



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

AMENDMENT D

COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) WORKFORCE TRAINING PROGRAM (WFT)

AMENDMENT D TO THE SUBRECIPIENT AGREEMENT

BETWEEN THE

PUERTO RICO DEPARTMENT OF HOUSING

AND THE

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC. (YMCA)

Contract No. 2021-DR0147

Amendment No. 2021-DR0147D



This **AMENDMENT D TO THE SUBRECIPIENT AGREEMENT** ("**AMENDMENT D**") is entered into this 30 day of August, 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 L.P.R.A. § 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 the **Young Men's Christian Association of San Juan, Inc. (YMCA)** ("**Subrecipient**"), nonprofit corporation with principal offices at 800 Boulevard Sagrado Corazón, Calle Los Ángeles, Parada 26 ½, San Juan, Puerto Rico, represented herein by its Executive Director, Mabel Román Padró, of legal age, married, and resident of San Juan, Puerto Rico; collectively the "Parties".

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on March 30, 2021, the Parties executed a Subrecipient Agreement, registered as Contract Number **2021-DR0147** ("**Agreement**"), for **ONE MILLION NINE HUNDRED NINETY-NINE THOUSAND FIVE HUNDRED SIXTY DOLLARS AND ZERO CENTS (\$1,999,560.00)**, for the Subrecipient to undertake its activities under the **Workforce Training Program** ("**Program**"). The Parties agreed on a performance period of **twenty-four (24) months** from the day of the execution of the Agreement, ending on **March 30, 2023**.

WHEREAS, on November 2, 2021, the Parties executed **Amendment A**, Contract Number **2021-DR0147A** ("**Amendment A**"). This **Amendment A** served the purpose of amending **Exhibit C** (Key Personnel) and **Exhibit D** (Budget). Neither the term nor the budget of the Agreement was changed.

WHEREAS, on March 31, 2022, the Parties executed **Amendment B**, Contract Number **2021-DR0147B** ("**Amendment B**"). This **Amendment B** served the purpose amending **Exhibit D** (Budget), **Exhibit F** (HUD General Provisions) and adding a New **Exhibit H** (Subrogation and Assignment Provisions). Neither the term nor the budget of the Agreement was changed.

WHEREAS, on March 10, 2023, the Parties executed **Amendment C**, Contract Number **2021-DR0147C** ("**Amendment C**"). **Amendment C** amended the **Exhibit A** (Scope of Work), **Exhibit B** (Timeliness and Performances Goals), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations and PRDOH Requirements); also, added a new **Exhibit I** (Non-Conflict of Interest Certification) to the Agreement. The amendment did not affect the total amount of the budget, but extended the END TERM of the Agreement to **August 30, 2023**. The budget was not modified.

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

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amendment shall not invalidate the Agreement, nor release the Parties from their obligations under the Agreement.

WHEREAS, this **AMENDMENT D** 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 D**.

WHEREAS, the Subrecipient has duly adopted a Corporate Resolution dated November 30, 2021, authorizing the Subrecipient via its Executive Director Mabel Román Padró to enter into this **AMENDMENT D** with the PRDOH, and by signing this **AMENDMENT D**, the Subrecipient assures PRDOH that it 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 D** subject to the following:

II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

The information included in this **AMENDMENT D** serves the purpose of modifying and amending certain terms and conditions under the Agreement, as established in the following sections B and C of this **AMENDMENT D**. All other provisions of the original Agreement, including its exhibits, shall continue to be in full force and effect.

B. SCOPE OF THE AMENDMENT

In order to achieve the Program goals and to ensure that all the CDBG-DR funding allocated to the Subrecipient is used to its fullest, the Parties acknowledge and agree that it is necessary to extend the **END TERM** of the Agreement to **June 30, 2024**.

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Modifications and changes to the **GENERAL AWARD INFORMATION** table in **Section I** of the Agreement and **Section V. EFFECTIVE DATE AND TERM** of the Agreement are being incorporated via this **AMENDMENT D**. Moreover, an updated **Section XII. FORCE MAJEURE** is being incorporated by reference to the Agreement via this **AMENDMENT D**.

Also, the parties agree to incorporate by reference into the Agreement updated versions of **Exhibit B** (Timelines and Performances Goals), **Exhibit C** (Key Personnel), and **Exhibit D** (Budget). As stated before, all other provisions of the original Agreement, including the total budget amount, remain unaltered.

C. AMENDMENTS

- a. The Parties wish to amend the **GENERAL AWARD INFORMATION** table in **Section I** of the Agreement as follows:

CDBG-DR Grantee Federal Award Identification Number:	B-17-DM-72-0001
CDBG-DR Grantee Federal Award Date:	September 20, 2018
CDBG-DR Grantee Unique Identifier:	Unique Entity ID: FFMUBT6WCM1
Federal Award project description:	See Exhibit A ("Scope of Work")

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Subrecipient Contact Information:	Mabel Román Padró Executive Director Young Men's Christian Association of San Juan, Inc. (YMCA) P.O. BOX 360590 San Juan, PR 00936-0590 m.roman@ymcasanjuan.org
Subrecipient Unique Entity Identifier:	Unique Entity ID #: L5DURUS16L46
Subaward Period of Performance:	Start Date: Effective Date, as defined in Section V of the Agreement, as amended. End Date: June 30, 2024
Funds Certification:	Date: March 5, 2021 Authorized Amount: \$1,999,560.00 Funds Allocation: CDBG-DR " R01E17WTP-EDC-LM " CDBG-DR " R01E17WTP-EDC-UN" Account Number: 6090-01-000 See Exhibit E ("Funds Certification")

b. **Section V. EFFECTIVE DATE AND TERM** of the Agreement is being amended as follows:

*This Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Agreement extends from the date of its execution to **June 30, 2024**.*

*The End of Term shall be the later of: (i) **June 30, 2024**; (ii) the date as of which the Parties agree in writing that all Close-Out Requirements² 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.*

[...]

c. The Parties agree to amend **Section XII. FORCE MAJEURE** 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 Contractor or 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

² "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.

Force Majeure event where it is possible to do so and shall resume performance at the earliest possible date.

The Contractor or 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 Contractor or 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 Contractor or Subrecipient.

- d. **Exhibit B** (Timelines and Performances Goals) of the Agreement is being replaced by an updated version of **Exhibit B** (Timelines and Performances Goals) hereto incorporated by reference into the Agreement (See **Attachment I**), to modify the Section 3 "Performance Indicators & Goals" as follows:

- The Key Activity 1.1, under the "Target" column, replace the entire narrative to read as "At least one (1) outreach activity per year for beneficiary recruitment."
- The Key Activity 1.1, under "Timeline" column, replace the entire narrative to read as "Before the beginning of each training cohort."
- The Key Activity 1.2 "Engage potential students to sign up for the program.", under "Source of verification" column, replace the entire narrative to read as "Subrecipient Monthly Report"
"- Will include the list of individuals that applied to the program."
Aligned with "# of applications received during the application period" under the Indicator column.
"-Evidence of the acceptance letter sends by email to Applicants."
Aligned with "# of students begin the program" under the Indicator column.
- The Key Activity 1.2, under the "Target" column, replace the entire narrative to read as "Total of 240 applications received during the life of the SRA."
Aligned with "# of applications received during the application period" under the Indicator column.
"A total of 160 students begins the program."
Aligned with "# of students begin the program" under the Indicator column.
- The Key Activity 1.2, under the "Timeline" column, replace the entire narrative to read as "Progressive achievement towards target."
Aligned with "# of applications received during the application period" under the Indicator column and,
"80 additional students by the end of 2022
40 additional students by the end of 2023
40 additional students on or before May 2024"

Aligned with "# of students begin the program" under the Indicator column.

- The Key Activity 1.3 "Completion of Workforce Training program", under the "Indicator" column, replace the entire narrative to read as "# of students enrolled who complete the program".
- The Key Activity 1.3, under "Source of verification" column, replace the entire narrative to read as "Complete participants profiles in the Participants Information portal (SOR).".
- The Key Activity 1.3, under the "Target" column, replace the entire narrative to read as "At least 112 students complete the program by the end of the SRA".
- The Key Activity 1.3, under the "Timeline" column, replace the entire narrative to read as
"56 additional students receiving program's certifications by the end of 2022
28 additional students receiving program certifications by the end of 2023

28 additional students receiving program certifications on or before May 2024".

- The 3.1.3 "Key Activity: Completion of Workforce Training Program" replace the entire narrative to read as "This activity should capture information as it relates to the completion of the Workforce Training Program by accepted students. This task is expected to be recurring throughout the life of the SRA based on the program's training schedule or calendar. The program is considered completed when the student concludes the training and receives the certificate."
- The 3.1.3 "Key Activity: Completion of Workforce Training Program" will be modified by eliminating the two (2) tables for Key Deliverable and Performance month."

e. **Exhibit C** (Key Personnel) of the Agreement is being replaced by an updated version of **Exhibit C** (Key Personnel) hereto incorporated by reference into the Agreement (See **Attachment II**) to eliminate the Accounting Manager position.

f. **Exhibit D** (Budget) of the Agreement is being replaced by an updated version of **Exhibit D** (Budget) hereto incorporated by reference into the Agreement (See **Attachment III**):

- To modify the following Description of Services:
Budget Categories: Add the "Subaward" category in the list of the first page of the exhibit.
- To modify the Staffing section:
 - o Staffing section: Edit 3rd column "Estimated Hours per month per Resource [B] to read: "Estimated* Months Needed [B]".

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- Staffing section: Edit 4th column "Estimated Hourly Rate [C]" to read: "Estimated* Hours per month per Resource [C]".
- Staffing section: Edit 5th column "Estimated Monthly Cost [D=A x B x C]" to read: "Maximum Hourly Rate [D]".
- Staffing section: Add a new column named "Estimated* Monthly Cost [E=A x C x D]".
- Staffing section: Add a new column named "Cost of Staff member [F=B x E]".
- Staffing section: Edit the last row of the table to read as: "Total Cost for 39 months."
- To modify the rows under the columns "Estimated* Months Needed [B]", "Estimated* Hours per month per Resource [C]" and "Max Hourly Rate [D]", and as a result of these changes their corresponding column [E] and [F] rows will change as well.
 - **Executive Director** - Include 24 months in "Estimated* Months Needed [B]"; 24.00 hours in "Estimated* Hours per month per Resource [C]" and \$44.15 in "Max. Hourly Rate [D]". As a result of these changes column [E] and [F] will read \$1,059.60 and \$25,430.40 respectively.
 - **Administrator** - Include 24 months in "Estimated* Months Needed [B]"; 24.00 hours in "Estimated* Hours per month per Resource [C]" and, \$27.25 in "Max. Hourly Rate [D]". As a result of these changes column [E] and [F] will read \$654.00 and \$15,696.00 respectively.
 - **Executive Assistant**: Include 24 months in "Estimated* Months Needed [B]"; 24.00 hours in "Estimated* Hours per month per Resource [C]" and \$18.86 in "Max. Hourly Rate [D]". As a result of these changes column [E] and [F] will read \$452.64 and \$10,863.36 respectively.
 - **Accounting Assistant** - Include 9 months in "Estimated* Months Needed [B]"; 19.25 hours in "Estimated* Hours per month per Resource [C]" and, \$12.46 in "Max. Hourly Rate [D]", as a result of these changes column [E] and [F] will read \$239.86 and \$2,158.70 respectively.
- To modify the Professional Services section:
 - **Human Resources and Legal Services** - The proposed budget increases from \$36,000.00 to \$70,456.00.
 - **Auditing and Accounting Services** - The proposed budget increases from \$30,000.00 to \$40,000.00.
 - **Program Development, Evaluation and Assessment** - The proposed budget decreases from \$38,000.00 to \$15,199.00.
 - **Security Service** - Eliminate from the Professional Services Section.

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- o **General Project Management** - The proposed budget increases from \$85,000.00 to \$193,000.00.
- To modify the Other Operating section:
 - o **Utilities** - Eliminate from the Other Operating section.
 - o **Rent** - The proposed budget increases from \$110,000.00 to \$149,278.00, and the description should be edited to read: "Rental payment for the facilities that will be used during the theoretical sessions of the training program; including the use by sub awardee Vitrina Solidaria and other professional resources. Will also provide for monthly payment of technological resources and applications for the exclusive use of the program."
 - o **Telecommunications** - The proposed budget decreases from \$25,276.00 to \$10,000.00.
 - o **Bank Fees** – Eliminate from the Other Operation Section.
 - o **Maintenance & Repairs** – The proposed budget increases from \$177,826.00 to \$176,969.54.
 - o **Indirect Costs** – The proposed budget increases from \$48,286.00 to \$58,399.00.
- To modify the Equipment section:
 - o Eliminate all Items Names, Items Description and Budgets for the Equipment section.

III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this **AMENDMENT D** 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 D**.

V. COMPTROLLER REGISTRY

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

VI. 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 concerning the Agreement, as amended.

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VII. 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.

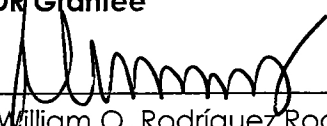
VIII. NON-CONFLICT OF INTEREST CERTIFICATION



The Subrecipient reassures PRDOH its willingness to comply with the applicable conflict of interest policies by signing the Non-Conflict of Interest Certification incorporated by reference into the Agreement via this **AMENDMENT D**. (See **Attachment IV**).

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

PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR Grantee

By: 
Name: William O. Rodríguez Rodríguez
Title: Secretary

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC. (YMCA)
Subrecipient

By: Mabel Román Padró
Mabel Román Padró (Aug 30, 2023 15:54 EDT)
Name: Mabel Román Padró
Title: Executive Director



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

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ATTACHMENT I

EXHIBIT B

TIMELINES AND PERFORMANCE GOALS

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.

1. PROGRAM OBJECTIVE

The Workforce Training Program (**WFT** or **Program**) has the goal of training a labor force to meet the needs of the reconstruction and to build the skill capacity necessary to push Puerto Rico into the economy of the future. WFT will boost economic development and create jobs by investing Community Development Block Grant- Disaster Recovery (**CDBG-DR**) funds into resources that enable skills development through education, technical assistance, and mentorship.

2. TERMS:

- **Key Deliverable** – The major objectives the Program wants to achieve
- **Key Activity** – The activities necessary to carry out the Key Deliverables.
- **Indicator** – The quantitative method used to demonstrate that the Key Activities have been performed.
- **Source of Verification** – The documentation used to verify that the Indicators have been met, and thus the activities are complete.
- **Target** – The goal for each of the Indicators.
- **Timeline** – The expected completion date or timeframe.

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3. PERFORMANCE INDICATORS & GOALS

Key Deliverable #1	Key Activity	Indicator	Source of Verification	Target	Timeline
Provide workforce training to un and under-employed Puerto Rican citizens to improve their work opportunities.	1.1 Outreach efforts to socialize the program	# Amount of Outreach Activities performed	- Please include the type and dates/period of the performed outreach activities as well as one or more sources of verification per outreach activity, such as pictures, videos, attendance signed-in lists, meeting minutes, email blasts, audience reach, copy of print, tv/radio or online dissemination efforts, etc.	At least one (1) outreach activity per year per beneficiary recruitment.	Before the beginning of each training cohort.
	1.2 Engage potential students to sign up for the program	# of applications received during the application period # students begin the program	Subrecipient Monthly Report - Will include the list of individuals that applied to the program. -Evidence of the acceptance letter sent by email to Applicants.	Total of 240 applications received during the life of the SRA. A total of 160 students begins the program.	Progressive achievement towards target. 80 additional students by the end of 2022 40 additional students by the end of 2023 40 additional students on or before May 2024

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	1.3 Completion of Workforce Training program(s)	# of students enrolled who complete the program	Complete participants profiles in the Participants Information portal (SOR).	At least 112 students complete the program by the end of the SRA.	56 additional students receiving program certifications by the end of 2022 28 additional students receiving program certifications by the end of 2023 28 additional students receiving program certifications on or before May 2024
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3.1.1 KEY ACTIVITY: OUTREACH EFFORTS TO SOCIALIZE THE PROGRAM

This activity should capture all outreach efforts to socialize the program and should include all pertinent information to inform the public about the program, what is being offered, what the requirements are, and how to apply. This task is expected to be recurring throughout the life of the SRA, based on the program's training schedule or calendar. The outreach efforts to socialize the program are initiated when marketing or outreach materials, events, or activities are produced and disseminated to the public. The task is considered complete when the marketing and outreach materials, events, or activities have been adequately responded to.

- Report the number of outreach activities in the defined outreach and marketing period.

Progress made towards these activities should be included in the monthly reporting to PRDOH that is required of the subrecipient.

3.1.2 KEY ACTIVITY: ENGAGE STUDENTS AND POTENTIAL STUDENTS TO SIGN UP FOR THE PROGRAM

This activity should capture any engagement with students and potential students who sign up for the program and should include all pertinent information from program applicants. This task is expected to be recurring throughout



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the life of the SRA based on the program's training schedule or calendar. The task is considered complete when all applications that have been received and all accepted applicants begin their participation in the program.

- Report the number of applications received during the application period
- Report the number students that begin the program

Progress made towards these activities should be included in the monthly reporting to PRDOH that is required of the program participant.

3.1.3 KEY ACTIVITY: COMPLETION OF WORKFORCE TRAINING PROGRAM

This activity should capture information as it relates to the completion of the Workforce Training Program by accepted students. This task is expected to be recurring throughout the life of the SRA based on the program's training schedule or calendar. The program is considered completed when the student concludes the training and receives the certificate.

- Report the percentage of students enrolled who complete the program

Progress made towards these activities should be included in the monthly reporting to PRDOH that is required of the subrecipient.

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GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

ATTACHMENT II

EXHIBIT C

KEY PERSONNEL

WORKFORCE TRAINING PROGRAM

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.

Below is the Staffing Plan for the CDBG-DR **Workforce Training** Program which reflects a combination of existing employees or new hired employees dedicated for the CDBG-DR **Workforce Training** Program.

I. Roles

Roles	FE Count
Executive Director	1
Administrator	1
Executive Assistant	1
Accounting Assistant	1

II. Roles Description:

Role	Description
Executive Director	Coordinate the workforce development program. In charge of completing organizational and management tasks that support the efforts of the Sports & Recreation Tract. Ensures the project is delivered on time and budget. Respond directly to the program manager.
Administrator	Coordinate the workforce development program. In charge of completing organizational and management tasks that support the efforts of the Outdoor Recreation tract. Ensures the e project is delivered on time and budget. Respond directly to the program manager.

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Role	Description
Executive Assistant	Coordinate the workforce development program. In charge of completing organizational and management tasks that support the efforts of the Agroecology tract. Ensures de project is delivered on time and budget. Responds directly to the program manager.
Accounting Assistant	Coordinate, implement and supervise the workforce development programs. In charge of programs coordinators. Ensures the programs and projects are delivered on time and on budget. Works together with the program director.

III. Notes:

After this agreement is executed, the Subrecipient may request in writing to modify the distribution of budgeted amounts for any of the positions.

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ATTACHMENT III

EXHIBIT D – SECTION 1

BUDGET

WORKFORCE TRAINING PROGRAM

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.

DESCRIPTION OF SERVICES

The Young Men's Christian Association of San Juan, Inc. (**YMCA**) with the collaboration of Vitrina Solidaria, Inc. and community-based organizations proposes trainings in areas such as: recreation & sports, outdoor recreation, agroecology, and renewable energy among others.

It is a collaborative effort between two community base organizations to provide a resilient space that can contribute to the sustainable development of the region. The Key deliverable is to provide workforce training and under employed Puerto Rican citizens to improve their work opportunities.

A combination of staff and/or professional services will work together in the successful completion of the Key Deliverable and its execution. The following budget categories are described:

1. Staff
2. Subaward
3. Professional Services
4. Operational Costs
5. Equipment

Planning and grant management activities will include, but are not limited to, the following as described in **Attachment A (Scope of Work)** and **Attachment B (Timeline and Performance Goals)**:

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Position	Qty. of Resources [A]	Estimated Months Needed [B]	Estimated Hours per month per Resource [C]	Maximum Hourly Rate [D]	Estimated Monthly Cost [E=AxCxD]	Cost of Staff member [F=BxE]
Executive Director	1	24	24.00	\$44.15	\$ 1,059.60	\$ 25,430.40
Administrator	1	24	24.00	\$27.25	\$ 654.00	\$ 15,696.00
Executive Assistant	1	24	24.00	\$18.86	\$ 452.64	\$ 10,863.36
Accounting Assistant	1	9	19.25	\$12.46	\$ 239.86	\$ 2,158.70
Total Maximum Monthly Cost:					\$ 2,406.10	
					Total Cost for 39 Months:	\$ 54,148.46

*Estimate amount hours and monthly cost could vary based on actual need and work performed on the program

SUBAWARD

Services Name	Services Description	Budget
Vitrina Solidaria	YMCA and Vitrina Solidaria presented this proposal as a colaborative effort between both entities. Vitrina Solidaria will be responsible for the programatic component of the project. It will be in charge of the recruitment of participants and the resources that will be offering the trainings, and also of the general supervision of the personnel assigned to the project.	\$ 1,045,920.00
Total Budget for Services to be Contracted:		\$ 1,045,920.00

PROFESSIONAL SERVICES

Services Name	Services Description	Budget
Human Resources and Legal Services	Responsible for the preparation and revision of contracts, guides, policies and any other document or procedure related, to be in compliance with HUD and PRDOH requirements.	\$ 70,456.00
Auditing and Accounting Services	Will perform external audit revisions and provide accounting services to ensure compliance with CDBG-DR regulations.	\$ 40,000.00
Program Development, Evaluation and Assessment	These resources will be responsible for the evaluation of program effectiveness, including participants competency attainment. Will also recommend any adjustments to the program that could be implemented for its success, and produce materials related.	\$ 15,199.00
General Project Management	Will assist YMCA & Vitrina Solidaria Executive Directors, in the planning, execution and administration of any activity related to the project. Will also ensure compliance with procurement, contract and property management, and any other CDBG-DR regulation, documentation or procedure requirement.	\$ 193,000.00
Outreach Services	Public relations such as press communications, press releases, round tables, press connections and other relations and activities needed to share the program information, outcomes and services to the community.	\$ 30,000.00
Total Budget for Services to be Contracted:		\$ 348,655.00

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OTHER OPERATING

Item Name	Item Description	Budget
Transportation Services	Transportation services to and from the project site for participants and other resources of the Program.	\$ 55,440.00
Rent	Rental payment for the facilities that will be used during the theoretical sessions of the training program; including the use by subawardee Vitrina Solidaria and other professional resources. Will also provide for monthly payment of technological resources and applications for the exclusive use of the program.	\$ 149,278.00
Telecommunications	Internet service for the facilities used by the program and cloud storage systems for the operations of the program.	\$ 10,000.00
Insurance	Cost of insurance requirements directly related to the program.	\$ 63,000.00
Maintenance & Repairs	Provides for maintenance, minor repairs and cleaning services of the facilities that will be used both, for the theoretical and practical components of the training program.	\$ 176,969.54
Materials & Supplies	Cleaning materials and personal hygiene's supplies, office and promotional materials and technological applications for the exclusive use of the program.	\$ 37,750.00
Indirect Costs	Indirect cost reimbursement through the De Minimis Rate (10%).	\$ 58,399.00
Total Expenses Budget:		\$ 550,836.54

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Project/Proyecto		
Subaward	Vitrina Solidaria will be responsible for the programatic component of the project.	\$ 1,045,920.00

PROJECT ACTIVITY DELIVERY COSTS/COSTOS DIRECTOS DEL PROYECTO		
Staffing	Personnel such as managers, coordinators, compliance and financial officers are part of the staff that will support the program.	\$ 54,148.46
Professional Services	Accounting, Audit, Security and other services for the program.	\$ 348,655.00
Other Operating	Operational costs associated with program delivery and implementation of activities.	\$ 550,836.54
TOTAL COSTS/COSTO TOTAL		\$ 1,999,560.00
GRAND TOTAL/GRAN TOTAL		\$ 1,999,560.00

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

MRP
MRP

jun



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

MRP
MRP

ATTACHMENT IV

NON-CONFLICT OF INTEREST CERTIFICATION WORKFORCE TRAINING PROGRAM YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.

The Subrecipient certifies that to the best of its knowledge:

1. No public servant of this executive agency has a pecuniary interest in this agreement, 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 of 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."

Mabel Román Padró

Mabel Román Padró (Aug 30, 2023 15:54 EDT)

Signature

08/30/2023

Date

Mabel Román Padró

Printed Name

Executive Director

Position