



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

AMENDMENT C TO THE SUBRECIPIENT AGREEMENT
BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND
INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY
Contract No. 2023-DR0075
Amendment No. 2023-DR0075C



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This **AMENDMENT C TO THE SUBRECIPIENT AGREEMENT (AMENDMENT C)** is entered into this 29th day of October, 2024, 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 **Institute for Building Technology and Safety (Subrecipient)**, a nonprofit corporation, with principal offices at 1519 Ponce de León Ave. Suite 1013, San Juan, Puerto Rico, represented herein by its Regional Director, Agnes Crespo Quintana, of legal age, married, and resident of San Juan, Puerto Rico, collectively the "**Parties**".

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on January 23, 2023, the Parties executed a Subrecipient Agreement, Contract Number **2023-DR0075 (Agreement)**, for **ONE MILLION NINE HUNDRED NINETY-NINE THOUSAND FIVE HUNDRED FIFTY-ONE DOLLARS (\$1,999,551.00)** 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 date of the execution of the Agreement ending on **September 23, 2025**.

WHEREAS, on December 22, 2023, the Parties executed **Amendment A**, registered as Contract Number **2023-DR0075A (Amendment A)**, to modify **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) of the Agreement. Furthermore, **Section V. EFFECTIVE DATE AND TERM** was modified. The **TERM** of the Agreement was extended to **September 23, 2024**. Additionally, updated versions of **SECTION XII. CDBG-DR POLICIES AND PROCEDURES** and **SECTION XIV. FORCE MAJEURE** were incorporated into the Agreement. The **BUDGET** of the Agreement remained the same.

WHEREAS, on August 15, 2024, the Parties executed **Amendment B**, registered as Contract Number **2023-DR0075B (Amendment B)**, to modify **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) of the Agreement. Additionally, **Exhibit E-1** (Funds Certification) was incorporated into the Agreement. Furthermore, the **GENERAL AWARD INFORMATION** table in **Section I, Section V. EFFECTIVE DATE AND TERM, Section XII. CDBG-DR/MIT POLICIES AND PROCEDURES, Section XIX. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS** were modified. The **END TERM** of the Agreement was modified to **August 23, 2025**, and the **BUDGET** was modified for a total of **TWO MILLION DOLLARS (\$2,000,000.00)**.

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

WHEREAS, this **AMENDMENT C** 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 C**.

WHEREAS, the Subrecipient duly adopted the Delegation of Authority and Limited Power of Attorney dated June 6, 2024, authorizing the Subrecipient, via its Authorized Representative, Agnes Crespo Quintana, to enter into this **AMENDMENT C** with the PRDOH, and by signing this **AMENDMENT C**, 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 C** subject to the following:

II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

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

B. SCOPE OF THE AMENDMENT

The goal of the Program is to pursue the active and direct participation of communities in the development of their own Community Resilience Plans (**CRPs**). The Program will also provide community and public resiliency tools to support long-term recovery planning processes. As such, the Parties have identified the need to modify **Exhibit C** (Key Personnel), and **Exhibit D** (Budget). This amendment does not modify the total budget of the Agreement nor the end term.

As stated before, all other provisions of the original Agreement, including the total authorized budget, remain unaltered.

C. AMENDMENTS

- a. **Exhibit C** (Key Personnel) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement (**Attachment I**) to modify the following:
 - o Modify **Exhibit C** (Key Personnel) to delete the Role of **Program Specialist 2** in Table I Roles.
- b. **Exhibit D** (Budget) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement (**Attachment II**) to modify the following:

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- The Budget Summary Table was modified to include the budget analysis.

Staffing	Staffing resources for the execution and implementation of the WCRP Program.	\$1,189,368.00
Professional Services	Procured services that will assist in delivery and implementation of the WCRP Program.	\$215,000.00
Other Operating	Operational costs associated with delivery and implementation of the WCRP Program. Items include, but are not limited to indirect cost, media, or travel.	\$590,632.00
Equipment	Equipment needed for the execution and implementation of the WCRP Program.	\$5,000.00
Total Program Budget:		\$2,000,000.00

- The following summarizes the proposed budget modifications:

- **On Staffing Detail**
 - Estimated costs increased from \$1,125,274.00 to \$1,189,368.00
 - **Program Manager**-Estimated costs increased from \$184,262.00 to \$197,064.00
 - **Policy and Compliance Manager**-Estimated costs decreased from \$40,538.00 to \$38,380.00.
 - **Finance Manager**-Estimated Costs increased from \$89,722.00 to \$108,369.00
 - **Project Controls**-Estimated costs decreased from \$66,667.00 to \$57,862.00
 - **Communications Coordinator 1** -Estimated costs increased from \$12,894.00 to \$13,975.00.
 - **Program Specialist 1** -Estimated costs increased from \$54,042.00 to \$54,366.00.
 - **Program Specialist 2** -Estimated costs increased from \$291.00 to \$292.00.
 - **Planner 1** -Estimated costs increased from \$114,784.00 to \$120,113.00.
 - **Planner 2** -Estimated costs increased from \$128,889.00 to \$133,913.00.
 - **Planning Director** -Estimated costs increased from \$196,357.00 to \$208,014.00.
 - **GIS/Planner** -Estimated costs increased from \$107,807.00 to \$116,427.00.
 - **Data Collection Specialist** -Estimated costs increased from \$120,682.00 to \$129,891.00.
- **Professional Services Detail:**
 - Estimated costs decreased from \$311,250.00 to \$215,000.00.
 - **Community Ambassadors** -Estimated costs decreased from \$140,000.00 to \$70,000.00.
 - **Engineer** -Position deleted. Estimated costs decreased from \$26,250.00 to \$0.00.
- **Other Operating Detail:**
 - Estimated costs increased from \$558,476.00 to \$590,632.00.

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- **Materials and Supplies** -Estimated costs increased from \$3,800.00. to \$3,909.00.
- **Indirect Cost** -Estimated costs increased from \$534,676.00 to \$566,723.00.

III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

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

V. COMPTROLLER REGISTRY

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

[SIGNATURES ON THE FOLLOWING PAGE.]

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IN WITNESS THEREOF, the Parties hereto execute this **AMENDMENT C** 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 (Oct 29, 2024 11:23 EDT)
Name: William O. Rodríguez Rodríguez
Title: Secretary

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**INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY
Subrecipient**

By: Agnes Crespo Quintana
Name: Agnes Crespo Quintana
Title: Regional Director



EXHIBIT C

KEY PERSONNEL

WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM

INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY (IBTS)

Below is the Staffing Plan for Institute for Building Technology and Safety (IBTS) which reflects a combination of existing employees and new hired employees dedicated for the CDBG-DR WCRP Program.

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I. Roles

Roles
<u>Subrecipient Personnel:</u>
Program Manager
Policy and Compliance Manager
Finance Manager
CDBG-DR Specialist SME
Project Controls
Communications Coordinator 1
Communications Coordinator 2
Program Specialists 1
<u>Staff to Assist with Planning Activities:</u>
Planner 1
Planner 2
Planning Director
GIS/Planner
Data Collection Specialist

II. Role Descriptions:

Role	Description
<div>ACQ ACQ</div> <div>WRR WRR</div> Program Manager	Responsible for ensuring full compliance with all Housing and Urban Development (HUD) and Puerto Rico Department of Housing (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 the performance of all components of the WCRP 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.
Policy and Compliance Manager	Responsible of 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.
Finance Manager	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.

Role	Description
CDBG-DR Specialist SME	Responsible for the efficient management and coordination of all procurement-related services 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.
Project Control	Responsible for monitoring and ensuring that funds are spent and documented within the requirements of CDBG-DR program policies, including applicable federal and local regulations. Develop a 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.
Communications Coordinator 1 and 2	To assist in the coordination and communication between the Subrecipients, the Community and the PRDOH. Help to establish and implement strategic plan for outreach CDBG-DR programs opportunities in coordination with Program Manager and PRDOH. Assist in the coordination of all outreach communication materials and public-facing communications with PRDOH and Program Manager before implementing. Develop strategic plan to, effectively and efficiently, resolve communities and subrecipients relations issues in coordination with Program Manager and PRDOH.

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Role	Description
<div>ACQ</div> <div>ACQ</div> <div>GIS/ Planner</div>	Reviews of existing parameters, assessment of conditions, interpretation of data, projection of functional requirements, organization of requirements, coordination between the client and the analyst, interaction with the Project Director, and development of reports. Responsible for the development and analysis of data projections, creating tabular analysis tools, capacity to communicate complex ideas in an easily interpreted fashion, strategic planning, and development of survey tools. Additional responsibilities include the drafting of reports, creation of report outlines, coordination of the data collected, translation, and presentation of the CRP.
<div>WORR</div> <div>WORR</div> <div>Data Collection Specialist</div>	Help with the data collection to support the planning process with accurate data for the assessment, analysis, community profiles, and reports, among others.

END OF DOCUMENT



EXHIBIT D – SECTION 1

BUDGET

WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM

INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY (IBTS)

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Puerto Rico Department of Housing (PRDOH) designated to the Subrecipient a total allocation amount of **two million dollars (\$2,000,000.00)** for the Whole Community Resilience Planning Program. The maximum budget amount assigned to the Subrecipient to complete the activities under this SRA **two million dollars (\$2,000,000.00)**. 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 (Timelines 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.

BUDGET SUMMARY		
ACTIVITY DESCRIPTION		
STAFFING	Staffing resources for the execution and implementation of the WCRP Program.	\$1,189,368.00
PROFESSIONAL SERVICES	Procured services that will assist in delivery and implementation of the WCRP Program.	\$215,000.00
OTHER OPERATING	Operational costs associated with delivery and implementation of the WCRP Program. Items include, but are not limited to indirect cost, media, or travel.	\$590,632.00
EQUIPMENT	Equipment needed for the execution and implementation of the WCRP Program.	\$5,000.00
TOTAL PROGRAM BUDGET:		\$2,000,000.00

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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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STAFFING (Table below represents both the Historical incurred expenses and the proposed Amendment B Budget.

STAFFING DETAIL						
POSITION	QTY. OF RESOURCES [A]	ESTIMATED* MONTHS NEEDED [B]	ESTIMATED* HOURS PER MONTH PER RESOURCES [C]	ESTIMATED* HOURLY RATE (INCLUDES FRINGE BENEFITS) [D]	ESTIMATED* COST PER MONTH [E = A x C x D]	ESTIMATED* COST AS PER NUMBER OF MONTHS REMAINING [F=B x E]
Program Manager	1	10	76	\$98.47	\$7,483.72	\$197,064.00
Policy and Compliance Manager	1	10	20	\$71.94	\$1,438.80	\$38,380.00
Finance Manager	1	10	71	\$71.72	\$5,092.12	\$108,369.00
CDBG-DR Specialist SME	1	3	8	\$117.64	\$ 941.12	\$2,824.00
Project Controls	1	10	50	\$73.08	\$3,654.00	\$57,862.00
Communications Coordinator 1	1	5	20	\$52.52	\$1,050.40	\$13,975.00
Communications Coordinator 2	1	3	50	\$52.52	\$2,626.00	\$7,878.00
Program Specialist 1	1	10	70	\$32.37	\$2,265.90	\$54,366.00
Program Specialist 2	1	0	0	\$0.00	\$ 0.00	\$ 292.00
Planner 1	1	5	160	\$56.53	\$9,044.80	\$120,113.00
Planner 2	1	5	160	\$56.53	\$9,044.80	\$133,913.00
Planning Director	1	5	126	\$78.23	\$9,856.98	\$208,014.00
GIS/Planner	1	5	160	\$43.37	\$6,939.20	\$116,427.00
Data Collection Specialist	1	5	150	\$57.55	\$8,632.50	\$129,891.00
TOTAL MAXIMUM MONTHLY COST:						\$68,070.34
**TOTAL MAXIMUM STAFF COST IN SRA:						\$1,189,368.00

* Estimated amount in rate, hours, and monthly cost, could vary based on actual need and work performed on the WCRP Program upon PRDOH approval. This cost may not exceed the amount shown per position in the last column.

** Total Maximum Staff cost in SRA includes previous expenses.

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 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.***

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PROFESSIONAL SERVICES DETAIL		
SERVICES DESCRIPTION		ESTIMATED COST
Community Development Specialist	To provide professional services to support in the community outreach and communication in participating communities via an asset-based approach. The firm or organization must have vast experience in community development and other participatory methodologies to support change in the community. These grassroots engagement approaches will be integrated with CRAFT (Community Resilience Assessment Framework & Tools), IBTS' resilience assessment framework,	\$60,000.00
Planner Specialist	To provide professional services to perform support in the analysis of impacts and stressors, as well as susceptibility and sensitivity of community assets, and identify resilience actions based on the communities' stressors. Also, the planner's specialist will assist in the development of one or more community resilience plans (CRP), including the development of tools for the implementation and evaluation of the CRP.	\$60,000.00
GIS Specialist	To perform site visits in the communities to help in the collection of information like housing, infrastructure damages, and natural hazards, among others. Identify and create reference mapping points to create a zone map. Implementation of the Survey 123. Also, the person will assist in the reviews of existing parameters, assessment of conditions, interpretation of data, projection of functional requirements, organization of requirements, and coordination between the client and the analyst.	\$25,000.00
Community Ambassadors	Community Based Organization to provide professional services to support and coordinate with the community leaders the logistics and ensure the promotion of the WCRP program. The organization must be incorporated in the Department of State. It will also be responsible to support our planners identify high-risk and isolated communities to guarantee representation of all the stakeholders.	\$70,000.00
TOTAL PROFESSIONAL SERVICES MAXIMUM COST:		\$215,000.00

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.

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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 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.

OTHER OPERATING DETAIL		
TYPE	DESCRIPTION	ESTIMATED COST
Advertising and Media	Media, promotions, or outreach. These could include but are not limited to advertisements and public announcements or notifications, community meetings, digital and social media or other available media and program-related notifications	\$2,000.00
Travel and Mileage	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	\$18,000.00
Materials and Supplies	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.	\$3,909.00
Indirect Cost	Indirect cost will be reimbursed through Negotiated Indirect Cost Rate Agreement (NICRA) with PRDOH of 65%	\$566,723.00
TOTAL OTHER OPERATING MAXIMUM COST:		\$590,632.00

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). 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.

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EQUIPMENT		
EQUIPMENT DESCRIPTION		ESTIMATED COST
Office equipment	Workstations and tablets, and other computer equipment and peripherals for program staff and fieldwork. Servers and other IT hardware and peripherals as needed. Projectors, screens, cameras, microphones other audiovisual equipment etcetera. Drone.	\$5,000.00
TOTAL EQUIPMENT MAXIMUM COST:		\$5,000.00

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.

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WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM NON-CONFLICT OF INTEREST CERTIFICATION INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY

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."

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Signature

October 22, 2024

Date

Agnes Crespo Quintana

Printed Name

Regional Director

Position