



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

AMENDMENT E TO THE SUBRECIPIENT AGREEMENT  
BETWEEN THE  
PUERTO RICO DEPARTMENT OF HOUSING  
AND THE  
PATHSTONE CORPORATION  
Contract No. 2020-DR0014  
Amendment No. 2020-DR0014E



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This **AMENDMENT E TO THE SUBRECIPIENT AGREEMENT (AMENDMENT E)** is entered into this 14 day of July, 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, of June 10, 1972, as amended, 3 LPRA § 441 et seq., known as the "**Department of Housing Organic Act**" (**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 Guaynabo, Puerto Rico; and **PATHSTONE CORPORATION (Subrecipient)**, a nonprofit corporation, with principal offices at 1235 Paseo Las Monjitas, Urb. Las Monjitas, Ponce, Puerto Rico, represented herein by its Director of Housing Programs, María G. Rodríguez Collazo, of legal age, single, and resident of Guayama, Puerto Rico; collectively the "**Parties**".

**I. RECITALS AND GENERAL AWARD INFORMATION**

**WHEREAS**, on August 13, 2019, the Parties entered into a Subrecipient Agreement, registered as Contract Number **2020-DR0014 (Agreement)**, under the Housing Counseling Program (**Program**), for the total budget amount of **SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00)**, for a period of performance of **twenty-four (24) months**, ending on **August 12, 2021**.

**WHEREAS**, on September 1, 2020, the PRDOH and the Subrecipient executed **Amendment A** to the Agreement, Contract Number **2020-DR0014A**, to modify several items of **Exhibit C** (Key Personnel) and **Exhibit D** (Budget); also, to conform the Agreement to federal, state, and local regulations and statutes.

**WHEREAS**, on August 5, 2021, the PRDOH and the Subrecipient executed **Amendment B** to the Agreement, Contract Number **2020-DR0014B**, principally to extend the period of performance, ending on **July 31, 2023**. Moreover, **Exhibit D** (Budget) was modified. The budget was increased to **ONE MILLION SEVEN HUNDRED NINETY-SIX THOUSAND SEVEN HUNDRED AND SEVENTY-EIGHT DOLLARS (\$1,796,778.00)**.

**WHEREAS**, on May 24, 2022, the PRDOH and the Subrecipient executed **Amendment C** to the Agreement, Contract Number **2020-DR0014C**, principally to modify **Exhibit D** (Budget). The budget was increased to **ONE MILLION EIGHT HUNDRED SIXTY-FIVE THOUSAND SEVEN HUNDRED EIGHTY-THREE DOLLARS (\$1,865,783.00)**. Other modifications were incorporated into several terms and conditions of the Agreement, as well as its Exhibits.

**WHEREAS**, on April 11, 2023, the PRDOH and the Subrecipient executed **Amendment D** to the Agreement, Contract Number **2020-DR0014D**, principally to modify **Exhibit C** (Key Personnel) and **Exhibit D** (Budget). Moreover, 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) were incorporated. Other

modifications were incorporated into several terms and conditions of the Agreement, as well as its Exhibits.

**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**, this **AMENDMENT E** does not 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, the Federal laws and regulations creating and allocating funds to the CDBG-DR Program and the current Action Plan, to enter into this **AMENDMENT E**.

**WHEREAS**, the Subrecipient has duly adopted the Resolution of the Board of Directors with identification No. 6, Series 2012, dated September 29, 2012, and Resolution of the Board of Directors with identification No. 7, Series 2020, approved on October 11, 2019, authorizing the Subrecipient by its Authorized Representative, María G. Rodríguez Collazo to enter into this **AMENDMENT E** with the PRDOH, and by signing this **AMENDMENT E**, the Subrecipient assures PRDOH that Subrecipient shall comply with all the requirements described herein.

**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 modifying and amending certain terms and conditions under the Agreement, including any modified Exhibits. All provisions of the original Agreement shall continue to be in full force and effect, as amended by this **AMENDMENT E**.

### III. SCOPE OF THE 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 SEVENTY-EIGHT THOUSAND FOUR HUNDRED THREE DOLLARS AND SIXTY-SEVEN CENTS (\$978,403.67)** for a total budget amount of **TWO MILLION EIGHT HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED EIGHTY-SIX DOLLARS AND SIXTY-SEVEN CENTS (\$2,844,186.67)**. Furthermore, the period of performance of the Agreement will be extended for an additional twenty-four (24) months, ending on **July 31, 2025**. Other modifications are being incorporated into **Exhibit D** (Budget), as specified in the following section, and a new **Exhibit E-I** (Funds Certification) is incorporated by reference into the Agreement.

In addition, an updated **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:	February 21, 2020
Federal Award project description:	See <b>Exhibit A</b> (Scope of Work)
CDBG-DR Grantee Unique Identifier:	Unique Entity ID: FFMUBT6WCM1
Subrecipient Contact Information:	María G. Rodríguez-Collazo Director of Housing Programs PathStone Corporation 1235 Paseo Las Monjitas, Urb. Las Monjitas Ponce, Puerto Rico 00730-3901 <a href="mailto:mrodriguez-collazo@pathstone.org">mrodriguez-collazo@pathstone.org</a> (787)-829-6024
Subrecipient Unique Identifier:	Unique Entity ID: HNEZN8HPK785
Subaward Period of Performance:	Start Date: Effective Date, as defined in <b>Section V</b> of this Agreement, as amended. End Date: <b>July 31, 2025</b>
Funds Certification:	Dated: July 21, 2019 Authorized Amount: <b>\$750,000.00</b> Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" Account Number: 4190-01-000
Funds Certification:	Dated: July 22, 2021 Authorized Amount: <b>\$1,046,778.00</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>\$69,005.00</b> Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" Account Number: 6090-01-000
Funds Certification:	Dated: July 3, 2023 Authorized Amount: <b>\$978,403.67</b> Funds Allocation: 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>\$2,844,186.67</b>

B. **Section II. ATTACHMENTS** of the Agreement is being amended to incorporate **Exhibit E-I** (Funds Certification) in the list of exhibits that are attached to the Agreement:

[...]

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
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 will end on **July 31, 2025**.*

*The End of Term shall be the later of: (i) **July 31, 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. **Exhibit D** (Budget) of the Agreement is being replaced by a modified **Exhibit D** (Budget) hereto incorporated by reference into the Agreement (See **Attachment I**). The aforementioned exhibit incorporates the following modifications.

- On the **Staffing section** table:
  - Previous Expenditure (Staffing) has been increased from \$900, 134.50 to \$1,303,290.89,
  - Director of Housing Programs (1): The Month Needed [C] for this position is set at 24 and the Estimated Hours per Month per Resource is 48. The Estimated Hourly Rate has increased from \$90. 18 to \$92.25. As a result, the Estimated Max, Monthly Cost is \$4,428.00.
  - Regional Program Administrator (1): The Estimated Hours per Month per Resource has been reduced from 176 to 156. The Month Needed has been increased from 17 to 24. The Estimated Hourly Rate has increased from \$33.93 to \$34.34. As a result, the Estimated Max. The monthly cost has been reduced from \$5,972.00 to \$5,358.00.
  - Senior Housing Counselor (1): The Estimated Hours per Month per Resource has been increased from 120 to 156. The Month Needed has been increased from 17 to 24. The Estimated Hourly Rate has increased from \$33.62 to \$34.02. As a result, the Estimated Max. The monthly cost has increased from \$4,035.00 to \$5,308.00.

<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.

- Senior Housing Counselor (1): The Estimated Hours per Month per Resource has been reduced from 160 to 156. The Month Needed has been increased from 17 to 24. The Estimated Hourly Rate has increased from \$30.48 to \$30.85. As a result, the Estimated Max. The monthly cost has increased from \$4,877.00 to \$4,813.00.
  - Senior Housing Counselor (1): The Estimated Hours per Month per Resource has been reduced from 168 to 156. The Month Needed has been increased from 17 to 24. The Estimated Hourly Rate has increased from \$27.90 to \$28.23. As a result, the Estimated Max. The monthly cost has increased from \$4,688.00 to \$4,404.00.
  - Housing Counselor (1): The Estimated Hours per Month per Resource has been reduced from 168 to 156. The Month Needed has been increased from 17 to 24. The Estimated Hourly Rate has increased from \$25.36 to \$25.60. As a result, the Estimated Max. The monthly cost has been reduced from \$4,261.00 to \$3,994.00.
  - The three (3) positions for Program Intake Specialist of Amendment D have had their Estimated Hourly Rate set at \$25.60 for **AMENDMENT E**, and an Estimated Hours per Month per Resource of 156, Estimated Max Monthly Cost for this position has been set at \$11,981.00.
  - Additionally, a new Program Intake Specialist position has been added to **AMENDMENT E**. The Estimated Hourly Rate for this new Program Intake Specialist has been set at \$27.96, with an Estimated Hours per Month per Resource of 156 and an Estimated Max Monthly Cost of \$4,362.00.
  - This **AMENDMENT E** has removed the Assistant position from Exhibit D (Budget).
  - The Estimated Monthly Cost has been increased from \$39,041.00 (Amendment D) to \$44,648.00. As a result, the Total Cost for a new extension has increased from \$663,697.00 (Amendment D) to \$1,071,552.00 (Total cost for a new 2-year extension).
  - Total Cost for Staffing in SRA has been increased from \$1,563,831.50 to \$2,374,842.89. This represents an increase of \$811,011.39 for **AMENDMENT E**.
- On the **Other Operating** section:
    - Previous Expenditures (Overhead) Line Item has increased from \$168,149.90 to \$243,669.06.
    - Previous Expenditures (travel) Line Item has increased from \$3,165.84 to \$4,925.72.
    - Overhead Line Item has been increased from \$121,422.00 to \$210,021.00.
    - Equipment Line Item has been increased from \$6,485.76 to \$8,000.00.
    - The Total Expenses for Amendment has increased from \$130,635.76 (Amendment D) to \$220,749.00 (Total Expenses for new 2-year extension).
    - The Total Cost for Expenses in SRA has been increased from \$301,951.50 to \$469,343.78. This represents an increase of \$167,392.28 for **AMENDMENT E**.
  - On the **Project Activity Delivery** section:
    - Staffing increased from \$1,563,831.50 to \$2,374,842.89.
    - Other Operating increased from \$301,951.50 to \$469,343.78.

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- Grand Total increased from \$1,865,783.00 to \$2,844,186.67 in **AMENDMENT E** which represents an increase of \$978,403.67.

E. **Exhibit E-I** (Funds Certification) is being incorporated by reference into the Agreement to reflect the budget increase of **NINE HUNDRED SEVENTY-EIGHT THOUSAND FOUR HUNDRED THREE DOLLARS AND SIXTY-SEVEN CENTS (\$978,403.67)** incorporated via this **AMENDMENT E**. The new budget amount available to the SUBRECIPIENT to continue undertaking activities under the Program is **TWO MILLION EIGHT HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED EIGHTY-SIX DOLLARS AND SIXTY-SEVEN CENTS (\$2,844,186.67)**. (See **Attachment II**).

F. An updated **Exhibit H** (Non-Conflict of Interest Certification) is being incorporated by reference into the Agreement (See **Attachment III**).

#### 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 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.

[SIGNATURES ON THE FOLLOWING PAGE]

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**

By: William O. Rodríguez Rodríguez  
William O. Rodríguez Rodríguez (Jul 14, 2023 13:45 EDT)  
Name: William O. Rodríguez Rodríguez  
Title: Secretary

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**PATHSTONE CORPORATION**  
**Subrecipient**

By:   
Name: María G. Rodríguez Collazo  
Title: Director of Housing Programs



GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

**EXHIBIT D – SECTION 1**

**BUDGET**

**HOUSING COUNSELING PROGRAM**

**PATHSTONE CORPORATION**

**DESCRIPTION SERVICES**

This program will foster resilience through public education and advocacy delivered by HUD-Approved Housing Counseling professionals to explain the options available for citizens receiving housing counseling services and/or in conjunction with other forms of housing assistance. These services may include a range of approved subjects, including but not limited to, one-on-one counseling and formal training sessions. These may cover topics such as, but not limited to:

- Tenant rights;
- The home buying process;
- How to maintain a home or homeowner education;
- Budgeting;
- Identifying and reporting predatory lending practices;
- Rights for persons with disabilities;
- Foreclosure prevention and mitigation;
- Relocation;
- Disaster preparedness and recovery;
- Homeless services;
- Financial literacy;
- The importance of maintaining good credit; and
- Other Housing Counseling Agency eligible disaster recovery services as discussed in the HUD Housing Counseling Disaster Recovery Toolkit.

PathStone will be providing services in approximately 22 Municipalities as described in **Exhibit A** (Scope of Work).

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STAFFING

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Month Needed [C]	Estimated Hourly Rate [D]	Estimated Max. Monthly Cost [E=AxBxC]	Estimated Cost for the Program [F=CxE]
Previous Expenditure (Staffing)						\$ 1,303,290.89
Staffing for Amendment E						
Director of Housing Programs	1	48	24	\$ 92.25	\$ 4,428.00	\$ 106,272.00
Regional Program Administrator	1	156	24	\$ 34.34	\$ 5,358.00	\$ 128,592.00
Sr Housing Counselor	1	156	24	\$ 34.02	\$ 5,308.00	\$ 127,392.00
Sr Housing Counselor	1	156	24	\$ 30.85	\$ 4,813.00	\$ 115,512.00
Sr Housing Counselor	1	156	24	\$ 28.23	\$ 4,404.00	\$ 105,696.00
Housing Counselor	1	156	24	\$ 25.60	\$ 3,994.00	\$ 95,856.00
Program Intake Specialist	3	156	24	\$ 25.60	\$ 11,981.00	\$ 287,544.00
Program Intake Specialist	1	156	24	\$ 27.96	\$ 4,362.00	\$ 104,688.00
Total Estimated Monthly Cost:						\$ 44,648.00
Total Cost for Amendment E:						\$ 1,071,552.00
Total Cost for Staffing in SRA:						\$ 2,374,842.89

\*Estimate amount in rate, hours, and monthly cost, could vary based on actual need and work performed on the program not to exceed 184 hours monthly.

OTHER OPERATING

Item Name	Item Description	Budget
Previous Expenditures (Overhead )		\$ 243,669.06
Previous Expenditures (Equipment)		\$ -
Previous Expenditures (Travel)		\$ 4,925.72
Overhead	Indirect cost of the program through a Negotiated Indirect Cost Rate Agreement.	\$ 210,021.00
Equipment	Desk, computers, monitors, and battery backup.	\$ 8,000.00
Travel	Transportation, lodging, and subsistence charged on per diem and/or mileage basis.	\$ 2,728.00
Total Expenses for Amendment E:		\$ 220,749.00
Total Cost for Expenses in SRA:		\$ 469,343.78

PROJECT ACTIVITY DELIVERY COSTS		
Staffing	Salaries for employees that will be working directly with the Housing Counseling program under CDBG-DR.	\$ 2,374,842.89
Other Operating	Travel and overhead costs incurred in the program.	\$ 469,343.78
TOTAL COSTS		\$ 2,844,186.67
GRAND TOTAL		\$ 2,844,186.67

**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 the benefit of 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 PRDOH, the re-distribution cannot be considered 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**

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Contract Code: cc5934-e  
Type: Change Order A\_V2  
Original Registered Code:

EXHIBIT E-I  
CERTIFICATION OF FUNDS

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

Contracting Of: PATHSTONE CORPORATION  
Source of Funds: 14.228 CDBG Funds  
For: Amendment E to 2020-DR0014  
Amount: \$978,403.67

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

Grant	Area / Project	Activity Code	Category Description	Account	Amount
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Equipment (Sub recipient)	6090-01-000	\$1,514.24
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Indirect Cost	6090-01-000	\$230,980.06
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Other Operating (Not ICR)	6090-01-000	-\$65,102.02
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Staff / Personnel (Sub-recipient)	6090-01-000	\$811,011.39
					\$978,403.67

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.

Cesar Candelario Signed Date - 07/03/2023  
Electronic Approval  
Budget Manager

Nilda Baez Signed Date - 07/03/2023  
Electronic Approval  
Finance Director

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



**EXHIBIT H**  
**NON-CONFLICT OF INTEREST CERTIFICATION**  
**HOUSING COUNSELING PROGRAM**  
**PATHSTONE CORPORATION**

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."



Signature

July 14, 2023

Date

María G. Rodríguez Collazo

Printed Name

Director of Housing Programs

Position

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