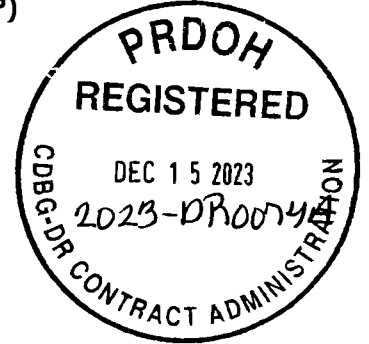




**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)  
WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM (WCRP)**

**AMENDMENT A TO THE SUBRECIPIENT AGREEMENT  
BETWEEN THE  
PUERTO RICO DEPARTMENT OF HOUSING  
AND THE  
MUNICIPALITY OF ISABELA  
Contract No. 2023-DR0074  
Amendment No. 2023-DR0074A**



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This **AMENDMENT A TO THE SUBRECIPIENT AGREEMENT** ( "**AMENDMENT A**") is entered into this 14 day of December, 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 **Municipality of Isabela** ("**Subrecipient**"), a local government legal entity, with principal offices at Isabela, Puerto Rico, represented herein by its Mayor, Miguel E. Méndez Pérez, of legal age, single, and resident of Isabela, Puerto Rico; collectively the "**Parties**".

**I. RECITALS AND GENERAL AWARD INFORMATION**

**WHEREAS**, on January 23, 2023, the PRDOH and the Subrecipient executed a Subrecipient Agreement, Contract Number 2023-DR0074 ("**Agreement**"), for **one million one hundred ninety-nine thousand nine hundred eighty-six dollars (\$1,199,986.00)** for the Subrecipient to undertake its activities under the **Whole Community Resilience Planning Program** ("**Program**"). The Parties agreed on a performance period of **twenty (20) months** from the day of the execution of the Agreement, ending on **September 23, 2025**.

**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 A** 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 A**.

**WHEREAS**, the Subrecipient has the legal power and authority to enter into this **AMENDMENT A** with the PRDOH, in accordance with Article 1.008(q) of Act No. 107 of August 14, 2020, also known as the "**Puerto Rico Municipal Code**", 21 L.P.R.A. § 7013(q); and by signing this **AMENDMENT A**, the Subrecipient assures the 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 A** subject to the following:

## II. TERMS AND CONDITIONS

### A. SAVINGS CLAUSE

The information included in this **AMENDMENT A** 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 A**. All other provisions of the original Agreement, including its exhibits, shall continue to be in full force and effect.

### B. SCOPE OF THE AMENDMENT

This **AMENDMENT A** entails modifications to **Exhibit C** (Key Personnel) and **Exhibit D** (Budget). Moreover, an updated version of **Section XIV. FORCE MAJEURE** and **Section XXXII. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE** are being added to the Agreement.

### C. AMENDMENTS

- a. The Parties agree to amend **Section XIV. 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 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.*

- b. The Parties agree to amend **Section XXXII. 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 under 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.*

- c. **Exhibit C** (Key Personnel) of the Agreement is being replaced by an updated version, hereto incorporated by reference into the Agreement (See **Attachment I**), to include the following modification:

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- **Table I. Roles:**

- **Personnel Count and FTE Count columns** - were eliminated, leaving only the Roles column.

d. **Exhibit D** (Budget) of the Agreement is being replaced by an updated version, hereto incorporated by reference into the Agreement (See **Attachment II**), modified to include the following changes:

- **On Staffing Detail:**

- **Program Director/Grant Manager**- Estimated Hourly Rate increased from \$32.13 to \$40.74, and the Number of Months increased from 14 to 20. As a result, the Estimated Cost per Month increased from \$642.53 to \$814.80 and Estimated Cost increased from \$8,996.00 to \$16,296.00.
- **Policy and Compliance Manager**- Estimated Hours per Month per Resource decreased from 40 to 32, Estimated Hourly Rates decreased from \$25.14 to \$18.88, and the Number of Months increased from 14 to 19. As a result, the Estimated Cost per Month decreased from \$1,005.70 to \$604.16, and Estimated Cost decreased from \$14,080.00 to \$11,480.60.
- **Finance Manager**- Estimated Hours per Month per Resource decreased from 20 to 12, Estimated Hourly Rate increased from \$28.11 to \$33.40, and the Number of Months increased from 14 to 19. As a result, the Estimated Cost per Month decreased from \$562.21 to \$400.74, and Estimated Cost decreased from \$7,871.00 to \$7,615.00.
- **Accountant**- Estimated Hours per Month per Resource decreased from 40 to 32, Estimated Hourly Rate increased from \$12.40 to \$17.46, and the Number of Months increased from 14 to 19. As a result, the Estimated Cost per Month increased from \$495.86 to \$558.72, and Estimated Cost increased from \$6,943.00 to \$10,616.00.
- **HR Director**- Estimated Hours per Month per Resource decreased from 20 to 12, Estimated Hourly Rate increased from \$32.07 to \$33.40, and the Number of Months increased from 14 to 19. As a result, the Estimated Cost per Month decreased from \$641.36 to \$400.74, and Estimated Cost decreased from \$8,980.00 to \$7,615.00.
- **HR Analyst (Hiring & Payroll)**- Estimated Hours per Month per Resource decreased from 40 to 28, Estimated Hourly Rate increased from \$13.39 to \$14.31, and the Number of Months increased from 15 to 19. As a result, the Estimated Cost per Month decreased from \$535.44 to \$400.56, and Estimated Cost decreased from \$8,032.00 to \$7,611.00.
- **Procurement and Contract Manager**- Estimated Hours per Month per Resources decreased from 20 to 16/ Estimated Hourly Rate decreased from \$26.07 to \$25.61, and the Number of Months increased from 14 to 17. As a result, the Estimated Cost per Month decreased from \$521.47 to \$409.73, and Estimated Cost decreased from \$7,301.00 to \$6,966.00.
- **Buyer**- Estimated Hours per Month per Resource decreased from 40 to 24, Estimated Hourly Rate increased from \$12.34 to \$16.70, and the Number of Months increased from 14 to 17. As a result, the Estimated Cost per Month decreased from \$493.54 to \$400.88, and Estimated Cost decreased from \$6,910.00 to \$6,815.00.
- **Administrative Assistant**- Estimated Hours per Month per Resource decreased from 160 to 40, Estimated Hourly Rate decreased from \$17.02 to \$15.16, and the Number

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of Months increased from 14 to 19. As a result, the Estimated Cost per Month decreased from \$2,722.83 to \$606.21, and Estimated Cost decreased from \$38,120.00 to \$11,519.00.

- **Program Manager/Monitoring Specialist-** Estimated Hours per Month per Resource decreased from 40 to 20, and the Number of Months increased from 14 to 19. As a result, the Estimated Cost per Month decreased from \$931.20 to \$465.60, and Estimated Cost decreased from \$13,037.00 to \$8,847.00.
  - **Planner-** Estimated Hours per Month per Resource decreased from 160 to 140, Estimated Hourly Rate increased from \$34.92 to \$38.08, and the Number of Months increased from 14 to 17, As a result, the Estimated Cost per Month decreased from \$5,587.20 to \$5,330.97, and Estimated Cost increased from \$78,221.00 to \$90,627.00.
  - **Outreach and Communications Coordinator-** Estimated Hourly Rate increased from \$18.62 to \$21.16, and the Number of Months increased from 14 to 17. As a result, the Estimated Cost per Month increased from \$2,979.20 to \$3,385.00, and Estimated cost increased from \$41,709.00 to \$57,545.00.
  - **Emergency management and Communities Advisor-** Estimated Hours per Month per Resource decreased from 40 to 16, Estimated Hourly Rate increased from \$18.62 to \$23.28, and the Number of Months increased from 14 to 19. As a result, the Estimated Cost per Month decreased from \$744.96 to \$372.51, and Estimated Cost decreased from \$10,430.00 to \$7,078.00.
- **On the Professional Services Detail section:**
    - **Community Studies-** Estimated Cost decreased from \$450,000.00 to \$375,000.00.
    - **GIS and Data Analysis-** Estimated Cost increased from \$10,000.00 to \$85,000.00.
  - **On Other Operating Expenses Detail:**
    - **Office furniture-** Estimated Cost increased from \$11,000.00 to \$18,000.00.
    - **Materials and Supplies-** Estimated Cost decreased from \$25,000.00 to \$18,000.00.

### III. SEVERABILITY

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

### IV. SECTION HEADINGS AND SUBHEADINGS

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

## V. COMPTROLLER REGISTRY

The PRDOH shall remit a copy of this **AMENDMENT A** to the Office of the Comptroller for registration within **fifteen (15) days** following the date of execution of this **AMENDMENT A** and any subsequent amendment thereto. The services object of this **AMENDMENT A** may not be invoiced or paid until this **AMENDMENT A** 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.

## 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 A (See Attachment III)**.

**IN WITNESS THEREOF**, the Parties hereto execute this **AMENDMENT A** 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 (Dec 14, 2023 19:53 AST)  
Name: William O. Rodríguez Rodríguez  
Title: Secretary

### MUNICIPALITY OF ISABELA Subrecipient

By: MIGUEL E. MENDEZ PEREZ  
MIGUEL E. MENDEZ PEREZ (Dec 8, 2023 08:57 AST)  
Name: Miguel E. Méndez Pérez  
Title: Mayor

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# EXHIBIT C

## KEY PERSONNEL

### WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM

#### MUNICIPALITY OF ISABELA

Below is the Staffing Plan for the Municipality of Isabela which reflects a combination of existing employees and new hired employees dedicated for the CDBG-DR **WCRP** Program.

I. Roles

Roles
<b><u>Subrecipient Personnel:</u></b>
<b>Program Director /Grant Manager</b>
<b>Policy and Compliance Manager</b>
<b>Finance Manager</b>
<b>Accountant</b>
<b>HR Director</b>
<b>HR Analyst (Hiring &amp; Payroll)</b>
<b>Procurement and Contract Manager</b>
<b>Buyer</b>
<b>Administrative Assistant</b>
<b>Program Manager / Monitoring Specialist</b>
<b>Planner</b>
<b>Outreach and Communications Coordinator</b>
<b>Emergency Management and Communities Advisor</b>

II. Role Descriptions:

Role	Description
<b>Program Director /Grant Manager</b>	Responsible for ensuring full compliance with all HUD and PRDOH requirements, including administrative, financial, programmatic, and technical. Responsible for implementing oversight mechanisms and developing all necessary policies, procedures, and tools to track progress and monitor performance of all components of the WCRP

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Role	Description
	Program. Must ensure compliance with applicable local and federal rules, laws, and regulations. Must be knowledgeable of Program's requirements and cross-cutting Federal requirements. Responsible for overseeing and coordinating with compliance and finance managers. Must ensure transparency to the public regarding planned and actual use of funds.
<b>Policy and Compliance Manager</b>	Responsible for ensuring that funds are spent and documented within the requirements of the SRA. This includes monitoring and documenting key activities and tasks to ensure progress toward deliverables, and documenting indicators, targets, and timelines established in the SRA. Responsible of ensuring compliance with grant reporting requirements including that all reports are submitted in a timely and accurate manner. This includes monitoring, documentation, and ensuring that all reports are submitted in a timely and accurate manner.
<b>Finance Manager</b>	Responsible for the efficient management and coordination of financial services for the WCRP Program, including adherence to uniform financial standards found in 2 C.F.R. Part 200, Program expense control and analysis, and budget preparation and analysis. Must ensure full compliance with all HUD and PRDOH requirements related to financial responsibilities, timeliness of expenditures, and grant financial reporting requirements.
<b>Accountant</b>	Responsible for the execution of the accounting tasks such as budget tracking, payments, and expenses for the WCRP Program. Must ensure adherence to uniform financial standards found in 2 C.F.R. Part 200, and full compliance with all HUD and PRDOH requirements related to financial responsibilities, timeliness of expenditures, and grant financial reporting requirements.
<b>HR Director</b>	Responsible for effectively managing and coordinating all human resources services related to the WCRP Program, such as hiring and payroll. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements related to hiring and payroll. Will work closely with PRDOH.
<b>HR Analyst (Hiring &amp; Payroll)</b>	Responsible for the interviews, hiring, and payroll activities related to the WCRP Program. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements related to hiring and payroll. Will work closely with PRDOH.
<b>Procurement and Contract Manager</b>	Responsible for the efficient management and coordination of all procurement-related services related to the WCRP Program. Must ensure compliance with Puerto Rico, PRDOH

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Role	Description
<b>Buyer</b>	<p>and HUD requirements related to procurement package development and solicitation. Will work closely with PRDOH.</p> <p>Responsible for executing the procurement process, including RFPs, RFQs, and purchases related to the WCRP Program. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements related to procurement package development and solicitation. Will work closely with PRDOH.</p>
<b>Administrative Assistant</b>	<p>Responsible for performing office functions and routine administrative task such as writing correspondence, scheduling appointments, organizing, and maintaining written and electronic files, or other coordination and communication as necessary.</p>
<b>Program Manager / Monitoring Specialist</b>	<p>Responsible for the execution and management of the project, monitoring and ensuring that funds are spent and documented within the requirements of CDBG-DR program policies, including applicable federal and local regulations. Develop work plan containing specific tasks to monitor deliverables in compliance with CDBG-DR program policies, standards, and procedures. Provide all necessary guidance, technical assistance, and training to internal staff that will help them to enforce compliance with the most current version of policies, regulations, and standards for CDBG-DR programs. Prepare all necessary program wide documentation and reports to PRDOH to communicate Program compliance performance and the status of any compliance issues. Maintain awareness and knowledge of most recent federal and local compliance requirements that may apply to PRDOH's CDBG-DR programs.</p>
<b>Planner</b>	<p>Support the execution, and the efforts to conduct public outreach for the community resilience project, both virtual and in-person. Also, support the execution of technical studies and analytical processes relating to resilience strategy and plan development. Research, analyze, and develop effective hazard mitigation policy and design solutions for the community resiliency plan. Employ a mix of written, visual, and verbal communication techniques to craft compelling narratives and explain complex technical topics to various audiences. Responsible for preparing resiliency plans, studies, reports, guides, and other technical documents. Conceptualize and support the development of digital communication and decision-making tools, including data analytics dashboards, map viewers, story maps, and custom web applications. Apply principles of social equity and environmental justice to technical and strategic work. Responsible for overseeing and coordinating</p>



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Role	Description
	community studies. Ensure compliance with CDBG-DR program policies, standards, and procedures. Provide all necessary guidance and technical assistance to internal staff. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements.
<b>Outreach and Communications Coordinator</b>	Responsible for the coordination and communication between the Subrecipients, the Community and the PRDOH. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements related to communications protocols and standards. Establish and implement strategic plan for outreach CDBG-DR programs opportunities in coordination with Program/Grant Manager and PRDOH. Coordinate all outreach communication materials and public facing communications with PRDOH and Program/Grant Manager before implementing. Coordinate logistics of locations, scheduling and audiovisual equipment required to conduct meetings and presentations with communities or public. Develop strategic plan to, effectively and efficiently, resolve communities and subrecipients relations issues in coordination with Program/Grant Manager and PRDOH.
<b>Emergency Management and Communities Advisor</b>	Responsible for effectively guiding and working with the Monitoring Specialist, the Outreach and Communications Coordinator and the Planner in the execution of the project. The advisor is the subject matter expert in all Emergency Management Systems and Procedure. Also, the advisor will support the development of the community resilience strategies and plan, in compliance with CDBG-DR program policies, standards, and procedures. Provide all necessary guidance and technical assistance to internal staff. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements with respect to the Emergency Management Protocols.

**END OF DOCUMENT**



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## EXHIBIT D – SECTION 1

### BUDGET

#### WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM

#### MUNICIPALITY OF ISABELA

Puerto Rico Department of Housing (PRDOH) designated to the Subrecipient a total allocation amount of **one million two hundred thousand dollars (\$1,200,000.00)** for the Whole Community Resilience Planning Program (WCRP). The maximum budget amount assigned to the Subrecipient to complete the activities under this Subrecipient Agreement (SRA) is **one million one hundred ninety-nine thousand nine hundred eighty-six dollars (\$1,199,986.00)**. Proposed budget items will be evaluated according to guidelines laid out in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

The WCRP Program is a reimbursement program. All costs must be incurred prior to reimbursement. Planning and grant management activities will include, but are not limited to those described in **Exhibit A (Scope of Work)** and **Exhibit B (Timeline and Performance Goals)** of this SRA.

PRDOH will use the milestones and tasks included in Exhibit B (Timeline and Performance Goals) to evaluate the progression and completion of program activities. The following costs are considered NOT eligible for funding or reimbursement: engineering, architectural, and design costs related to a specific project such as detailed engineering specifications and working drawings; construction or any costs of implementation of projects or plans; and costs not associated with the development of plans or other planning activities.

As a beneficiary of the WCRP Program, the Subrecipient assumes responsibility for administering these CDBG-DR funds in a manner consistent with the SRA, the program objectives, and PRDOH Policies and Procedures. The 2 C.F.R. Part 200 Subpart E (Cost Principles) requires that all costs are **allowable, reasonable, and allocable**.

- **Allowable** costs are those which are necessary in order to carry out the program, are consistent with policies and procedures established by the Subrecipient and the PRDOH, and which are adequately documented.
- **Reasonable** costs are generally considered those which are ordinary and necessary, and do not exceed market prices for comparable goods or services in the area.
- **Allocable** costs are those costs which are necessary in order to carry out the tasks and deliverables required by the WCRP Program.

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<b>BUDGET SUMMARY</b>		
<b>ACTIVITY DESCRIPTION</b>		
<b>STAFFING</b>	Staffing resources for the execution and implementation of the WCRP Program.	\$250,630.00
<b>PROFESSIONAL SERVICES</b>	Procured services that will assist in delivery and implementation of the WCRP Program.	\$755,600.00
<b>OTHER OPERATING</b>	Operational costs associated with delivery and implementation of the WCRP Program. Items include, but are not limited to indirect cost, media, or travel.	\$166,756.00
<b>EQUIPMENT</b>	Equipment needed for the execution and implementation of the WCRP Program.	\$27,000.00
<b>TOTAL PROGRAM BUDGET:</b>		<b>\$1,199,986.00</b>

## BUDGET DETAIL

The budget detail that follows is provided as an expanded budget line-item detail, but not intended as a limiting factor. Expenditures per line item may not exceed the total budget per cost type (staffing, professional services, other operating, and equipment), but amounts may fluctuate between specific line items based on WCRP Program needs.

## STAFFING

The total budget for staffing shall not exceed the amount indicated below for "**Total Staff Budget for duration of the Program**" during the term of the SRA.

Positions that are assigned to and invoice time to the WCRP program are considered **direct costs** and must be listed in **Exhibit C (Key Personnel)** as well as **Exhibit D (Budget)** (Staffing Section). They must be necessary to carry out the tasks and activities described in this Grant Agreement. Positions that are not tied directly to the WCRP Program, but may be supporting it indirectly, are considered **indirect cost** and **should not be listed** in Exhibit C (Key Personnel) or in Exhibit D Budget (Staffing Section) and will not be eligible to charge their time directly to the WCRP Program.

Reimbursement is contingent upon provision and acceptance of adequate invoicing materials. Those required materials include proof of payment, daily time sheets with description of tasks and activities performed, and others as described in the PRDOH Finance Manual. Staff time will be reviewed for cost allowability, reasonableness, and allocability prior to reimbursement, and may be returned if described tasks and activities are not relevant to the WCRP Program, or if documentation is insufficient, or for any other reason deemed necessary by PRDOH Finance.

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<b>STAFFING DETAIL</b>						
POSITION	QTY. OF RESOURCES [A]	ESTIMATED* HOURS PER MONTH PER RESOURCES [B]	ESTIMATED * HOURLY RATE [C]	NUMBER OF MONTHS [D]	ESTIMATED* COST PER MONTH [E = A x B x C]	ESTIMATED COST [F = D x E]
Program Director/Grant Manager	1	20	\$40.74	20	\$814.80	\$16,296.00
Policy and Compliance Manager	1	32	\$18.88	19	\$604.16	\$11,480.00
Finance Manager	1	12	\$33.40	19	\$400.74	\$7,615.00
Accountant	1	32	\$17.46	19	\$558.72	\$10,616.00
HR Director	1	12	\$33.40	19	\$400.74	\$7,615.00
HR Analyst (Hiring & Payroll)	1	28	\$14.31	19	\$400.56	\$7,611.00
Procurement and Contract Manager	1	16	\$25.61	17	\$409.73	\$6,966.00
Buyer	1	24	\$16.70	17	\$400.88	\$6,815.00
Administrative Assistant	1	40	\$15.16	19	\$606.21	\$11,519.00
Program Manager / Monitoring Specialist	1	20	\$23.28	19	\$465.60	\$8,847.00
Planner	1	140	\$38.08	17	\$5,330.97	\$90,627.00
Outreach and Communications Coordinator	1	160	\$21.16	17	\$3,385.00	\$57,545.00
Emergency Management and Communities Advisor	1	16	\$23.28	19	\$372.51	\$7,078.00
<b>TOTAL STAFF ESTIMATED COST:</b>						<b>\$250,630.00</b>

\* Estimated amount in rate, hours, and monthly cost, could vary based on actual need and work performed on the WCRP Program upon PRDOH approval.

## PROFESSIONAL SERVICES

Subrecipient may procure a variety of professional services provided by entities other than the Subgrantee to carry out any component of any of the tasks and activities described in this SRA. The total budget for professional services shall not exceed the amount indicated below for "**Total Proposed Budget for Professional Services**" during the term of the SRA, allowing flexibility that the detail may fluctuate depending on WCRP Program needs.

The federal government imposes procurement requirements for the acquisition of all professional services purchased with federal funds. Everything purchased with federal funds must be obtained through a procurement process that complies with the procurement policies and procedures in accordance with the federal procurement rules and regulations found in 2

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C.F.R. § 200.318 through §200.327 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200). **The Anticipated Maximum Cost is considered a "not to exceed" amount for budgeting purposes, it does not guarantee the outcomes of the procurement process.**

PROFESSIONAL SERVICES DETAIL		ESTIMATED COST
SERVICES DESCRIPTION		
<b>Specialized Studies</b>	Specialized studies such as infrastructure for tsunami/disasters shelters, could vary depending on the additional identified needs within the communities.	\$130,000.00
<b>Community Studies</b>	Community census studies for communities and data analysis for the WCRP Program.	\$375,000.00
<b>Specialized Planning Consulting Services</b>	Professional consultation in specialized planning services in the areas of urban design, environmental, economic development, hazard mitigation/disaster recovery, housing, park and recreation and transportation planning. Strategies and plan reviews.	\$100,800.00
<b>Legal Services</b>	Legal services to support implementation of the WCRP Program, including legal counseling, assistance revising and drafting and execution of legal documents for WCRP Program.	\$30,000.00
<b>GIS and Data Analysis</b>	Support data analysis for the WCRP Program.	\$85,000.00
<b>Sign Language services</b>	Sign Language for WCRP Program's events with the community.	\$10,800.00
<b>Compliance Support</b>	Compliance services to assist in the review and modifications of internal controls and policies, perform periodic pre-audit and monitoring activities to ensure compliance with Program (PRDOH) and federal (HUD) requirements and regulations.	\$24,000.00
<b>TOTAL PROFESSIONAL SERVICES MAXIMUM COST:</b>		<b>\$755,600.00</b>

## OTHER OPERATING

Subrecipient will incur in operational costs associated with delivery and implementation of the WCRP Program. The total budget shall not exceed the amount indicated below for "**Total Other Operating Budget**" during the term of the SRA, allowing flexibility that the detail may fluctuate depending on WCRP Program needs. This includes an amount to cover other operating costs for the duration of the SRA Term. Additional categories or items may be included, per approval from PRDOH Deputy Planning Director and PRDOH Finance. CDBG-DR Program Funds cannot be used to pay for food or refreshments.

The federal government imposes procurement requirements for all acquisitions using federal funds. Everything purchased with federal funds must be obtained through a procurement process that complies with the standards imposed by the federal procurement rules and

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regulations found in 2 C.F.R. § 200.318 through §200.327 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200). The Subrecipient may procure items on the condition that the expenses are directly tied to fulfilling the conditions of the SRA, and that they are procured in the appropriate manner.

<b>OTHER OPERATING DETAIL</b>		
TYPE	DESCRIPTION	ESTIMATED COST
<b>Rentals</b>	Rental of facilities or equipment for short term use related to activities necessary to carry out the tasks and activities described in this SRA.	\$5,000.00
<b>Office furniture</b>	Office equipment including but not limited to office furniture.	\$18,000.00
<b>Advertising and Media</b>	Media, promotions, or outreach. These could include but are not limited to advertisements and public announcements or notifications, public hearings, digital and social media, radio, television, or other available media and program-related notifications.	\$15,000.00
<b>Travel and Mileage</b>	Travel costs or expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the WCRP Program.	\$4,575.00
<b>Materials and Supplies</b>	Tangible materials and supplies used for the performance of the WCRP Program. These can include but are not limited to printed materials, banners, general office supplies, and disinfecting and protective items for use in community outreach, activities, and meetings.	\$18,000.00
<b>Indirect Cost</b>	Indirect cost will be reimbursed through: De minimis Rate: 10% of the total direct costs for WCRP Program as negotiated with PRDOH.	\$106,181.00
<b>TOTAL OTHER OPERATING MAXIMUM COST:</b>		<b>\$166,756.00</b>

## EQUIPMENT

To support implementation of the WCRP Program, Subrecipient will need a variety of equipment. The total budget for equipment shall not exceed the amount indicated below for "**Total Equipment**" during the term of the SRA, allowing flexibility that the detail may fluctuate depending on WCRP Program needs. This includes an amount to cover equipment cost from for the duration of the SRA Term. The federal government imposes procurement requirements for the acquisition of all supplies, equipment and real property purchased with federal funds. Everything purchased with federal funds must be obtained through a procurement process that complies with the standards imposed by the federal the federal procurement rules and regulations found in 2 C.F.R. § 200.318 through §200.327 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

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The Subrecipient may procure items on the condition that the equipment is directly tied to fulfilling the conditions of the SRA, and that they are procured in the appropriate manner.

<b>EQUIPMENT</b>		
<b>EQUIPMENT DESCRIPTION</b>		<b>ESTIMATED COST</b>
<b>Office equipment</b>	Includes but is not limited to laptops, workstations and tablets, and other computer equipment and peripherals for WCRP Program's staff and fieldwork. Servers and other IT hardware and peripherals as needed. Projectors, screens, cameras, microphone other audiovisual equipment etcetera.	\$17,000.00
<b>Software and licenses</b>	Includes Software applications, programs that run on a device, as the variable part of the computer and hardware, platforms such as Zoom, Survey Monkey, Mail chimp, Smartsheet, Adobe Pro & Cloud Suite, ArcGIS, Website domain etcetera.	\$10,000.00
<b>TOTAL EQUIPMENT MAXIMUM COST:</b>		<b>\$27,000.00</b>

PRDOH reserves the right to adjust funding levels for each grantee and the allocation of the funding amounts for each planning component. Once Applicants are selected for award, PRDOH will determine the total amount to be awarded to any Subrecipient, based upon the scope of services to be provided, funds available, and other factors that PRDOH may determine.

### **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**



**EXHIBIT I**  
**NON-CONFLICT OF INTEREST CERTIFICATION**  
**WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM**  
**MUNICIPALITY OF ISABELA**

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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."

MIGUEL E. MENDEZ PEREZ

MIGUEL E. MENDEZ PEREZ (Dec 8, 2023 08:57 AST)

Signature

12/8/2023

Date

Miguel E. Méndez Pérez

Printed Name

Mayor

Position