



ADDENDUM NO.2
Notice of Funding Availability

Workforce Training Program

Community Development Block Grant-Disaster Recovery
Puerto Rico Department of Housing

CDBG-DR-NOFA-2020-02

This addendum consists of six (6) digital size pages (8.5"x11").

This Addendum is hereby included in, and made part of, the Notice of Funding Availability CDBG-DR-NOFA-2020-02 for the Workforce Training Program (WFT Program) dated March 30, 2020 (NOFA). All requirements and provisions of the amended NOFA for the WFT Program under CDBG-DR shall remain in full force and effect except as amended by this Addendum.

In accordance with the NOFA, the PRDOH is issuing this Addendum to address questions posed by prospective Applicants regarding the NOFA and provide responses related thereto.

In addition to the addressing questions posed by prospective Applicants, this addendum contains various revisions to the Funding Opportunity Description under the Funding Announcement Summary, the NOFA Schedule Section, and the Administrative Review Request Section.

Questions and Answers:

NOFA Section 3.1:

Question #1: Will reimbursement be made before starting the program, through monthly invoices, or at the end?

Answer: Reimbursement will be made through a monthly invoice process in compliance with Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements¹, the Grant Agreement, and PRDOH's policies and procedures.

NOFA Section 3.2:

Question #1: Can the application be submitted by two (2) organizations?

Answer: There should be only one (1) entity as the applicant since the agreement with PRDOH will only be with one (1) entity. However, Applicants are welcome to support their

¹ 2 C.F.R. part 200

programming using partner agencies, in which case, that entity will be required to establish and provide evidence of agreements with all partner entities.

NOFA Section 3.3:

Question #1: Can the training programs be online?

Answer: Yes, if the training can adequately be performed in an online format and if is designed to target Puerto Rican residents.

Other Questions:

Question #1: Is there a page limit for the Proposed Program Plan document, Organizational Qualification document, and Budget.

Answer: There is not a page limit as this Application will be submitted online. However, each question is separated and will have a limit of ten thousand (10,000) characters.

Question #2: Can an organization from outside Puerto Rico submit a proposal in alliance with a local organization, even if the proponent is the local organization who administers the funds?

Answer: See answer to question #1 to NOFA Section 3.2 above. However, the Applicant must be located in and must plan to run their training programs in Puerto Rico.

Question #3: In the guidelines it says that there will be \$20 million for Phase 1 and \$20 million for Phase 2 (purchase, renovation, or update of facilities). The NOFA says that there will be \$40 million for the Program, and does not give details of the funds and other aspects of Phase 2 that the guidelines do offer.

Answer: The current NOFA is for Phase 1 of the WFT Program with funding currently set at \$20,000,000 with a maximum total award per entity of \$5,000,000, as stated in the Program Guidelines.

Question #4: In the guidelines there is an important definition of what is job training. Does it apply to the NOFA?

Answer: Yes, the definition of job training that is provided in the Program Guidelines applies to the NOFA.

Question #5: As this is a 5-year project, can services be phased in the work plan? For example, starting with some particular activities in the early years and then evolving and adding others? Clarifying that all activities (initial and subsequent) will be described and budgeted in the proposal.

Answer: Yes, that is acceptable.

Question #6: The program states that stipends will not be provided to participants. Nevertheless, would it be an allowable cost to provide assignments to the participants for the acquisition of equipment linked to the skill for which they are being trained (tools, equipment, computers, etc.)?

Answer: All equipment purchases must be directly tied to the administration of this program and must be pre-approved by PRDOH. All purchases must also comply with PRDOH procurement policies, including disposition of the equipment upon completion of the program, Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements², and the Grant Agreement.

Question #7: Can some kind of support be provided to offset travel and per diem costs, without it being a participation stipend as such?

Answer: As per section 3.4 Eligible Use of Funds of the WFT Program NOFA, reimbursement is available for subrecipient staff salaries, benefits, supplies, and travel costs that are directly associated with implementing the Program. Subrecipient travel may be reimbursed if it is directly related to implementing the program. Other costs for supportive services may be considered on a case-by-case basis but cannot be a direct payment or stipend to program participants.

Question #8: Although stipends will not be offered to participants, would it be an eligible cost to defray the costs, materials, and per diem involved in apprenticeships under the "job creation" objective?

Answer: Refer to the answers for Questions #6 and #7 above.

Question #9: Are there particular or anticipated metrics in terms of percent of participants that will be placed in jobs, based on the goal of "job creation"?

Answer: As each program will be providing a unique offer, there are no set success measures or metrics for the beneficiary business. Each application should include a description of how success is measured at the end of each program cycle and the historic job placement averages. If this is a new program, the application should indicate the industry average, as well as the target metrics for the proposed program.

Question #10: Likewise, are there specific or anticipated metrics in terms of the average cost per participant, to determine the reasonableness of the project and its budget?

Answer: As each program will be providing a unique offer, there are no set metric for cost per participant. Applications will be reviewed against each other and reviewed against the total program budget. In the application, Applicants should state, as accurately as possible, how much it costs for each participant to go through the program and justify

² 2 C.F.R. part 200

the reasonableness of the costs. All costs must comply with cost principles outlined in 2 C.F.R. part 200, subpart E.

Question #11: It would be helpful to define in more detail what is “recognized certification or professional licensing” (Guidelines, p. 7) in the local context and for the purposes of this NOFA.

Answer: A recognized certification or professional license is one that has been certified by or is accepted by a government entity or professional or trade associations associated with the field; one that is offered by accredited institutions in the associated field; or one that is recognized when applying for jobs in the associated field of the provided training; or similar.

Question #12: Does the term “proof of available jobs to be filled” (Guidelines, p. 7) refer to market demand for these jobs; or to the number of employment positions in which the participants will be located?

Answer: “Proof of jobs available to be filled” refers to market demand in Puerto Rico, and/or in the specific region or Municipality in which the training will be administered.

Question #13: Should job placement agreements be included in the proposal? For example, an employer’s intention to recruit project graduates.

Answer: Job placement agreements are not required for the application. However if Applicants are able to provide agreements or letters of intent they are encouraged to do so.

Question #14: How important is the availability of other sources of financing in the evaluation of the proposal, either to co-finance project activities; or complementary services that collaterally promote the success of the participants and the achievement of their objectives?

Answer: See Section 6.3 Program Work Plan, Qualifications, and Budget Requirements for Scoring of the WFT Program NOFA, specifically pages 25 and 26. This section explains the scoring criteria, including other sources of funding.

Question #15: Are the factors of favorable consideration as established in the guidelines (p. 12) applicable to the NOFA. For example: (1) projects that serve multiple municipalities; (2) projects with links to municipalities; and (3) previous experience with federal funds.

Answer: Yes, a demonstration of the factors established in the Program Guidelines will be viewed favorably in a NOFA Application.

Question #16: Although it is clear that this is a reimbursement program, however, will operational advances be made for essential items to get the project moving?

Answer: No, PRDOH will not advance funding. As per section 3.7 Cost Limitations of the SBIA NOFA, the Program provides direct reimbursement of costs incurred that are associated with eligible activities defined in the SBIA Program Guidelines and in the NOFA.

Question #17: Can an applicant submit more than one proposal? Although only one is approved.

Answer: Yes, an entity may submit more than one proposal, though it is recommend to submit a single proposal since multiple services can be included in one application for the same organization. The entity however cannot receive more than \$5,000,000 in total funding through the WFT Program, including future program offers.

Question #18: Can additional appendices be included to those already designated as exhibits?

Answer: Yes, Applicants will be able to include relevant additional documentation, if needed. These can be uploaded through the online application along with the exhibits provided with the NOFA package. However, any additional appendices included may not affect or be included in the evaluation criteria, if not relevant to the response.

Amendments to NOFA Sections:

The Funding Opportunity Description under the Funding Announcement Summary of the NOFA is hereby revised to read as follows and such changes shall be considered by Applicants:

"Funding Opportunity Description: In accordance with the PRDOH Action Plan, as amended, the WT Program was assigned forty million dollars (\$40,000,000) of CDBG-DR funds and currently has twenty million dollars (\$20,000,000) in available funds. However, because funds are provided through various allocations as detailed in the Action Plan approved by HUD, availability is subject to HUD's release of such funds. PRDOH reserves the right to award selected Applicants in accordance with funds made available by HUD and based on any applicable statutory constraint at the time of award issuance. Under the conditions of this NOFA, it is the intent of PRDOH to award grant funds to eligible workforce training Applicants not to exceed five million dollars (\$5,000,000) total per Program participant.

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Table 1: NOFA Schedule under Section 4.3 of the NOFA is hereby revised to read as follows and such changes shall be considered by Applicants:

Table 1: NOFA Schedule

Event	Date
Public Notice	03/30/2020
Documents Availability	03/30/2020
Questions Due	05/18/2020
Questions & Answers Posted	05/26/2020
Application Submission Start Date	06/01/2020
Application Submission Due Date	07/01/2020
Application Evaluation Period (Expected)	From: 07/02/2020 Up To: 08/03/2020
Notice of Award (Expected)	08/10/2020
Execution of the Agreement (Expected)	08/17/2020

Section 9.2 Administrative Review Request of the NOFA is hereby revised to read as follows and such changes shall be considered by Applicants:

“9.2 Administrative Review Request

If an Applicant disagrees with a Program determination or with the Reconsideration Request Denial determination, it may file directly to PRDOH, as grantee, an Administrative Review Request. The Applicant must submit such request to the PRDOH electronic email LEGALCDBG@VIVIENDA.PR.GOV, within twenty (20) calendar days from the date a copy of the Program determination or a Reconsideration Request Denial determination notice was filed in the record of the PRDOH. Provided, that if the date on which the copy of the notice is filed in the records of the PRDOH differs from the mailing date of said notice, the aforementioned twenty (20) calendar day-term shall be calculated from the mailing date.

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 Miguel M. Matos Flores
 Deputy Director
 Economic Recovery Grant Management
 Puerto Rico Department of Housing

San Juan, Puerto Rico
 April 27, 2020