



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

AMENDMENT F TO THE SUBRECIPIENT AGREEMENT  
BETWEEN THE  
PUERTO RICO DEPARTMENT OF HOUSING  
AND THE  
YMCA DE SAN JUAN  
(THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.)  
Contract No. 2021-DR0147  
Amendment No. 2021-DR0147F



This **AMENDMENT F TO THE SUBRECIPIENT AGREEMENT** ("**AMENDMENT F**") is entered into this 26 day of December, 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 the **YMCA DE SAN JUAN (THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.)** ("**Subrecipient**"), a nonprofit corporation with principal offices at 800 Boulevard Sagrado Corazón, Calle Los Ángeles, Parada 26 ½, San Juan, Puerto Rico, represented herein by its Executive Director, Mabel Román Padró, of legal age, married, and resident of San Juan, Puerto Rico; collectively the "**Parties**".

**I. RECITALS AND GENERAL AWARD INFORMATION**

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

**WHEREAS**, on November 2, 2021, the Parties executed **Amendment A** to the Agreement, Contract Number **2021-DR0147A** ("**Amendment A**"). **Amendment A** incorporated several modifications to the **Exhibit C** (Key Personnel) and **Exhibit D** (Budget) of the Agreement. A redistribution of funds was performed via **Amendment A**. Said redistribution included a segregation of costs and funds allocated to both the Subrecipient and its Subawardee, Vitrina Solidaria.

**WHEREAS**, on March 31, 2022, the Parties executed **Amendment B** to the Agreement, Contract Number **2021-DR0147B** ("**Amendment B**"). **Amendment B** served the purpose of amending **Exhibit D** (Budget), **Exhibit F** (HUD General Provisions), and adding a new **Exhibit H** (Subrogation and Assignment Provisions) to the Agreement. Both the end term and the total authorized budget of the Agreement remained unchanged.

**WHEREAS**, on March 10, 2023, the Parties executed **Amendment C** to the Agreement, Contract Number **2021-DR0147C** ("**Amendment C**"). Via **Amendment C**, the Parties acknowledged and agreed to extend the **END TERM** of the Agreement to **August 30, 2023**. Modifications and changes to the **GENERAL AWARD INFORMATION** table in **Section I** of the Agreement, **Section II. ATTACHMENTS**, **Section V. EFFECTIVE DATE AND TERM**, **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS**, and **Section XI. CDBG-DR POLICIES AND PROCEDURES** of the Agreement were incorporated

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via **Amendment C**. Moreover, **Section XXX. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION** and **Section XXXI. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE** were added to the Agreement. Updated versions of **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performances Goals), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) were incorporated by reference into the Agreement as well. Additionally, a new **Exhibit I** (Non-Conflict of Interest Certification) was incorporated by reference into the Agreement. The total authorized budget of the Agreement remained unchanged.

**WHEREAS**, on August 30, 2023, the Parties executed **Amendment D** to the Agreement, Contract Number **2021-DR0147D** ("**Amendment D**"). Via **Amendment D**, the Parties acknowledged and agreed to extend the **END TERM** of the Agreement to **June 30, 2024**. Modifications and changes to the **GENERAL AWARD INFORMATION** table in **Section I** and **Section V. EFFECTIVE DATE AND TERM** of the Agreement were incorporated via **Amendment D**. Moreover, **Section XII. FORCE MAJEURE** of the Agreement was modified, while updated versions of **Exhibit B** (Timelines and Performances Goals), **Exhibit C** (Key Personnel), and **Exhibit D** (Budget) were incorporated by reference into the Agreement. The total authorized budget of the Agreement remained unchanged.

**WHEREAS**, on June 28, 2024, the Parties executed **Amendment E** to the Agreement, Contract Number **2021-DR0147E** ("**Amendment E**"). Via **Amendment E**, the Parties acknowledged and agreed to extend the **END TERM** of the Agreement to **December 31, 2024**. Modifications and changes to the **GENERAL AWARD INFORMATION** table in **Section I** and **Section V. EFFECTIVE DATE AND TERM** of the Agreement were incorporated via this **AMENDMENT E**. Moreover, updated versions of **Section XI. CDBG-DR POLICIES AND PROCEDURES** and **Section XVII. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS** were incorporated by reference into the Agreement. Also, 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 by reference into the Agreement. As stated before, all other provisions of the original Agreement, including the total authorized budget, remain unchanged.

**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 F** 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 F**.

**WHEREAS**, the Subrecipient has duly adopted a Corporate Resolution dated September 20, 2023, authorizing the Subrecipient via its Executive Director, Mabel Román Padró, to enter into this **AMENDMENT F** with the PRDOH, and by signing this **AMENDMENT F**, the Subrecipient assures PRDOH that it shall comply with all the requirements described herein.

**NOW, THEREFORE**, in consideration of the mutual promises and the terms and conditions set forth herein, the PRDOH and the Subrecipient agree to execute this **AMENDMENT F** subject to the following:

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II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

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

B. SCOPE OF THE AMENDMENT

In order to achieve the Program goals and to ensure that all the CDBG-DR funding allocated to the Subrecipient is used to its fullest, the Parties acknowledge and agree that it is necessary to extend the **END TERM** of the Agreement to **June 30, 2025**. Modifications to the **GENERAL AWARD INFORMATION** table in **Section I** and **Section V. EFFECTIVE DATE AND TERM** of the Agreement are being incorporated via this **AMENDMENT F** to accommodate the aforementioned term extension.

Also, updated versions of **Exhibit B** (Timelines and Performances Goals) **Exhibit C** (Key Personnel) and **Exhibit D – Section 1** (Budget) are being incorporated by reference into the Agreement. As stated before, all other provisions of the original Agreement, including the total authorized budget, remain unchanged.

C. AMENDMENTS

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

CDBG-DR Grantee Federal Award Identification Number:	B-17-DM-72-0001
CDBG-DR Grantee Federal Award Date:	September 20, 2018
CDBG-DR Grantee Unique Identifier:	Unique Entity ID: FFMUBT6WCM1
Federal Award project description:	See <b>Exhibit A</b> ("Scope of Work")
Subrecipient Contact Information:	Mabel Román Padró Executive Director YMCA DE SAN JUAN (THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.) P.O. BOX 360590 San Juan, PR 00936-0590
Subrecipient Unique Entity Identifier:	Unique Entity ID #: L5DURUS16L46
Subaward Period of Performance:	Start Date: Effective Date, as defined in <b>Section V</b> of the Agreement, as amended. End Date: <b>June 30, 2025</b>

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Funds Certification:	Date: March 5, 2021 Authorized Amount: <b>\$1,999,560.00</b> Funds Allocation: CDBG-DR "R01E17WTP-EDC-LM " CDBG-DR "R01E17WTP-EDC-UN" Account Number: 6090-01-000 See <b>Exhibit E</b> ("Funds Certification")
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b. **Section V. EFFECTIVE DATE AND TERM**, of the Agreement is being amended as follows:

*This Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Agreement extends from the date of its execution, ending on **June 30, 2025**.*

*The End of Term shall be the later of: (i) **June 30, 2025**; (ii) the date as of which the Parties agree in writing that all Close-Out Requirements<sup>2</sup> have been satisfied or, where no Close-Out Requirements are applicable to this Agreement, the date as of which the Parties agree in writing that no Close-Out Requirements are applicable hereto; or (iii) such later date as the Parties may agree to in a signed amendment to this Agreement.*

[...]

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

- The Key Activity 1.2 under the "Target" column - replace the entire narrative to read as:

"Total of 600 applications received during the life of the SRA." aligned with "# of applications received during the application period" under the Indicator column and, "Total of 290 students that begin the program." aligned with "# of students begin the program" under the Indicator column.

- The Key Activity 1.2 under the "Timeline" column - replace the entire narrative to read as:

"Progressive achievement towards target." aligned with "# of applications received during the application period" under the Indicator column and:  
"80 students by the end of 2022

<sup>2</sup> "Close-Out Requirements" means all requirements to be satisfied by each party in order to close-out this Agreement and the CDBG-DR funds provided herein in accordance with applicable Requirements of Law, including the execution and delivery by one or more of the Parties of all close-out agreements or other legal instruments and the taking of any actions by one or more of the Parties in connection with such close-out, in any case as required under applicable Requirements of Law.



40 additional students by the end of 2023

100 additional students by the end of 2024

70 additional students on or before May 2025."

aligned with "# students begin the program" under the Indicator column.

- The Key Activity 1.3 under "Source of verification" column replace the entire narrative to read as "Complete participants profiles in the Participants Information Portal (PIP).".
- The Key Activity 1.3 under the "Target" column replace the entire narrative to read as "At least 220 of enrolled students must complete the program by the end of the SRA.".
- The Key Activity 1.3 under the "Timeline" column replace the entire narrative to read as:

"56 students receiving program certifications by the end of 2022

28 additional students receiving program certifications by the end of 2023;

80 additional students receiving program certifications by the end of 2024;

56 additional students receiving program certifications on or before May 2025.".

- d. **Exhibit C** (Key Personnel) of the Agreement is being replaced by an updated version of **Exhibit C** (Key Personnel) hereto incorporated by reference into the Agreement (**Attachment II**) to eliminate the following position:

- Administrative Assistant 2

- e. **Exhibit D – Section 1** (Budget) of the Agreement is being replaced by an updated version of **Exhibit D – Section 1** (Budget) hereto incorporated by reference into the Agreement (**Attachment III**) to incorporate the following modifications:

- Staffing section includes: two tables; the first (Table 1.1) consists of the Historical incurred expenses with the proposed changes; and the second one (Table 1.2) only includes the proposed prospective costs as incorporated by **AMENDMENT F**.
- Includes the following narrative before Table 1.1: "Staffing section includes: two tables; the first (Table 1.1) consists of the Historical incurred expenses with the proposed changes and the second one (Table 1.2) only includes the proposed prospective costs of the **AMENDMENT F**."

- o To modify the **Staffing** section as follows:

- Staffing section: Edit the row named "Total Maximum Monthly Cost" to decrease the budget to \$3,360.15.
- Staffing section: Edit the row named "Total Cost per Contract Period:" to increase the budget to \$95,869.53.
- Staffing section: Below the Staffing table 1.2 add the narrative: \*Estimated

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amounts may vary depending on the actual need of the Program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH." and "\*\*\* Employees of the Vitrina Solidaria Subawardee with a total allocation of \$54,226.00 of the allocated funds.".

- Administrative Assistant 2: Eliminate this position and therefore the budget assigned to it.
- To modify the **Subaward** section:
  - **Vitrina Solidaria** - The proposed budget decreases from \$1,207,772.00 to \$1,153,546.00.
  - **Total Budget for Services to be Contracted-** The proposed budget decreases from \$1,207,772.00 to \$1,153,546.00.
- To modify the **Professional Services** section:
  - **Human Resources and Legal Services** - The proposed budget decreases from \$45,519.00 to \$39,519.00.
  - **Auditing and Accounting Services** - The proposed budget decreases from \$12,000.00 to \$2,000.00.
  - **General Project Management** - The proposed budget increases from \$195,549.00 to \$217,049.00.
  - **Training Resources** - The proposed budget increases from \$81,470.00 to \$86,470.00.
  - **Total Budget for Services to be Contracted-** The proposed budget increases from \$365,678.00 to \$375,678.00.
- To modify the **Other Operating** section:
  - **Transportation Services** - The proposed budget increases from \$50,619.00 to \$51,920.00.
  - **Rent** - The proposed budget increases from \$164,461.00 to \$170,452.00.
  - **Telecommunications** - The proposed budget decreases from \$11,600.00 to \$214.00.
  - **Maintenance & Repairs** - The proposed budget increases from \$74,907.00 to \$75,036.00.
  - **Materials & Supplies** - The proposed budget decreases from \$16,369.00 to \$8,500.00.
  - **Indirect Costs** - The proposed budget increases from \$46,836.00 to \$51,393.00.
  - **Total Budget for Services to be Contracted** - The proposed budget decreases from \$375,989.00 to \$368,712.00.
- **Equipment** section to include the following new item:
  - **Equipment** - The proposed budget decreases from \$8,113.47 to \$5,754.47.

### III. SEVERABILITY

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

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#### IV. SECTION HEADINGS AND SUBHEADINGS

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

#### V. COMPTROLLER REGISTRY

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

[SIGNATURES ON THE FOLLOWING PAGE.]

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

**PUERTO RICO DEPARTMENT OF HOUSING**  
**CDBG-DR Grantee**

By: William O. Rodríguez Rodríguez  
William O. Rodríguez Rodríguez (Dec 26, 2024 20:23 AST)  
Name: William O. Rodríguez Rodríguez  
Title: Secretary

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

By: Mabel Román Padró  
Mabel Román Padró (Dec 24, 2024 10:00 AST)  
Name: Mabel Román Padró  
Title: Executive Director



GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

## ATTACHMENT I

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# EXHIBIT B

## TIMELINES AND PERFORMANCE GOALS

### WORKFORCE TRAINING PROGRAM

#### YMCA DE SAN JUAN

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

### PROGRAM OBJECTIVE

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

### TERMS:

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

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## PERFORMANCE INDICATORS & GOALS

Key Deliverable #1	Key Activity	Indicator	Source of Verification	Target	Timeline
Provide workforce training to un and under-employed Puerto Rican citizens to improve their work opportunities.	1.1 Outreach efforts to socialize the program	# Amount of Outreach Activities performed	- Please include the type and dates/period of the performed outreach activities as well as one or more sources of verification per outreach activity, such as pictures, videos, attendance signed-in lists, meeting minutes, email blasts, audience reach, copy of print, tv/radio or online dissemination efforts, etc.	At least one (1) outreach activity per year per beneficiary recruitment.	Before the beginning of each training cohort.
	1.2 Engage potential students to sign up for the program	# of applications received during the application period	Subrecipient Monthly Report - Will include the list of individuals that applied to the program.	Total of 600 applications received during the life of the SRA.	Progressive achievement towards target.
		# students begin the program	-Evidence of the acceptance letter sent by email to Applicants.	A total of 290 students begins the program.	80 students by the end of 2022  40 additional students by the end of 2023  100 additional students by the end of 2024

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					70 additional students on or before May 2025
	<b>1.3 Completion of Workforce Training program(s)</b>	<b># of students enrolled who complete the program</b>	Complete participants profiles in the Participants Information portal (PIP).	At least 220 students complete the program by the end of the SRA.	56 students receiving program certifications by the end of 2022  28 additional students receiving program certifications by the end of 2023  80 additional students receiving program certifications by the end of 2024  56 additional students receiving program certifications on or before May 2025

### 3.1.1 KEY ACTIVITY: OUTREACH EFFORTS TO SOCIALIZE THE PROGRAM

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

are produced and disseminated to the public. The task is considered complete when the marketing and outreach materials, events, or activities have been adequately responded to.

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

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

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

This activity should capture any engagement with students and potential students who sign up for the program and should include all pertinent information from program applicants. This task is expected to be recurring throughout the life of the SRA based on the program's training schedule or calendar. The task is considered complete when all applications that have been received and all accepted applicants begin their participation in the program.

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

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

### 3.1.3 KEY ACTIVITY: COMPLETION OF WORKFORCE TRAINING PROGRAM

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

- Report the percentage of students enrolled who complete the program

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

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## EXHIBIT C

### KEY PERSONNEL

#### WORKFORCE TRAINING PROGRAM

#### YMCA DE SAN JUAN

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

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

#### I. Roles

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

#### II. Roles Description:

Role	Description
Executive Director	Responsible for the general implementation and supervision of the Program. Plan activities, follow up and review all program documents. Ensures compliance with federal regulations and any other regulation related to the Program.
Administrator	Assists the Executive Director in the implementation of the Program, prepares reports, reviews invoices, channels documents and supervises the Program personnel or resources assigned. Carry out all administrative procedures to support the Program.



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Role	Description
<b>Executive Assistant</b>	Assist the Executive Director and Administrator in the preparation of reports, documents, presentations and any other related activity concerning the Program.
<b>Accounting Assistant</b>	Responsible for maintaining budget and accounting records for the Program. Reviews invoices, records in the Accounting system and performs any other task related to the Program's accounting and finances.
<b>Administrative Assistant 1</b>	Responsible for supporting the Program Management Team in the revision and preparation of reports, accounting records, data management, contracts and invoices; management of digital platforms, and any other administrative task of moderate complexity necessary to support the Program.

**III. Notes:**

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

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GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

## ATTACHMENT III

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### EXHIBIT D – SECTION 1

### BUDGET

### WORKFORCE TRAINING PROGRAM

### YMCA DE SAN JUAN

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

### DESCRIPTION OF SERVICES

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

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

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

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

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

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Staffing section includes: two tables; the first (Table 1.1) consists of the Historical incurred expenses with the proposed changes and the second one (Table 1.2) only includes the proposed prospective costs of the Amendment F.

**STAFFING Table 1.1**

Position	Qty. of Resources [A]	Estimated Months Needed [B]	Estimated Hours per month per Resource [C]	Maximum Hourly Rate [D]	Estimated Monthly Cost [E=AxCxD]	Cost of Staff Position [F=BxE]
Executive Director	1	24	8.6	\$44.15	\$ 379.69	\$ 9,112.56
Administrator	1	24	8.1	\$27.25	\$ 220.73	\$ 5,297.40
Executive Assistant	1	24	5.1	\$18.86	\$ 96.19	\$ 2,308.46
Accounting Assistant	1	24	5.1	\$12.46	\$ 63.55	\$ 1,525.10
Administrative Assistant 1	1	9	160.0	\$16.25	\$ 2,600.00	\$ 23,400.00
Program Manager**	1	5	160.0	\$22.08	\$ 3,531.20	\$ 17,656.00
Program Coordinator**	4	3	160.0	\$15.14	\$ 9,688.00	\$ 29,064.00
Social Worker**	1	3	160.0	\$15.64	\$ 2,502.00	\$ 7,506.00
<b>Total Maximum Monthly Cost:</b>					<b>\$ 19,081.35</b>	
					<b>Total Cost per Contract Period:</b>	<b>\$ 95,869.53</b>

STAFFING Table 1.1: Represents both the Historical incurred expenses and the proposed Amendment F Budget.

**STAFFING Table 1.2**

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Maximum Hourly Rate [C]	Estimated Monthly Cost [D=AxBxC]
Executive Director	1	8.6	\$44.15	\$ 379.69
Administrator	1	8.1	\$27.25	\$ 220.73
Executive Assistant	1	5.1	\$18.86	\$ 96.19
Accounting Assistant	1	5.1	\$12.46	\$ 63.55
Administrative Assistant 1	1	160.0	\$16.25	\$ 2,600.00
<b>Total Maximum Monthly Cost:</b>				<b>\$ 3,360.15</b>
<b>Total Cost per Contract Period<sup>1</sup>:</b>				<b>\$ 95,869.53</b>

STAFFING Table 1.2: Budget does not include the Historical incurred expenses.

\*Estimated amounts may vary depending on the actual need of the Program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH.

\*\* Employees of the Vitrina Solidaria Subawardees with a total allocation of \$54,226.00 of the allocated funds.

<sup>1</sup> Total Cost for contract period is taken from the Table 1.1.

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## SUBAWARD

Services Name	Services Description	Budget
Vitrina Solidaria	Vitrina Solidaria will be responsible for the training sessions in the East Area. It will be in charge of the recruitment of participants and the resources that will be offering the trainings. Also, will provide the YMCA all the information needed to comply with CDBG-DR.	\$ 1,153,546.00
<b>Total Budget for Services to be Contracted:</b>		<b>\$ 1,153,546.00</b>

## PROFESSIONAL SERVICES

Services Name	Services Description	Budget
Human Resources and Legal Services	Responsible for the preparation and revision of contracts, guides, policies and any other document or procedure related, to be in compliance with HUD and PRDOH requirements.	\$ 39,519.00
Auditing and Accounting Services	Will perform external audit, accounting revisions to ensure compliance with CDBG-DR regulations and single audit.	\$ 2,000.00
General Project Management	Will assist YMCA Directors, in overseeing the implementation of project activities. Will also ensure compliance with procurement, contract and property management, and any other CDBG-DR regulation, documentation or procedure requirement. Includes Program Manager, Compliance Officer and IT officer, among other resources.	\$ 217,049.00
Outreach Services	Public relations such as press communications, press releases, active social media presence and other activities needed to share the program information, and to reach individuals that can benefit from the program.	\$ 30,640.00
Training Resources	YMCA will contract instructors or other partner organizations to develop the training sessions.	\$ 86,470.00
<b>Total Budget for Services to be Contracted:</b>		<b>\$ 375,678.00</b>

## OTHER OPERATING

Item Name	Item Description	Budget
Transportation Services	Transportation services for participants and other resources of the Program to different project activities	\$ 51,920.00
Rent	Rental payment for the facilities that will be used during the training sessions. Will also provide space for subawardee and other professional resources. Includes utilities payments.	\$ 170,452.00

Telecommunications	Internet service for the facilities used by the program and cloud storage systems for the operations of the program. Also equipment lease such as multifunctional printers	\$	214.00
Insurance	Cost of insurance requirements directly related to the program.	\$	11,197.00
Maintenance & Repairs	Provides for maintenance, minor repairs and cleaning services of the facilities.	\$	75,036.00
Materials & Supplies	Materials such as office supplies, cleaning materials, instructional materials or Miscellaneous Expenses for the exclusive use of the program.	\$	8,500.00
Indirect Costs	Indirect cost reimbursement through the De Minimis Rate (10%).	\$	51,393.00
<b>Total Expenses Budget:</b>		\$	<b>368,712.00</b>

## EQUIPMENT

Item Name	Item Description	Budget	
Equipment	To be used for training and administrative purposes of the program.	\$	5,754.47
<b>Total Expenses Budget/Gastos Totales:</b>		\$	<b>5,754.47</b>

Project/Proyecto		
Subaward	Vitrina Solidaria will be responsible for the programatic component of the project.	\$ 1,153,546.00

PROJECT ACTIVITY DELIVERY COSTS/COSTOS DIRECTOS DEL PROYECTO			
Staffing	Personnel such as managers, coordinators, compliance and financial officers are part of the staff that will support the program.	\$	95,869.53
Professional Services	Accounting, Audit, Security and other services for the program.	\$	375,678.00
Other Operating	Operational costs associated with program delivery and implementation of activities.	\$	368,712.00
Equipment	Equipment required for the program implementation.	\$	5,754.47
<b>TOTAL COSTS/COSTO TOTAL</b>		\$	<b>1,999,560.00</b>
<b>GRAND TOTAL/GRAN TOTAL</b>		\$	<b>1,999,560.00</b>



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### **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**



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**NON-CONFLICT OF INTEREST CERTIFICATION  
WORKFORCE TRAINING PROGRAM  
YMCA DE SAN JUAN  
(THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN JUAN, INC.)**

The Subrecipient certifies that to the best of its knowledge:

1. No public servant of this executive agency has a pecuniary interest in this agreement, contract, purchase, or commercial transaction.
2. No public servant of this executive agency has requested me or accepted from me, directly or indirectly, for him (her), for any member of his family unit or for any person, gifts, bonuses, favors, services, donations, loans or anything else of monetary value.
3. No public servant (s) requested or accepted any good of economic value, linked to this transaction, from any person of my entity as payment for performing the duties and responsibilities of their employment.
4. No public servant has requested from me, directly or indirectly, for him (her), for any member of his or her family unit, or for any other person, business, or entity, something of economic value, including gifts, loans, promises, favors or services in exchange for the performance of said public servant is influenced in my favor or of my entity.
5. I have no kinship relationship, within the fourth degree of consanguinity and second of affinity, with any public servant who has the power to influence and participate in the institutional decisions of this executive agency.

"I hereby certify under penalty of perjury that the foregoing is complete, true, and correct."

Mabel Román Padró  
Mabel Román Padró (Dec 24, 2024 10:00 AST)

Signature

12/24/2024

Date

Mabel Román Padró

Printed Name

Executive Director

Position