral and written Spanish language.

DOCUMENT COMPLIANCE:

18. Support and assist PRHFA in oversight and monitoring of the distribution of funds, including documentation compliance. Proposer shall work with the PRHFA and program management contractors in order to determine documentation that must accompany requests for payment and assist in the review for completeness, compliance, and accuracy of all pay request documents.
19. Map the flow of documentation, requirements, recordkeeping and related policies and procedures required for transparent program administration of HOME-ARP funds and ensure timely submission and compliance with all the documentation requirements.
20. Proposer shall ensure timely submission of all required documentation, including, but not limited to, financial reports; performance reports by eligible activities carried out; budget and expenditures reports by eligible activities carried out; work progress, costs, and scheduling reports; resolution of findings, resolution of recommended changes, implementation of policies and resolution of issues affecting performance.
21. Proposer shall ensure timely submission and compliance with all required documentation, both for PRHFA and at the municipalities, partners, subrecipients, subgrantees, contractors and managers level, for proper submission, dissemination of information, as well as for proper record keeping. Proposer shall then provide, as needed, compliance oversight and technical assistance to PRHFA, municipalities, partners, subrecipients, subgrantees, contractors and managers, and review the documents for proper content and ensure information is complete, accurate and issued in a timely manner.
22. Support and assist PRHFA in the sufficient and appropriate document control and management initiatives and programs to meet financial management and all other documentation requirements for HOME-ARP grants. Proposer shall implement such document control initiatives and programs.
23. Proposer is required to maintain all documents, communications of any kind that relates in any manner to the HOME-ARP allocation for Puerto Rico for a minimum period of five (5) years following grant closeout. Proposer shall provide protective storage and provide reports and electronic copies to the federal and local government, as required and/or requested.

24. Conduct desk reviews of the documentation supporting the program reports for accuracy and compliance and shall develop compliance checklists and other tools to assist with the compliance and oversight required by the HOME-ARP grant.
25. Support and assist PRHFA in the review and revision of any HOME-ARP related contracts for compliance and shall be available to explain contracts to all related stakeholders.

MEETINGS, REPORTS, DATA MANAGEMENT SOFTWARE SYSTEM AND EXTERNAL COMMUNICATIONS:

26. Represent PRHFA in meetings and participate in meetings, as required by HOME-ARP, HUD, federal or local agencies, and/or the PRHFA; including, but not limited to meetings with municipalities, partners, subrecipients, subgrantees, contractors and managers.
27. Monitor and report any identified or suspected instances of non-compliance with HOME-ARP, HUD, and other applicable federal and local requirements, rules and regulations, as well as suspected fraud to PRHFA.
28. Provide a monthly status of each eligible activity being carried out, including monitoring of the budget, schedule, and performance against contract metrics, and assist PRHFA in official presentations and federal quarterly reporting requirements.
29. Proposer shall provide the following: (i) issues impacting each eligible activity being carried out, including reported problems, lagging performance, communication issues, among others, and the action being taken to resolve them; (ii) identification of risks associated with each eligible activity being carried out and the action being taken to mitigate, avoid or reduce them; (iii) deliverables completed to date and those scheduled for completion; (iv) resources available to deliver services, including staff and structure, technology and budget, identification of constraints affecting delivery and institution of corrective actions; (v) prepare high level presentations and briefs upon demand; (vi) carry out PRHFA and/or the Government of Puerto Rico reporting obligations under the HOME-ARP grant.
30. Proposer shall have knowledge and expertise using HUD's Integrated Disbursement and Information System (IDIS) and shall program and execute reporting requirements through IDIS and through any other federal reporting system required by the federal or local government.
31. Proposal must include the grant management application or software recommended for the proper management of the HOME-ARP funds and include in the budget any cost associated to licenses or the access, control, and use of such application by PRHFA HOME-ARP Program.

32. Proposer shall ensure that all HOME-ARP grant information including, but not limited to financial information, is available at all times in one comprehensive, secure, and user-friendly electronic environment. Financial information includes, but is not limited to, budgeted amount for each eligible activity, HOME-ARP funds drawn to date, HOME-ARP funds expended to date.
33. Proposer shall assist PRHFA and its procured public relations firm in content preparation for external communications, including, news releases, conferences and web content in relation to HOME-ARP.

TRAININGS AND SUPERVISION:

34. Proposer shall conduct periodic trainings to local staff and/or to municipalities, partners, subrecipients, subgrantees, contractors and managers, as needed, to ensure compliance with funding regulations and requirements, including, HOME-ARP grant and local administrative practices, to meet performance objectives and ensure adherence to all applicable regulations and requirements. When major changes in policy or requirements occur, Proposer shall prepare the necessary training materials and effectively communicate the changes.
35. Proposer shall ensure, monitor and oversee, through the qualified personnel or staff: (i) compliance with Occupational Safety and Health Administration (OSHA) and supervision of job site safety; (ii) environmental assessments, when and where needed, are completed; (iii) fraud prevention and abuse practices are in place and being implemented; (iv) local and federal permit(s) clearance; (v) environmental compliance; (vi) submission of all HUD required forms.
36. Proposer shall ensure municipalities, partners, subrecipients, subgrantees, contractors and managers comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon and Related Acts, Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, Fair Housing and Equal Opportunity laws and regulations, and all other applicable federal and local laws and regulations pertaining to labor standards insofar as they apply to the performance of their respective contracts or agreements.
37. Proposer shall ensure that all municipalities, partners, subrecipients, subgrantees, contractors, managers, and any entities receiving HOME-ARP funds are aware of and are compliant with any regulatory requirements associated with the funds.
38. Support and assist PRHFA in the evaluation of applications by municipalities, partners, subrecipients and/or subgrantees including, but not limited to, eligibility and prioritization and that applicant files are complete and maintained as part of the document control and management system.

39. Proposer shall monitor municipalities, partners, subrecipients and/or subgrantees receiving HOME-ARP funds to meet the accounting, transparency, reporting, job creating, contracting and any other applicable requirements through proper oversight, outreach and technical assistance.

RISK MANAGEMENT ASSESSMENTS:

40. Proposer shall provide risk management assessments in relation to the HOME-ARP grant.

REVIEWING, PROCESSING, TRACKING AND MONITORING OF INVOICES AND REQUESTS FOR PAYMENTS:

41. Proposer shall review, process, track and monitor all invoices and/or requests for payments for other contractors under HOME-ARP and forward the results of these reviews and processes to PRHFA staff for approval.

CLOSEOUT AND OTHER GRANT MANAGEMENT DUTIES:

42. Proposer shall assist in all project/program closeout tasks and submissions and ensure that all closeout documents are prepared and submitted as required. Proposer shall ensure that compliant procedures are followed with documents maintained and provided in order to satisfy HUD and other federal audit requirements, resulting in an audit financial report of all HOME-ARP related activities, including electronic copies of all supporting documents.

43. Support and assist PRHFA on performance reviews conducted by HUD to evaluate performance and compliance in the use of HOME-ARP funds.

44. Support and assist PRHFA in conducting any remedial action required to correct a performance deficiency.

45. Proposer shall perform any other task or duty related to the management of the HOME-ARP funds granted to Puerto Rico and any other grant management duty or need, when requested, in order to assure compliance with HOME-ARP grant, HUD and/or any other applicable federal and local requirements, rules and regulations and/or HUD requests under the grant. Proposer shall also provide additional resources, as requested, to appropriately and timely respond to any other grant management duty or need.

5.3. Duration of contract

The term of the contract shall be three years from the date of its execution. The PRHFA may extend the agreement, in accordance with the HOME-ARP funds expenditure and closure deadline, subject to an evaluation of performance and the need for grant management services. The PRHFA reserves the right to reopen an RFP process at any time during the performance of the contract. Nothing in the foregoing shall be construed to prohibit the selected proposer from participating in a new competition upon completion of its contract.

5.4. Payments

Payments will be made for services previously rendered, as approved by the PRHFA. The selected Proposer is responsible for providing all services set forth in this RFP within the agreed-upon schedule.

The selected Proposer shall submit its invoices and appropriate supporting documentation to the PRHFA as agreed to in the contract. If the PRHFA determines that the submitted invoice and supporting documentation are acceptable, the invoice will be approved for payment. Payments to the selected Proposer will be made by electronic funds transfer (EFT). The PRHFA reserves the right to conduct such audits as it deems necessary. The contractor agrees to cooperate fully with such audit(s).

6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Proposals must be delivered in person to: Economic Development Bank Building, Reception (First Floor), 638 Aldebarán Street (Altamira), San Juan, Puerto Rico, 00920.

Proposals shall be delivered no later than the date and time indicated in the Section 2. PROPOSAL SELECTION CALENDAR and shall contain, at a minimum, the following elements:

6.1. Cover (APPENDIX A)

An owner, corporate officer, or company-authorized agent must complete and sign the cover page.

6.2 Proposal Summary

Include time and type of experience with this type of task.

6.3 Background and description of Services and Personnel

6.3.1. Background and Services

- A. Provide a description of the company's background, including corporate structure, capacity, financial soundness and resources to perform the service required promptly within the time specified in this RFP.
- B. Summarize services available in your company.
- C. Describe any current, pending, or past litigation (within the last 10 years) to which the organization has been, is, or is expected to be a party.

6.3.2. Experience

- A. Provide a list of similar services rendered within 10 years. Include for each the dollar value of the contract, name of program, a description of the work performed, and contact information for the government agencies, municipalities, or non-profit organizations (NPOs) administering these programs.

6.3.3. Personnel

- A. Provide the names and describe the qualifications of personnel who will make up the project team. Provide resumes for key personnel.
- B. Provide an organizational chart describing how you or your company would staff and structure the proposed team for all project phases. Include subcontracts (if applicable).

6.4. Approach to provide the services and project timeline

- A. Describe your overall approach to conducting or providing the requested services.
- B. Describe your company's approach to managing this program. Describe the scheduling controls and project communication tools that will be employed.
- C. Describe the procedures and methodologies you will use to conduct the requested tasks.
- D. Provide information on proposed activities, personnel or resources, and a suggested timeline.

6.5. Costs

Include total project costs, including hourly rates per year of contract for each position or staff member that will address the scope of services included in this RFP. Must also provide the costs of licenses or use of the proposed grant management system software. Should include any other costs related to the implementation of the tasks associated to the scope included in this RFP for the three-year period of the contract.

6.6. Best Value Statement

Describe how your approach delivers the best value for the investment. This is an opportunity to point out how your company can deliver a more cost-effective overall project due to corporate structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, understanding of particular adaptations, among others.

6.7. References

Include three (3) references for whom you have worked on similar projects. Include current contact information for each of the references.

6.8 Scope of Work Certification (APPENDIX B)

An owner, corporate officer, or company-authorized agent must complete and sign the Scope of Work Certification.

7. SELECTION PROCEDURES

Proposals will be evaluated based on the following criteria:

Criteria	Possible points/score
Ability, capacity, skill, financial, and other necessary resources to perform the service required promptly or within the time specified, without delay or interference	20
Experience and track record in providing similar services to other government agencies, municipalities or NPOs, in programs comparable to HOME-ARP, such as, but not limited to: Low-Income Housing Tax Credit (LIHTC); Tenant-Based Rental Assistance (TBRA); Housing Choice Voucher Program Section 8; HOME; Housing Trust Fund (HTF); Permanent Supportive Housing (PSH); Single Room Occupancy program (SRO).	20
Qualifications and experience of the project team	15
The overall approach to providing the requested services	30
Reasonableness of the overall cost and value of the proposed services	15
Total	100
BONUS: Small and minority businesses, women's business enterprises, and labor surplus area firms (must include in its proposal the corresponding certification issued by the SBA)	5 (bonus)

Proposals will be considered fairly and impartially based on the criteria contained in this RFP. After an initial review and evaluation of each proposal, proposers submitting proposals with 70 points, or higher scores may be invited by the Evaluation Committee to participate in interviews to develop their proposals further. Subsequently, the company or individual determined to offer the best value in its proposal will be selected.

No agreement with the PRHFA becomes effective until both parties have signed a contract.

8. RECONSIDERATIONS AND REVIEWS

Any current or prospective provider who is affected by a determination of a procurement process for goods and services for small purchases or major purchases through auctions or RFPs has the right to file a reconsideration or review request as established in Section 3.19 of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act 38-2017, as amended).

The party adversely affected by a decision may present a motion for reconsideration before the PRHFA's Bid Board, within a period of ten (10) days from the date of notification of the award of the bid or proposal. The PRHFA must consider the motion for reconsideration within ten (10) business days of being presented. If any determination is made in its consideration, the term to file the appeal for judicial review will begin to run from the date on which a copy of the notification of the PRHFA decision resolving the motion for reconsideration is filed in the records. If the date of filing in the records of the copy of the notification of the order or resolution is different from the date of deposit in the ordinary mail or of the sending by electronic means of said notification, the term will be calculated from the date of deposit in the ordinary mail or sending by electronic means, as appropriate. If the PRHFA does not take any action in relation to the motion for reconsideration within ten (10) days of being presented, it will be understood that it has been rejected outright, and from that date the term for the judicial review will begin to run.

If the PRHFA accepts the request for reconsideration within the term provided for it, it must issue the resolution in reconsideration within thirty (30) days following the filing of the motion for reconsideration. If the PRHFA accepts the motion for reconsideration but fails to take any action in relation to the motion within thirty (30) days of it being filed, it will lose jurisdiction over it and the period to request judicial review will begin to run from the date of expiration of said thirty (30) day period. The PRHFA may extend said term only once, before it ends, for an additional term of fifteen (15) days.

In case that the PRHFA issues a Resolution regarding the reconsideration request, it will indicate the right to appeal in Judicial Review in accordance with the

provisions of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act 38-2017, as amended).

9. CONSULTATIONS

Please direct all inquiries related to the RFP process or proposal submissions to the following:

Name: Carlos V. Villegas Del Valle, Esq.
Position: Aide - Office of the Executive Director
Phone number: 787-946-0045 ext. 4339
Email: carlos.villegas@afv.pr.gov

APPENDIX A: COVER PAGE

Name of person, company, or organization:	
Type of entity (e.g., sole proprietorship, partnership, corporation, non-profit, public agency).	
Federal Tax ID Number	
Name of a contact person	
Contact Person's Address	
Contact person's telephone number(s)	
Contact person's email address	

By signing this Cover Page, I hereby attest: that I have read and understand all terms listed in the RFP; have read and understand all terms listed in this proposal; that I am authorized to bind the entity named in this agreement; and that if this proposal is accepted, I am authorized and able to secure the necessary resources to comply with all terms listed in the RFP as published by the PRHFA, including any amendments thereto.

Authorized Representative Name

Authorized Representative Signature

Date

APPENDIX B: SCOPE OF WORK CERTIFICATION

The scope and reach of work required ("scope of work") is described below. The contractor will be responsible for completing the following activities upon coordination with the Puerto Rico Housing Finance Authority (PRHFA):

GRANT ADMINISTRATION, POLICIES AND PROCEDURES, MONITORING AND COMPLIANCE:

1. Support and assist PRHFA Staff in the establishment of HOME-ARP objectives, performance, compliance and monitoring standards and procedures for all HOME-ARP operations and related activities, in accordance with HOME-ARP, HUD and other applicable federal and local regulations.
2. Support and assist PRHFA staff in overseeing and coordinating the grant administration, as well as daily activities and tasks.
3. Formulate, review, and update procedures to manage the HOME-ARP program in accordance with United State Federal Government (Federal) and Puerto Rico specific regulations.
4. Provide knowledge, experience, technical competence, and oversight in the planning, administration, implementation, and execution of the HOME-ARP program in compliance with Federal and Puerto Rico guidance.
5. Support and assist PRHFA staff in the development and monitoring of required policies and procedures for the HOME-ARP grant management. Proposer shall also support and assist PRHFA on the establishment of quality control and quality assurance procedures.
6. Support and assist PRHFA staff in the establishment of policies and procedures related to the prohibition of duplication of benefits and in the auditing and monitoring of duplication of benefits.
7. Support and assist PRHFA in all phases of the HOME-ARP grant management process, which includes, but is not limited to, (i) assessing compliance of the financial management systems; (ii) ensuring responsible and accountable use of grant funds; (iii) ensuring that HOME-ARP funds are not being comingled with non HOME-ARP funds; (iv) ensuring transparent and authorized use of all HOME-ARP funds; (v) guarding against fraud waste, abuse, and ineligible use of funds; (vi) ensuring that performance is in compliance with grant requirements; (vii) ensuring that all key performance indicators are being properly monitored and addressed quickly and resolved effectively; (viii) assisting with the management of the financial management systems; (ix) assisting with the management of the project(s) period of performance schedule(s); (x) evaluating ongoing status

reports, final reports and other deliverable products required under the HOME-ARP grant, and (xi) assisting in grant close-out procedures.

8. Support and assist PRHFA staff on the establishment of a management system that involves an ongoing process of planning, implementation, performance, and communication follow-up.
9. Support and assist PRHFA staff in the HOME-ARP grant oversight, management, supervision, and compliance monitoring process. The objectives for the programmatic/contractual oversight, management, supervision, and compliance monitoring will be to:
 - (vii) Determine and assure that municipalities, partners, subrecipients, subgrantees, contractors and managers are carrying out their projects, programs and/or scopes of work or services as described in their respective contracts or agreements;
 - (viii) Determine and assure that municipalities, partners, subrecipients, subgrantees, contractors and managers comply with HOME-ARP, HUD, and other applicable federal and local requirements, rules and regulations;
 - (ix) Determine and assure that municipalities, partners, subrecipients, subgrantees, contractors and managers are carrying out their projects, programs and/or scopes of work or services on schedule or in a timely manner and within budget;
 - (x) Determine if municipalities, partners, subrecipients, subgrantees, contractors and managers are conducting their projects, programs and/or scopes of work or services with adequate control over program and financial performance and in a way that minimizes the opportunity for fraud, waste, and abuse;
 - (xi) Identify problem areas and assist municipalities, partners, subrecipients, subgrantees, contractors and managers in applicable requirements and;
 - (xii) Provide adequate follow-up measures in the form of quality improvement plans and corrective actions to ensure performance and compliance deficiencies are corrected and not repeated.
10. Support and assist PRHFA staff in the compliance with procurement regulations and policies and in overseeing procurement processes to ensure the award processes are fair and meet applicable rules and regulations.
11. Support and assist PRHFA and program contractors in the establishment of claims, appeals and resolution procedures. Proposer shall review and provide guidance and recommendations on claims.

12. Prepare, monitor, enforce and oversee work schedules for the HOME-ARP activities approved in the action plans and their subsequent amendments.
13. Complete all monitoring and compliance related to all HOME-ARP activities.
14. Develop HOME-ARP allocation plans describing the distribution of funds in compliance with HUD, and other applicable federal and local requirements, rules, and regulations.

STAFF AUGMENTATION:

15. Proposer shall have the professional and technical staff necessary to perform and implement staff augmentation strategies and services and the staff shall have sufficient skills, qualifications, and experience to perform the services assigned to them. Proposer shall ensure that its staff performs all their corresponding and applicable responsibilities.
16. Proposer shall have available in its staff and/or make available through staff augmentation strategies the staff with the necessary expertise in HOME-ARP to adequately manage, oversee and assure adequate performance and compliance of the various eligible activities to be carried out. Proposer shall understand all programs and/or projects and/or eligible activities in order to assist and provide its grant management services from the intake/application receipt process to the project/program conclusion/closeout.
17. Proposer shall provide an adequate number of qualified key personnel and staff to be located in offices of PRHFA, as needed, to assist PRHFA in HOME-ARP related activities. This key personnel and staff should be able to communicate in oral and written Spanish language.

DOCUMENT COMPLIANCE:

18. Support and assist PRHFA in oversight and monitoring of the distribution of funds, including documentation compliance. Proposer shall work with the PRHFA and program management contractors in order to determine documentation that must accompany requests for payment and assist in the review for completeness, compliance, and accuracy of all pay request documents.
19. Map the flow of documentation, requirements, recordkeeping and related policies and procedures required for transparent program administration of HOME-ARP funds and ensure timely submission and compliance with all the documentation requirements.
20. Proposer shall ensure timely submission of all required documentation, including, but not limited to, financial reports; performance reports by eligible activities carried out; budget and expenditures reports by eligible activities carried out; work progress, costs, and scheduling reports;

- resolution of findings, resolution of recommended changes, implementation of policies and resolution of issues affecting performance.
21. Proposer shall ensure timely submission and compliance with all required documentation, both for PRHFA and at the municipalities, partners, subrecipients, subgrantees, contractors and managers level, for proper submission, dissemination of information, as well as for proper record keeping. Proposer shall then provide, as needed, compliance oversight and technical assistance to PRHFA, municipalities, partners, subrecipients, subgrantees, contractors and managers, and review the documents for proper content and ensure information is complete, accurate and issued in a timely manner.
 22. Support and assist PRHFA in the sufficient and appropriate document control and management initiatives and programs to meet financial management and all other documentation requirements for HOME-ARP grants. Proposer shall implement such document control initiatives and programs.
 23. Proposer is required to maintain all documents, communications of any kind that relates in any manner to the HOME-ARP allocation for Puerto Rico for a minimum period of five (5) years following grant closeout. Proposer shall provide protective storage and provide reports and electronic copies to the federal and local government, as required and/or requested.
 24. Conduct desk reviews of the documentation supporting the program reports for accuracy and compliance and shall develop compliance checklists and other tools to assist with the compliance and oversight required by the HOME-ARP grant.
 25. Support and assist PRHFA in the review and revision of any HOME-ARP related contracts for compliance and shall be available to explain contracts to all related stakeholders.

MEETINGS, REPORTS, DATA MANAGEMENT SOFTWARE SYSTEM AND EXTERNAL COMMUNICATIONS:

26. Represent PRHFA in meetings and participate in meetings, as required by HOME-ARP, HUD, federal or local agencies, and/or the PRHFA; including, but not limited to meetings with municipalities, partners, subrecipients, subgrantees, contractors and managers.
27. Monitor and report any identified or suspected instances of non-compliance with HOME-ARP, HUD, and other applicable federal and local requirements, rules and regulations, as well as suspected fraud to PRHFA.
28. Provide a monthly status of each eligible activity being carried out, including monitoring of the budget, schedule, and performance against contract metrics, and assist PRHFA in official presentations and federal quarterly reporting requirements.

29. Proposer shall provide the following: (i) issues impacting each eligible activity being carried out, including reported problems, lagging performance, communication issues, among others, and the action being taken to resolve them; (ii) identification of risks associated with each eligible activity being carried out and the action being taken to mitigate, avoid or reduce them; (iii) deliverables completed to date and those scheduled for completion; (iv) resources available to deliver services, including staff and structure, technology and budget, identification of constraints affecting delivery and institution of corrective actions; (v) prepare high level presentations and briefs upon demand; (vi) carry out PRHFA and/or the Government of Puerto Rico reporting obligations under the HOME-ARP grant.
30. Proposer shall have knowledge and expertise using HUD's Integrated Disbursement and Information System (IDIS) and shall program and execute reporting requirements through IDIS and through any other federal reporting system required by the federal or local government.
31. Proposal must include the grant management application or software recommended for the proper management of the HOME-ARP funds and include in the budget any cost associated to licenses or the access, control, and use of such application by PRHFA HOME-ARP Program.
32. Proposer shall ensure that all HOME-ARP grant information including, but not limited to financial information, is available at all times in one comprehensive, secure, and user-friendly electronic environment. Financial information includes, but is not limited to, budgeted amount for each eligible activity, HOME-ARP funds drawn to date, HOME-ARP funds expended to date.
33. Proposer shall assist PRHFA and its procured public relations firm in content preparation for external communications, including, news releases, conferences, and web content in relation to HOME-ARP.

TRAININGS AND SUPERVISION:

34. Proposer shall conduct periodic trainings to local staff and/or to municipalities, partners, subrecipients, subgrantees, contractors and managers, as needed, to ensure compliance with funding regulations and requirements, including, HOME-ARP grant and local administrative practices, to meet performance objectives and ensure adherence to all applicable regulations and requirements. When major changes in policy or requirements occur, Proposer shall prepare the necessary training materials and effectively communicate the changes.
35. Proposer shall ensure, monitor and oversee, through the qualified personnel or staff: (i) compliance with Occupational Safety and Health Administration (OSHA) and supervision of job site safety; (ii) environmental assessments, when and where needed, are completed; (iii) fraud prevention and abuse

practices are in place and being implemented; (iv) local and federal permit(s) clearance; (v) environmental compliance; (vi) submission of all HUD required forms.

36. Proposer shall ensure municipalities, partners, subrecipients, subgrantees, contractors and managers comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon and Related Acts, Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, Fair Housing and Equal Opportunity laws and regulations, and all other applicable federal and local laws and regulations pertaining to labor standards insofar as they apply to the performance of their respective contracts or agreements.
37. Proposer shall ensure that all municipalities, partners, subrecipients, subgrantees, contractors, managers, and any entities receiving HOME-ARP funds are aware of and are compliant with any regulatory requirements associated with the funds.
38. Support and assist PRHFA in the evaluation of applications by municipalities, partners, subrecipients and/or subgrantees including, but not limited to, eligibility and prioritization and that applicant files are complete and maintained as part of the document control and management system.
39. Proposer shall monitor municipalities, partners, subrecipients and/or subgrantees receiving HOME-ARP funds to meet the accounting, transparency, reporting, job creating, contracting and any other applicable requirements through proper oversight, outreach and technical assistance.

RISK MANAGEMENT ASSESSMENTS:

40. Proposer shall provide risk management assessments in relation to the HOME-ARP grant.

REVIEWING, PROCESSING, TRACKING AND MONITORING OF INVOICES AND REQUESTS FOR PAYMENTS:

41. Proposer shall review, process, track and monitor all invoices and/or requests for payments for other contractors under HOME-ARP and forward the results of these reviews and processes to PRHFA staff for approval.

CLOSEOUT AND OTHER GRANT MANAGEMENT DUTIES:

42. Proposer shall assist in all project/program closeout tasks and submissions and ensure that all closeout documents are prepared and submitted as required. Proposer shall ensure that compliant procedures are followed with documents maintained and provided in order to satisfy HUD and other federal audit requirements, resulting in an audit financial report of all HOME-

ARP related activities, including electronic copies of all supporting documents.

43. Support and assist PRHFA on performance reviews conducted by HUD to evaluate performance and compliance in the use of HOME-ARP funds.
44. Support and assist PRHFA in conducting any remedial action required to correct a performance deficiency.
45. Proposer shall perform any other task or duty related to the management of the HOME-ARP funds granted to Puerto Rico and any other grant management duty or need, when requested, in order to assure compliance with HOME-ARP grant, HUD and/or any other applicable federal and local requirements, rules and regulations and/or HUD requests under the grant. Proposer shall also provide additional resources, as requested, to appropriately and timely respond to any other grant management duty or need.

By signing this Certification, I hereby attest: that I have read and understand all the services required in the Scope of Work (SOW) of the PRHFA's RFP for GRANT MANAGEMENT SERVICES FOR HOME-ARP PROGRAM; that I am authorized to bind the entity (name) _____; and that if this proposal is accepted, I am authorized and able to secure the necessary resources to comply, at a minimum, with all services listed in the SOW as published by the PRHFA, including any amendments thereto.

Authorized Representative Name

Authorized Representative Signature

Date