

Acquisition of Materials and Personal Protective Equipment (PPE) *CORONAVIRUS RELIEF FUND*

Program Guidelines

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GOVERNMENT OF PUERTO RICO

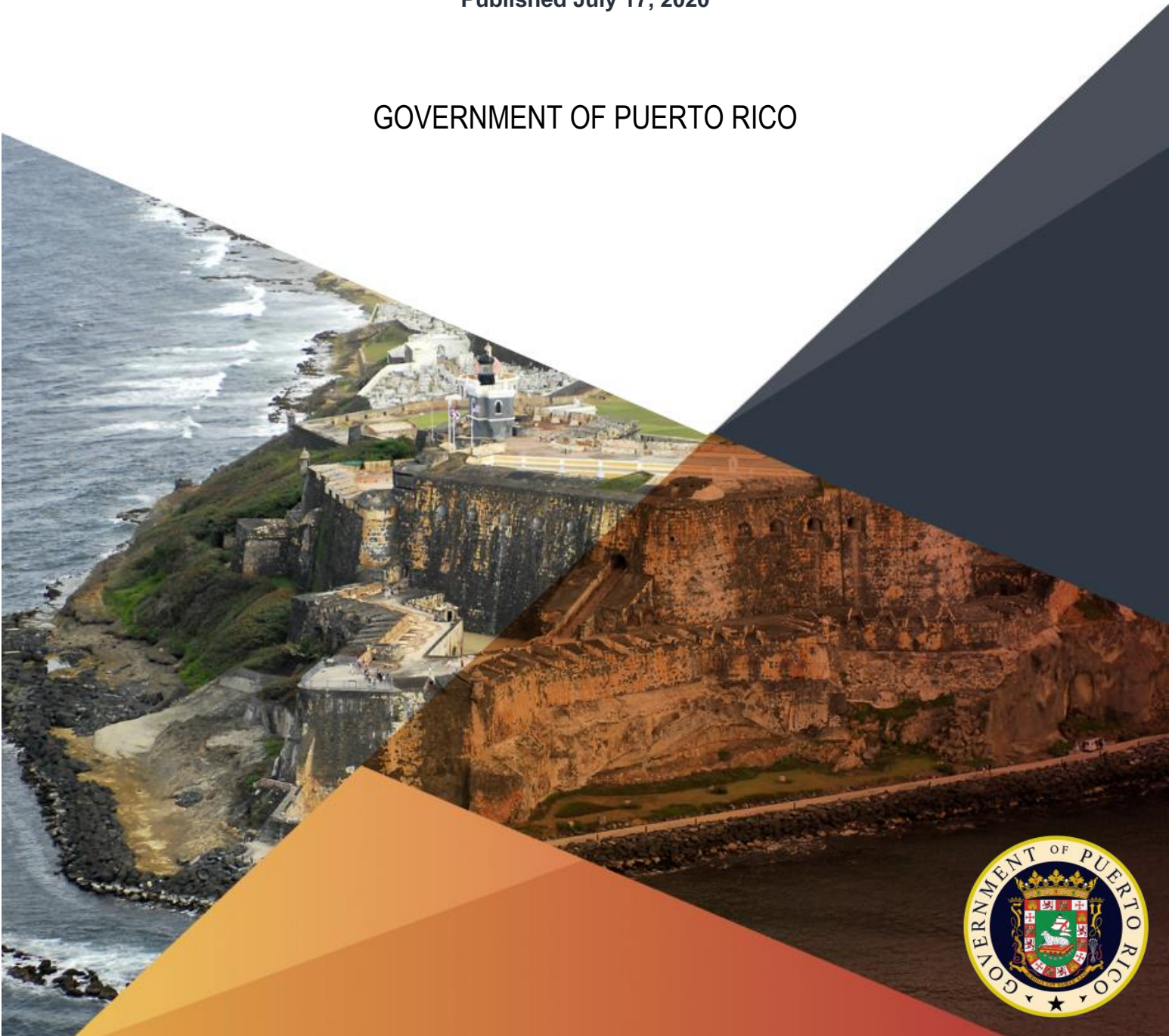


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PROGRAM GUIDELINES

Program Overview

Background

In response to the sudden decline in economic output following the Coronavirus disease 2019 (COVID-19) outbreak, Congress signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law on March 27, 2020. The CARES Act established the Coronavirus Relief Fund (CRF), which provides \$150 billion in direct assistance for domestic governments, territories, and tribal areas to disburse in accordance with its provisions.

To ensure the expeditious processing of apportioned funds from the CARES Act, the Government of Puerto Rico established the Disbursement Oversight Committee (Committee), consisting of a representative of the Secretary of the Department of the Treasury, a representative of the Director of the Office of Management and Budget (OMB), and a representative of the Puerto Rico Fiscal Agency and Financial Advisory Authority (AAFAF).

Program Description

The Acquisition of Materials and Personal Protective Equipment Program (Program), as established by Hon. Wanda Vázquez, in its strategic disbursement plan, Administrative Bulletin No. OE-2020-040 provides for the purchase of protective, disinfecting, and cleaning equipment and materials to be distributed in all government facilities, including police headquarters, fire stations, government centers, facilities where services are provided, hospitals, schools, courts, and others. This includes, but is not limited to, masks and respirators, gloves, face shields, hand sanitizers, alcohol, soap, disinfectants, thermometers, infrared cameras, wipes, and disinfection stations. This also includes minor renovations or construction works in public buildings to promote social distancing. The inclusion of the private and non-profit sector in the distributions of these materials and equipment will be evaluated, as the Government establishes a centralized distribution center. Purchases under this line will be additional to those eligible that can be made under FEMA category B.

The program will address three particular needs: 1) acquisition of Personal Protective Equipment and protection materials (PPE), 2) acquisition of cleaning and disinfection materials and services, and 3) acquisition and implementation of social distancing materials, programs, and services.

Puerto Rico's Department of Health (DOH) is interested in ensuring proper quality control and the best health practices in the procurement and eventual purchase of Personal Protective Equipment (PPE). Thus, as part of these guidelines attached, you will find, as an appendix A, precise PPE specifications to follow on these items. Other PPE items could be requested for purchase, in addition to the ones listed in Appendix A, and the DOH will review its specifications for compliance and quality on a case by case basis.

Requests for the acquisition of cleaning and disinfection materials and services as well as the acquisition and implementation of social distancing materials, programs, and services will be submitted to and evaluated by OMB. These requests will be evaluated on a case by case basis.

Disbursement of Program funds will be subject to the strictest standards to ensure compliance with federal regulations and best practices. Therefore, each request for disbursement will be duly documented and subject to control and audit.

Points of Contact

The Program will be administered by the DOH and the Puerto Rico's Office of Management and Budget (OMB). Queries related to the Program must be submitted in writing to covid.ppe@salud.pr.gov as related to the procurement of PPE and regarding cleaning, disinfection, and social distancing materials and services procurement to Mrs. Migdalia Bonilla at migdalia.bonilla@ogp.pr.gov. All questions and responses will be made public without attribution.

Eligibility Criteria

Eligible Applicants must meet all the following criteria:

- Be a Puerto Rico Government entity or a Puerto Rico Municipality. Municipalities are not eligible to apply for the acquisition of cleaning and disinfection materials and services nor the acquisition and implementation of social distancing materials, programs, and services;
- PPE, materials, programs, or services must impact government facilities, including police headquarters, fire stations, government centers, facilities where services are provided, hospitals, schools, courts, and others.
- Have incurred or planned necessary expenditures related to the COVID-19 emergency and maintain documentation that reliably demonstrates the expenses;
- Submit a complete and accurate Application;
- Agree to return the Grant funds, if it is determined that they did not comply with any of the Program eligibility requirements or if the Program funds were not spent on eligible expenses by December 30, 2020;
and
- Agree that while receipt of other funds for COVID-19 related assistance does not preclude an Applicant from receiving Program funds under the Program, only expenses that, 1) have not been covered or reimbursed, and 2) will not be covered in the future, by other state, federal, or private insurance programs that the Applicants may have, including funds received through the CARES Act's Public Health and Social Services Emergency Fund are eligible for consideration.

Allowable Expenditures

Allowable expenses¹ under this award include, but are not limited to:

- Acquisition of Personal Protective Equipment and protection materials;
- Acquisition of cleaning and disinfection materials and services;
- Acquisition and implementation of social distancing materials, programs, and services;
- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Expenses were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

For further guidance please refer to the Guidance published by the U.S. Treasury at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> and the Frequently Asked

¹ Allowable expenses are subject to Guidance on allowable expenses under the Coronavirus Relief Fund issued by the U.S. Treasury Department from time to time

Questions published by the U.S. Treasury at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.

Ineligible Expenditures

Ineligible expenses will be determined by DOH, OMB, the Committee, the U.S. Department of the Treasury, the Office of the Inspector General (OIG), and other regulatory bodies, and under this award include, but are not limited to:

- Necessary expenses that have been covered or reimbursed, or that will be covered in the future, by other state, federal, or private insurance programs that the Applicant may have, including funds received through the CARES Act's Public Health and Social Services Emergency Fund;
- Employee bonuses, except for overtime and hazard pay;
- Severance pay;
and
- Executive bonuses, debt refinancing, or other expenses that are determined to be unnecessary for continued operations in the COVID-19 environment.

For further guidance please refer to the Guidance published by the U.S. Treasury at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> and the Frequently Asked Questions published by the U.S. Treasury at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.

Application

DOH

Acquisition of Personal Protective Equipment and protection materials by Municipalities will be submit for pre-approval by electronic mail in PDF format to the following address covid.ppe@salud.pr.gov

Applications should consist of:

- 1) a one-page letter stating the purpose, intended use, and location of use of this PPE request;
- 2) a list of PPE items intended for purchase, detailing the amount requested, its specifications, as suggested in Appendix A; and
- 3) a price quotation from your potential vendor.

Upon submission, Applicants will receive a confirmation via electronic mail. All submissions will be accepted based on the time of submission and evaluated in accordance with criteria as set forth by the Program. Approved submissions must continue the application process using the portal administered by OMB.

Questions regarding Acquisition of Personal Protective Equipment and protection materials by Government Entities (non-Municipalities) can be submitted to covid.ppe@salud.pr.gov.

OMB

Acquisition of Personal Protective Equipment and protection materials by Municipalities. Applicants will submit applications electronically along with a signed certification using the application processing portal (<http://ogp.pr.gov/Pages/Procesamiento-de-Planteamientos.aspx>) administered by OMB. Applicants should submit requests under the tab labeled "CRF".

Applications should consist of:

- 1) a one-page letter stating the purpose, intended use, and location of use of this PPE request;
- 2) a list of PPE items intended for purchase, detailing the amount requested, its specifications, as suggested in Appendix A;
- 3) a price quotation from your potential vendor; and
- 4) DOH authorization

Upon submission, Applicants will receive a confirmation via electronic mail. All submissions will be accepted based on the time of submission and evaluated in accordance with criteria as set forth by the Program.

Acquisition and implementation of social distancing materials, programs, and services Applicants will submit applications electronically along with a signed certification using the application processing portal (<http://ogp.pr.gov/Pages/Procesamiento-de-Planteamientos.aspx>) administered by OMB. Applicants should submit requests under the tab labeled “CRF”.

Applications should consist of:

- 1) a one page letter stating the purpose, intended use, and location of use of this PPE request;
- 1) 2)a list of PPE items intended for purchase, detailing the amount requested, its specifications, as suggested in Appendix A; and
- 2) a price quotation from your potential vendor.

Upon submission, Applicants will receive a confirmation via electronic mail. All submissions will be accepted based on the time of submission and evaluated in accordance with criteria as set forth by the Program.

Questions regarding Acquisition and implementation of social distancing materials, programs, and services can be submitted to migdalia.bonilla@ogp.pr.gov.

The following is intended to outline the process by which funds from the CRF will be distributed to Applicants of the Program.

Requests

Requests will be submitted electronically along with a signed certification using the Request processing portal (<http://ogp.pr.gov/Pages/Procesamiento-de-Planteamientos.aspx>) administered by the Puerto Rico OGP. Applicants should submit requests under the **PP Form-CRF Fund Request**. Upon submission, Applicants will receive a confirmation via electronic mail. More information on forms, documents, and eligibility can be found on the web at <http://www.aafaf.pr.gov/covid-19-resource-center/>.

The Program will open for Requests on June 1, 2020 and will remain open until Funds are expended. All submissions will be accepted based on the time of submission and evaluated in accordance with criteria set forth by the Program.

Evaluation

Municipality applications for PPE for Acquisition of Personal Protective Equipment and protection materials by Government Entities (non-Municipalities), will be initially evaluated to ensure compliance with applicable health completeness and eligibility criteria with input from a representative of DOH.

Municipality applications for PPE for Acquisition and implementation of social distancing materials, programs, and services, will be evaluated from a representative of OMB.

Municipality PPE Funding award decisions will be made by OMB. Each Application will be evaluated, and Program funds allocated using a standard of necessity prioritizing the magnitude of necessary eligible expenditures.

Award and Funding

Applicants will be notified in writing via electronic mail of funding decisions. To ensure all eligible Applications receive funding, Applicant requests may be filled in whole or in part. Subsequent Program funding opportunities (including expansion of eligible Applicants and use of funds) will be determined based on availability of Program funds remaining after completion of initial awards.

Compliance

By accepting CRF funds the Applicant is required to certify proper and legal use of the funds and agrees to cooperate in any audit proceedings requested by the Government of Puerto Rico or other governing entity responsible for the compliant use of Grant funds.

APPENDIX A: Personal Protective Equipment (PPE) Specifications

Item	Description
Face shield reusable	<ul style="list-style-type: none"> ○ Visor length: no less than 7.5 inches and no more than 9 inches. Guaranteeing the shield cover the face – including mouth, nose and eyes – from large droplets from sneezes and coughs, along with liquids and bodily fluids. ○ “Anti-fog treatment – ensuring a clear, undistorted view ○ Must be resistant to disinfectants such as 70-90% alcohol, hypochlorite and soap. ○ Meet ANSI/ISEA Z87.1+ high-impact standards. ○ Complies with OSHA guidelines
Coveralls	<ul style="list-style-type: none"> ○ Impermeable and fluid resistant. Example: Tyvek 400 w/ Hood and resistant boot covers. ○ Size: MD, LG, XL, XXLG
Hair Net	<ul style="list-style-type: none"> ○ Impermeable and fluid resistant
Surgical mask (Three-fold face masks)	<ul style="list-style-type: none"> ○ Liquid and fluid resistant
N95 respirators	<ul style="list-style-type: none"> ○ Required fitting evaluation ○ Must be approved by NIOSH ○ Model numbers: 1860, 1870+, 9210+, etc.
Gloves	<ul style="list-style-type: none"> ○ Nitrile ○ Not less than 11” of length ○ 4 Mil. Thickness ○ Size: SM, MD, LG
Shoe Covers	<ul style="list-style-type: none"> ○ Slip resistant ○ Fluid resistant or liquid and fluid resistant.