



**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
HOUSING COUNSELING (HC) PROGRAM**

AMENDMENT J TO THE SUBRECIPIENT AGREEMENT

**BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND
ONE STOP CAREER CENTER OF P.R., INC.
Contract No. 2020-DR0011
Amendment No. 2020-DR0011J**



This **AMENDMENT J TO THE SUBRECIPIENT AGREEMENT ("AMENDMENT J")** is entered into this 11 day of January, 2025, 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. Ciary Y. Pérez Peña, of legal age, single, and resident of Las Piedras, Puerto Rico; and **One Stop Career Center of P.R., Inc. ("Subrecipient")**, a nonprofit corporation, with principal offices at 839 Street Añasco, Suites 3 & 5, San Juan, Puerto Rico, represented herein by its Executive Director, Carmen G. Cosme Pitre, of legal age, single, and resident of San Juan, Puerto Rico; collectively the "**Parties**".

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I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on August 13, 2019, the Parties executed a Subrecipient Agreement, Contract Number **2020-DR0011 ("Agreement")**, for **SEVEN HUNDRED FORTY-NINE THOUSAND SIX HUNDRED TIRTY-NINE DOLLARS AND FORTY-THREE CENTS (\$749,639.43)** for the Subrecipient to undertake its activities under the **Housing Counseling Program ("Program")**. The Parties agreed on a performance period of **twenty-four (24)** months from the date of the execution of the Agreement, ending on **August 12, 2021**.

WHEREAS, on November 12, 2019, the Parties executed an **Amendment A** to the Agreement, Contract Number **2020-DR0011A ("Amendment A")**. Via **Amendment A**, modifications to **Section V. EFFECTIVE DATE AND TERM**, **Section IX. AMENDMENT AND TERMINATION**, and **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS**, were incorporated into the Agreement. Also, an updated version of **Exhibit D (Budget)** was incorporated. All other provisions of the Agreement remained unaltered. **Amendment A** did not affect the **END DATE** nor the **Total Budget** of the Agreement.

WHEREAS, on August 28, 2020, the Parties executed **Amendment B** to the Agreement, Contract Number **2020-DR0011B ("Amendment B")**. Via **Amendment B**, modifications to **Section V. EFFECTIVE DATE AND TERM**, **Section VI. BUDGET**, **Section VII. PAYMENT**, **Section VIII. NOTICES**, **Section IX. AMENDMENT AND TERMINATION**, **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS**, **Section XIII. HEADINGS AND SUBHEADINGS**, and **Section XV. GOVERNING LAW JURISDICTION**, were incorporated into the Agreement. Also, **Section XXXVIII. CDBG-DR POLICIES AND PROCEDURES**, **Section XXXIX. FEDERAL FUNDING**, **Section XL. RECAPTURE OF FUNDS**, **Section XLI. OVERPAYMENT**, and **Section XLII. SURVIVAL OF TERMS AND CONDITIONS**, were added into the Agreement via this **Amendment B**. Moreover, updated versions of **Exhibit C (Key Personnel)** and

Exhibit D (Budget), were incorporated. **Amendment B** did not affect the **END DATE** nor the **Total Budget** of the Agreement.

WHEREAS, on July 7, 2021, the Parties executed **Amendment C** to the Agreement, Contract Number **2020-DR0011C** ("**Amendment C**"). Via **Amendment C**, the Parties agreed to increase the total budget amount to **ONE MILLION NINE HUNDRED NINE THOUSAND THREE HUNDRED FORTY-EIGHT DOLLARS (\$1,909,348.00)**. Also, the **END DATE** of the Agreement was extended to **August 6, 2023**. Modifications to **Section III. SCOPE OF WORK**, **Section IV. PERFORMANCE, MONITORING AND REPORTING**, **Section V. EFFECTIVE DATE AND TERM**, **Section VI. BUDGET**, **Section IX. AMENDMENT AND TERMINATION**, **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS**, **Section XXXII MEMORANDUM NO. 2017-001; CIRCULAR LETTER 141-17 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARIA DE LA GOBERNACION) & THE OFFICE OF MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO)**, **Section XXXIV. SUBROGATION**, **Section XXXVI. CONSOLIDATIONS, MERGERS, CHANGE OF NAME OR DISSOLUTIONS**, **Section XXXVIII. CDBG-DR POLICIES AND PROCEDURES**, **Section XLII. SURVIVAL OF TERMS AND CONDITIONS**, and **Section XLIII. FORCE MAJEURE**, were incorporated by reference into the Agreement. Moreover, updated versions of **Exhibit C** (Key Personnel), and **Exhibit D** (Budget), were incorporated via **Amendment C**. Furthermore, a new **Exhibit G** (Subrogation and Assignment Provisions) was added into the Agreement.

WHEREAS, on October 14, 2021, the Parties executed **Amendment D** to the Agreement, Contract Number **2020-DR0011D** ("**Amendment D**"). Via **Amendment D**, an updated version of **Exhibit B** (Timelines and Performance Goals), was incorporated by reference into the Agreement. **Amendment D** did not affect the **END DATE** nor the **Total Budget** of the Agreement.

WHEREAS, on May 24, 2022, the Parties executed **Amendment E** to the Agreement, Contract Number **2020-DR0011E** ("**Amendment E**"). Via **Amendment E**, the Parties agreed to increase the total budget amount to **TWO MILLION TWO HUNDRED SEVENTY-NINE THOUSAND FOUR HUNDRED NINETY-ONE DOLLARS (\$2,279,491.00)**. Also, updated versions of **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit G** (Subrogation and Assignment Provisions), were incorporated via **Amendment E**. Furthermore, a new **Exhibit E** (Funds Certification) was added into the Agreement. **Amendment E** did not affect the **END DATE** of the Agreement.

WHEREAS, on April 4, 2023, the Parties executed **Amendment F** to the Agreement, Contract Number **2020-DR0011F** ("**Amendment F**"). Via **Amendment F**, modifications to **Section XXXVIII. CDBG-DR POLICIES AND PROCEDURES**, and **Section XLIII. FORCE MAJEURE**, were incorporated by reference into the Agreement. Also, **Section XLIV. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**, and **Section XLV. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE** were added. Moreover, updated versions of **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements), were incorporated via **Amendment F**. Furthermore, a new **Exhibit H** (Non-Conflict Certification) was added. Modifications to **Section II. ATTACHMENTS** and **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS** of the Agreement were incorporated to address the introduction of the aforementioned new exhibit into the Agreement. **Amendment F** did not affect the **END DATE** nor the **Total Budget** of the Agreement.

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WHEREAS, on August 4, 2023, the Parties executed **Amendment G** to the Agreement, Contract Number **2020-DR0011G** ("**Amendment G**"). Via **Amendment G**, the Parties agreed to increase the total budget amount to **THREE MILLION DOLLARS (\$3,000,000.00)**. Also, the **END DATE** of the Agreement was extended to **January 6, 2025**. In addition, a **GENERAL AWARD INFORMATION** table was included in **Section I**. Moreover, modifications to **Section II. ATTACHMENTS**, and **Section V. EFFECTIVE DATE AND TERM**, were incorporated by reference into the Agreement. Furthermore, updated versions of **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements), were incorporated via **Amendment G**. Furthermore, a new **Exhibit E-1** (Funds Certification) was added into the Agreement.

WHEREAS, on December 2, 2024, the Parties executed **Amendment H** to the Agreement, Contract Number **2020-DR0011H** ("**Amendment H**"). Via **Amendment H**, modifications to the **GENERAL AWARD INFORMATION** table in **Section I.**, **Section II. ATTACHMENTS**, **Section XXXVI. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS**, and **Section XXXVIII. CDBG-DR POLICIES AND PROCEDURES**, were incorporated by reference into the Agreement. In addition, updated versions of **Exhibit D** (Budget) and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements), were incorporated via **Amendment H**. Also, a new **Exhibit E-1** (Funds Certification) was added. Moreover, **Exhibit E-2** (Funds Certification) and **Exhibit E-3** (Funds Certification) were added to correct the exhibit identification.

WHEREAS, on December 26, 2024, the Parties executed **Amendment I** to the Agreement, Contract Number **2020-DR0011I** ("**Amendment I**"). Via **Amendment I**, the **END DATE** of the Agreement was extended to **December 31, 2025**. Also, modifications to the **GENERAL AWARD INFORMATION** table in **Section I.**, and **Section V. EFFECTIVE DATE AND TERM**, were incorporated into the Agreement. In addition, an updated version of **Exhibit B** (Timelines and Performance Goals) was incorporated via **Amendment I**.

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 J** 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 J**.

WHEREAS, the Subrecipient has duly adopted the Resolution dated December 23, 2024, authorizing its Authorized Representative, Carmen G. Cosme Pitre, to enter into this **AMENDMENT J** with the PRDOH in its behalf; and by signing this **AMENDMENT J**, 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 J** subject to the following:

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II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

The information included in this **AMENDMENT J** 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 J**. 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 Housing Counseling Program (HC Program) offers housing counseling services to benefit low-and moderate-income (LMI), persons below 80% Area Median Family Income (AMFI), and Limited Clientele (LC) persons according to HUD's Modified Income Limits for Puerto Rico's CDBG-DR Program. In order to achieve the Program goals, the Parties acknowledge and agree that it is necessary to increase the total budget amount by **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00)**, from **THREE MILLION DOLLARS (\$3,000,000.00)** to **THREE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$3,500,000.00)**.

Modifications to the **GENERAL AWARD INFORMATION** table in **Section I.**, and **Section II. ATTACHMENTS**, are being incorporated via this **AMENDMENT J**. Also, an updated version of **Exhibit D** (Budget) is being incorporated by reference into the Agreement. Moreover, a new **Exhibit E-4** is being added into the Agreement.

As stated before, all other provisions of the original Agreement, including the **END DATE**, remain unaltered.

C. AMENDMENTS

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

CDBG-DR Grantee Federal Award Identification Number:	B-17-DM-72-0001 B-18-DP-72-0001
CDBG-DR Grantee Federal Award Date:	September 20, 2018 February 21, 2020
CDBG-DR Grantee Unique Entity Identifier:	Unique Entity ID: FFMUBT6WCM1
Federal Award project description:	See Exhibit A ("Scope of Work")
Subrecipient Contact Information:	Carmen G. Cosme Pitre Executive Director 839 Calle Añasco, Suite 3, San Juan, Puerto Rico 00925
Subrecipient Unique Identifier:	Unique Entity ID #: LLFNKTY4JH57
Subaward Period of Performance:	Start Date: Effective Date, as defined in Section V of the Agreement, as amended. End Date: December 31, 2025

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c. **Exhibit D** (Budget) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement (**Attachment I**), to modify the following:

▪ **Contract Budget Table:**

1. **Staffing** - The proposed budget increases from \$2,660,498.81 to \$3,107,068.49.
2. **Other Operating** - The proposed budget increases from \$319,485.30 to \$372,807.74.
3. **Equipment** - The proposed budget increases from \$20,015.89 to \$20,123.77.
4. **TOTAL COSTS and GRAND TOTAL** - The proposed budget increases from \$3,000,000.00 to \$3,500,000.00.

▪ Staffing section includes: two data tables; the first consists of the Historical incurred expenses with the proposed changes and the second data table only includes the proposed prospective costs as the Amendment J Budget.

▪ The Staffing proposed budget increases from \$2,660,498.81 to \$3,107,068.49. This section is modified as follows:

1. **Executive Director**- Decrease "Estimated* Hours per Month Per Resource [B]" from 55 to 28. Increase "Months Needed [C]" from 8 to 12. Increase "Estimated* Hourly Rate (Includes Fringe Benefits) [D]" from \$84.49 to \$101.39. Decrease "Estimated* Monthly Cost [E=AxBxD]" from \$4,647.00 to \$2,839.00. The proposed budget decreases from \$37,176.00 to \$34,068.00.
2. **Program Director** - Decrease "Estimated* Hours per Month Per Resource [B]" from 100 to 92. Increase "Months Needed [C]" from 8 to 12. Increase "Estimated* Hourly Rate (Includes Fringe Benefits) [D]" from \$61.96 to \$73.23. Increase "Estimated* Monthly Cost [E=AxBxD]" from \$6,196.00 to \$6,738.00. The proposed budget increases from \$49,568.00 to \$80,856.00.
3. **Intake Housing Counselor**- Decrease the "Qty. of Resources [A]" from 2 to 1. Increase "Months Needed [C]" from 8 to 12. Decrease "Estimated* Monthly Cost [E=AxBxD]" from \$5,808.00 to \$2,904.00. The proposed budget decreases from \$46,464.00 to \$34,848.00.
4. **Intake Housing Counselor Senior**- Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$26,544.00 to \$39,816.00.
5. **Housing Counselor Intermediate**- Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$132,664.00 to \$198,996.00.
6. **Housing Counselor Senior**- Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$41,472.00 to \$62,208.00.

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7. **Client Management System Coordinator-** Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$26,544.00 to \$39,816.00.
8. **Accountant-** Decrease "Estimated* Hours per Month Per Resource [B]" from 55 to 50. Increase "Months Needed [C]" from 8 to 12. Decrease "Estimated* Monthly Cost [E=AxBxD]" from \$1,240.00 to \$1,127.00. The proposed budget increases from \$9,920.00 to \$13,524.00.
9. **Housing Counselor Assistance Staff-** Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$23,216.00 to \$34,824.00.
10. **Compliance Officer-** Decrease "Estimated* Hours per Month Per Resource [B]" from 55 to 28. Increase "Months Needed [C]" from 8 to 12. Increase "Estimated* Hourly Rate (Includes Fringe Benefits) [D]" from \$39.43 to \$47.32. Decrease "Estimated* Monthly Cost [E=AxBxD]" from \$2,169.00 to \$1,325.00. The proposed budget decreases from \$17,352.00 to \$15,900.00.
11. **Case Manager-** Decrease "Estimated* Hours per Month Per Resource [B]" from 184 to 46. Increase "Months Needed [C]" from 8 to 12. Decrease "Estimated* Monthly Cost [E=AxBxD]" from \$3,110.00 to \$778.00. The proposed budget decreases from \$24,880.00 to \$9,336.00.
12. **Follow-up & Survey Support Officer-** Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$12,440.00 to \$18,660.00.
13. **Receptionist-** Increase "Months Needed [C]" from 8 to 12. The proposed budget increases from \$17,416.00 to \$26,124.00.
14. **Total Estimated Monthly Cost-** The proposed budget decreases from \$60,376.00 to \$50,748.00.
15. ****Total Staff Cost for Amendment-** The proposed budget increases from \$483,008.00 to \$608,976.00.
16. ****Total Cost for Staff per Contract Period-** The proposed budget increases from \$2,660,498.81 to \$3,107,068.49.
17. Below the "Staffing - Amendment J" table replace everything with the following:
"Estimate amount in rate, hours and monthly cost, could vary based on actual need and work performed on the program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH. **Total Cost for Staff per Contract Period includes previous expenditures. Estimated* Monthly Cost is roundup for extension purposes."

- Staffing section to eliminate the following position:

1. **Housing Counselor Junior**
2. **Marketing and Outreach Coordinator-** (Never been occupied)

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3. **Senior Accountant-** (Never been occupied)

4. **Legal Advisor and Procurement Officer**

▪ Modify the Other Operating section:

1. **Travel-** The proposed budget increases from \$6,037.96 to \$6,367.39.

2. **Materials-** The proposed budget increases from \$4,049.91 to \$6,225.06.

3. **Training-** The \$2,000.00 budget remains unchanged.

4. **Space use and utilities-** The proposed budget increases from \$40,138.76 to \$46,049.19.

5. **Overhead-** The proposed budget increases from \$267,258.67 to \$312,166.10.

6. **Total Expenses-** The proposed budget increases from \$319,485.30 to \$372,807.74.

▪ Modify the Equipment section:

1. **Computer Equipment-** The \$18,252.71 budget remains unchanged.

2. **Software-** The proposed budget increases from \$1,763.18 to \$1,871.06.

3. **Total Expenses Budget-** The proposed budget increases from \$20,015.89 to \$20,123.77.

d. **A new Exhibit E-4** (Funds Certification) is being added into the Agreement to increase the total budget amount by **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00)**. (**Attachment II**).

III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

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

V. COMPTROLLER REGISTRY

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

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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 J (Attachment III)**.

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

PUERTO RICO DEPARTMENT OF HOUSING CDBG-DR Grantee

By: 
Ciary Y. Pérez Peña (Jan 11, 2025 09:57 AST)
Name: Ciary Y. Pérez Peña
Title: Secretary

ONE STOP CAREER CENTER OF P.R., INC. Subrecipient

By: Carmen Gloria Cosme Pitre
Carmen Gloria Cosme Pitre (Jan 10, 2025 10:47 AST)
Name: Carmen G. Cosme Pitre
Title: Executive Director

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EXHIBIT D

BUDGET

HOUSING COUNSELING PROGRAM

ONE STOP CAREER CENTER OF P.R., INC.

DESCRIPTION OF SERVICES

One Stop Career Center of PR, Inc. (OSCC) will provide housing counseling services (one-on-one counseling and formal training sessions) to residents in the municipalities of Caguas, Cidra, Comerío, Humacao, Juncos, Las Piedras, Maunabo, Patillas, San Lorenzo, Vieques, Yabucoa and other municipalities (as well as those referred by and walk-in clients to PRDOH or the Program Manager's offices to be qualified for the Program) affected by hurricanes Irma and María. These services may cover topics such as but are not limited to Tenant rights; The home buying process; How to maintain a home or homeowner education; Budgeting; Identifying and reporting predatory lending practices; Rights for persons with disabilities; Foreclosure prevention and mitigation; Relocation; Disaster preparedness and recovery; Homelessness services; Financial literacy; The importance of maintaining good credit; and Other Housing Counseling Agency eligible disaster recovery services as discussed in the HUD Housing Counseling Disaster Recovery Toolkit.

BUDGET AND HOW THOSE SERVICES RELATE TO DELIVERING THE SCOPE WORK.

According to the approved (by HUD) current Action Plan, Puerto Rico intends to undertake a Housing Counseling Program. The program focuses on providing recovering residents with wrap-around educational services to promote an understanding of housing and financial options. As Housing Counseling Disaster Recovery Toolkit,¹ "HUD suggests that a single housing counselor might assist 40 – 200 families with an individualized assessment, action plan, and housing solution throughout a two-year program. As an extremely rough estimate, the total cost of housing counseling can range from \$600 to \$1,875". With OSCC, proposed services include those identified in **Exhibit C** (Key Personnel).

PROJECT ACTIVITY DELIVERY COSTS		
Staffing	Salaries for employees that will be working directly with the Housing Counseling program. CDGB-DR.	\$3,107,068.49
Other Operating	Travel cost and Operating overhead Indirect costs.	\$372,807.74
Equipment	Computer, software, etc.	\$20,123.77
TOTAL COSTS		\$3,500,000.00
GRAND TOTAL		\$3,500,000.00

¹ <https://www.hudexchange.info/resources/documents/Housing-Counseling-Disaster-Program-Guide.pdf>

STAFFING (Table below represents both the Historical incurred expenses and the proposed Amendment J Budget)

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Month Needed [C]	Estimated Hourly Rate (Includes Fringe Benefits) [D]	Estimated Monthly Cost [E=AxBxD]	Estimated Cost for the Program [F=CxE]	Previous Expenditure (Staffing) [G]	Total Cost for the Program [H=F+G]
Executive Director	1	28	12	\$101.39	\$2,839.00	\$34,068.00	\$242,227.28	\$276,295.28
Program Director	1	92	12	\$73.23	\$6,738.00	\$80,856.00	\$349,769.44	\$430,625.44
Intake Housing Counselor	1	184	12	\$15.78	\$2,904.00	\$34,848.00	\$237,492.27	\$272,340.27
Intake Housing Counselor Senior	1	184	12	\$18.03	\$3,318.00	\$39,816.00	\$107,849.60	\$147,665.60
Housing Counselor Junior	1	0	0	\$16.90	\$-	\$-	\$1,956.00	\$1,956.00
Housing Counselor Intermediate	4	184	12	\$22.53	\$16,583.00	\$198,996.00	\$863,070.06	\$1,062,066.06
Housing Counselor Senior	1	184	12	\$28.17	\$5,184.00	\$62,208.00	\$150,679.68	\$212,887.68
Client Management System Coordinator	1	184	12	\$18.03	\$3,318.00	\$39,816.00	\$158,844.43	\$198,660.43
Accountant	1	50	12	\$22.53	\$1,127.00	\$13,524.00	\$80,464.21	\$93,988.21
Housing Counselor Assistance Staff	1	184	12	\$15.77	\$2,902.00	\$34,824.00	\$84,359.42	\$119,183.42
Compliance Officer	1	28	12	\$47.32	\$1,325.00	\$15,900.00	\$78,109.70	\$94,009.70
Case Manager	1	46	12	\$16.90	\$778.00	\$9,336.00	\$44,786.61	\$54,122.61
Follow-up & Survey Support Officer	1	92	12	\$16.90	\$1,555.00	\$18,660.00	\$24,881.04	\$43,541.04
Marketing and Outreach Coordinator	1	0	0	\$28.17	\$-	\$-	\$-	\$-
Senior Accountant	1	0	0	\$27.04	\$-	\$-	\$-	\$-
Legal Advisor and Procurement Officer	1	0	0	\$39.43	\$-	\$-	\$16,402.89	\$16,402.89
Receptionist	1	184	12	\$11.83	\$2,177.00	\$26,124.00	\$57,199.88	\$83,323.88
Total Estimated Monthly Cost:					\$50,748.00			
**Total Staff Cost for Amendment:					\$608,976.00			
Total Cost for Previous Expenditures:					\$2,498,092.49			
**Total Cost for Staff per Contract Period:					\$3,107,068.49			

*Estimate amount in rate, hours and monthly cost, could vary based on actual need and work performed on the program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH.

**Total Cost for Staff per Contract Period includes previous expenditures.

Estimated* Monthly Cost is roundup for extension purposes.

STAFFING (Amendment J Budget does not include the Historical incurred expenses. ¹Total Cost for contract period is taken from the table above.)

STAFFING - Amendment J

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Month Needed [C]	Estimated Hourly Rate (Includes Fringe Benefits) [D]	Estimated Monthly Cost [E=AxBxD]	Estimated Cost for the Program as per Amendment J [F=CxE]
Executive Director	1	28	12	\$101.39	\$2,839.00	\$34,068.00
Program Director	1	92	12	\$73.23	\$6,738.00	\$80,856.00
Intake Housing Counselor	1	184	12	\$15.78	\$2,904.00	\$34,848.00
Intake Housing Counselor Senior	1	184	12	\$18.03	\$3,318.00	\$39,816.00
Housing Counselor Intermediate	4	184	12	\$22.53	\$16,583.00	\$198,996.00
Housing Counselor Senior	1	184	12	\$28.17	\$5,184.00	\$62,208.00
Client Management System Coordinator	1	184	12	\$18.03	\$3,318.00	\$39,816.00
Accountant	1	50	12	\$22.53	\$1,127.00	\$13,524.00
Housing Counselor Assistance Staff	1	184	12	\$15.77	\$2,902.00	\$34,824.00
Compliance Officer	1	28	12	\$47.32	\$1,325.00	\$15,900.00
Case Manager	1	46	12	\$16.90	\$778.00	\$9,336.00
Follow-up & Survey Support Officer	1	92	12	\$16.90	\$1,555.00	\$18,660.00
Receptionist	1	184	12	\$11.83	\$2,177.00	\$26,124.00
Total Estimated Monthly Cost:					\$50,748.00	
**Total Staff Cost for Amendment:						\$608,976.00
**Total Cost for Staff per Contract Period¹:						\$3,107,068.49

*Estimate amount in rate, hours and monthly cost, could vary based on actual need and work performed on the program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH.

**Total Cost for Staff per Contract Period includes previous expenditures.

Estimated* Monthly Cost is roundup for extension purposes.

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OTHER OPERATING

Item Name	Item Description	Budget
Travel	Travel costs related to provide housing counseling services include transportation, mileage, lodging, air tickets, ferry tickets and per diem.	\$6,367.39
Materials	Office, Educational, Printing, and Marketing materials, for the CDBG-DR Housing Counseling Program.	\$6,225.06
Training	Housing Counseling Staff training	\$2,000.00
Space use and utilities	Depreciation of facilities and utilities payments for short-term use related to activities necessary to carry out the tasks and activities described in this SRA.	\$46,049.19
Overhead	Indirect cost through De Minimis Rate (10%) of the program.	\$312,166.10
Total Expenses:		\$372,807.74

EQUIPMENT

Item Name	Item Description	Budget
Computer Equipment	Acquisition of laptops, desktops, scanners, printers, peripherals, battery backups, and other office equipment for the program staff.	\$18,252.71
Software	Acquisition of Software applications, programs that run on a device as the variable part of the computer, and hardware such as Windows Office, Adobe Acrobat, and DocuSign.	\$1,871.06
Total Expenses Budget:		\$20,123.77

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 the purpose and balance of funds, and if determined that the re-distribution is in benefit for the Program and the balance of funds is validated, the PRDOH will provide written authorization to the Subrecipient. Until the written authorization is submitted by the PRDOH, the re-distribution cannot be considered as authorized.
- c) This re-distribution of funds as described here shall be considered binding and will not require an amendment to this SRA.

END OF DOCUMENT



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

ATTACHMENT II EXHIBIT E-4

Contract Code: cc5937-j
Type: Change Order A_V2
Original Registered Code:

CERTIFICATION OF FUNDS

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

CC
CC

Contracting Of: ONE STOP CAREER CENTER OF PR
Source of Funds: 14.228 CDBG Funds
For: Amendment J to 2021-DR0011
Housing Counseling Services
Amount: \$500,000.00

CYP
CYP

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

Grant	Area / Project	Activity Code	Category Description	Account	Amount
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Indirect Cost	6090-01-000	\$44,907.43
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Other Operating (Subrecipient)	6090-01-000	\$8,415.01
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Staff / Personnel (Sub-recipient)	6090-01-000	\$446,569.68
B-18-DP-72-0001	Housing	r02h12hcp-doh-un	H - Equipment (Sub recipient)	6090-01-000	\$107.88
					<u>\$500,000.00</u>

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

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

Cesar Candelario Signed Date - 12/30/2024
Electronic Approval
Budget Manager

Nilda Baez Signed Date - 01/03/2025
Electronic Approval
Finance Director

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



NON-CONFLICT OF INTEREST CERTIFICATION HOUSING COUNSELING PROGRAM ONE STOP CAREER CENTER OF P.R., 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."

Carmen Gloria Cosme Pitre

Carmen Gloria Cosme Pitre (Jan 10, 2025 10:47 AST)

Signature

1/10/2025

Date

Carmen G. Cosme Pitre

Printed Name

Executive Director

Position

CC
cc

CYPP
CYPP