



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

**AMENDMENT I 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-DR0011I**



This **AMENDMENT I TO THE SUBRECIPIENT AGREEMENT** ("**AMENDMENT I**") 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 L.P.R.A. § 441 *et seq.*, known as the "**Department of Housing Organic Act**" ("**Organic Act**"), with principal offices at 606 Barbosa Ave., San Juan, Puerto Rico, represented herein by its Secretary, Hon. William O. Rodríguez Rodríguez, of legal age, attorney, single, and resident of Guaynabo, Puerto Rico; and **One Stop Career Center of P.R., Inc.** ("**Subrecipient**"), 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, 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 I** 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 I**.

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 I** with the PRDOH in its behalf; and by signing this **Amendment I**, 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 I** subject to the following:

II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

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

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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 amend the **END TERM** of the Agreement to **December 31, 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 I**. Also, an updated version of **Exhibit B** (Timelines and Performance Goals) is being incorporated by reference into the Agreement.

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

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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 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 #: LFNKTY4JH57
Subaward Period of Performance:	Start Date: Effective Date, as defined in Section V of the Agreement, as amended. End Date: December 31, 2025
Funds Certification:	Dated: July 1, 2019 Authorized Amount: \$749,639.43 Funds Allocation: CDBG-DR "R01H12HCPDOH-LM" Account Number: 4190-10-000 See Exhibit E ("Funds Certification") <hr/> Dated: July 1, 2021 Authorized Amount: \$1,159,708.57 Funds Allocation: CDBG-DR "R02H12HCP-DOHLM" Account Number: 6090-01-000 See Exhibit E-1 ("Funds Certification")

	Dated: May 18, 2022 Authorized Amount: \$370,143.00 Funds Allocation: CDBG-DR "r02h12hcp-doh-lm" Account Number: 6090-01-000 See Exhibit E-2 ("Funds Certification")
	Dated: July 13, 2023 Authorized Amount: \$720,509.00 Funds Allocation: CDBG-DR "r02h12hcp-doh-lm" Account Number: 6090-01-000 See Exhibit E-3 ("Funds Certification")
	Total Authorized Amount: \$3,000,000.00

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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 **December 31, 2025.***

*The End of Term shall be the later of: (i) **December 31, 2025**; (ii) the date as of which the Parties agree in writing that all Close-Out Requirements¹ 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.*

The Subrecipient hereby acknowledges that this Agreement is subject to the grant agreement between the Government of Puerto Rico or the PRDOH, and HUD (the "Grant Agreement"); and the availability of the allocated CDBG-DR funds. The Subrecipient also acknowledges and agrees that any suspension, cancellation, termination or otherwise unavailability of the CDBG-DR allocation(s) shall result in the immediate suspension, cancellation, or termination of this Agreement, upon PRDOH's notice.

[...]

- c. **Exhibit B** (Timelines and Performance Goals) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement (**Attachment I**), to modify the following:

- o Change in the Section 3 "Timeline and Performance Goals" as follows:

¹ "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.

1. The "Key Objective #1" Under the "Key Objective#1" column add the narrative: "Offer Housing Counseling Education Courses or Workshops to LMI Families".
2. The "Key Activity 1.1 Housing Counseling is provided to LMI Households" Under the "Target Goals" column replace everything with the following three lines:
"3 outreach activities per quarter*"
Aligned with "# outreach activities" under the Indicator column.
"Completed courses based upon public demand.*"
Aligned with "# completed courses provided per month" under the Indicator column.
"Households served based upon public demand.*"
Aligned with "# households served (total cases)" under the Indicator column.
3. The "Key Activity 1.1 Housing Counseling is provided to LMI Households" Under the "Timeline" column replace everything with the following three lines:
"Monthly until 12/31/25*"
Aligned with "# outreach activities" under the Indicator column.
"Monthly until 12/31/25*"
Aligned with "# completed courses provided per month" under the Indicator column.
"Monthly until 12/31/25*"
Aligned with "# households served (total cases)" under the Indicator column.
4. The "Key Activity 1.2 Application Closeout & Closeout Survey" under the "Source of Verification" column replace with the following:
"Completed surveys (Grant Management System-Canopy)"
Aligned with "% applicants that have completed the closeout survey" under the Indicator column.
5. The "Key Activity 1.2 Application Closeout & Closeout Survey" under the "Target Goals" column replace everything with the following:
"50%*" Aligned with "% applicants that have completed the closeout survey" under the Indicator column.
"75-80% of participants are satisfied*"
Aligned with "% of participants who are satisfied with program" under the Indicator column.
6. The "Key Activity 1.2 Application Closeout & Closeout Survey" Under the "Timeline" column replace everything with the following:
"Monthly*" aligned with "% applicants that have completed the closeout survey" under the Indicator column.
"Monthly*" aligned with "% of participants who are satisfied with program" under the Indicator column.
7. The "Key Activity 1.3 One-on-One Individual Counseling" - (new Key Activity) Create an additional Key Activity with two Indicators: "Document One-on-One Individual Counseling offered" and "Document One-on-One Individual Counseling Participation".
8. The "Key Activity 1.3 One-on-One Individual Counseling" - For the two indicators: "Document One-on-One Individual Counseling offered" and "Document One-on-One Individual

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Counseling Participation", the "Source of Verification" description should read: "Housing Counseling Stats Report Grant Management System (Canopy)", the "Target Goals" description should read: "Households served based upon public demand.*" and the "Timeline" description should read: "Monthly until 12/31/25*".

9. Below the "3. Timeline and Performance Goals" table replace everything with the following: "*The performance of Key Activities within the established Timelines and Performance Goals of this Exhibit B is subject to the availability of funds."
10. The "3.1.3 Key Activity 1.3 One on One Individual Counseling" (New Key Activity) the activity description should read: "The subrecipient will offer One on One Individual Counseling to applicants, which may include a specific workshop depending upon the applicants' need. The subrecipient will also be responsible for tracking all One-on-One counseling services offered to the applicant in the Grant Management System (Canopy). The Housing Counselor must also ensure that once the applicant has completed any counseling services it should be documented in Grant Management System (Canopy). These types of One-on-One counseling services will be based upon fund availability."

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III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

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

V. COMPTROLLER REGISTRY

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

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

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

By: William O. Rodríguez Rodríguez
William O. Rodríguez Rodríguez (Dec 26, 2024 20:19 AST)

Name: William O. Rodríguez Rodríguez

Title: Secretary

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

By: Carmen G. Cosme Pitre

Name: Carmen G. Cosme Pitre

Title: Executive Director



EXHIBIT B

TIMELINES AND PERFORMANCE GOALS

HOUSING COUNSELING PROGRAM

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

1. Program Objective:

This Program will foster resilience through public education and advocacy delivered by HUD-Approved Housing Counseling Agency (HCA) professionals to explain the options available for Applicants receiving housing counseling services and/or in conjunction with other forms of housing assistance. These services may include a range of approved subjects, including but not limited to, one-on-one counseling and formal training sessions.

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2. Terms

- **Key Activity** – The activities necessary to carry out the Objective.
- **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.
- **Source of Verification** – The documentation used to verify that the Indicators have been met, and thus the activities are complete.
- **Target** – The goal for each of the Indicators.
- **Timeline** – The expected completion date or timeframe.

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3. Timeline and Performance Goals

KEY OBJECTIVE #1	KEY ACTIVITY	INDICATORS	SOURCE OF VERIFICATION	TARGET GOALS	TIMELINE
Offer Housing Counseling Education Courses or Workshops to LMI Families	1.1 Housing Counseling is provided to LMI Households	# outreach activities	Local events, minutes report, participants list, social media etc.	3 outreach activities per quarter*	Monthly until 12/31/25*
		# completed courses provided per month	Course's certification of completion	Completed courses based upon public demand.*	Monthly until 12/31/25*
		# households served (total cases)	Household data as submitted through Canopy	Households served based upon public demand.*	Monthly until 12/31/25*
	1.2 Application Closeout & Closeout Survey	% applicants that have completed the closeout survey	Completed surveys (Grant Management System-Canopy)	50%*	Monthly*
		% of participants who are satisfied with program	Housing Counseling Survey Performance Report	75-80% of participants are satisfied*	Monthly*
	1.3 One-on-One Individual Counseling	Document One-on-One Individual Counseling offered	Housing Counseling Stats Report Grant Management System (Canopy)	Households served based upon public demand.*	Monthly until 12/31/25*
		Document One-on-One Individual Counseling Participation	Housing Counseling Stats Report Grant Management System (Canopy)	Households served based upon public demand.*	Monthly until 12/31/25*

*The performance of Key Activities within the established Timelines and Performance Goals of this Exhibit B is subject to the availability of funds.

3.1.1 KEY ACTIVITY: OUTREACH ACTIVITIES & COUNSELING COURSES COMPLETED

The subrecipient are to provide outreach efforts through multiple media outlets including but not limited to radio, newspaper, social media, local marketing initiatives, local events, or fairs. This outreach effort should be documented, measurable, and create impact. Outreach will be measured through quarterly reports. The provision of information given by the subrecipient to the applicant should raise awareness about critical housing topics, such as predatory lending, fair lending, and fair housing issues. In terms of the number of courses completed by the applicant. The subrecipient must ensure that after the initial consultation has been completed with the applicant, all counseling courses and workshops that were recommended to the applicant by the housing counselor based upon the applicant's housing needs were completed before issuing a Certification of Completion.

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3.1.2 KEY ACTIVITY 1.2 APPLICANT PARTICIPATION IN THE CLOSEOUT SURVEY

The subrecipient shall coordinate a closeout process with the applicant, which may include an exit interview and an evaluation of the services needed, services provided, and outstanding needs. The subrecipient will also be responsible for tracking all counseling services offered to the applicant in the Grant Management System (Canopy). The Housing Counselor must also ensure that once the applicant has completed any counseling services the applicant is awarded a Certificate of Completion and that the applicant is sent a close out letter to complete the Closeout Survey.

3.1.3 KEY ACTIVITY 1.3 ONE ON ONE INDIVIDUAL COUNSELING

The subrecipient will offer One on One Individual Counseling to applicants, which may include a specific workshop depending upon the applicants' need. The subrecipient will also be responsible for tracking all One-on-One counseling services offered to the applicant in the Grant Management System (Canopy). The Housing Counselor must also ensure that once the applicant has completed any counseling services it should be documented in Grant Management System (Canopy). These types of One-on-One counseling services will be based upon fund availability.

END OF DOCUMENT



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 G. Cosme Pitre

Signature

12/6/2024

Date

Carmen G. Cosme Pitre

Printed Name

Executive Director

Position

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