



**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY  
(CDBG-DR)**

**AMENDMENT E to the  
SUBRECIPIENT AGREEMENT  
BETWEEN THE PUERTO RICO DEPARTMENT OF HOUSING  
AND THE  
PONCE NEIGHBORHOOD HOUSING SERVICES, INC.  
Contract No. 2020-DR0017  
Amendment No. 2020-DR0017E**



This **AMENDMENT E TO THE SUBRECIPIENT AGREEMENT (AMENDMENT E or AMENDMENT)** is entered into this 16 day of June, 2023, by and between the **PUERTO RICO DEPARTMENT OF HOUSING (PRDOH)**, a public agency of the Government of Puerto Rico created under Act No. 97, dated June 10, 1972, as amended, known as the "Department of Housing Organic Act" (the "Organic Act"), with principal offices at 606 Barbosa Ave., San Juan, Puerto Rico, represented herein by its Secretary, Hon. William O. Rodríguez Rodríguez, of legal age, attorney, single, and resident of San Juan, Puerto Rico; and **PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (SUBRECIPIENT)**, a nonprofit corporation with principal offices at Calle Méndez Vigo #57, Ponce, Puerto Rico, represented herein by its Executive Director, Elizabeth Colón Rivera of legal age, single, and resident of Ponce, Puerto Rico, collectively the "Parties".

**I. RECITALS AND GENERAL AWARD INFORMATION**

**WHEREAS**, on August 13, 2019, the Parties entered into a Subrecipient Agreement (**AGREEMENT**) for the Housing Counseling Program (**PROGRAM**), for a period of **twenty-four (24) months** from the day of its execution, ending on **August 12, 2021**, registered as Contract Number 2020-DR0017, for **SEVEN HUNDRED FORTY-NINE THOUSAND NINE HUNDRED SEVENTY-NINE DOLLARS AND EIGHTY-SIX CENTS (\$749,979.86)**.

**WHEREAS**, the **AGREEMENT** was amended on August 21, 2020, via Amendment A, Contract No. 2020-DR0017A, to modify **Exhibit C** (Key Personnel) and **Exhibit D** (Budget), and to conform the **AGREEMENT** to federal, state, and local regulations and statutes. The amendment did not affect the overall budget amount or the **AGREEMENT** performance period.

**WHEREAS**, the **AGREEMENT** was amended on February 25, 2021, via Amendment B, Contract No. 2020-DR0017B, to modify **Exhibit D** (Budget), as well as to conform the **AGREEMENT** to federal, state, and local regulations and statutes. The amendment did not affect the overall budget amount or the **AGREEMENT** performance period.

**WHEREAS**, the **AGREEMENT** was amended on August 10, 2021, via Amendment C, Contract No. 2020-DR0017C, to modify the **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), **Exhibit E** (Funds Certification), **Exhibit F** (HUD General Provisions) and to incorporate a new **Exhibit G** (Subrogation and Assignment Provisions), as well as to conform the **AGREEMENT** to federal, state, and local regulations and statutes. The period of performance of the **AGREEMENT** was modified with this amendment, allowing a twenty-four (**24**) month contract extension, ending on **August 10, 2023**. The budget amount was increased to a new total of **ONE MILLION SEVEN HUNDRED NINETY-NINE THOUSAND NINE HUNDRED TWELVE DOLLARS (\$1,799,912.00)**.

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**WHEREAS**, the AGREEMENT was amended on May 24, 2022, via Amendment D, Contract No. 2020-DR0017D, to modify **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), **Exhibit E** (Funds Certification), and to incorporate a new **Exhibit G** (Subrogation and Assignment Provisions), as well as to conform the AGREEMENT to federal, state, and local regulations and statutes. Moreover, this amendment affected the overall budget amount. The budget amount was increased to a new total of **TWO MILLION FIFTY-NINE THOUSAND FIVE HUNDRED TWENTY-SIX DOLLARS (\$2,059,526.00)**.

**WHEREAS**, as per Section IX (A) of the AGREEMENT, the AGREEMENT may be amended in writing and signed by a duly authorized representative of each party. Nonetheless, the amendment shall not invalidate the AGREEMENT, nor release the parties from their obligations under the AGREEMENT;

**WHEREAS**, the Parties acknowledge and agree that this **AMENDMENT E** is not intended to affect nor does it constitute an extinctive novation of the obligations of the Parties under the AGREEMENT;

**WHEREAS**, the PRDOH has the legal power and authority, in accordance with its enabling statute, the Organic Act, as amended, *supra*, the federal laws and regulations creating and allocating funds to the CDBG-DR program and the current Action Plan, to issue and award the sub-award, enter and perform under this **AMENDMENT E**; and

**WHEREAS**, the SUBRECIPIENT has duly adopted Resolution dated July 9, 2019, authorizing Elizabeth Colóñ Rivera, to enter into activities such as this **AMENDMENT E** on behalf of the SUBRECIPIENT.

**NOW THEREFORE**, in consideration of the mutual promises and the terms and conditions set forth herein, the PRDOH and the SUBRECIPIENT agree to execute this **AMENDMENT E** subject to the following:

## TERMS AND CONDITIONS

### II. SAVINGS CLAUSE

The information included in this **AMENDMENT E** serves the purpose of amending the total budget of the AGREEMENT as well as modifying several of its exhibits. All other provisions of the original AGREEMENT shall continue to be in full force and effect, as amended by this **AMENDMENT E**.

### III. SCOPE OF AMENDMENT

This **AMENDMENT E** mainly entails a modification of the total budget amount as well as an extension of the period of performance of the AGREEMENT. The budget is being increased for the amount of **NINE HUNDRED FORTY THOUSAND FOUR HUNDRED SEVENTY-FOUR DOLLARS (\$940,474.00)** for a total budget amount of **THREE MILLION DOLLARS (\$3,000,000.00)**. The period of performance of the AGREEMENT will be extended by twenty-four (24) months, ending on **August 10, 2025**. Other modifications are being incorporated into **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit E** (Funds Certification) as specified in the following section.

In addition, an updated version of **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements), and a new **Exhibit H** (Non-Conflict of

Interest Certification) is incorporated by reference into the AGREEMENT. All other provisions of the original Agreement remain unaltered.

  
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**IV. AMENDMENTS**

A. The Parties agree to amend the **GENERAL AWARD INFORMATION** table as follows:

CDBG-DR Grantee Federal Award Identification Number:	B-18-DP-72-0001
CDBG-DR Grantee Federal Award Date:	September 20, 2018
Federal Award project description:	See <b>Exhibit A</b> (Scope of Work)
CDBG-DR Grantee Unique Identifier:	Unique Entity ID: FFMUBT6WCM1
Subrecipient Contact Information:	Elizabeth Colón Rivera Executive Director PO Box 330223 Ponce, Puerto Rico 00730 <a href="mailto:elicolonrivera.poncenhs@gmail.com">elicolonrivera.poncenhs@gmail.com</a> (787)-841-5055
Subrecipient Unique Identifier:	Unique Entity ID: ZF8ALBM6D9N3
Subaward Period of Performance:	Start Date: Effective Date, as defined in <b>Section V</b> of this Agreement, as amended. End Date: As defined in <b>Section V</b> of the Agreement, as amended.
Funds Certification:	Dated: July 1, 2019 Authorized Amount: <b>\$749,979.86</b> Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" Account Number: 4190-01-000
Funds Certification:	Dated: August 2, 2021 Authorized Amount: <b>\$1,049,932.14</b> Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-UN" Account Number: 6090-01-000
Funds Certification:	Dated: April 21, 2022 Authorized Amount: <b>\$259,614.00</b> Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-LM" Account Number: 6090-01-000
Funds Certification:	Dated: June 13, 2023 Authorized Amount: <b>\$940,474.00</b> Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-LM" Account Number: 6090-01-000 See <b>Exhibit E-I</b> for <u>Funds Certification</u>
Total Budget Amount:	<b>\$3,000,000.00</b>

B. **Section II. ATTACHMENTS** of the Agreement is being amended as follows.

The following attachments are incorporated into this Agreement by reference and are hereby made part of this Agreement:

Exhibit A	Scope of Work
Exhibit B	Timelines and Performance Goals
Exhibit C	Key Personnel
Exhibit D	Budget
Exhibit E	Funds Certification
Exhibit E-I	Funds Certification
Exhibit F	HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements
Exhibit G	Subrogation and Assignment Provisions
Exhibit H	Non-Conflict of Interest Certification

- C. The Parties agree to amend **Article V. EFFECTIVE DATE AND TERM** to extend the term of the Subrecipient Agreement with the following:

**V. EFFECTIVE DATE AND TERM**

*This Subrecipient Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Subrecipient Agreement is **seventy-two (72) months** from the date of its execution, ending on **August 10, 2025**.*

*The End of Term shall be the later of: (i) **August 10, 2025**, (ii) the date as of which the Parties agree in writing that all Close-Out Requirements<sup>1</sup> have been satisfied or, where no Close-Out Requirements are applicable to this Agreement, the date as of which the Parties agree in writing that no Close-Out Requirements are applicable hereto; or (iii) such later date as the Parties may agree to in a signed amendment to this Agreement.*

[...]

- D. **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS, AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS** of the Agreement is being amended to include an additional paragraph that refers to the new **Exhibit H** (Non-Conflict of Interest Certification):

[...]

*Moreover, **Exhibit H** (Non-Conflict of Interest Certification), attached herein and made an integral part of this Agreement, outlines several situations that may reasonably be considered as conflicts of interest. The Subrecipient shall disclose and certify that, to the best of its knowledge, none of the situations exist or may exist at the date of the execution of the Agreement. The aforementioned certification aids PRDOH, in its role as grantee, to identify, evaluate, disclose, and manage apparent, potential, or actual conflicts of*

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<sup>1</sup> "Close-Out Requirements" means all requirements to be satisfied by each party in order to close-out this Agreement and the CDBG-DR funds provided herein in accordance with applicable Requirements of Law, including the execution and delivery by one or more of the Parties of all close-out agreements or other legal instruments and the taking of any actions by one or more of the Parties in connection with such close-out, in any case as required under applicable Requirements of Law.

interest related to CDBG-DR-funded projects, activities,  
and/or operations.

[...]

- E. The parties agree to amend **Section XLIII. FORCE MAJEURE** of the Agreement as follows:

*In the event of a fire, flood, earthquake, natural disaster, hurricane, riot, act of governmental authority in its sovereign capacity, pandemic officially declared by the Government of Puerto Rico, strike, labor dispute or unrest, embargo, war, insurrection or civil unrest, any Force Majeure including inclement weather, herein collectively referred to as Force Majeure during the term of this Agreement, neither the PRDOH nor the Subrecipient shall be liable to the other party for nonperformance during the conditions created by such event. The party claiming Force Majeure shall exercise due diligence to prevent, eliminate, or overcome such Force Majeure event where it is possible to do so and shall resume performance at the earliest possible date.*



*The Subrecipient shall notify the PRDOH in writing as soon as possible, but in any event within ten (10) business days of the occurrence of the Force Majeure event and describe in reasonable detail the nature of the Force Majeure event, how the non-performance or delay relates to or arises from the Force Majeure event, its anticipated duration and any action taken to minimize its effect. The Subrecipient may be entitled to reasonable adjustments in schedule, among other measures, in the foregoing circumstances. If non-performance continues for more than thirty (30) days, without reasonable justification, the PRDOH may terminate this Agreement immediately upon written notification to the Subrecipient.*

- F. The Parties agree to add **Section XLIV. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION** as follows:

*The Subrecipient must be registered in the System for Award Management (SAM) and shall maintain its registration active during contract performance and through final payment. The Subrecipient is responsible during performance and through final payment for the accuracy and completeness of the data within SAM. Failure to maintain registration in SAM can impact obligations and payments under this Agreement.*

- G. The Parties agree to add **Section XLV. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE** as follows:

*The Subrecipient does not have a legal claim to any amount of CDBG funds to be used for the specific project or site until the environmental review process is satisfactorily completed. As such, the Subrecipient acknowledges that it has no legal claim to any amount of CDBG funds for any projects or site acquisition under this Agreement until the environmental review process is completed to PRDOH's satisfaction. The Subrecipient acknowledges that it will not begin any actions related to the project or site until the environmental review process is completed and has written acceptance and a Notice to Proceed from PRDOH.*

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- H. **Exhibit C** (Key Personnel) of the AGREEMENT is being replaced by a modified **Exhibit C** (Key Personnel) hereto incorporated by reference into the AGREEMENT and made part of the AGREEMENT. (See **Attachment I**) Several Role Descriptions were revised and updated and were incorporated into the aforementioned Exhibit.
- I. **Exhibit D** (Budget) of the AGREEMENT is being replaced by a modified **Exhibit D** (Budget) hereto incorporated by reference into the AGREEMENT and made part of the AGREEMENT. (See **Attachment II**).

The **STAFFING** section of **Exhibit D** is being amended as follows:

- Previous Expenditures (Staffing) have been increased from \$580,875.00 to \$1,464,654.09.
- Foreclosure Intervention & Housing Counselor III: Number of Months Needed [C] has been increased from 17 to 24. As a result, the Estimated Cost for the Program for this Position has increased from \$51,238.00 to \$72,336.00.
- Intake Specialist Housing Support: The number of Months Needed [C] has been increased from 17 to 24. As a result, the Estimated Cost for the Program for this Position has increased from \$78,404.00 to \$110,688.00.
- Case Manager: Number of Months Needed [C] has been increased from 17 to 24. As a result, the Estimated Cost for the Program for this Position has increased from \$78,642.00 to \$111,024.00.
- Total Cost for Amendment has increased from \$1,281,468.00 to \$1,367,232.00. The total cost for Staffing has also increased from \$1,862,343.00 to \$2,831,886.09.

The **OTHER OPERATING** section of **Exhibit D** is being amended as follows:

- Previous Expenditures (Travel) have decreased from \$1,619.00 to \$1,618.94.
- Previous Expenditures (Overhead) have increased from \$57,418.00 to \$145,928.05.
- Overhead and Total Expenses for Amendment expenses have been reduced from \$128,146.00 to \$12,439.11.
- The Total Cost for Expenses in SRA has been reduced from \$187,183.00 in Amendment D to \$159,986.10 in **AMENDMENT E**, which represents a difference of \$27,196.90.

The **EQUIPMENT** section of **Exhibit D** is being amended as follows:

- The Equipment Section table has been modified to reflect Previous Expenditures and Expenses for **AMENDMENT E** for this item. The Previous Expenditures (Equipment) line presents a budget of \$3,902.22.
- The Office Equipment line corresponding to Computers and printers for Housing Counselors under Expenses has a Budget amount of \$4,225.59 which also represents the Total Expenses Budget.
- The Total Cost for Expenses in SRA has decreased from \$10,000.00 to \$8,127.81. This represents a decrease of \$1,872.19 for **AMENDMENT E**.

The **PROJECT ACTIVITY DELIVERY COSTS** section of **Exhibit D** is being amended as follows:

- Staffing Line Item increased from \$1,862,343.00 to \$2,831,886.09.
- Other Operating Line Items reduced from \$187,183.00 to \$159,986.10.
- Equipment Line Item reduced from \$1 0,000.00 to \$8,127.81.
- Total Costs and Grand Total increased from \$2,059,526.00 to \$3,000,000.00 in **AMENDMENT E** which represents an increase of \$940,474.00.

J. **Exhibit E-I** (Funds Certification) is being incorporated by reference into the AGREEMENT to reflect the budget increase of **NINE HUNDRED FORTY THOUSAND FOUR HUNDRED SEVENTY-FOUR DOLLARS (\$940,474.00)** incorporated via this **AMENDMENT E**. (See **Attachment III**). The new budget amount available to the SUBRECIPIENT to continue undertaking activities under the Program is **THREE MILLION DOLLARS (\$3,000,000.00)**

K. **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) of the Agreement is being replaced by an updated version of **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) hereto incorporated by reference into the Agreement. (See **Attachment IV**)

L. **Exhibit H** (Non-Conflict of Interest Certification) is being incorporated by reference into the Agreement (See **Attachment V**).

M. All other terms and conditions of the AGREEMENT, as amended, remain unchanged.

## V. SEVERABILITY

If any provision of this **AMENDMENT E** is held invalid, the remainder of **AMENDMENT E** shall not be affected thereby, and all other parts of this **AMENDMENT E** shall nevertheless be in full force and effect.

## VI. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this **AMENDMENT E** are included for convenience only and shall not limit or otherwise affect the terms of the AGREEMENT, and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this **AMENDMENT E**.

## VII. COMPTROLLER REGISTRY

The PRDOH shall remit a copy of this **AMENDMENT E** to the Office of the Comptroller for registration within **fifteen (15) days** following the date of execution of this **AMENDMENT E** and any subsequent amendment thereto. The services object of this **AMENDMENT E** may not be invoiced or paid until this **AMENDMENT E** has been registered by the PRDOH at the Comptroller's Office, pursuant to Act No. 18 of October 30, 1975, as amended by Act No. 127 of May 31, 2004.

## VIII. ENTIRE AGREEMENT

The AGREEMENT, as amended, constitutes the entire agreement among the Parties for the use of funds received under the AGREEMENT, as amended, and it supersedes all prior

  
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or contemporaneous communications and proposals, whether electronic, oral, or written among the Parties with respect to the AGREEMENT, as amended.

**IX. FEDERAL FUNDING**

The fulfillment of the AGREEMENT, as amended, is based on those funds being made available to the PRDOH as the lead administrative agency for Recovery. All expenditures under the AGREEMENT, as amended, must be made in accordance with the AGREEMENT, as amended, the policies and procedures promulgated under the CDBG-DR Program, and any other applicable laws. Further, the SUBRECIPIENT acknowledges that all funds are subject to recapture and repayment for non-compliance.

**IN WITNESS THEREOF**, the Parties hereto execute this **AMENDMENT E** in the place and on the date first above written.

**PUERTO RICO DEPARTMENT OF HOUSING  
CDBG-DR Grantee**

William O. Rodríguez Rodríguez  
By: William O. Rodríguez Rodríguez (Jun 16, 2023 14:52 EDT)  
Name: William O. Rodríguez Rodríguez  
Title: Secretary

**PONCE NEIGHBORHOOD HOUSING SERVICES, INC.  
CDBG-DR Subrecipient**

Elizabeth Colón Rivera  
By: Elizabeth Colón Rivera (Jun 14, 2023 07:17 EDT)  
Name: Elizabeth Colón Rivera  
Title: Executive Director





GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

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## EXHIBIT C

### KEY PERSONNEL

#### HOUSING COUNSELING PROGRAM

#### PONCE NEIGHBORHOOD HOUSING SERVICES, INC.

Below is the Staffing Plan for Ponce Neighborhood Services, Inc. which reflects a combination of existing employees, with new hired employees dedicated for the CDBG-DR **Housing Counseling Program**.

##### I. Roles Description

###### *Executive Director (115 hours)*

- In charge of the CDBG-DR Program.
- Participates and hosts meetings related to the CDBG-DR Program.
- Supervises employees' work, production and tasks related to the CDBG-DR Program.
- Create, design, plan and implement promotion and advertising strategies to attract new participants.
- Verifies and follows up Employee's Action and Work Plans.
- As a Program Director, oversees completed and approve Canopy's cases.
- In charge of authorizing signatures, revising, and auditing monthly reports, and all the official documents from the CDBG-DR Program.
- In charge of compliance audits, monitoring and any other decision making in compliance of the CDBG-DR Program regulations.
- Oversees with the Chief Financial Officer, expenses, financial budget management and other financial procedures.
- Promotes the CDBG-DR Program in activities and meetings.
- Serves as liaison with the R-3 Program Manager Regional Director.
- Create, design and plan strategies to work with the R-3 Program Manager Regional Director, assisting R-3 Program participants.
- In charge of reports to the Board of Directors relating administration, management, and procedures from CDBG-DR Program.

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**Chief Finance Officer (115 hours)**

- Prepare Compliance Reports.
- Verifies and certifies employees and Executive Director time sheets.
- Approves payments stubs, payroll payments travel expenses, utilities, among other expenses and payments related to CDBG-DR Program.
- In charge of looking up and gathering official documents for the CDBG-DR Program procurement and compliance procedures. Collaborates in the preparation of the insurance policies application related to CDBG-DR funds.
- Participates in weekly and monthly conference calls and reports meetings related to finance department with Housing Department and the Grant Manager.
- Certifies and signs the travel expenses vouchers under CDBG-DR Program.
- In charge of the assets and compliance procedures under CDBG-DR Program.
- Prepares financial reports for CDBG-DR Program.
- In charge of the CDBG-DR Program when the Executive Director is not available.
- Approves and signs bank reconciliations related to the CDBG-DR Program, prepared by the Finance and Loan Servicing Officer.
- Prepares Annual Tax Forms (Local and Federal).
- Prepares financial reports to the Board of Directors relating to administration, management, and procedures from CDBG-DR Program.
- Participates in external/internal program audits related to CDBG-DR funds.
- In charge of the organization single audit.
- Corroborates, manages, and audits time sheets and other compliance documents from the CDBG-DR Program.
- Verifies and answers emails related to CDBG-DR funds.
- Participate in workshops/training related to CDBG-DR Program.
- Prepares and approves CDBG-DR organization budgets.
- Collaborates in the preparation and the organization of employees' payroll.

**Finance and Loan Servicing Officer (100 hrs)**

- Review and verify that the CDBG-DR Program travel expense procedure has been followed as a compliance request.
- Verify utility bills and other bills related to the CDBG-DR program by submitting as a tenant account those bills to the system.
- Prepare banks reconciliations from the CDBG-DR Program, which the Chief Finance Officer approves.
- Prepare SURI tax forms, submissions of quarterly tax forms to State Agencies related CDBG-DR funds.
- Make payments stubs, travel expenses, utilities, among other expenses and payments related to CDBG-DR Program
- Collaborate on look up and gather official documents for the CDBG-DR Program procurement and compliance procedures.

  
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- Participates in weekly and monthly conference call and reports meetings related to finance department with Housing Department and the Grant Manager.
- Verify the travel expenses (reports) vouchers under CDBG-DR Program
- Check and pay the fringe benefits for CDBG-DR Program employees.
- Verify and pay the policies requested by the CDBG-DR Program
- Validate the timesheets from the CDBG-DR employees.
- Collaborate in Annual Tax Forms (Local and Federal) and make payments.
- Verify and answer emails related to CDBG-DR funds.
- Verify and report the bank account balances related to CDBG-DR funds.
- Participate in workshops/training related to CDBG-DR program.
- Prepare payroll and payments of CDBG-DR employees.

#### ***Human Resources and Administrative Officer (100 hrs)***

- In charge of verifying and auditing CDBG-DR Program employees' time sheets.
- Officer in charge of the Digital Time Clock System for employees.
- Supervise timesheet submission on time and in compliance.
- Prepare fringe benefit processes for CDBG-DR Program employees.
- In charge of CDBG-DR Program Procurement process.
- Create and update work policies, employee manuals to stay in compliance with labor laws in P.R. and CDBG-DR Program.
- Assist employees in the transition to better work tools like Google Workspace
- Participate in workshops/training related to CDBG-DR Program.
- Collaborate on look up and gather official documents for the CDBG-DR Program procurement and compliance procedures.
- Participates in weekly and monthly conference calls and reports meetings related to finance department with Housing Department and the Grant Manager.
- Collaborate in the preparation of the organization employee's payroll.
- Prepare Section 3 and MWBE reports for the CDBG-DR Program.
- Conduct interviews to hire CDBG-DR employees.
- Update and maintain employee records.

#### ***Program and Quality Control Coordinator (116 hrs)***

- Prepares administrative monthly reports to CDBG-DR Program.
- Verifies all information for CDBG-DR Program Performance Report.
- Receives and audits work hours from CDBG-DR Program employees.
- Receives, manages, and audits time sheets and other compliance documents from the CDBG-DR Program to prepare invoices for the reimbursement processes.
- Prepares invoices and gather documents for the reimbursement processes from CDBG-DR Program.
- Keeps and maintains policies up to date and in compliance with the CDBG-DR Program.



- Submits invoices through Vendors Cafe System.
- Submits policies and compliance documents through Vendors Cafe System.
- Verifies CDBG-DR reports from different departments.
- In charge of submitting monthly CDBG-DR reports.
- Participates in weekly and monthly reports conference calls and meetings with Housing Department and the Grant Manager.
- Maintains constant communication with the Grant Manager and the managers to keep the Program in compliance.
- Participates in workshops/training related to CDBG-DR Program.
- Assists in the payroll process for the CDBG-DR Program.
- Point of contact between the Organization, Housing Counseling Department and the Grant Manager.

#### ***Housing Counselor Support Officer (160 hrs)***

- Supports in promoting housing counseling and financial capability workshops and services orientation to public.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits.
- In charge of the data entry process in the Canopy system. Create a case, complete intake and income verification and verify all documentation received from participants is correct and accurate.
- Provides support as needed with the R-3 Program referrals.
- In charge of contacting CDBG-DR participants to coordinate and confirm appointments and follow ups, ask for documentation needed, explain processes and services in the CDBG-DR Housing Counseling Program.
- Completes Intake process, notes, and attendance in our CMS system to report cases in the HUD 9902 as required by HUD.
- Provides the Housing Counseling CDBG-DR Program initial orientation to the clients and fills out initial forms by phone, email or in person.
- Creates unity form and Upload documentation to the Canopy system, for participants in the Housing Counseling Program.
- Works with different computer programs in order to complete and upload required documentation for all participants. Adobe Acrobat to manage all documentations, Cam scanner to scan documentation, Gmail and organizations email, drive, excel, word, among others.
- Keeps their calendar and agenda up to date.
- Receives and answers triage calls from CDBG-DR Housing Counseling Program.
- Support preparation with materials, supplies and coordination of Housing counseling Workshops assigned.
- Completes Ready for Closeout Filter in Canopy system, as needed.
- Checks cases in Canopy to verify that all the documents and information are complete and in compliance.



- Keeps all notes on Canopy systems to track participants' progress and communications.
- Participates in workshops/trainings and meetings related to CDBG-DR program.
- Manages emails and documentation related to Housing counseling CDBG-DR Program
- Completes and supports with Pending Director Review Filter as needed.
- Supports counselors in the verification of Closing Disclosure documents in order to report cases that completed and achieved the home purchase and counselors can properly close and report these cases. Creates templates, calls, and sends email to participants and keeps information up to date.
- Supports counselors in the reports and documentation processes, also supports counselors in the schedule of appointments, communication with clients and other organizations orientation, among other support needed for counselors.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Program and Grant Manager.

#### ***Foreclosure Intervention and Housing Counselor I (160 Hours)***

- Provides support to the Housing Counseling Program activities and team members in charge of the Housing Counseling Program and resolve issues if they arise.
- Creates and implements a Work plan for the Housing Counseling Program.
- Provide Housing Counseling Services, Financial Capability and Education Workshops to CDBG-DR Program participants, clients, and referrals.
- Reports weekly the performance, changes, and updates for the Housing Counseling Program to the administrative staff and other departments.
- Leads and manages CDBG-DR Housing counseling team operations.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits.
- Collaborates with the Monthly Outreach Activities Report.
- Completes Pending Director Review in Canopy System.
- Manage emails and documentation related to CDBG-DR Program.
- Works with the Monthly CDBG-DR Performance Reports.
- Monitor Housing Counseling Canopy filters to keep them in compliance with the CDBG-DR Program.
- Participates in monthly and biweekly meetings for the CDBG-DR Housing Counseling Program.
- Coordinates Education Workshop dates and staff for the CDBG-DR Housing Counseling Program.
- Gathers data and supporting documentation for CDBG-DR Program Performance Report.
- Supports the CDBG-DR Program, R3 and HBA participants in the process to achieve goals and receive CDBG-DR funds.
- Assigns tasks and duties to CDBG-DR Housing Counseling team members.

  
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- Supervises Team members in the CDBG-DR Housing Counseling Program.
- Coordinates meetings with the Housing Counseling Team members to give updates in the processes, changes in program, work plans and special tasks.
- Verifies changes and keeps up to date in all processes and regulations regarding the Housing Counseling Program with HUD, CDBG-DR, PRDOH, FHA, lending, and Federal and state requirements.
- Prepares and revises Counseling, Financial Capability and Education workshops.
- Work, Upload and manage client records from the CDBG-DR Program participants into the Canopy system.
- Provides Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) homeowner services, refinance, reconstruction and repairs; and (11) disaster preparedness and recovery counseling.
- Prepares and revises training plan for Housing Counseling Team.
- Complies with Privacy Act, policies and federal regulations establish for the Housing Counseling Program
- Participate in workshops/trainings and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Keeps their calendar and agenda up to date, also makes sure everything is in calendar for the Housing counseling program.
- Verifies proper documentation and complete closing of cases that fulfilled purchase housing, prepares reports as requested by our intermediaries and HUD.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

#### ***Foreclosure Intervention and Housing Counselor II (160 Hours)***

- Provides Housing Counseling Services, Financial Capability and Education Workshops to CDBG-DR Program participants, clients and referrals.
- Prepares Counseling, Financial Capability and Education workshops.
- Works, uploads, and manages client records from the CDBG-DR Program participants into the Canopy system.

  
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- Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) homeowner services, refinance, reconstruction and repairs; and (11) disaster preparedness and recovery counseling.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits.
- Works with the Monthly Outreach Activities Report.
- Completes Pending Director Review filter in Canopy System.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes filters as a Housing counselor in the Canopy system, add notes and complete cases on both CMS.
- Certifies attendance for workshops and verify they are marked and complete in both CMS in order to report properly.
- Provides Housing counseling workshops every month, and completes all requirements, documentation, and verification to comply with HUD and CDBG-DR requirements.
- Provides follow-up calls, emails, letters to all counseling clients as HUD requires a time period of 30 to 90 days. Make required notes in system and processes.
- Complies with Privacy Act, policies and federal regulations established for the Housing Counseling Program.
- Participates in workshops/trainings and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Verifies proper documentation and complete closing of cases that fulfilled purchase housing, prepares reports as requested by our intermediaries and HUD.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

***Foreclosure Intervention and Housing Counselor III (100 hrs)***

- Provides Housing Counseling Services, Financial Capability and Education Workshops to CDBG-DR Program participants, clients, and referrals.
- Prepares Counseling, Financial Capability and Education workshops.

  
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- Works, uploads, and manages client records from the CDBG-DR Program participants into the Canopy system.
- Provides Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) homeowner services, refinance, reconstruction and repairs; and (11) disaster preparedness and recovery counseling.
- Completes Pending Director Review filter in Canopy System
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes filters as a Housing counselor in the Canopy system, add notes and complete cases on both CMS.
- Certifies attendance for workshops and verify they are marked and complete in both CMS in order to report properly.
- Provides Housing counseling workshops every month, and completes all requirements, documentation, and verification to comply with HUD and CDBG-DR requirements.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits.
- Provides follow-up calls, emails, letters to all counseling clients as HUD requires a time period of 30 to 90 days. Make required notes in system and processes.
- Provides Housing counseling workshops every month, and completes all requirements, documentation, and verification to comply with HUD and CDBG-DR requirements.
- Verifies proper documentation and complete closing of cases that fulfilled purchase housing, prepares reports as requested by our intermediaries and HUD.
- Participates in workshops/trainings and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

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**Program Support and Data Entry (160 hrs)**

- In charge of contacting CDBG-DR participants to coordinate and confirm appointments and follow ups, ask for documentation needed, explain processes and services in the CDBG-DR housing Counseling Program.
- Completes Canopy filter with Pending Initial Contact for Housing counseling services.
- Receives and answers triage calls from CDBG-DR Housing Counseling Program.
- In charge of the data entry process in the Canopy system. Create a case, complete intake and income verification and verify all documentation received from participants is correct and accurate.
- Completes Intake process, notes, and attendance in our CMS system to report cases in the HUD 9902 as required by HUD.
- Works with different computer programs in order to complete and upload required documentation for all participants. Adobe Acrobat to manage all documentations, Cam scanner to scan documentation, Gmail and organizations email, drive, excel, word, among others.
- Provides the Housing Counseling CDBG-DR Program initial orientation to the clients and fills out initial forms.
- Day to day contact with prospective participants interested in Housing counseling Services to explain all counseling services, processes, and requirements on the program, also clarify questions and redirect participants to other CDBG-DR Programs as needed.
- Works with Workshop and registration templates on a day-to-day basis.
- Keeps their calendar and agenda up to date.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits to promote CDBG-DR Housing counseling services.
- Provides support on Applicant Closeouts Surveys on all counseling services.
- Completes the Closeout process for all counseling services, creates and sends letters for the closeout process to participants.
- Creates unity form and Upload documentation to the Canopy system, for participants in the Housing Counseling Program.
- Complete Ready for Closeout Filter in Canopy system, as requested by Housing counseling supervisor.
- Checks cases in Canopy to verify that all the documents and information are complete and in compliance.
- Keeps all notes on Canopy systems to track participants' progress and communications.
- Supports preparation with materials, supplies and coordination of Housing Counseling Workshops assigned.
- Send documents via regular mail to people who do not have access to the Internet.
- Participates in workshops/trainings and meetings related to the CDBG-DR program.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Complete timesheets for the CDBG-DR Housing Counseling Program.

  
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- Among other related duties as required by the CDBG-DR Program and Grant Manager.

#### **Community Program Coordinator (115 hrs)**

- Prepares Housing Maintenance and Disaster Preparedness workshops for CDBG-DR Program participants.
- Coordinates and sets dates for Housing Maintenance and Disaster Preparedness workshops for CDBG-DR Program participants.
- Identifies and recruits participants for Housing Maintenance and Disaster Preparedness workshops under CDBG-DR Program.
- In charge of all the logistics related to the Housing Maintenance and Disaster Preparedness workshops under CDBG-DR Program.
- In charge of entering data of those CDBG-DR Program participants in Canopy System.

#### **Community Organizer (73 hrs)**

- In charge of introducing the CDBG-DR Program to the municipalities and organize community activities such as fairs, community assemblies among others, to promote the Program.
- Collaborates with CDBG-DR Community Outreach.
- Serves as liaison between the communities and the Housing Counseling Program from the CDBG-DR funds.
- Coordinates initial orientations and community workshops of Foreclosure Intervention and Housing Counseling from CDBG-DR Program to Ponce NHS network community areas and municipalities.

#### **Call Center and Program Support (160 hrs)**

- Manages and channel phone calls and messages related CDBG-DR Program.
- Registers participants for Housing Counseling Program workshops for CDBG-DR.
- Manages virtual platforms and google documents, emails, documentation for Housing Counseling Program registering process for CDBG-DR.
- Day to day contact with prospect participants interested in Housing Counseling Services to explain all counseling services, processes, and requirements on the program, also clarify questions and redirect participants to other CDBG-DR Programs as needed.
- Maintains records and statistics about the CDBG-DR participants registering process in workshops and other virtual activities.
- In charge of main phone line for the Housing Counseling Program.
- In charge of transferring other phone lines to the assigned team members to properly handle the phone lines.
- Handles and orientates referrals for Housing Counseling Services.

  
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- Redirects Housing Counseling Program prospect participants to the appropriate services as needed.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs and other non- profits to promote CDBG-DR Services.
- Keeps all notes on canopy systems to track participants' progress and communications.
- Participates in workshops/trainings and meetings related to CDBG-DR program.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

#### ***Intake Specialist Housing Support I y II (160 hrs)***

- In charge of contacting CDBG-DR participants to coordinate and confirm appointments and follow ups, ask for documentation needed, explain processes and services in the CDBG-DR Housing Counseling Program.
- Completes Canopy filter with Pending Initial Contact for Housing counseling services.
- Receives and answers triage calls from CDBG-DR Housing counseling Program.
- In charge of the data entry process in the Canopy system. Create a case, complete intake and income verification and verify all documentation received from participants is correct and accurate.
- Complete Intake process, notes, and attendance in our CMS system to report cases in the HUD 9902 as required by HUD.
- Provides the Housing Counseling CDBG-DR Program initial orientation to the clients and fills out initial forms.
- Day to day contact with prospect participants interested in Housing counseling Services to explain all counseling services, processes, and requirements on the program, also clarify questions and redirect participants to other CDBG-DR programs as needed.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits to promote CDBG-DR Housing counseling services.
- Provides support on Applicant Closeouts Surveys on all counseling services.
- Complete the Closeout process for all counseling services, create and send letters for the closeout process to participants.
- Creates unity form and Upload documentation to the Canopy system, for participants in the Housing Counseling Program.
- Completes Ready for Closeout Filter in Canopy system, as requested by Housing counseling supervisor.
- Checks cases in Canopy to verify that all the documents and information are complete and in compliance.

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- Keeps all notes on Canopy systems to track participants' progress and communications.
- Supports preparation with materials, supplies and coordination of Housing Counseling Workshops assigned.
- Sends documents via regular mail to people who do not have access to the Internet.
- Participates in workshops/trainings and meetings related to CDBG-DR program.
- Manage emails and documentation related to Housing Counseling CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Program and Grant Manager.

#### **Case Manager (160 hrs)**

- Works with Pending Initial contact referrals from R3 Program to Housing Counseling.
- Performs phone calls or in person counseling orientations to all referrals from R3 Program in order to access the needs of these participants and make proper referrals to resources, and the process they will be facing in the relocation or reconstruction faces of the Program.
- Answers and makes calls to participants of the Housing Counseling Program and referrals of the R3 Program for follow up and provide services, resources and referrals as needed.
- Coordinates one on one counseling and workshops for R3 Program referrals and others related to the Housing Counseling Program.
- Supports other Housing Counseling team members with orientation of Housing counseling services, documentation and others as needed.
- Works and keeps assigned cases in the CMS canopy system up to date. Completes filters assign and verify all other filters with cases assigned and refer to me from the R3 Program.
- Sends documentation and resources for Housing search and other resources via email, regular mail, phone or in person for participants that do not have access to the internet.
- Schedules face-to-face meetings with participants who do not have access to the Internet.
- Assists participants in the search of relocation housing with acceptable housing conditions.
- Manages resources and referrals to other programs according to the needs of the participants.
- Keeps cases updated in the client management system, canopy and enter all client communication, verify documentation and status of cases in CMS.
- Stays in communication with the Project Manager, case manager, relocation managers, R3 staff, sellers, realtors and other resources related to the R3 program and Housing counseling.
- Assists in liaison with other organizations, the population with functional diversity, the elderly and other vulnerable populations with limited access to services.

  
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- Participates in workshops/trainings and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Manages emails and documentation related to Housing Counseling CDBG-DR Program
- Other tasks related to this position in the CDBG-DR Housing Counseling Program.

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GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

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## **EXHIBIT D – SECTION 1**

### **BUDGET**

#### **HOUSING COUNSELING PROGRAM**

#### **PONCE NEIGHBORHOOD HOUSING SERVICES, INC.**

#### **DESCRIPTION SERVICES**

Ponce NHS has been offering services regarding housing counseling under our Housing Acquisition, Conservation, Mitigation and Preservation Program. These include counseling, orientation, and workshops for the following topics: First Time Home Buyer Counseling, Financial Capability and Budget Management, Affordable Mortgage and Housing Rehabilitation Loan Products, Post-Purchase, Home Maintenance, Foreclosure Prevention, Loss Mitigation, Disaster Relief and Recovery Orientation/Counseling, among others. The participants will be reached through outreach and community fields visits, from our case managers/community organizers, or referrals from other organizations. In addition, our Housing Counselors will assist walk-ins, and participants from the Marketing and Promotions Outreach Program.

Services will be provided through general orientation (phone call or in person), workshops and one on one counseling. The populations will be targeted as part of the need assessments, performed by the Case managers/Community Organizers. Also, during the outreach process, the participants will be identified depending on the necessity that their community is facing. With all the data collected, the service delivery area will be assisted and served, with assertive and specific services, responding the needs of the communities and their residents.

Ponce NHS has a 15-municipality network area that includes the South and Central area of PR, but if our services are needed in another region, we provide them island-wide. To be more efficient, our organization has satellite offices in some Town Halls around our network area. Using these offices, our organization has a broader outreach capacity that can let more families receive services and assistance, especially those without the resources to get to Ponce. Because of the necessities that our communities are confronting after the Hurricanes Irma and Maria, Ponce NHS has included 9 more municipalities from the Southwest and Central area of PR. This will offer more services to a broader spectrum of participants from isolated and communities from those.



## STAFFING

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Number of Months Needed [C]	Hourly Rate [D]	Estimated Monthly Cost [E=AxBxD]	Estimated Cost for the Program [D=CxE]
Previous Expenditure (Staffing)						\$ 1,454,654.09
<b>Staffing for Amendment E</b>						
Executive Director	1	115	24	\$72.79	\$ 8,371.00	\$ 200,904.00
Chief Financial Officer	1	115	24	\$59.67	\$ 6,863.00	\$ 164,712.00
Human Resources & Administrative Officer	1	100	24	\$20.74	\$ 2,074.00	\$ 49,776.00
Foreclosure Intervention & Housing Counselor I	1	160	24	\$32.82	\$ 5,252.00	\$ 126,048.00
Housing Counseling Support Officer	1	160	24	\$20.90	\$ 3,344.00	\$ 80,256.00
Foreclosure Intervention & Housing Counselor II	1	160	24	\$32.82	\$ 5,252.00	\$ 126,048.00
Foreclosure Intervention & Housing Counselor III	1	100	24	\$30.14	\$ 3,014.00	\$ 72,336.00
Community Organizer	1	73	24	\$20.20	\$ 1,475.00	\$ 35,400.00
Community Program Coordinator	1	115	24	\$19.58	\$ 2,252.00	\$ 54,048.00
Program & Quality Control Coordinator	1	116	24	\$28.96	\$ 3,360.00	\$ 80,640.00
Program Support & Data Entry	1	160	24	\$14.39	\$ 2,303.00	\$ 55,272.00
Finance and Loan Servicing Officer	1	100	24	\$18.64	\$ 1,864.00	\$ 44,736.00
Call Center & Program Officer	1	160	24	\$14.41	\$ 2,306.00	\$ 55,344.00
Intake Specialist Housing Support	2	160	24	\$14.41	\$ 4,612.00	\$ 110,688.00
Case Manager	1	160	24	\$28.91	\$ 4,626.00	\$ 111,024.00
<b>Total Estimated Monthly Cost:</b>					<b>\$ 56,968.00</b>	
<b>Total Cost for Amendment:</b>					<b>\$ 1,367,232.00</b>	
<b>Total Maximum Cost for Staffing in SRA:</b>					<b>\$ 2,831,886.09</b>	

\*Estimate amount in rate, hours, monthly cost, and cost for the program could vary based on actual need and work performed on the program

## OTHER OPERATING

Item Name	Item Description	Budget
Previous Expenditures (Travel)		\$ 1,618.94
Previous Expenditures (Overhead)		\$ 145,928.05
<b>Expenses for Amendment E</b>		
Overhead	Indirect Cost through De Minimis Rate (10%) of the Program.	\$ 12,439.11
<b>Total Expenses for Amendment:</b>		<b>\$ 12,439.11</b>
<b>Total Cost for Expenses in SRA:</b>		<b>\$ 159,986.10</b>

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**EQUIPMENT**

Item Name	Item Description	Budget
Previous Expenditures (Equipment)		\$ 3,902.22
<b>Expenses for Amendment E</b>		
Office Equipment	Office equipment such as but not limited to computers and printers for Ponce NHS Housing Counselors.	\$ 4,225.59
<b>Total Expenses Budget:</b>		<b>\$ 4,225.59</b>
<b>Total Expenses for Amendment</b>		<b>-</b>
<b>Total Cost for Expenses in SRA</b>		<b>\$ 8,127.81</b>

<b>PROJECT ACTIVITY DELIVERY COSTS</b>		
Staffing	Hourly rates and salaries for the program staff members.	\$ 2,831,886.09
Other Operating	Operational costs such as travel and indirect cost for the program.	\$ 159,986.10
Equipment	Office equipment required for the program such as computers and printers.	\$ 8,127.81
<b>TOTAL COSTS</b>		<b>\$ 3,000,000.00</b>
<b>GRAND TOTAL</b>		<b>\$ 3,000,000.00</b>

**Budget Re-distribution**

- a) The Subrecipient may request in writing to the PRDOH a re-distribution of the Maximum Authorized Budgets shown above without exceeding the Total Authorized Budget.
- b) The PRDOH will evaluate the re-distribution request to validate purpose and balance of funds, and if determined the re-distribution is in benefit for the Program and the balance of funds is validated, the PRDOH will provide written authorization to the Subrecipient. Until the written authorization is submitted by the PRDOH, the re-distribution cannot be considered as authorized.
- c) This re-distribution of funds as described here shall be considered binding and will not require an amendment to this SRA.

**END OF DOCUMENT**





GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

**ATTACHMENT III**

**Contract Code:** cc5932-e  
**Type:** Change Order A\_V2  
**Original Registered Code:**

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**EXHIBIT E-I**  
**CERTIFICATION OF FUNDS**

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

**Contracting Of:** PONCE NEIGHBORHOOD HOUSING SERVICES INC  
**Source of Funds:** 14.228 CDBG Funds  
**For:** Amendment E to 2020-DR0017  
**Amount:** \$940,474.00

The breakdown and grant of the certified funds is as follows:

Grant	Area / Project	Activity Code	Category / Description	Account	Amount
B-17-DM-72-0001	Housing	r01h12hcp-doh-lm	H - Equipment (Sub recipient)	6090-01-000	-\$1,872.19
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Indirect Cost	6090-01-000	-\$27,196.90
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Staff / Personnel (Sub-recipient)	6090-01-000	\$969,543.09
					<u>\$940,474.00</u>

The above distribution of funds is subject to changes and will be allocated in accordance with the executed agreement within the parties. These funds do not affect the Puerto Rico Department of Housing (PRDOH) operational budget, and are available to be use.

If you have any questions, feel free to contact us at (787)274-2527.

Ada Castillo Signed Date - 06/08/2023  
Electronic Approval  
Budget Manager

Jackzaira Vega Signed Date - 06/13/2023  
Electronic Approval  
Finance Director

*\*This transaction does not represent an overcharge of the account herein.*

Ave. Barbosa #606 Edificio Juan C. Cordero Dávila, Río Piedras, PR 00918 | P.O. Box 21365 San Juan, PR 00928-1365  
Tel:(787)274-2527 | [www.vivienda.pr.gov](http://www.vivienda.pr.gov)



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## EXHIBIT F

### HUD GENERAL PROVISIONS AND OTHER FEDERAL STATUTES, REGULATIONS, AND PRDOH REQUIREMENTS

#### HOUSING COUNSELING PROGRAM

#### PONCE NEIGHBORHOOD HOUSING SERVICES, INC.

Given that the Subrecipient Agreement (**SRA**) involves funds for which the U.S. Department of Housing and Urban Development (**HUD**) is the oversight agency, the following terms and conditions may apply to this SRA. In addition, SUBRECIPIENT shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <https://www.hudexchange.info/resource/2490/hud-form-4010-federal-labor-standards-provisions/>.

The SUBRECIPIENT shall include these terms and conditions in all subcontracts or purchase orders directly servicing the SRA.

These general provisions may be updated from time to time. It is the sole responsibility of the SUBRECIPIENT to be aware of any changes hereto, to amend and implement such changes and to ensure subcontracts terms and conditions are modified as necessary, if any.

#### General Provisions:

##### 1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this SRA shall be deemed to be inserted herein and the SRA shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the SRA shall forthwith be physically amended to make such insertion or correction.

##### 2. STATUTORY AND REGULATORY COMPLIANCE

SUBRECIPIENT shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (**Appropriations Act**), as amended, including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including if certain expenses are allowed.

##### 3. BREACH OF SUBRECIPIENT AGREEMENT TERMS

The Puerto Rico Department of Housing (**PRDOH**) reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this SRA, in instances where the SUBRECIPIENT or any of its subcontractors violate or breach any SRA term. If the SUBRECIPIENT or any of its subcontractors violate or breach any SRA term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the SRA documents, and the

  
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rights and remedies available thereunder, shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

#### **4. REPORTING REQUIREMENTS**

The SUBRECIPIENT shall complete and submit all reports, in such form and according to such schedule, as may be required by the PRDOH and/or the Government of Puerto Rico. The SUBRECIPIENT shall cooperate with all the PRDOH and/or the Government of Puerto Rico efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 2 C.F.R. § 200.328 and 24 C.F.R. § 570.507, when applicable.

#### **5. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

The SUBRECIPIENT will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include, but are not limited to:

- (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Additionally, for contracts of \$10,000 or more, the SUBRECIPIENT shall file Form HUD 2516 (Contract and Subcontract Activity) with the PRDOH on a quarterly basis.

#### **6. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 C.F.R. Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by HUD.

#### **7. DEBARMENT, SUSPENSION, AND INELIGIBILITY**

The SUBRECIPIENT represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. Part 2424.

  
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## 8. CONFLICTS OF INTEREST

The SUBRECIPIENT shall notify the PRDOH as soon as possible if this SRA or any aspect related to the anticipated work under this SRA raises an actual or potential conflict of interest (as defined 2 C.F.R. § 200.318(c), if applicable). The SUBRECIPIENT shall explain the actual or potential conflict in writing in sufficient detail so that the PRDOH is able to assess such actual or potential conflict. The SUBRECIPIENT shall provide the PRDOH any additional information necessary to fully assess and address such actual or potential conflict of interest. The SUBRECIPIENT shall accept any reasonable conflict mitigation strategy employed by the PRDOH, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

## 9. SUBCONTRACTING

When subcontracting, the SUBRECIPIENT shall solicit for and contract with such subcontractors in a manner providing for fair competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (ii) Requiring unnecessary experience and excessive bonding;
- (iii) Noncompetitive pricing practices between firms or between affiliated Companies;
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest;
- (vi) Specifying only a "brand name" product instead of allowing an "equal product" to be offered and describing the performance of other relevant requirements of the procurement; and
- (vii) Any arbitrary action in the procurement process.

The SUBRECIPIENT represents to the PRDOH that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this SRA.

The SUBRECIPIENT will include these HUD General Provisions in every subcontract issued by it, so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

## 10. ASSIGNABILITY

The SUBRECIPIENT shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the PRDOH.

## 11. COPELAND "ANTI-KICKBACK" ACT

### (Applicable to all construction or repair contracts)

Salaries of personnel performing work under this SRA shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland

  
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"Anti-Kickback Act" of 1934, 48 Stat. 948; (codified at 18 U.S.C. § 874; and 40 U.S.C. § 3145). The SUBRECIPIENT shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Agreement to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

## **12. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

**(Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers.)**

The SUBRECIPIENT shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (**CWHSSA**), 40 U.S.C. §§ 3701-3708, as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by SUBRECIPIENTS or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the CWHSSA, and the SUBRECIPIENTS and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

## **13. DAVIS-BACON ACT**

**(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation.)**

The SUBRECIPIENT shall comply with the Davis Bacon Act (40 U.S.C. § 3141, *et seq.*) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by SUBRECIPIENTS or subcontractors, including employees of other governments, on construction work assisted under this SRA, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

On a semi-annual basis, the SUBRECIPIENT shall submit Form HUD 4710 (Semi-Annual labor Standards Enforcement Report) to PRDOH.

## **14. TERMINATION FOR CAUSE**

**(Applicable to contracts exceeding \$10,000)**

If, through any cause, the SUBRECIPIENT shall fail to fulfill in a timely and proper manner his or her obligations under this SRA, or if the SUBRECIPIENT shall violate any of the covenants, agreements, or stipulations of this SRA, the PRDOH shall thereupon have the right to terminate this SRA by giving written notice to the SUBRECIPIENT of such termination and specifying the effective date thereof, at least **five (5) days** before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the SUBRECIPIENT under this Agreement shall, at the option of the PRDOH, become the PRDOH's property and the SUBRECIPIENT shall be entitled to



receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the SUBRECIPIENT shall not be relieved of liability to the Government of Puerto Rico and PRDOH for damages sustained by the Government of Puerto Rico and/or PRDOH by virtue of any breach of the Agreement by the SUBRECIPIENT, and the Government of Puerto Rico and/or PRDOH may withhold any payments to the SUBRECIPIENT for the purpose of set-off until such time as the exact amount of damages due to the Government of Puerto Rico and/or PRDOH from the SUBRECIPIENT is determined.

**15. TERMINATION FOR CONVENIENCE**  
**(Applicable to contracts exceeding \$10,000)**

The PRDOH may terminate this SRA at any time by giving at least a **ten (10) day** notice in writing to the SUBRECIPIENT. If the SRA is terminated by the PRDOH as provided herein, the SUBRECIPIENT will be paid for the time provided and expenses incurred up to the termination date.

**16. SECTION 503 OF THE REHABILITATION ACT OF 1973**  
**(Applicable to contracts exceeding \$10,000)**

The SUBRECIPIENT shall comply with Section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

Equal Opportunity for Workers with Disabilities:

- 1) The SUBRECIPIENT will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The SUBRECIPIENT agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
  - (i) Recruitment, advertising, and job application procedures;
  - (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
  - (iii) Rates of pay or any other form of compensation and changes in compensation;
  - (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
  - (v) Leaves of absence, sick leave, or any other leave;
  - (vi) Fringe benefits available by virtue of employment, whether or not administered by the SUBRECIPIENT;
  - (vii) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
  - (viii) Activities sponsored by the SUBRECIPIENT including social or recreational programs; and
  - (ix) Any other term, condition, or privilege of employment.

  
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- 2) The SUBRECIPIENT agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- 3) In the event of the SUBRECIPIENT's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- 4) The SUBRECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the SUBRECIPIENT's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The SUBRECIPIENT must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the SUBRECIPIENT may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- 5) The SUBRECIPIENT will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the SUBRECIPIENT is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
- 6) The SUBRECIPIENT will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Rehabilitation Act of 1973, as amended, so that such provisions will be binding upon each subcontractor or vendor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

#### **17. EQUAL EMPLOYMENT OPPORTUNITY**

##### **(Applicable to construction contracts and subcontracts exceeding \$10,000)**

The SUBRECIPIENT shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 C.F.R. Subpt. B, Ch. 60).

During the performance of this Agreement, the SUBRECIPIENT agrees as follows:

- 1) The SUBRECIPIENT shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The SUBRECIPIENT shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion,

  
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or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- 2) The SUBRECIPIENT shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this non-discrimination clause. The SUBRECIPIENT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3) The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- 4) The SUBRECIPIENT will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the SUBRECIPIENT's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The SUBRECIPIENT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 6) The SUBRECIPIENT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- 7) In the event of the SUBRECIPIENT's non-compliance with the non-discrimination clause of this Agreement or with any of such rules, regulations or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the SUBRECIPIENT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- 8) SUBRECIPIENT shall incorporate the provisions of 1 through 7 above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such subcontractor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the SUBRECIPIENT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the SUBRECIPIENT may request the United States to enter into such litigation to protect the interests of the United States.



  
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**18. CERTIFICATION OF NONSEGREGATED FACILITIES**  
**(Applicable to construction contracts exceeding \$10,000)**

The SUBRECIPIENT certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The SUBRECIPIENT agrees that a breach of this certification is a violation of the equal opportunity clause of this Agreement.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The SUBRECIPIENT further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

**19. CERTIFICATION OF COMPLIANCE WITH CLEAN AIR AND WATER ACTS**  
**(Applicable to contracts exceeding \$100,000)**

The SUBRECIPIENT and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*, the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*, and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Ch. I, Subch. C, Pt. 60, Subpt. B and Ch. I, Subch. C, Pt. 93, Subpt. B, as amended, Section 508 of the Federal Water Pollution Control Act (33 U.S.C. § 1368) and Executive Order 11738 of September 10, 1973.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- 1) A stipulation by the SUBRECIPIENT or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to Ch. I, Subch. C, Pt. 93, Subpt. B or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Ch. I, Subch. C, Pt. 60, Subpt. B, as amended.

  
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- 2) Agreement by the SUBRECIPIENT to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 7414) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3) A stipulation that as a condition for the award of the Agreement, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Agreement, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.
- 4) Agreement by the SUBRECIPIENT that he or she will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the SUBRECIPIENT will take such action as the government may direct as a means of enforcing such provisions.

## **20. ANTI-LOBBYING**

### **(Applicable to contracts exceeding \$100,000)**

By the execution of this SRA, the SUBRECIPIENT certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the SUBRECIPIENT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the SUBRECIPIENT shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- 3) The SUBRECIPIENT shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

  
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Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **21. BONDING REQUIREMENTS**

### **(Applicable to construction and facility improvement contracts exceeding \$100,000)**

The SUBRECIPIENT shall comply with 2 C.F.R. § 200.326 minimum bonding requirements:

- 1) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified.
- 2) A performance bond on the part of the SUBRECIPIENT for one hundred percent (100%) of the Agreement price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the SUBRECIPIENT's obligations under such contract.
- 3) A payment bond on the part of the SUBRECIPIENT for one hundred percent (100%) of the Agreement price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

## **22. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

- A. The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this Agreement agree to comply with HUD's regulations in 24 C.F.R. Part 75, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- C. The SUBRECIPIENT agrees to send to each labor organization or representative of workers with which the SUBRECIPIENT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the SUBRECIPIENT's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

  
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- D. The SUBRECIPIENT agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 75. The SUBRECIPIENT will not subcontract with any subcontractor where the SUBRECIPIENT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 75.
- E. The SUBRECIPIENT acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contracting requirements of 24 C.F.R. 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.
- F. The SUBRECIPIENT will certify that any vacant employment positions, including training positions, that are filled: (1) after the SUBRECIPIENT is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 75 require employment opportunities to be directed, were not filled to circumvent the SUBRECIPIENT's obligations under 24 C.F.R. Part 75.
- G. Noncompliance with HUD's regulations in 24 C.F.R. Part 75 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- H. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (46 U.S.C. § 5307) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- I. The SUBRECIPIENT agrees to submit, and shall require its subcontractors to submit to them, quarterly reports to the PRDOH detailing the total number of labor hours worked on the Section 3 Project, the total number of labor hours worked by Section 3 Workers, and the total number of hours worked by Targeted Section 3 Workers, and any affirmative efforts made during the quarter to direct hiring efforts to low- and very low-income persons, particularly persons who are Section 3 Workers and Targeted Section 3 Workers.

### **23. FAIR HOUSING ACT**

SUBRECIPIENT shall comply with the provisions of the Fair Housing Act of 1968, as amended. The Act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, disability, or familial status. The Equal Opportunity in Housing Act prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with Federal funds.



## **24. ENERGY POLICY AND CONSERVATION ACT**

SUBRECIPIENT shall comply with mandatory standards and policies relating to energy efficiency as contained in the Government of Puerto Rico's energy conservation plan, issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 *et seq.*).

## **25. POLITICAL ACTIVITY**

The SUBRECIPIENT agrees to comply with mandatory standards and policies relating to Hatch Political Activity Act (Hatch Act), 5 U.S.C. §§ 1501–1508, which limits the political activity of employees.

The SUBRECIPIENT shall comply with the Hatch Act and shall ensure that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of the Hatch Act, 5 U.S.C. §§ 1501–1508.

The Hatch Act applies to political activities of certain state and local employees. As a PRDOH's SUBRECIPIENT, you may participate in any of the following activities: be a candidate in nonpartisan elections; attend political meetings and conventions; contribute money; campaign in partisan elections; and hold office in political parties.

The SUBRECIPIENT may not do the following activities: be a candidate in partisan elections; use official influence to interfere in elections; coerce political contributions from subordinates in support of political parties or candidates the office of special counsel operates a website that provides guidance concerning hatch act issues.

## **26. HEALTH AND SAFETY STANDARDS**

All parties participating in this project agree to comply with Sections 3702 and 3704 (a) of the Contract Work Hours and Safety Standards Act (CWHSSA), 40 U.S.C. §§ 3702 and 3704. Section 3704 (a) of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his or her health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to a contract to acquire a commercial product (as defined in 41 U.S.C. § 103) or a commercial service (as defined in 41 U.S.C. § 103a).

## **27. PERSONNEL**

The SUBRECIPIENT represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the contracting party. All the services required hereunder will be performed by the SUBRECIPIENT or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this SRA.

  
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## **28. WITHHOLDING OF WAGES**

If in the performance of this Agreement, there is any underpayment of wages by the SUBRECIPIENT or by any subcontractor thereunder, the PRDOH may withhold from the SUBRECIPIENT out of payment due to him or her an amount sufficient to pay to employees underpaid the difference between the wages required thereby to be paid and the wages actually paid to such employees for the total number of hours worked. The amounts withheld may be disbursed by the PRDOH for and on account of the SUBRECIPIENT or subcontractor to the respective employees to whom they are due.

## **29. CLAIMS AND DISPUTES PERTAINING TO WAGE RATES**

Claims and disputes pertaining to wage rates or to classifications of professional staff or technicians performing work under this SRA shall be promptly reported in writing by the SUBRECIPIENT to the PRDOH for the latter's decision, which shall be final with respect thereto.

## **30. DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS**

No person employed on the services covered by this Agreement shall be discharged or in any way discriminated against because he or she has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his or her employer.

## **31. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY AND OTHERS**

The SUBRECIPIENT agrees to establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have a family, business, or other tie. The SUBRECIPIENT will be aware of and avoid any violation of the laws of this State which prohibit municipal officers and employees from having or owning any interest or share, individually or as an agent or employee of any person or corporation, either directly or indirectly, in any contract made or let by the governing authorities of such municipality for the construction or doing of any public work, or for the sale or purchase of any materials, supplies or property of any description, or for any other purpose whatsoever, or in any subcontract arising therefrom or connected therewith, or to receive, either directly or indirectly, any portion or share of any money or other thing paid for the construction or doing of any public work, or for the sale or purchase of any property, or upon any other contract made by the governing authorities of the municipality, or subcontract arising therefore or connected therewith.

The SUBRECIPIENT will also be aware of and avoid any violation of the laws of this State which prescribe a criminal penalty for any public officer who has an interest in any contract passed by the board of which he or she is a member during the time he or she was a member and for **one (1) year** thereafter.



### **32. INTEREST OF CERTAIN FEDERAL OFFICERS**

No member of, or delegate to, the Congress of the United States and no Resident Commissioner shall be admitted any share or part of this Agreement or to any benefit to arise therefrom.

### **33. INTEREST OF SUBRECIPIENT**

The SUBRECIPIENT agrees that it presently has no interest and shall not acquire any interest, direct or indirect, in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of the Work hereunder. The SUBRECIPIENT further agrees that no person having any such interest shall be employed in the performance of this Agreement.

### **34. RELIGIOUS ACTIVITY**

The SUBRECIPIENT agrees to provide equal participation to faith-based organizations in HUD programs and activities and to abstain from disfavoring any faith-based organization, including by failing to select a faith-based organization, disqualifying an faith-based organization, or imposing any condition or selection criterion that otherwise disfavors or penalizes an faith-based organizations in the selection process using any funds related to this Agreement. 24 C.F.R. 570.200(j); 24 C.F.R. § 5.109 (c).

### **35. FLOOD DISASTER PROTECTION ACT OF 1973**

The SUBRECIPIENT will ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found Section 202(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4106, and the regulations in 44 C.F.R. parts 59 through 79. 24 C.F.R. § 570.605.

### **36. LEAD BASED PAINT**

The SUBRECIPIENT must comply with the regulations regarding lead-based paint found at 24 C.F.R. Subt. A, Pt. 35, Subpt. A on LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES with regards to all housing units assisted using CDBG-DR funds.

### **37. VALUE ENGINEERING**

**(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation.)**

The SUBRECIPIENT must comply with the regulations regarding systematic and organized approach to analyze functions of systems, equipment, facilities, services, and materials to ensure they achieve their essential functions at the lowest cost consistent to life cycle in execution, reliability, quality, and safety, in accordance with 2 C.F.R. § 200.318(g).

### **38. GENERAL COMPLIANCE**

The SUBRECIPIENT shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 C.F.R. § 570, as modified by the Federal Register notices that govern the use of CDBG-DR funds available under this Agreement. See Federal Register Notice 83 FR 5844 (February 9, 2018). Notwithstanding the foregoing, (1) the SUBRECIPIENT does not assume any of the

  
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PRDOH's responsibilities for environmental review, decision-making, and action, described in 24 C.F.R. Part 58 and (2) the SUBRECIPIENT does not assume any of the PRDOH's responsibilities for initiating the review process under the provisions of 24 C.F.R. Part 52.

The SUBRECIPIENT shall also comply with all other applicable Federal, state and local laws, regulations, and policies that govern the use of the CDBG-DR funds in complying with its obligations under this Agreement, regardless of whether CDBG-DR funds are made available to the SUBRECIPIENT on an advance or reimbursement basis. This includes without limitation, applicable Federal Registers; 2 C.F.R. Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. Part 570 Community Development Block Grant; applicable waivers; Fair Housing Act; 24 C.F.R. Part 35, Subpart A; 24 C.F.R. Part 58; 24 C.F.R. Part 75; National Historic Preservation Act, and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards and the environment; and Action Plan amendments and HUD's guidance on the funds.

Where waivers or alternative requirements are provided for in the applicable Federal Register Notice dated February 9, 2018, at 83 FR 5844 or any future Federal Register Notice published by HUD ("**HUD Notices**"), such requirements, including any regulations referenced therein, shall apply.

The SUBRECIPIENT also agrees to comply with all other applicable Federal, State, and local laws, regulations, HUD Notices, policies, and guidelines, whether existing or to be established, provided the same are applied to activities occurring after the date the policy or guideline was established, governing the Grant Funds provided under this Agreement. In the event a conflict arises between the provisions of this Agreement and any of the foregoing, the Federal, State, and local laws, regulations, HUD Notices, policies, and guidelines shall control and this Agreement shall be interpreted in a manner so as to allow for the terms contained herein to remain valid and consistent with such Federal, State, and local laws, regulations, HUD Notices, policies and guidelines.

The SUBRECIPIENT shall also comply with applicable PRDOH's policies and guidelines as established in Program Guidelines and their amendments, if any, as found in the CDBG-DR Website (<https://cdbg-dr.pr.gov/en/resources/policies/>) which are herein included and made integral part of this Agreement, as it may be updated from time to time.

### **39. DUPLICATION OF BENEFITS**

The SUBRECIPIENT shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5155 and described in Appropriations Act. The SUBRECIPIENT must comply with HUD's requirements for duplication of benefits, imposed by Federal Register notices on the PRDOH, which are published in a separate notices entitled: "Clarification to Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees" (Wednesday, November 16, 2011, 76 FR 71060); "Updates to Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees" (Thursday, June 20, 2019, 84 FR 28836); and "Applicability of Updates to Duplication of Benefits Requirements Under the Stafford Act for





Community Development Block Grant (CDBG) Disaster Recovery Grantees," (Thursday, June 20, 2019, 84 FR 28848). The SUBRECIPIENT shall carry out the activities under this Agreement in compliance with PRDOH's procedures to prevent duplication of benefits.

#### **40. DRUG-FREE WORKPLACE**

The SUBRECIPIENT must comply with drug-free workplace requirements in 2 C.F.R. §§ 182.200 through 182.230 of the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8106.

#### **41. HOLD HARMLESS**

The SUBRECIPIENT shall and hereby agrees to hold harmless, defend (with counsel acceptable to the PRDOH) and indemnify the Government of Puerto Rico, PRDOH, HUD and each and all of its successors, affiliates, or assigns, and any of their employees, officers, directors, attorneys, consultants, agents, managers, and affiliates, from and against any and all damages, costs, attorneys' fees, claims, expenses, injuries, property damage, causes of action, violations of law, violations of this Agreement, and losses of any form or nature arising from or related to the conduct of the SUBRECIPIENT in the performance of the efforts called for in this Agreement. This indemnity shall expressly include, but is not limited to, the obligation of the SUBRECIPIENT to indemnify and reimburse the PRDOH for any and all attorneys' fees and other litigation or dispute resolution costs incurred or to be incurred in the PRDOH's enforcement of this Agreement or any portion thereof against the SUBRECIPIENT or otherwise arising in connection with the SUBRECIPIENT's breach, violation, or other non-compliance with this Agreement. This clause shall survive indefinitely the termination of this Agreement for any reason.

#### **42. PRDOH RECOGNITION**

Unless otherwise directed by the PRDOH, the SUBRECIPIENT shall ensure recognition of the role of HUD and the PRDOH in providing funding, services, and efforts through this Agreement. Unless otherwise directed by the PRDOH, all activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to role of HUD and of the PRDOH. In addition, the SUBRECIPIENT shall include a reference to the support provided herein in all publications made possible with funds made available under this Agreement. The PRDOH reserves the right to direct specific reasonable recognition requirements on a case-by-case basis, including but not limited, to the size and content, waiver, removal or addition of such recognition.

#### **43. LOGOS CLAUSE**

The Parties hereto will not use the name of the other party, seals, logos, emblems or any distinctive trademark/ trade name, without the prior written express authorization of the other party.

#### **44. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

The SUBRECIPIENT shall comply with the applicable provisions in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

  
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#### **45. FINANCIAL & PROGRAM MANAGEMENT**

The SUBRECIPIENT shall expend and account for all CDBG-DR funds received under this Agreement in accordance with 2 C.F.R. § 200.302 and 2 C.F.R. § 200.303 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

The SUBRECIPIENT shall administer its program in conformance with Cost Principles as outlined in 2 C.F.R. § 200.400 through 2 C.F.R. § 200.476, as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

#### **46. DOCUMENTATION AND RECORDKEEPING**

The SUBRECIPIENT shall maintain all records required by applicable law to be maintained, including but not limited to the Federal regulations specified in (1) 2 C.F.R. Part 200; (2) 24 C.F.R. § 570.506; and (3) the applicable HUD Notices that are pertinent to the activities to be funded under this Agreement, as well as any additional records required by the PRDOH. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG-DR programs, as modified by the HUD Notices;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with CDBG-DR funds;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG-DR program;
- f. Financial records as required by (1) 24 C.F.R. § 570.502; and (2) 2 C.F.R. Part 200;
- g. Other records necessary to document compliance with Subpart K of 24 C.F.R. Part 570.

#### **47. ACCESS TO RECORDS**

The Government of Puerto Rico, the PRDOH, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the SUBRECIPIENT which are related to this SRA, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

#### **48. RECORD RETENTION AND TRANSMISSION OF RECORDS TO THE PRDOH**

The SUBRECIPIENT shall retain all official records on programs and individual activities shall be retained for the greater of **five (5) years**, starting from the closeout of the grant between PRDOH and HUD, or the end of the affordability period for each housing activity, whichever is longer. If any other laws and regulations as described in 24 C.F.R. § 570.490 applies to a project, the record retention period may be extended. All records involved in litigation, claims, audits, negotiations, or other actions, which have started before the expiration date of their retention, will be kept until completion

  
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of the action and resolution of all issues or the end of the regular **five (5) year period**, whichever is longer. (See 2 C.F.R. § 200.334 and 24 C.F.R. § 570.490(d).)

Records shall be made available to PRDOH upon request.

#### **49. CLIENT DATA AND OTHER SENSITIVE INFORMATION**

In the event that the SUBRECIPIENT comes to possess client data and other sensitive information as a result of this Agreement, then the SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to PRDOH monitors or their designees for review upon request.

The SUBRECIPIENT must comply with 2 C.F.R. § 200.303 and shall take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. § 200.1, and other information HUD or the PRDOH designates as sensitive or the SUBRECIPIENT considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality. Additionally, the SUBRECIPIENT must comply with the *PRDOH CDBG-DR Personally Identifiable Information, Confidentiality, and Nondisclosure Policy*, as found in the CDBG-DR Website (<https://cdbg-dr.pr.gov/en/download/personally-identifiable-information-confidentiality-and-nondisclosure-policy/>), which is herein included and made integral part of this Agreement, as it may be updated from time to time

The SUBRECIPIENT shall comply with all State or local requirements concerning the privacy of personal records, consistent with 24 C.F.R. § 570.508 (local governments) and 570.490 (States).

#### **50. CLOSE-OUT**

The SUBRECIPIENT's obligation to PRDOH shall not end until all close-out requirements are completed. Activities during this close-out period may include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the PRDOH), properly addressing Program Income (as that term is defined in Section VI (A)(19) of the HUD Notice 83 FR 5844, 5856 (February 9, 2018, as may be amended by HUD)), balances, and accounts receivable to the PRDOH), determining the custodianship of records, and the SUBRECIPIENT certification of compliance with the terms of this Agreement. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the SUBRECIPIENT has control over CDBG-DR funds, including Program Income.

Notwithstanding the terms of 2 C.F.R. § 200.343, upon the expiration of this Agreement, the SUBRECIPIENT shall transfer to the recipient any CDBG-DR funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG-DR funds, further, any real property under the SUBRECIPIENT's control that was acquired or improved in whole or in part with CDBG-DR funds (including CDBG-DR funds provided to the SUBRECIPIENT in the form of a loan) shall be treated in accordance with 24 C.F.R. § 570.503(b)(7).

  
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## 51. AUDITS AND INSPECTIONS

All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to the PRDOH, HUD, and the Comptroller General of the United States, or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within **thirty (30) days** after receipt by the SUBRECIPIENT. Failure of the SUBRECIPIENT to comply with the above audit requirements shall constitute a violation of this Agreement and may result in the withholding of future payments and/or termination.

## 52. SINGLE AUDIT

The SUBRECIPIENT must be audited as required by 2 C.F.R. Part 200, Subpart F, when the SUBRECIPIENT's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 C.F.R. § 200.501 (Audit requirements). Once said threshold is reached or exceeded, the SUBRECIPIENT shall notify the PRDOH and shall report that event in the corresponding monthly progress report, as provided in Part VI - Performance, Monitoring, and Reporting, Subpart B (Reporting) of this Agreement.

The SUBRECIPIENT shall procure or otherwise arrange for the audit to be conducted for that year, as required in 2 C.F.R. § 200.501(a)-(b); moreover, that it is properly performed and submitted when due in accordance with provisions that include but are not limited to those set forth in 2 C.F.R. § 200.512 (Report submission), as stated in 2 C.F.R. § 200.508(a) (Auditee responsibilities).

Among other relevant provisions, the SUBRECIPIENT shall comply with: (a) the Electronic submission of data and reports to the Federal Audit Clearinghouse (**FAC**) (2 C.F.R. § 200.512(d)) and; (b) ensuring that reports do not include protected personally identifiable information as set forth in 2 C.F.R. § 200.512(a)(2).

## 53. INSPECTIONS AND MONITORING

The SUBRECIPIENT shall permit the PRDOH and auditors to have access to the SUBRECIPIENT's records and financial statements as necessary for the PRDOH to meet the requirements of 2 C.F.R. Part 200.

## 54. CORRECTIVE ACTIONS

The PRDOH may issue management decisions and may consider taking enforcement actions including but not limited to corrective actions in 24 C.F.R. § 570.910 if noncompliance is detected during monitoring and audits. The PRDOH may require the SUBRECIPIENT to take timely and appropriate action on all deficiencies pertaining to the Federal award provided to the SUBRECIPIENT from the pass-through entity detected through audits, on-site reviews, and other means. A timely and appropriate action shall be predicated on reasonable standard wherein the SUBRECIPIENT utilizes all available resources to correct the noted issue or issues. In response to audit deficiencies or other findings of noncompliance with this Agreement, the PRDOH may impose additional conditions on the use of the CDBG-DR funds to ensure future compliance or provide training and technical assistance as needed to correct noncompliance.

  
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## 55. PROCUREMENT AND CONTRACTOR OVERSIGHT

The SUBRECIPIENT shall ensure that every process of procurement of goods and services comply with federal procurement rules and regulations found in 2 C.F.R. § 200.318 through § 200.327, procurement requirements that include, but are not limited to: (a) providing full and open competition; (b) following required steps to ensure the use of small and minority businesses, women's business enterprises, and labor surplus area firms when possible; (c) performing a cost or price analysis; (d) evaluating and documenting contractor's integrity, compliance with public policy, record of past performance, and financial and technical resources; (e) ensuring that the contractor has not been suspended or debarred; (f) prohibiting the use of statutorily or administratively imposed state, local, or tribal geographic preferences in evaluating bids or proposal; (g) excluding contractors that may have an unfair competitive advantage, and; (h) maintaining records to detail the history of procurement considerations. PRDOH must obtain and maintain records to document how the procurement performed by the SUBRECIPIENT complied with the aforementioned federal procurement rules and regulations, as amended from time to time.

In regard to the provisions of the Procurement Manual for CDBG-DR Programs, as found in the CDBG-DR Website (<https://cdbg-dr.pr.gov/en/download/procurement-manual-cdbg-dr-program/>) which is herein incorporated by reference and made integral part of this Agreement, as it may be updated from time to time, the SUBRECIPIENT shall comply with the provisions related to: minority, women, small, and Section 3 business participation; low and very low-income persons or firms participation.

The SUBRECIPIENT shall include all applicable PRDOH's conditions (as revised from time to time by the PRDOH in accordance with applicable law, rule or regulation) in any contract entered into under this Agreement. SUBRECIPIENT shall also require all contractors to flow down the PRDOH's Conditions, as well as termination for convenience of the PRDOH, to all subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors. These Conditions include required terms for project contracts, HUD General Provisions, Participation by Minority Group Members and Women Requirements and Procedures for Contracts with Housing Trust Fund Corporation, Standard Clauses for Contracts with the PRDOH, and required diversity forms.

The SUBRECIPIENT must comply with CDBG-DR regulations regarding debarred or suspended entities at 24 C.F.R. § 570.609 or 24 C.F.R. § 570.489(l) as appropriate. CDBG-DR funds may not be provided to excluded or disqualified persons.

The SUBRECIPIENT shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or Agreement, as applicable, its contractors perform according to the terms and conditions of the procured contracts or Agreements, and the terms and conditions of this Agreement.

## 56. NONDISCRIMINATION

The SUBRECIPIENT shall comply with 24 C.F.R. Part 6, which implements the provisions of Section 109 of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5309. Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation

  
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in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance.

The SUBRECIPIENT shall adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (**Age Discrimination Act**) and the prohibitions against discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (Section 504). Section 109 of the Housing and Community Development Act of 1974 makes these requirements applicable to programs or activities funded in whole or in part with CDBG-DR funds. Thus, the SUBRECIPIENT shall comply with regulations of 24 C.F.R. Part 8, which implement Section 504 for HUD programs, and the regulations of 24 C.F.R. Part 146, which implement the Age Discrimination Act for HUD programs.

The SUBRECIPIENT shall ensure that all CDBG-DR activities conducted by itself or its contractors are consistent with the applicable federal and local legal provisions, regulations, and policies that prohibit discrimination on the basis of race, creed, color, national origin, religion, sex, disability, familial status, actual or perceived sexual orientation or gender identity, marital status, or age, as established in the CDBG-DR Fair Housing and Equal Opportunity (FHEO) Policy for CDBG-DR Programs as found in the CDBG-DR website: <https://cdbg-dr.pr.gov/en/download/fair-housing-and-equal-opportunity-fheo-policy-for-cdbg-dr-programs/>.

#### **57. ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT**

The SUBRECIPIENT shall ensure that its Activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act.

The Architectural Barriers Act of 1968, 42 U.S.C. §§ 4151-4156, requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that ensure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of "residential structure" as defined in 24 C.F.R. § 40.2 or the description of "facilities" in 41 C.F.R. § 102-76.60 are subject to the requirements of the Architectural Barriers Act of 1968 and shall comply with the Uniform Federal Accessibility Standards (appendix A to 24 C.F.R. Part 40 for residential structures, and 41 C.F.R. Subt. C, Ch. 102, for general type buildings).

The Americans With Disabilities Act of 1990 ("ADA"), 42 U.S.C. § 12101 *et seq.* (**ADA**), provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

The SUBRECIPIENT agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 C.F.R. § 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

  
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## **58. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (24 C.F.R. PART 1)**

### **1) General Compliance:**

The SUBRECIPIENT shall comply with the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*, and 24 C.F.R. § 570.601 and § 570.602. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this Agreement. The specific nondiscrimination provisions at 24 C.F.R. § 1.4 apply to the use of these funds. The SUBRECIPIENT shall not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right or privilege secured by Title VI of the Civil Rights Act of 1964 or 24 C.F.R. Part 1, or because he or she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under 24 C.F.R. Part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 2 C.F.R. Part 1, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

### **2) Assurances and Real Property Covenants:**

As a condition to the approval of this Agreement and the extension of any Federal financial assistance, the SUBRECIPIENT assures that the program or activities described in this Agreement shall be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided shall be operated and administered in compliance with all requirements imposed by or pursuant to this 2 C.F.R. Part 1.

If the Federal financial assistance under this Agreement is to provide or is in the form of personal property or real property or interest therein or structures thereon, the SUBRECIPIENT's assurance herein shall obligate the SUBRECIPIENT or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases the assurance shall obligate the SUBRECIPIENT for the period during which Federal financial assistance is extended pursuant to the contract or application.

This assurance gives the PRDOH and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-DR funds and provided to the SUBRECIPIENT under this Agreement, the instrument effecting any disposition by the SUBRECIPIENT of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

If the SUBRECIPIENT receives real property interests or funds or for the acquisition of real property interests under this Agreement, to the extent that rights to space on,

  
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over, or under any such property are included as part of the program receiving such assistance, the nondiscrimination requirements of this part 1 shall extend to any facility located wholly or in part in such space.

**3) Women- and Minority-Owned Businesses (W/MBE)**

The SUBRECIPIENT shall take the affirmative steps listed in 2 C.F.R. § 200.321 (b)(1) through (6) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible when the SUBRECIPIENT procures property or services under this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, 15 U.S.C. § 632 (a), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian- Americans, and American Indians. The SUBRECIPIENT may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

In compliance with the CDBG-DR Minority and Women-Owned Business Enterprise Policy (**M/WBE Policy**), the SUBRECIPIENT shall complete a utilization plan to identify how they plan on successfully achieving the contracting goals for MBE and WBE's. SUBRECIPIENT shall also complete quarterly reporting to provide information on contracting opportunities and payouts provided to WBE or MBE contractors or subcontractors. SUBRECIPIENT shall also document their efforts and submit those to PRDOH on a quarterly basis. See the M/WBE Policy, as found in the CDBG-DR Website ([www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov)) which is herein included and made integral part of this Agreement, as it may be updated from time to time.

**4) Notifications**

The SUBRECIPIENT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the SUBRECIPIENT's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**5) Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement**

The SUBRECIPIENT shall, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.

**59. LABOR STANDARDS**

The SUBRECIPIENT shall comply with the in labor standards in Section 110 of the Housing and Community Development Act of 1974, 42 U.S.C. § 5310, and ensure that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under this Agreement shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis Bacon Act, 40 U.S.C. § 3141 *et seq.*, and 29 C.F.R. Part 1, 3, 5, 6, and 7, provided,



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that this requirement shall apply to the rehabilitation of residential property only if such property contains not less than eight (8) units.

The SUBRECIPIENT agrees to comply with 18 U.S.C. § 874 and implement regulations of the U.S. Department of Labor at 29 C.F.R. Part 3 and Part 5. The SUBRECIPIENT shall maintain documentation that demonstrates compliance with applicable hour and wage requirements. Such documentation shall be made available to the PRDOH for review upon request.

The SUBRECIPIENT is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; or nepotism activities.

## 60. CONDUCT

### 1) Contracts

- a. Monitoring: As applicable, the SUBRECIPIENT will monitor all contracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.
- b. Content: The SUBRECIPIENT shall cause all of the provisions of this contract in its entirety to be included in and made a part of any contract executed in the performance of this Agreement, as applicable.
- c. Selection Process: The SUBRECIPIENT shall ensure that all contracts awarded after the execution of this Agreement and in the performance of such, follow the procurement policies and procedures described in paragraph 55 (Procurement and Contractor Oversight) of this Exhibit.
- d. Notification: The SUBRECIPIENT shall notify and provide a copy of any and all contracts related to this Agreement and CDBG-DR funds to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within **three (3) days** of its execution. Additionally, the SUBRECIPIENT shall provide a copy of any and all subcontracts executed by its Contractors to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within **three (3) days** of its execution.

### 2) Conflict of Interest

The SUBRECIPIENT agrees to abide by the provisions of 2 C.F.R. Part 200, as applicable, and 24 C.F.R. § 570.611, which include (but are not limited to) the following:

- a. It is presumed that the SUBRECIPIENT is subject to state and local ethic laws and regulations related to the conduct of its officers, employees or agents engaged in the award and administration of this Agreement.
- b. In the event the SUBRECIPIENT is not, the SUBRECIPIENT shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of this Agreement. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would rise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial

  
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- or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or Parties to sub Agreements. However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-DR assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or Agreement with respect to the CDBG-DR assisted activity, or with respect to the proceeds from the CDBG-DR assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of **one (1) year** thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the PRDOH, the SUBRECIPIENT, or any designated public agency.
- d. Clause of Governmental Ethics Certification of Absence of Conflict of Interests - The SUBRECIPIENT certifies that: (1) No public servant of the PRDOH has pecuniary interest in this contract. (2) No public servant of the PRDOH has solicited or accepted, directly or indirectly, for him (her), for any member of his (her) family unit or for any other person, gifts, allowances, favors, services, donations loans or any other thing of monetary value. (3) No public servant of the PRDOH related to this transaction, asked for or accepted any good of economic value, from any person or organization as payment for the duties and responsibilities of his employment. (4) No public servant of the PRDOH has solicited, directly or indirectly, for him (her), any member of his family unit, neither for any other person, business or organization, any good of economic value, including gifts, loans, promises, favors or services in exchange for his (her) obligations and performance of said public employment, to influence or favor any organization. (5) No public servant of the PRDOH has kinship relationship, within the fourth degree of consanguinity and second by affinity, with nobody in public employment that has faculty to influence and to participate in the institutional decisions of this Agreement.

#### **61. CITIZEN GRIEVANCES**

If the SUBRECIPIENT receives any complaint or grievance, it shall refer said complaint or grievance immediately to the PRDOH CDBG-DR Program so that PRDOH may respond appropriately.

#### **62. TECHNICAL ASSISTANCE AND TRAININGS**

The SUBRECIPIENT shall attend any and all technical assistance and/or trainings that the PRDOH requires from time to time at its discretion. Failure to attend may be considered as cause for termination.



### **63. DISASTER RELIEF ACCOUNT**

Pursuant to Federal Register Vol. 85, No. 17, 85 FR 4681 (January 27, 2020), PRDOH must comply with an additional requirement imposed by an Order of October 26, 2017, granted by the United States District Court for the District of Puerto Rico, as may be amended from time to time. As required by the Order, grant funds or disaster relief funds received by the Commonwealth of Puerto Rico or other Non-Federal Entities (as defined by 2 C.F.R. §200.69) shall be deposited solely into a Disaster Relief Account.

As a result thereof, under the terms of the before mentioned Court order and under the conditions of this Agreement, any and all CDBG-DR/MIT funds subawarded by PRDOH to its SUBRECIPIENTS shall be deposited into a new, separate, non-co-mingled, unencumbered account held in the name of the SUBRECIPIENT. The funds shall be used solely for eligible activities. Further, the SUBRECIPIENT shall provide and make available to PRDOH any and all documentation related to such account.

### **64. UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT (URA)**

Every project funded in part or in full by Community Development Block Grant – Disaster Recovery (CDBG-DR) funds, and all activities related to that project, are subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, 42 U.S.C. § 4601 et seq., and section 104(d) of the Housing and Community Development Act of 1992, as amended (HCDA), 42 U.S.C. § 5304(d), except where waivers or alternative requirements have been provided by the U.S. Department of Housing and Urban Development (HUD). The implementing regulations for URA are at 49 C.F.R. Part 24, and the regulations for section 104(d) are at 24 C.F.R. Part 42, subpart C. Additionally, HUD has established regulations specific to CDBG-funded housing activities at 24 C.F.R. § 570.606. PRDOH has also established the Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (URA & ADP Guide) which provides guidance and requirements regarding URA compliance and minimizing displacement that are applicable to all CDBG-DR programs. The primary purpose of these laws and regulations is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.

When CDBG-DR funds are planned, intended, or used for any activity or phase of a project and the phases are interdependent, URA applies to that activity or project. This includes any property acquisition, even if CDBG-DR funds are not used to fund the purchase, if the contract to acquire property is executed with the intention of seeking CDBG-DR funds to complete the project or an interdependent phase of the project. Subrecipients are responsible for ensuring URA compliance throughout the design, proposal, and implementation of any project that includes real property acquisition or displacement of residential or business occupants.

### **65. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (OSH ACT)**

The SUBRECIPIENT shall comply with the Occupational Safety and Health Act of 1970 (OSH Act) as supplemented by the Department of Labor regulations. This Act created the Occupational Safety and Health Administration (OSHA). OSHA sets and enforces protective standards of safety and health in the workplace. Under the OSH Act, employers have a responsibility to provide a safe workplace.

Employers must comply with the 29 CFR 1910 General Obligations Clause of the OSH Act. This clause requires employers to maintain their workplaces free from serious recognized

  
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hazards. This includes the adoption of safety and health guidelines and the subsequent training of the employer's workforce in these.

Subrecipient whose Scope of Work includes construction activities must comply with the General Clauses, and also with provisions of 29 CFR 1926 "Construction Health and Safety Regulations". It shall be a condition of any contract for construction, alteration and/or repair, including painting and decorating, that no contractor or subcontractor for any part of the contract work shall require any worker or mechanic employed in the performance of the contract to work in an environment or in unhealthy, hazardous or dangerous working conditions to their health or safety.

**END OF DOCUMENT**



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**EXHIBIT H**  
**NON-CONFLICT OF INTEREST CERTIFICATION**  
**PONCE NEIGHBORHOOD HOUSING SERVICES, INC.**

The SUBRECIPIENT certifies that:

1. No public servant of this executive agency has a pecuniary interest in this contract, purchase, or commercial transaction.
2. No public servant of this executive agency has requested me or accepted from me, directly or indirectly, for him (her), for any member of his family unit or for any person, gifts, bonuses, favors, services, donations, loans or anything else of monetary value.
3. No public servant (s) requested or accepted any good of economic value, linked to this transaction, from any person of my entity as payment for performing the duties and responsibilities of their employment.
4. No public servant has requested from me, directly or indirectly, for him (her), for any member of his or her family unit, or for any other person, business, or entity, something of economic value, including gifts, loans, promises, favors or services in exchange for the performance of said public servant is influenced in my favor or of my entity.
5. I have no kinship relationship, within the fourth degree of consanguinity and second by affinity, with any public servant who has the power to influence and participate in the institutional decisions of this executive agency.

"I hereby certify under penalty of perjury that the foregoing is complete, true, and correct."

*Elizabeth Colón Rivera*

Elizabeth Colón Rivera (Jun 14, 2023 07:17 EDT)

Signature

Date

**Elizabeth Colón Rivera**

Printed Name

**Executive Director**

Position