

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

AMENDMENT F TO THE SUBRECIPIENT AGREEMENT  
BETWEEN THE  
PUERTO RICO DEPARTMENT OF HOUSING  
AND THE

PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

Contract No. 2020- DR0017

Amendment No. 2020- DR0017F



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This AMENDMENT F TO THE SUBRECIPIENT AGREEMENT ("AMENDMENT F") is entered into this 23 day of APRIL, 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, dated June 10, 1972, as amended, known as the "Department of Housing Organic Act" (the "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, attorney, single, and resident of Las Piedras, Puerto Rico; and PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP) (SUBRECIPIENT), a nonprofit corporation with principal offices at Calle Méndez Vigo #57, Ponce, Puerto Rico, represented herein by its Executive Director, Elizabeth Colón Rivera of legal age, single, and resident of Ponce, Puerto Rico, collectively the "Parties".

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on August 13, 2019, the Parties executed a Subrecipient Agreement, Contract Number 2020-DR0017 ("**Agreement**") for SEVEN HUNDRED FORTY-NINE THOUSAND NINE HUNDRED SEVENTY-NINE DOLLARS AND EIGHTY-SIX CENTS (\$749,979.86) for the Subrecipient to undertake its under 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 August 21, 2020, the Parties executed an Amendment A to the Agreement, Contract Number 2020-DR0017A ("Amendment A"). Via Amendment A, 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. SECTION HEADINGS AND SUBHEADINGS, 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, Section XLII. SURVIVAL OF TERMS AND

CONDITIONS, were added. Moreover, updated versions of Exhibit C (Key Personnel) and Exhibit D (Budget), were incorporated via Amendment A. 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 February 25, 2021, the Parties executed Amendment B to the Agreement, Contract Number 2020-DR0017B ("Amendment B"). Via Amendment B, modifications to Section III. SCOPE OF WORK, Section VI. BUDGET, 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 XXXVII. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, AND DISSOLUTIONS, and Section XXXIV. CDBG-DR POLICIES AND PROCEDURES, were incorporated into the Agreement. Also, Section XLII. SURVIVAL OF TERMS AND CONDITIONS and Section XI. FORCE MAJEURE were added and incorporated as part of the Agreement. Additionally, Section XXXII. MEMORANDUM NO. 2017-001; CIRCULAR LETTER 141-17 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR & THE OFFICE OF MANAGEMENT AND BUDGET was renamed as follows MEMORANDUM NO. 2021-003; CIRCULAR LETTER 001-2021 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR & THE OFFICE OF MANAGEMENT AND BUDGET. Amendment B did not affect the END DATE nor the Total Budget of the Agreement.

WHEREAS, on August 10, 2021, the Parties executed an Amendment C to the Agreement, Contract Number 2020-DR0017C ("Amendment C"). Via Amendment C, the Parties agreed to increase the total budget amount by ONE MILLION FORTY NINE THOUSAND NINE HUNDRED THIRTY TWO DOLLARS AND FOURTEEN CENTS (\$1,049,932.14) for a total budget amount of ONE MILLION SEVEN HUNDRED NINETY-NINE THOUSAND NINE HUNDRED TWELVE DOLLARS (\$1,799,912.00). Also, the END DATE of the Agreement was extended to August 10, 2023. Modifications to the GENERAL AWARD INFORMATION table in Section I, Section II. ATTACHMENTS, Section III. SCOPE OF WORK, Section IV. PERFORMANCE, MONITORING AND REPORTING, Section V. EFFECTIVE DATE AND TERM, 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 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. Additionally the parties agree to replace Article 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) with the following: XXXII. MEMORANDUM NO. 2021-003; CIRCULAR LETTER 001-2021 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARIA DE LA GOBERNACION) & THE OFFICE OF

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MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO). Furthermore, updated versions of Exhibit B (Timelines and Performance Goals), Exhibit C (Key Personnel), Exhibit D (Budget), Exhibit E (Funds Certification), and Exhibit F (HUD General Provisions), were incorporated via Amendment C. A new Exhibit G (Subrogation and Assignment Provisions) was added into the Agreement.

WHEREAS, on May 24, 2022, the Parties executed an Amendment D to the Agreement, Contract Number 2020-DR0017D ("Amendment D"). Via Amendment D, the Parties agreed to increase the total budget amount by TWO HUNDRED FIFTY NINE THOUSAND SIX HUNDRED FOURTEEN DOLLARS (\$259,614.00) for a total budget amount of TWO MILLION FIFTY-NINE THOUSAND FIVE HUNDRED TWENTY-SIX DOLLARS (\$2,059,526.00). 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 D. Furthermore, a new Exhibit E (Funds Certification) was added into the Agreement. Amendment D did not affect the END DATE of the Agreement.

WHEREAS, on June 16, 2023, the Parties executed an Amendment E to the Agreement, Contract Number 2020-DR0017E ("Amendment E"). Via Amendment E, the Parties agreed to increase the total budget amount by NINE HUNDRED FORTY THOUSAND FOUR HUNDRED SEVENTY-FOUR DOLLARS (\$940,474.00) for a total budget amount of THREE MILLION DOLLARS (\$3,000,000.00). Also, the END DATE of the Agreement was extended to August 10, 2025. Also, modifications to the GENERAL AWARD INFORMATION table in Section I., 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 XLIII. FORCE MAJEURE, were incorporated by reference into the Agreement. Moreover, Section XLV. SYSTEM FOR AWARD MANAGEMENT, and Section XLVI. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE, were added via Amendment E. Furthermore, 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. Finally, Exhibit E-I (Funds Certification) and a new Exhibit H (Non-Conflict of Interest Certification), were added into the Agreement.

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;

  
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WHEREAS, the Parties acknowledge and agree that this AMENDMENT F is not intended to affect nor does it 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, as amended, supra, the federal laws and regulations creating and allocating funds to the CDBG-DR program and the current Action Plan, to issue and award the sub-award, enter and perform under this AMENDMENT F; and

WHEREAS, the SUBRECIPIENT has duly adopted Resolution dated October 13, 2023, authorizing its Executive Director, Elizabeth Colón Rivera, to enter into activities such as this AMENDMENT F on behalf of the SUBRECIPIENT.

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:

## II. TERMS AND CONDITIONS

### A. SAVINGS CLAUSE

The information included in this AMENDMENT F serves the purpose of amending the total budget of the Agreement as well as modifying several of its exhibits. All other provisions of the original Agreement shall continue to be in full force and effect, as amended by this AMENDMENT F.

### B. SCOPE OF 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 to extend the period of performance of the Agreement by twenty-four (24) months, ending on December 31, 2025 and to increase the total budget amount by FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) for a total budget amount of THREE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$3,500,000.00). Modifications to the GENERAL AWARD INFORMATION table in Section I., and Section V. EFFECTIVE DATE AND TERM of the Agreement were incorporated to accommodate the aforementioned term extension. Also, updated versions of Section XXXVIII. CDBG-DR POLICIES AND PROCEDURES, Section XLIII. FORCE MAJEURE and Section XXXVI. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS, were incorporated by reference into the Agreement. Other modifications are being incorporated into Exhibit B (Timelines and Performances), Exhibit C (Key Personnel), Exhibit D (Budget).

  
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In addition, an updated version of Exhibit F (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) and Exhibit G (Subrogation and Assignment Provisions), are hereto incorporated by reference into the Agreement. Moreover, Exhibit E (Funds Certification), Exhibit E-1 (Funds Certification), Exhibit E-2 (Funds Certification) and Exhibit E-3 (Funds Certification), are being replaced to be correctly identified. Furthermore, a new Exhibit E-4 (Funds Certification) is being added into the Agreement.

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

C. AMENDMENTS

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

CDBG-DR Grantee Federal Award Identification Number:	B-18-DP-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 Exhibit A (Scope of Work)
Subrecipient Contact Information:	Elizabeth Colón Rivera Executive Director Ponce Neighborhood Housing Services, Inc. (PNHP) PO Box 330223 Ponce, Puerto Rico 00730- 0223 <a href="mailto:elicolonrivera.poncenhs@gmail.com">elicolonrivera.poncenhs@gmail.com</a> (787)-841-5055
Subrecipient Unique Identifier:	: ZF8ALBM6D9N3
Subaward Period of Performance:	Start Date: Effective Date, as defined in Section V of this Agreement, as amended. End Date: December 31, 2025
Funds Certification:	Dated: July 1, 2019 Authorized Amount: \$749,979.86 Funds Allocation: CDBG-DR "R01H12HCP-DOH- LM" See Exhibit E for <u>Funds Certification</u>  Account Number: 4190-01-000
Funds Certification:	Dated: August 2, 2021 Authorized Amount: \$1,049,932.14 Funds Allocation: CDBG-DR "R01H12HCP-DOH- LM" CDBG- DR "R02H12HCP- - LM"

	CDBG- DR "R02H12HCP-DOH- UN" See Exhibit E-1for <u>Funds Certification</u>  Account Number: 6090-01-000
Funds Certification:	Dated: April 21,2022 Authorized Amount: \$259,614.00 Funds Allocation: CDBG-DR "r02h12hcp-doh- lm " See Exhibit E-2 for <u>Funds Certification</u>  Account Number: 6090-01-000
Funds Certification:	Dated: June 13,2023 Authorized Amount: \$940,474.00 Funds Allocation: CDBG-DR "r01h12hcp-doh-lm " CDBG- DR "r02h12hcp-doh-lm " Account Number: 6090-01-000 See Exhibit E-3 for <u>Funds Certification</u>  Total Authorized Budget: \$2,059,526.00
Funds Certification:	Dated: April 3, 2025 Authorized Amount: \$500,000.00 Funds Allocation: CDBG-DR"r02h12hcp- doh- lm " Account Number: 6090-01-000 See Exhibit E-4 for <u>Funds Certification</u>  Total Authorized Budget: \$3,500,000.00

  
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b. Section II. ATTACHMENTSis being amended to incorporate Exhibit E-1 (Funds Certification), Exhibit E-2 (Funds Certification), Exhibit E-3 (Funds Certification) and Exhibit E-4 (Funds Certification) to the list of exhibits attached to the Agreement:

The following attachments are incorporated into this Agreement by reference and are hereby made part of this Agreement:

ExhibitA	Scope of Work
ExhibitB	Timelines and Performance Goals
Exhibit C	Key Personnel
Exhibit D	Budget
Exhibit E	Funds Certification
Exhibit E-1	Funds Certification
Exhibit E-2	Funds Certification
Exhibit E-3	Funds Certification



Exhibit E-4	Funds Certification
Exhibit F	HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements
Exhibit G	Subrogation and Assignment Provisions
Exhibit H	Non-Conflict of Interest Certification

[...]

- c. 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 Requirements<sup>1</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.

[...]

- d. Section XXXVI. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS of the Agreement is being amended as follows:

A. Consolidation or Merger

In the event that the signing party (e.g., Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH moves for consolidation or merger with another entity (private or public), by its discretion or otherwise, written notice of such decision or event shall be delivered to the PRDOH Legal Division at [contractscdbgdr@vivienda.pr.gov](mailto:contractscdbgdr@vivienda.pr.gov) at least fifteen (15) days prior to the effective date of the consolidation or merger. The notice shall include, but not be limited to, a description of: the expected effective date of the consolidation or merger; the name of each

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<sup>1</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.

of the constituent entities moving to consolidate or merge into the single resulting or surviving entity; the proposed name of the resulting entity (in case of a consolidation) or the name of the surviving entity (in case of a merger) if necessary; reference to the projected capacity of the resulting or surviving entity to comply with the terms, conditions, obligations, tasks, services, and performance goals or requirements included in the Agreement as well as its Exhibits or Attachments; and a brief summary of the proposed plan to achieve the transition of duties (Scope of Work or Scope of Services), tasks, and performance goals or requirements to the resulting or surviving entity.

Upon the consolidation or the merger becoming effective and supporting evidence of such event is notified to PRDOH, execution of an Amendment to the Agreement may follow. The Amendment would include, but not be limited to, modifications to the clauses that refer to the identity, personal circumstances, address, and any other information related to the signing party deemed relevant by PRDOH for the execution of the Amendment. No amendment to the Agreement will be necessary if the Subrecipient, Contractor, or Subcontractor becomes the surviving entity following a merger.

Failure to comply with any of the before-mentioned conditions may result in the activation of the termination clauses provided in the Agreement.

**B. Change of Name**

In the event that the signing party (e.g., Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH initiates a change of name process, written notice of such decision or event shall be delivered to the PRDOH Legal Division at [contractscdbgdr@vivienda.pr.gov](mailto:contractscdbgdr@vivienda.pr.gov) at least fifteen (15) days prior to the effective date of such event. The notice shall include, but not be limited to, a description of: the expected effective date of the change of name; the proposed name; notify about inform of any change of address; and reference of any change in the capacity of the entity to comply with the terms, conditions, obligations, tasks, services, and performance goals or requirements included in the Agreement, as well as its Exhibits or Attachments.

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Upon the change of name becoming effective and supporting evidence of such event is notified to PRDOH, execution of an Amendment to the Agreement may follow. The Amendment would include, but not limited to, modifications to the clauses that refer to the identity, personal circumstances, address, and any other information related to the signing party deemed relevant by PRDOH for the execution of the Amendment.

Failure to comply with any of the before-mentioned conditions may result in the activation of the termination clauses provided in the Agreement.

C. Dissolution

In the event that the signing party (e.g., Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH moves for dissolution of the entity, written notice of such decision or event shall be delivered to the PRDOH Legal Division at [contractscdbgdr@vivienda.pr.gov](mailto:contractscdbgdr@vivienda.pr.gov) at least fifteen (15) days prior to the effective date of such event. The notice shall include, but not be limited to, a description of the expected effective date of the dissolution; and contact information of one or more of its directors, officials, or agents. Upon dissolution becoming effective and supporting evidence of such event is notified to PRDOH, termination of the Agreement will follow. Consequently, the signing party acknowledges and agrees to provide to the PRDOH, after termination of the Agreement, the assistance reasonably requested to facilitate the orderly transfer of responsibility for the performance of the tasks or services to the PRDOH or a third party designated by the PRDOH. Moreover, all finished or unfinished records (files, data, work product) connected with this Agreement will be turned over to PRDOH following the Agreement termination.

- e. Section XXXVIII. CDBG-DR POLICIES AND PROCEDURES of the Agreement is being amended as follows:

In addition to what is established in this SRA, the Subrecipient shall comply with all CDBG-DR/MIT program-specific and general policies and procedures, which may include but are not limited to, the Subrecipient Management Policy, OS&H Guideline, MWBE Policy, URA & ADP Guidelines, Cross Cutting Guidelines, AFWAM Policy, Section 3 Policy, Personally Identifiable Information, Confidentiality, Language Access Plan, and Nondisclosure Policy

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and Conflict of Interest and Standards of Conduct Policy, as found in the CDBG-DR/MIT Website (<https://recuperacion.pr.gov/en/resources/policies/>), which are herein included and made an integral part of this SRA, as they may be updated from time to time, Procurement policies and procedures in accordance with the Procurement Manual for the CDBG-DR, CDBG-MIT, and CDBG State Programs Regulation No. 9506 (effective on October 25, 2023), and reporting requirements as established by the PRDOH.

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- f. Section XLIII. FORCE MAJEURE of the Agreement is being amended as follows:

*In the event of a fire, flood, earthquake, natural disaster, hurricane, riot, act of governmental authority in its sovereign capacity, pandemic officially declared by the Government of Puerto Rico, strike, labor dispute or unrest embargo, war, insurrection or civil unrest any Force Majeure including inclement weather, herein collectively referred to as Force Majeure during the term of this Agreement neither the PRDOH nor the Contractor or Subrecipient shall be liable to the other party for nonperformance during the conditions created by such event. The party claiming Force Majeure shall exercise due diligence to prevent, eliminate, or overcome such Force Majeure event where it is possible to do so and shall resume performance at the earliest possible date.*

*The Contractor or Subrecipient shall notify the PRDOH in writing as soon as possible, but in any event within ten (10) business days of the occurrence of the Force Majeure event and describe in reasonable detail the nature of the Force Majeure event, how the nonperformance or delay relates to or arises from the Force Majeure event its anticipated duration and any action taken to minimize its effect. The Contractor or Subrecipient may be entitled to reasonable adjustments in schedule, among other measures, in the foregoing circumstances. If non-performance continues for more than thirty (30) days, without reasonable justification, the PRDOH may terminate this Agreement immediately upon written notification to the Contractor or Subrecipient.*

- g. Exhibit B (Timelines and Performances 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:

- The “Key Activity 1.1 Housing Counseling is provided to LMI Households” Under the “Target Goals” column replace everything with the following three lines:

“1 outreach activity per month\*”

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.

- 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.

- 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.

- The “Key Activity 1.2- Application Closeout & Closeout Survey” Under the “Target Goals” column replace everything with the following:

“50%\*”

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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.

- 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.

- 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”

- 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 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\*”.

- 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.”

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- The "3.1.1 Key Activity: OUTREACH ACTIVITIES & COUNSELING COURSES COMPLETED" replace the entire activity description narrative with the following:

"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 monthly 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."

- 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, 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."

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

Eliminate in each of the roles, the hours that are specified in parenthesis because is no longer required.

- i. Exhibit C (Key Personnel) to eliminate the following positions:

1. Foreclosure Prevention & Housing Counselor III
2. Program Support & Data Entry

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j. Exhibit C – (Key Personnel) to modify the following positions description:

1. Human Resources & Administrative Officer - The description should be edited to read:

- "In charge of verifying and auditing CDBG- DR Program employees' timesheets.
- In charge of decision-making relating vacations periods approvals, working schedules and rosters, and other arrangements related to Housing Counseling Program work schedules.
- Officer in charge of the Digital Time Clock System for employees.
- Supervise timesheet submission on time and in compliance.
- Prepare fringe benefit processes for CDBG-DR Program employees.
- In charge of CDBG-DR Program Procurement process.
- Supervise on look up and gather official documents for the CDBG-DR Program procurement and compliance procedures.
- Create and update work policies, employee manuals to stay in compliance with labor laws in P.R. and CDBG-DR Program.
- Supervise and support employees in the transition to better work tools like Google Workspace, among others.
- In charge of the Call Center overview making sure that the phone lines are assigned correctly.
- Participate in workshops/ training related to CDBG-DR Program.
- Participates in weekly and monthly conference calls and reports meetings related to the finance department with the Housing Department and the Grant Manager.
- Supervise and collaborate in the preparation of the organization employee's payroll, to overview that the Human Resources protocols are correctly prepared under the payroll process.
- Attend Mandatory trainings for the preparation of Section 3 & MWBE reports.
- Prepare Section 3 and MWBE reports for the CDBG-DR Program.
- Coordinate and attend meetings and interviews related to Section 3 and MWBE compliance and regulations.
- Conduct interviews to hire CDBG-DR employees.
- Update and maintain employee records.
- Other tasks regarding the Housing Counseling Program: Ex: Brief Orientation to clients regarding process and corresponding communication channel."

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2. Housing Counselor Support Officer - The description should be edited to read:

- "Provide 1 to 2 workshops per month, support with everything related to the workshops, oversight, coordination, participation, outreach and registration among other related duties.
- Coordination of in-person workshops, in-person space, collaboration, among other related duties.
- Verify documentation needed, create certificates, attendance lists and records before the workshop, confirmations, number of participants, among others related duties.
- Verify data entry of workshop cases, ensuring that they are completed before, during and after each workshop (checklist and agenda for each workshop as required by HUD Housing Counseling Program).
- Support and prepare materials, supplies and coordination of our monthly Housing Counseling Workshops as assigned.
- Supports in promoting housing counseling and financial capability workshops and service orientation to the public.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits.
- In charge of the data entry process in the Canopy system. Create a case, complete intake and income verification and verify all documentation received from participants is correct and accurate.
- Provides support as needed with the R-3 Program referrals.
- In charge of contacting CDBG-DR participants to coordinate and confirm appointments and follow ups, ask services in the CDBG-DR Housing Counseling Program.
- Completes Intake process, notes, and attendance in our CMS system to report cases in the HUD9902 as required by HUD.
- Provides the Housing Counseling CDBG-DR Program initial orientation to the clients and fills out initial forms by phone, email or in person.
- Creates unity form and upload documentation to the Canopy system, for participants in the Housing Counseling Program.
- Works with different computer programs to complete and upload required documentation for all participants. Adobe Acrobat to manage all documentations, Cam scanner to scan documentation, Gmail and organizations email, drive, excel, word, among others.
- Keeps their calendar and agenda up to date.

  
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- Receives and answers triage calls from CDBG-DR Housing Counseling Program.
- Completes Ready for Closeout Filter in Canopy system, as needed.
- Checks cases in Canopy to verify that all the documents and information are complete and in compliance.
- Keeps all notes on Canopy systems to track participants' progress and communications.
- Participates in trainings and meetings related to the CDBG-DR program.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes and supports the Pending Director Review Filter in the canopy system, as needed.
- Supports counselors in the verification of Closing Disclosure documents to report cases that completed and achieved the home purchase and counselors can properly close and report these cases. Creates templates, calls, and sends email to participants and keeps information up to date.
- Supports counselors in the reports and documentation processes, also supports counselors in the schedule of appointments, communication with clients and other organizations orientation, among other support needed for counselors.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Program and Grant Manager."

3. Foreclosure Prevention & Housing Counselor I - The description should be edited to read:

- "In charge of the programmatic area of the Housing Counseling Program and resolve issues, if they arise.
- Provide overview and supervision support to the Program and Quality Control Coordinator in administrative and compliance processes.
- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home

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buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) homeowner services, refinance, and recovery counseling.

- Prepares, revises and supervises training plan for Housing Counseling Team.
- Assigns tasks and duties to CDBG-DR Housing Counseling team members and supervises completion and performance of those tasks.
- Supervises Team members in the CDBG-DR Housing Counseling Program in their daily workflow.
- Provides support to the Housing Counseling Program activities and Housing Counseling team members, in all areas of service to participant and prospect participants.
- Creates and implements a Work plan for the Housing Counseling Program and their team members.
- Provide Housing Counseling Services, Financial Capability Counseling and Housing Counseling Education Workshops to CDBG-DR Program participants, clients, and referrals.
- Reports weekly the performance, changes, challenges and updates for the Housing Counseling Program to the administrative staff and other departments.
- Leads and manages CDBG-DR Housing counseling team programmatic operations.
- Coordinates and Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non- profits.
- Creates and verifies the Monthly Outreach Activities Report.
- Monitors and Completes Pending Director Review filter in Canopy System .
- Manage emails and documentation related to the Housing Counseling CDBG-DR Program .
- Develops and recollect all information needed for the creation of the Monthly CDBG-DR Performance Reports.
- Monitor Housing Counseling Canopy filters to keep them in compliance with the CDBG-DR Program.
- Participates in monthly and biweekly meetings for the CDBG-DR Housing Counseling Program.
- Coordinates Education Workshop dates and staff assigned for the CDBG-DR Housing Counseling Program.

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- Gathers data and supporting documentation for CDBG-DR Program Performance Report.
- Supports and gives orientation to the CDBG-DR Program, R3 and HBA participants in the process to achieve goals and receive CDBG-DR funds.
- Keeps in constant communication with the POC for the grant manager for the Housing Counseling Program.
- Coordinates meetings with the Housing Counseling Team members to give updates in the processes, changes in program, SOP, work plans and special tasks.
- Verifies changes and keeps up to date in all processes, Handbook, CFR, program guides, SOP, and regulations regarding the Housing Counseling Program with HUD, CDBG-DR and other CDBG-DR Housing Programs, PRDOH, FHA, lending, and Federal and state requirements.
- Perform quality control for processes in the one on one Housing Counseling Services, Financial Capability and Education workshops.
- Work, Upload and manage client records from the CDBG-DR Program participants into the Canopy system.
- Provides Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- Complies with Privacy Act, policies and federal regulations established for the Housing Counseling Program.
- Prepare quarterly reports for Housing counseling one on one services and outcomes achieved by participants counseled and achieve their final housing and financial goal and report these outcomes to the proper organizations such as NWA, HUD, CDBG-DR and others.
- Support and train other team members regarding processes and procedures in the Housing Counseling CDBG-DR Program.
- Participate in workshops/training and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.

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- Keeps their calendar and agenda up to date, also makes sure everything is in calendar for the Housing counseling program.
- Verifies proper documentation and complete closing of cases that fulfilled purchase housing, prepares reports as requested by our intermediaries and HUD.
- Among other related duties as required by the CDBG-DR Housing Counseling Program."

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4. Case Manager - The description should be edited to read:

- "HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established Curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) disaster preparedness and recovery counseling.
- Provides to CDBG-DR Program participants, clients and referrals Housing Counseling Services, Financial Capability Counseling and Housing Counseling Education Workshops.
- Prepares and analyses data for One on one Housing Counseling Services, Financial Capability and Housing Counseling Education workshops.
- Works, uploads, and manages client records from the CDBG-DR Program participants into the Canopy system.
- Provides Counselor-to-client assistance including R3 Program referrals that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.

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- Completes filters as a Housing counselor in the Canopy system, adds notes and complete cases on both CMS.
- Verifies proper documentation and complete closing of cases in the CMS that fulfilled housing and financial goals or suspended.
- Certifies attendance for workshops and verifies they are marked and complete in both CMS to report properly.
- Provides Housing counseling workshops including R3 Program referrals every month, and completes all requirements, documentation, and verification to comply with HUD and CDBG-DR requirements.
- Participates in monthly and biweekly meetings for the CDBG-DR Housing Counseling Program.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits.
- Provides follow-up calls, emails, letters to all counseling clients as HUD requires a period of 30 to 90 days to make required notes in system and processes.
- Verifies changes and keeps up to date in all processes and regulations regarding the Housing Counseling Program with HUD, CDBG-DR and other CDBG-DR Housing Programs, PRDOH, FHA, lending, and Federal and state requirements.
- Participates in workshops/trainings and meetings related to the CDBG-DR Program.
- Works with Pending Initial contact referrals from R3 Program to Housing Counseling Services on a daily basis.
- Stays in communication with the Project Manager, case manager, relocation managers, R3 staff, sellers, realtors and other resources related to the R3 program and Housing counseling.
- Sends documentation and resources for Housing search and other resources via email, regular mail, phone or in person for participants that do not have access to the internet.
- Assists participants in the search of relocation housing with acceptable housing conditions.
- Assists in liaison with other organizations, the population with functional diversity, the elderly and other vulnerable populations with limited access to services.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Housing Counseling Program."

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▪ Exhibit D – Budget (Attachment III) to modify:

- Staffing section includes: two tables; the first consists of the Historical incurred expenses with the proposed changes and the latter table only includes the proposed prospective costs as the Amendment F Budget.

▪ Exhibit D – Staffing section to eliminate the following position:

1. Foreclosure Prevention & Housing Counselor III
2. Program Support & Data Entry

The Staffing proposed budget increases from \$2,831,886.09 to \$3,290,175.09.

This section is modified as follows:

1. Executive Director - Decrease "Estimated Hours per Month Per Resource [B]" from 115 to 105. Decrease "Number of Months Needed [C]" from 24 to 9. Decrease "Estimated Monthly Cost [E=AxBxD]" from \$8,371.00 to \$7,643.00.

The proposed budget decreases from \$200,904.00 to \$68,787.00.

2. Chief Financial Officer - Decrease "Estimated Hours per Month Per Resource [B]" from 115 to 105. Decrease "Number of Months Needed [C]" from 24 to 9. Decrease "Estimated Monthly Cost [E=AxBxD]" from \$6,863.00 to \$6,266.00.

The proposed budget decreases from \$164,712.00 to \$56,394.00.

3. Human Resources & Administrative Officer - Decrease "Estimated Hours per Month Per Resource [B]" from 100 to 90. Decrease "Number of Months Needed [C]" from 24 to 9. Increase "Hourly Rate [D]" from \$20.74 to \$23.74. Increase "Estimated Monthly Cost [E=AxBxD]" from \$2,074.00 to \$2,137.00.

The proposed budget decreases from \$49,776.00 to \$19,233.00.

4. Housing Counseling Support Officer - Decrease "Number of Months Needed [C]" from 24 to 9.

The proposed budget decreases from \$80,256.00 to \$30,096.00.

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5. Foreclosure Prevention & Housing Counselor I - Decrease "Number of Months Needed [C]" from 24 to 9. Increase "Hourly Rate [D]" from \$32.82 to \$34.50. Increase "Estimated Monthly Cost [E=AxBxD]" from \$5,252.00 to \$5,520.00.

The proposed budget decreases from \$126,048.00 to \$49,680.00.

6. Foreclosure Prevention & Housing Counselor II - Decrease "Estimated Hours per Month Per Resource [B]" from 160 to 120. Decrease "Number of Months Needed [C]" from 24 to 9. Decrease "Hourly Rate [D]" from \$32.82 to \$31.25. Decrease "Estimated Monthly Cost [E=AxBxD]" from \$5,252.00 to \$3,750.00.

The proposed budget decreases from \$126,048.00 to \$33,750.00.

7. Community Organizer - Decrease "Number of Months Needed [C]" from 24 to 9.

The proposed budget decreases from \$35,400.00 to \$13,275.00.

8. Community Program Coordinator - Decrease "Number of Months Needed [C]" from 24 to 9.

The proposed budget decreases from \$54,048.00 to \$20,268.00.

9. Program & Quality Control Coordinator - Decrease "Estimated Hours per Month Per Resource [B]" from 116 to 90. Decrease "Number of Months Needed [C]" from 24 to 9. Decrease "Estimated Monthly Cost [E=AxBxD]" from \$3,360.00 to \$2,607.00.

The proposed budget decreases from \$80,640.00 to \$23,463.00.

10. Finance and Loan Servicing Officer - Decrease "Number of Months Needed [C]" from 24 to 9.

The proposed budget decreases from \$44,736.00 to \$16,776.00.

11. Call Center & Program Officer - Decrease "Number of Months Needed [C]" from 24 to 9.

The proposed budget decreases from \$55,344.00 to \$20,754.00.

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12. Intake Specialist Housing Support - Increase "Qty. of Resources [A]" from 2 to 3. Decrease "Number of Months Needed [C]" from 24 to 9. Increase "Estimated Monthly Cost [E=AxBxD]" from \$4,612.00 to \$6,917.00.

The proposed budget decreases from \$110,688.00 to \$62,253.00.

13. Case Manager - Decrease "Number of Months Needed [C]" from 24 to 9. Increase "Hourly Rate [D]" from \$28.91 to \$30.25. Increase "Estimated Monthly Cost [E=AxBxD]" from \$4,626.00 to \$4,840.00.

The proposed budget decreases from \$111,024.00 to \$43,560.00.

14. Total Estimated Monthly Cost- The proposed budget decreases from \$56,968.00 to \$50,921.00.

15. Total Cost for Amendment- The proposed budget decreases from \$1,367,232.00 to \$458,289.00.

16. \*\*Total Cost for Staff per Contract Period<sup>1</sup>- Instead of "Total Maximum Cost for Staffing in SRA" will be "\*\*\*Total Cost for Staff per Contract Period<sup>1</sup>". The proposed budget increases from \$2,831,886.09 to \$3,290,175.09.

17. **Below the "Staffing"** - Amendment F" 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<sup>1</sup> includes previous expenditures.

Estimated Monthly Cost is roundup for extension purposes."

- Exhibit D – Budget to modify the Other Operating section:

1. Previous Expenditures (Travel)- The proposed budget remains unchanged.

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2. Previous Expenditures (Overhead) - The proposed budget increases from \$145,928.05 to \$158,367.16.
3. Overhead - The proposed budget increases from \$12,439.11 to \$41,711.00.
4. Total Expenses for Amendment - The proposed budget increases from \$12,439.11 to \$41,711.00.
5. Total Cost for Expenses in SRA - The proposed budget increases from \$159,986.10 to \$201,697.10.

  
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▪ Exhibit D – Budget to modify the Equipment section:

1. Previous Expenditures (Equipment) - The proposed budget remains unchanged.
2. Office Equipment - The proposed budget remains unchanged.
3. Total Expenses for Amendment - The proposed budget remains unchanged.
4. Total Cost for Expenses in SRA - The proposed budget remains unchanged.

▪ Exhibit D – Budget to modify the Contract Budget Table (Project Activity Delivery Costs):

1. Staffing - The proposed budget increases from \$2,831,886.09 to \$3,290,175.09.
2. Other Operating - The proposed budget increases from \$159,986.10 to \$201,697.10.
3. Equipment - The proposed budget remains unchanged.
4. Total Costs and Grand Total - The proposed budget increases from \$3,000,000.00 to \$3,500,000.00.

- Exhibit E (Funds Certification) is being replaced by an updated version to include the exhibit identification. (Attachment IV).
- Exhibit E-1 (Funds Certification) is being added into the Agreement to include the exhibit identification as it was not listed as Exhibit E-1 in Amendment C. (Attachment V).
- Exhibit E-2 (Funds Certification) is being added into the Agreement to include the exhibit identification as it was not listed as Exhibit E-2 in Amendment D. (Attachment VI).

- Exhibit E-3 (Funds Certification) is being added into the Agreement to correct the exhibit identification as it was incorrectly listed as Exhibit E-3 in Amendment E. (Attachment VII).
- 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) incorporated via this AMENDMENT F. The new budget amount available to the SUBRECIPIENT to continue undertaking activities under the Program is THREE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$3,500,000.00). (Attachment VIII).
- Exhibit F (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement. (Attachment IX).
- Exhibit G (Subrogation and Assignment Provisions) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement. (Attachment X).
- All other terms and conditions of the Agreement, as amended, remain unchanged.

#### V. 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.

#### VI. 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.

#### VII. 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, pursuant to Act No. 18 of October 30, 1975, as amended by Act No. 127 of May 31, 2004.

  
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VIII. ENTIREAGREEMENT

The Agreement, as amended, constitutes the entire agreement among the Partiesfor 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 Partieswith respect to the Agreement, as amended.

IX. FEDERALFUNDING

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.

X. NON-CONFLICT OF INTERESTCERTIFICATION

The Subrecipient reassures PRDOHof 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 AMENDMENTF(Attachment XI).

IN WITNESSTHEREOF,the Parties hereto execute this AMENDMENTF in the place and on the date first above written.

PUERTORICO DEPARTMENT  
OF HOUSING  
CDBG-DRGrantee

PONCE NEIGHBORHOOD  
HOUSING SERVICES, INC. (PNHS)  
Subrecipient

By: Ciary Pérez Peña  
Ciary Pérez Peña (Apr 23, 2025 17:24 EDT)  
Name: Ciary Y. PérezPeña  
Title: Secretary  
Employer Social Security Num ber:

By: Elizabeth Colón Rivera  
Elizabeth Colón Rivera (Apr 10, 2025 11:02 EDT)  
Name: Elizabeth Colón Rivera  
Title: Executive Director  
Employer Social Security Num ber:

UEID:FFNMUBT6WCM1

UEID:ZF8ALBM6D9N3





DEPARTMENT OF

# HOUSING

GOVERNMENT OF PUERTO RICO

ATTACHMENT I

## EXHIBIT B

### TIMELINES AND PERFORMANCE GOALS

#### HOUSING COUNSELING PROGRAM

#### PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

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##### 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.

##### 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.	1 outreach activity per month*	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*

KEY OBJECTIVE# 1	KEY ACTIVITY	INDICATORS	SOURCE OF VERIFICATION	TARGET GOALS	TIMELINE
	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.

  
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3.1.1 KEY ACTIVITY: OUTREACH ACTIVITIES & COUNSELING COURSES COMPLETED

  
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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 monthly 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.

### 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.

  
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### 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.

  
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END OF DOCUMENT



DEPARTMENT OF

# HOUSING

GOVERNMENT OF PUERTO RICO

ATTACHMENT II

## EXHIBIT C

### KEY PERSONNEL

#### HOUSING COUNSELING PROGRAM

#### PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

  
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Below is the Staffing Plan for Ponce Neighborhood Services, Inc. which reflects a combination of existing employees, with new hired employees dedicated for the CDBGDR Housing Counseling Program.

#### I. Roles Description

##### Executive Director

- In charge of the CDBG-DR Program.
- Participates and hosts meetings related to the CDBG-DR Program.
- Supervises employees' work, production and tasks related to the CDBG-DR Program.
- Create, design, plan and implement promotion and advertising strategies to attract new participants.
- Verifies and follows up Employee's Action and Work Plans.
- As a Program Director, oversees, completes and approves Canopy's cases.
- In charge of authorizing signatures, revising, and auditing monthly reports, and all the official documents from the CDBG-DR Program.
- In charge of compliance audits, monitoring and any other decision making in compliance of the CDBG-DR Program regulations.
- Oversees with the Chief Financial Officer, expenses, financial budget management and other financial procedures.
- Promotes the CDBG-DR Program in activities and meetings.
- Serves as liaison with the R-3 Program Manager Regional Director.

- Create, design and plan strategies to work with the R-3 Program Manager Regional Director, assisting R-3 Program participants.
- In charge of reports to the Board of Directors relating administration, management, and procedures from CDBG-DR Program.

#### Chief Finance Officer

- Prepare Compliance Reports.
- Verifies and certifies employees and Executive Director time sheets.
- Approves payments stubs, payroll payments, travel expenses, utilities, among other expenses and payments related to CDBG-DR Program.
- In charge of looking up and gathering official documents for the CDBG-DR Program procurement and compliance procedures. Collaborates in the preparation of the insurance policies application related to CDBG-DR funds.
- Participates in weekly and monthly conference calls and reports meetings related to finance department with the Housing Department and the Grant Manager.
- Certifies and signs the travel expenses vouchers under CDBG-DR Program.
- In charge of the assets and compliance procedures under CDBG-DR Program.
- Prepares financial reports for CDBG-DR Program.
- In charge of the CDBG-DR Program when the Executive Director is not available.
- Approves and signs bank reconciliations related to the CDBG-DR Program, prepared by the Finance and Loan Servicing Officer.
- Prepares Annual Tax Forms (Local and Federal).
- Prepares financial reports to the Board of Directors relating to administration, management, and procedures from CDBG-DR Program.
- Participates in external/internal program audits related to CDBG-DR funds.
- In charge of the organization's single audit.
- Corroborates, manages, and audits time sheets and other compliance documents from the CDBG-DR Program.
- Verifies and answers emails related to CDBG-DR funds.
- Participate in workshops/training related to CDBG-DR Program.
- Prepares and approves CDBG-DR organization budgets.
- Collaborates in the preparation and the organization of employees' payroll.

  
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## Human Resources & Administrative Officer

- In charge of verifying and auditing CDBG-DR Program employees' timesheets.
- In charge of decision-making relating vacations periods approvals, working schedules and rosters, and other arrangements related to Housing Counseling Program work schedules.
- Officer in charge of the Digital Time Clock System for employees.
- Supervise timesheet submission on time and in compliance.
- Prepare fringe benefit processes for CDBG-DR Program employees.
- In charge of CDBG-DR Program Procurement process.
- Supervise on look up and gather official documents for the CDBG-DR Program procurement and compliance procedures.
- Create and update work policies, employee manuals to stay in compliance with labor laws in P.R. and CDBG-DR Program.
- Supervise and support employees in the transition to better work tools like Google Workspace, among others.
- In charge of the Call Center overview making sure that the phone lines are assigned correctly.
- Participate in workshops/training related to CDBG-DR Program.
- Participates in weekly and monthly conference calls and reports meetings related to the finance department with the Housing Department and the Grant Manager.
- Supervise and collaborate in the preparation of the organization employee's payroll, to overview that the Human Resources protocols are correctly prepared under the payroll process.
- Attend Mandatory trainings for the preparation of Section 3 & MWBE reports.
- Prepare Section 3 and MWBE reports for the CDBG-DR Program.
- Coordinate and attend meetings and interviews related to Section 3 and MWBE compliance and regulations.
- Conduct interviews to hire CDBG-DR employees.
- Update and maintain employee records.
- Other tasks regarding the Housing Counseling Program: Ex: Brief Orientation to clients regarding process and corresponding communication channel.

  
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#### Housing Counselor Support Officer

- Provide 1 to 2 workshops per month, support with everything related to the workshops, oversight, coordination, participation, outreach and registration among other related duties.
- Coordination of in-person workshops, in-person space, collaboration, among other related duties.
- Verify documentation needed, create certificates, attendance lists and records before the workshop, confirmations, number of participants, among others related duties.
- Verify data entry of workshop cases, ensuring that they are completed before, during and after each workshop (checklist and agenda for each workshop as required by HUD Housing Counseling Program).
- Support and prepare materials, supplies and coordination of our monthly Housing Counseling Workshops as assigned.
- Supports in promoting housing counseling and financial capability workshops and service orientation to the public.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits.
- In charge of the data entry process in the Canopy system. Create a case, complete intake and income verification and verify all documentation received from participants is correct and accurate.
- Provide support as needed with the R-3 Program referrals.
- In charge of contacting CDBG-DR participants to coordinate and confirm appointments and follow ups, ask for documentation needed, explain processes and services in the CDBG-DR Housing Counseling Program.
- Completes Intake process, notes, and attendance in our CMS system to report cases in the HUD9902 as required by HUD.
- Provides the Housing Counseling CDBG-DR Program initial orientation to the clients and fills out initial forms by phone, email or in person.
- Creates unity form and upload documentation to the Canopy system, for participants in the Housing Counseling Program.
- Works with different computer programs to complete and upload required documentation for all participants. Adobe Acrobat to manage all

  
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documentations, Cam scanner to scan documentation, Gmail and organizations email, drive, excel, word, among others.

- Keep their calendar and agenda up to date.
- Receives and answers triage calls from CDBG-DR Housing Counseling Program.
- Completes Ready for Closeout Filter in Canopy system, as needed.
- Checks cases in Canopy to verify that all the documents and information are complete and in compliance.
- Keeps all notes on Canopy systems to track participants' progress and communications.
- Participates in trainings and meetings related to the CDBG-DR program.
- Manages emails and documentation related to Housing counseling CDBG-DR Program
- Completes and supports the Pending Director Review Filter in the canopy system, as needed.
- Supports counselors in the verification of Closing Disclosure documents to report cases that completed and achieved the home purchase and counselors can properly close and report these cases. Creates templates, calls, and sends email to participants and keeps information up to date.
- Supports counselors in the reports and documentation processes, also supports counselors in the schedule of appointments, communication with clients and other organizations orientation, among other support needed for counselors.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Program and Grant Manager.

#### Foreclosure Prevention & Housing Counselor I

- In charge of the programmatic area of the Housing Counseling Program and resolve issues, if they arise.
- Provide overview and supervision support to the Program and Quality Control Coordinator in administrative and compliance processes.
- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with

  
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established curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) homeowner services, refinance, reconstruction and repairs; and (11) disaster preparedness and recovery counseling.

- Prepares, revises and supervises training plan for Housing Counseling Team.
- Assigns tasks and duties to CDBG-DR Housing Counseling team members and supervises completion and performance of those tasks.
- Supervises Team members in the CDBG-DR Housing Counseling Program in their daily workflow.
- Provides support to the Housing Counseling Program activities and Housing Counseling team members, in all areas of service to participant and prospect participants.
- Creates and implements a Work plan for the Housing Counseling Program and their team members.
- Provide Housing Counseling Services, Financial Capability Counseling and Housing Counseling Education Workshops to CDBG-DR Program participants, clients, and referrals.
- Reports weekly the performance, changes, challenges and updates for the Housing Counseling Program to the administrative staff and other departments.
- Leads and manages CDBG-DR Housing counseling team programmatic operations.
- Coordinates and Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits.
- Creates and verifies the Monthly Outreach Activities Report.
- Monitors and Completes Pending Director Review filter in Canopy System.
- Manage emails and documentation related to the Housing Counseling CDBG-DR Program.
- Develops and recollect all information needed for the creation of the Monthly CDBG-DR Performance Reports.

  
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- Monitor Housing Counseling Canopy filters to keep them in compliance with the CDBG-DR Program .
- Participates in monthly and biweekly meetings for the CDBG-DR Housing Counseling Program.
- Coordinates Education Workshop dates and staff assigned for the CDBG-DR Housing Counseling Program.
- Gathers data and supporting documentation for CDBG-DR Program Performance Report.
- Supports and gives orientation to the CDBG-DR Program, R3 and HBA participants in the process to achieve goals and receive CDBG-DR funds.
- Keeps in constant communication with the POC for the grant manager for the Housing Counseling Program.
- Coordinates meetings with the Housing Counseling Team members to give updates in the processes, changes in program, SOP, workplans and special tasks.
- Verifies changes and keeps up to date in all processes, Handbook, CFR, program guides, SOP, and regulations regarding the Housing Counseling Program with HUD, CDBG-DR and other CDBG-DR Housing Programs, PRDOH, FHA, lending, and Federal and state requirements.
- Perform quality control for processes in the one on one Housing Counseling Services, Financial Capability and Education workshops.
- Work, Upload and manage client records from the CDBG-DR Program participants into the Canopy system.
- Provides Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- Complies with Privacy Act, policies and federal regulations established for the Housing Counseling Program.
- Prepare quarterly reports for Housing counseling one on one services and outcomes achieved by participants counseled and achieve their final housing

  
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and financial goal and report these outcomes to the proper organizations such as NWA, HUD, CDBG-DR and others.

- Support and train other team members regarding processes and procedures in the Housing Counseling CDBG-DR Program.
- Participate in workshops/training and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Keeps their calendar and agenda up to date, also makes sure everything is in calendar for the Housing counseling program.
- Verifies proper documentation and complete closing of cases that fulfilled purchase housing, prepares reports as requested by our intermediaries and HUD.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

  
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#### Foreclosure Prevention & Housing Counselor II

- Provides Housing Counseling Services, Financial Capability and Education Workshops to CDBG-DR Program participants, clients and referrals.
- Prepares Counseling, Financial Capability and Education workshops.
- Works, uploads, and manages client records from the CDBG-DR Program participants into the Canopy system.
- Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8)

the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) homeowner services, refinance, reconstruction and repairs; and (11) disaster preparedness and recovery counseling.

- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits.
- Works with the Monthly Outreach Activities Report.
- Completes Pending Director Review filter in Canopy System.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes filters as a Housing counselor in the Canopy system, add notes and complete cases on both CMS.
- Certifies attendance for workshops and verify they are marked and complete in both CMS in order to report properly.
- Provides Housing counseling workshops every month, and completes all requirements, documentation, and verification to comply with HUD and CDBG-DR requirements.
- Provides follow-up calls, emails, letters to all counseling clients as HUD requires a time period of 30 to 90 days. Make required notes in system and processes.
- Complies with Privacy Act, policies and federal regulations established for the Housing Counseling Program.
- Participates in workshops/trainings and meetings related to CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Verifies proper documentation and complete closing of cases that fulfilled purchase housing, prepares reports as requested by our intermediaries and HUD.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

#### Community Organizer

- In charge of introducing the CDBG-DR Program to the municipalities and organize community activities such as fairs, community assemblies among others, to promote the Program.
- Collaborates with CDBG-DR Community Outreach.
- Serves as liaison between the communities and the Housing Counseling Program from the CDBG-DR funds.

  
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- Coordinates initial orientations and community workshops of Foreclosure Intervention and Housing Counseling from CDBG-DR Program to Ponce NHS network community areas and municipalities.

#### Community Program Coordinator

- Prepares Housing Maintenance and Disaster Preparedness workshops for CDBG-DR Program participants.
- Coordinates and sets dates for Housing Maintenance and Disaster Preparedness workshops for CDBG-DR Program participants.
- Identifies and recruits participants for Housing Maintenance and Disaster Preparedness workshops under CDBG-DR Program.
- In charge of all the logistics related to the Housing Maintenance and Disaster Preparedness workshops under CDBG-DR Program.
- In charge of entering data of those CDBG-DR Program participants in Canopy System.

  
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#### Program and Quality Control Coordinator

- Prepares administrative monthly reports to CDBG-DR Program.
- Verifies all information for CDBG-DR Program Performance Report.
- Receives and audits work hours from CDBG-DR Program employees.
- Receives, manages, and audits time sheets and other compliance documents from the CDBG-DR Program to prepare invoices for the reimbursement processes.
- Prepares invoices and gather documents for the reimbursement processes from CDBG-DR Program.
- Keeps and maintains policies up to date and in compliance with the CDBG-DR Program.
- Submits invoices through Vendors Cafe System.
- Submits policies and compliance documents through Vendors Cafe System.
- Verifies CDBG-DR reports from different departments.
- In charge of submitting monthly CDBG-DR reports.
- Participates in weekly and monthly reports conference calls and meetings with Housing Department and the Grant Manager.
- Maintains constant communication with the Grant Manager and the managers to keep the Program in compliance.

- Participates in workshops/training related to CDBG-DR Program.
- Assists in the payroll process for the CDBG-DR Program.
- Point of contact between the Organization, Housing Counseling Department and the Grant Manager.

#### Finance and Loan Servicing Officer

- Review and verify that the CDBG-DR Program travel expense procedure has been followed as a compliance request.
- Verify utility bills and other bills related to the CDBG-DR program by submitting as a tenant account those bills to the system.
- Prepare bank reconciliations from the CDBG-DR Program, which the Chief Finance Officer approves.
- Prepare SURT tax forms, submissions of quarterly tax forms to State Agencies related CDBG-DR funds.
- Make payments stubs, travel expenses, utilities, among other expenses and payments related to CDBG-DR Program
- Collaborate on look up and gather official documents for the CDBG-DR Program procurement and compliance procedures.
- Participates in weekly and monthly conference calls and reports meetings related to finance department with Housing Department and the Grant Manager.
- Verify the travel expenses (reports) vouchers under CDBG-DR Program
- Check and pay the fringe benefits for CDBG-DR Program employees.
- Verify and pay the policies requested by the CDBG-DR Program
- Validate the timesheets from the CDBG-DR employees.
- Collaborate in Annual Tax Forms (Local and Federal) and make payments.
- Verify and answer emails related to CDBG-DR funds.
- Verify and report the bank account balances related to CDBG-DR funds.
- Participate in workshops/training related to CDBG-DR program.
- Prepare payroll and payments of CDBG-DR employees.

#### Call Center & Program Officer

- Manages and channel phone calls and messages related CDBG-DR Program.
- Registers participants for Housing Counseling Program workshops for CDBG-DR.

  
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- Manages virtual platforms and google documents, emails, documentation for Housing Counseling Program registering process for CDBG-DR.
- Day to day contact with prospect participants interested in Housing Counseling Services to explain all counseling services, processes, and requirements on the program, also clarify questions and redirect participants to other CDBG-DR Programs as needed.
- Maintains records and statistics about the CDBG-DR participants registering process in workshops and other virtual activities.
- In charge of main phone line for the Housing Counseling Program.
- In charge of transferring other phone lines to the assigned team members to properly handle the phone lines.
- Handles and orientates referrals for Housing Counseling Services.
- Redirects Housing Counseling Program prospect participants to the appropriate services as needed.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs and other non-profits to promote CDBG-DR Services.
- Keeps all notes on canopy systems to track participants' progress and communications.
- Participates in workshops/trainings and meetings related to CDBG-DR program.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

#### Intake Specialist Housing Support

- In charge of contacting CDBG-DR participants to coordinate and confirm appointments and follow ups, ask for documentation needed, explain processes and services in the CDBG-DR Housing Counseling Program.
- Completes Canopy filter with Pending Initial Contact for Housing counseling services.
- Receives and answers triage calls from CDBG-DR Housing counseling Program.

  
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- In charge of the data entry process in the Canopy system. Create a case, complete intake and income verification and verify all documentation received from participants is correct and accurate.
- Complete Intake process, notes, and attendance in our CMS system to report cases in the HUD9902 as required by HUD.
- Provides the Housing Counseling CDBG-DR Program initial orientation to the clients and fills out initial forms.
- Day to day contact with prospect participants interested in Housing counseling Services to explain all counseling services, processes, and requirements on the program, also clarify questions and redirect participants to other CDBG-DR programs as needed.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits to promote CDBG-DR Housing counseling services.
- Provides support on Applicant Closeouts Survey on all counseling services.
- Complete the Closeout process for all counseling services, create and send letters for the closeout process to participants.
- Creates unity form and Upload documentation to the Canopy system, for participants in the Housing Counseling Program.
- Completes Ready for Closeout Filter in Canopy system, as requested by Housing counseling supervisor.
- Checks cases in Canopy to verify that all the documents and information are complete and in compliance.
- Keeps all notes on Canopy systems to track participants' progress and communications.
- Supports preparation with materials, supplies and coordination of Housing Counseling Workshops assigned.
- Sends documents via regular mail to people who do not have access to the Internet.
- Participates in workshops/trainings and meetings related to CDBG-DR program.
- Manage emails and documentation related to Housing Counseling CDBG-DR Program.
- Completes timesheets for the CDBG-DR Housing Counseling Program.

  
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- Among other related duties as required by the CDBG-DR Program and Grant Manager.

#### Case Manager

- HUD Certified Housing Counselor will provide all counseling services and must involve the creation of an action plan and a budget. For the purposes of HUD's Housing Counseling Program, education is defined as formal classes, with established Curriculum and instructional goals, provided in a group or classroom setting, or other formats approved by HUD, covering topics such as, but not limited to: (1) renter rights; (2) the home buying process and achieve homeownership; (3) how to maintain a home; (4) budgeting; (5) fair housing; (6) identifying and reporting predatory lending practices; (7) rights for persons with disabilities; (8) the importance of good credit; (9) avoiding foreclosure and loss mitigation process; (10) disaster preparedness and recovery counseling.
- Provides to CDBG-DR Program participants, clients and referrals Housing Counseling Services, Financial Capability Counseling and Housing Counseling Education Workshops.
- Prepares and analyses data for One on one Housing Counseling Services, Financial Capability and Housing Counseling Education workshops.
- Works, uploads, and manages client records from the CDBG-DR Program participants into the Canopy system.
- Provides Counselor-to-client assistance including R3 Program referrals that addresses unique financial circumstances and housing issues, and focuses on overcoming specific obstacles to achieving a housing goal such as repairing credit, addressing a rental dispute, purchasing a home, locating cash for a down payment, raising awareness about critical housing topics such as predatory lending practices, fair lending and fair housing requirements, finding units accessible to persons with disabilities, avoiding foreclosure, or resolving a financial crisis.
- Manages emails and documentation related to Housing counseling CDBG-DR Program.
- Completes filters as a Housing counselor in the Canopy system, adds notes and complete cases on both CMS.

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- Verifies proper documentation and complete closing of cases in the CMS that fulfilled housing and financial goals or suspended.
- Certifies attendance for workshops and verifies they are marked and complete in both CMS to report properly.
- Provides Housing counseling workshops including R3 Program referrals every month, and completes all requirements, documentation, and verification to comply with HUD and CDBG-DR requirements.
- Participates in monthly and biweekly meetings for the CDBG-DR Housing Counseling Program.
- Participates in outreach activities that are coordinated by organizations, municipalities, other CDBG-DR Programs, and other non-profits.
- Provides follow-up calls, emails, letters to all counseling clients as HUD requires a period of 30 to 90 days to make required notes in system and processes.
- Verifies changes and keeps up to date in all processes and regulations regarding the Housing Counseling Program with HUD, CDBG-DR and other CDBG-DR Housing Programs, PRDOH, FHA, lending, and Federal and state requirements.
- Participates in workshops/trainings and meetings related to the CDBG-DR Program.
- Works with Pending Initial contact referrals from R3 Program to Housing Counseling Services on a daily basis.
- Stays in communication with the Project Manager, case manager, relocation managers, R3 staff, sellers, realtors and other resources related to the R3 program and Housing counseling.
- Sends documentation and resources for Housing search and other resources via email, regular mail, phone or in person for participants that do not have access to the internet.
- Assists participants in the search of relocation housing with acceptable housing conditions.
- Assists in liaison with other organizations, the population with functional diversity, the elderly and other vulnerable populations with limited access to services.
- Completes timesheets for the CDBG-DR Housing Counseling Program.
- Among other related duties as required by the CDBG-DR Housing Counseling Program.

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DEPARTMENT OF

# HOUSING

GOVERNMENT OF PUERTO RICO

## ATTACHMENT III

### EXHIBIT D

### BUDGET

### HOUSING COUNSELING PROGRAM

### PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

### DESCRIPTION SERVICES

Ponce NHShas been offering services regarding housing counseling under our Housing Acquisition, Conservation, Mitigation, and Preservation Program. These include counseling, orientation, and workshops for the following topics: FirstTime Home Buyer Counseling, Financial Capability and Budget Management, Affordable Mortgage and Housing Rehabilitation Loan Products, Post-Purchase, Home Maintenance, Foreclosure Prevention, LossMitigation, Disaster Reliefand Recovery Orientation/ Counseling, among others. The participants will be reached through outreach and community field visits, from our case managers/ community organizers,or referralsfrom other organizations. In addition,our HousingCounselorswillassistwalk-ins,and participants from the Marketing and Promotions Outreach Program.

Services will be provided through general orientation (phone call or in person), workshops,and one-on-one counseling. The populations will be targeted as part of the need assessments, performed by the Case Managers/Community Organizers. Also, during the outreach process, the participants will be identified depending on the necessity that their comm unity is facing. With all the data collected, the service delivery area will be assisted and served with assertive and specific services,responding to the needs of the communities and their residents.

Ponce NHShas a 15-municipality network area that includes the South and Central area of PR,but if our services are needed in another region, we provide them island- wide. To be more efficient, our organization has satellite offices in some Town Halls around our network area. Usingthese offices,our organization has a broader outreach capacity that can let more families receive services and assistance, especially those without the resources to get to Ponce. Because of the necessities that our comm unities are

  
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confronting after Hurricanes Irma and Maria, Ponce NHS has included 9 more municipalities from the Southwest and Central area of PR. This will offer more services to a broader spectrum of participants from isolated and underserved communities.

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

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Position	Qty. of Resources [A]	Estimated * Hours per month per Resource [B]	Number of Months Needed [C]	Hourly Rate [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	105	9	\$72.79	\$ 7,643.00	\$ 68,787.00	\$ 391,731.93	\$ 460,518.93
Chief Financial Officer	1	105	9	\$59.67	\$ 6,266.00	\$ 56,394.00	\$ 329,424.00	\$ 385,818.00
Human Resources & Administrative Officer	1	90	9	\$23.74	\$ 2,137.00	\$ 19,233.00	\$ 49,776.00	\$ 69,009.00
Housing Counseling Support Officer	1	160	9	\$20.90	\$ 3,344.00	\$ 30,096.00	\$ 119,483.77	\$ 149,579.77
Foreclosure Prevention & Housing Counselor I	1	160	9	\$34.50	\$ 5,520.00	\$ 49,680.00	\$ 330,167.01	\$ 379,847.01
Foreclosure Prevention & Housing Counselor II	1	120	9	\$31.25	\$ 3,750.00	\$ 33,750.00	\$ 203,368.72	\$ 237,118.72
Foreclosure Prevention & Housing Counselor III					\$ -	\$ -	\$ 72,336.00	\$ 72,336.00
Community Organizer	1	73	9	\$20.20	\$ 1,475.00	\$ 13,275.00	\$ 87,996.35	\$ 101,271.35
Community Program Coordinator	1	115	9	\$19.58	\$ 2,252.00	\$ 20,268.00	\$ 108,096.00	\$ 128,364.00
Community Specialist Support					\$ -	\$ -	\$ 31,515.93	\$ 31,515.93
Program & Quality Control Coordinator	1	90	9	\$28.96	\$ 2,607.00	\$ 23,463.00	\$ 206,471.85	\$ 229,934.85
Program Support & Data Entry					\$ -	\$ -	\$ 55,272.00	\$ 55,272.00
Data Entry					\$ -	\$ -	\$ 26,281.77	\$ 26,281.77
Finance and Loan Servicing Officer	1	100	9	\$18.64	\$ 1,864.00	\$ 16,776.00	\$ 106,798.11	\$ 123,574.11
Financial Supervisor					\$ -	\$ -	\$ 111,275.20	\$ 111,275.20
Call Center & Program Officer	1	160	9	\$14.41	\$ 2,306.00	\$ 20,754.00	\$ 128,196.15	\$ 148,950.15
Intake Specialist Housing Support	3	160	9	\$14.41	\$ 6,917.00	\$ 62,253.00	\$ 221,376.00	\$ 283,629.00
Case Manager	1	160	9	\$30.25	\$ 4,840.00	\$ 43,560.00	\$ 222,048.00	\$ 265,608.00
Administrative Assistant					\$ -	\$ -	\$ 30,271.30	\$ 30,271.30
Total Estimated Monthly Cost:					\$ 50,921.00			
Total Staff Cost for Amendment:						\$ 458,289.00		
Total Cost for Previous Expenditures:							\$ 2,831,886.09	
**Total Cost for Staff per Contract Period:						\$	3,290,175.09	

\* 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 F Budget does not include the Historical incurred expenses.  
1Total Cost for contract period is taken from the table above.)

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STAFFING- Amendment F

Position	Qty. of Resources [A]	Estimated* Hours per month per Resource [B]	Number of Months Needed [C]	Hourly Rate [D]	Estimated* Monthly Cost [E=AxBxD]	Estimated* Cost for the Program [F=CxE]
Executive Director	1	105	9	\$72.79	\$ 7,643.00	\$ 68,787.00
Chief Financial Officer	1	105	9	\$59.67	\$ 6,266.00	\$ 56,394.00
Human Resources & Administrative Officer	1	90	9	\$23.74	\$ 2,137.00	\$ 19,233.00
Housing Counseling Support Officer	1	160	9	\$20.90	\$ 3,344.00	\$ 30,096.00
Foreclosure Prevention & Housing Counselor I	1	160	9	\$34.50	\$ 5,520.00	\$ 49,680.00
Foreclosure Prevention & Housing Counselor II	1	120	9	\$31.25	\$ 3,750.00	\$ 33,750.00
Community Organizer	1	73	9	\$20.20	\$ 1,475.00	\$ 13,275.00
Community Program Coordinator	1	115	9	\$19.58	\$ 2,252.00	\$ 20,268.00
Program & Quality Control Coordinator	1	90	9	\$28.96	\$ 2,607.00	\$ 23,463.00
Finance and Loan Servicing Officer	1	100	9	\$18.64	\$ 1,864.00	\$ 16,776.00
Call Center & Program Officer	1	160	9	\$14.41	\$ 2,306.00	\$ 20,754.00
Intake Specialist Housing Support	3	160	9	\$14.41	\$ 6,917.00	\$ 62,253.00
Case Manager	1	160	9	\$30.25	\$ 4,840.00	\$ 43,560.00
Total Estimated Monthly Cost:					\$ 50,921.00	
Total Cost for Amendment:						\$ 458,289.00
**Total Cost for Staff per Contract Period 1:						\$ 3,290,175.09

\*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.

OTHER OPERATING

Item Name	Item Description	Budget
Previous Expenditures (Travel)		\$ 1,618.94
Previous Expenditures (Overhead)		\$ 158,367.16
Expenses for Amendment F		
Overhead	Indirect Cost through De Minimis Rate (10%) of the program.	\$ 41,711.00
Total Expenses for Amendment:		\$ 41,711.00
Total Cost for Expenses in SRA:		\$ 201,697.10

Item Name	Item Description	Budget
Previous Expenditures (Equipment)		\$ 3,902.22
Expenses for Amendment F		
Office Equipment	Computers and printers for Ponce NHS Housing Counselors.	\$ 4,225.59
Total Expenses for Amendment:		\$ 4,225.59
Total Cost for Expenses in SRA:		\$ 8,127.81

Project Activity Delivery Costs		
Staffing	Hourly rates and salaries for the program staff members.	\$ 3,290,175.09
Other Operating	Operational costs such as travel and indirect costs for the program.	\$ 201,697.10
Equipment	Office Equipment required for the program such as computers and printers.	\$ 8,127.81
TOTAL COST		\$ 3,500,000.00
GRAND TOTAL		\$ 3,500,000.00

Budget Re-distribution

- a) The Subrecipient may request in writing to the PRDO a re-distribution of the Maximum Authorized Budgets shown above without exceeding the Total Authorized Budget.

- b) The PRDO 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 PRDO will provide written authorization to the Subrecipient. Until the written authorization is submitted by the PRDO, the re-distribution cannot be considered as authorized.
- c) This re-distribution of funds as described here shall be considered binding and will not require an amendment to this SRA.

  
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GOBIERNO DE PUERTO RICO  
Departamento de la Vivienda

EXHIBIT E  
ATTACHMENT IV

July 1, 2019

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Legal Director CDBG-DR  
Puerto Rico Department of Housing

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CYP

Félix Hernández Cabán, MBA, CFE, JD  
Director of Disaster Recovery Finance CDBG-DR  
Puerto Rico Department of Housing

César A. Candelario Candelario  
Budget Manager CDBG-DR  
Puerto Rico Department of Housing

CERTIFICATION OF FUNDS: NOFA WITH PONCE NEIGHBORHOOD HOUSING SERVICES, INC. FOR HOUSING COUNSELING SERVICES FOR THE HOUSING COUNSELING PROGRAM RELATED TO THE CDBG-DR FUNDS

As requested by the Deputy Director – Contract Administration, we certify the availability of funds for **\$749,979.86** corresponding to “PRDOH Notification of Fund Agreement with Ponce Neighborhood Housing Services, Inc. for Housing Counseling Services for the Housing Counseling Program”. These funds are part of the **CDBG-DR Grant “B-17-DM-72-0001”**.  
Re-certification of funds needed upon the agreement between PRDOH and the subrecipient.

The breakdown of the certified funds is as follows:

Activity Number	Activity Title	Description	Account Number	Amount Certified
R01H12HCP-DOH-LM	Housing Counseling Program-LMI	Housing Counseling Services	4190-10-000	\$749,979.86
				<b>\$749,979.86</b>

If you have any questions or comments, please call me at (787)274-2527.

FHC/CCC/ac





GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

**EXHIBIT E-1  
ATTACHMENT V**

August 2, 2021

Maytte Texidor López, Esq.  
Legal Director CDBG-DR  
Puerto Rico Department of Housing

Félix Hernández Cabán, MBA, C.F.E., J.D.  
Director Disaster Recovery  
CDBG-DR Finance Division  
Puerto Rico Department of Housing

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César A. Candelario Candelario  
Budget Manager CDBG-DR  
Puerto Rico Department of Housing

**CERTIFICATION OF FUNDS FOR THE AMENDMENT TO INCREASE CONTRACT WITH PONCE  
NEIGHBORHOOD HOUSING SERVICES, INC. FOR CDBG-DR HOUSING COUNSELING  
PROGRAM**

As requested by the Deputy Director-Contract Administration of CDBG-DR, we certify the availability of funds for **\$1,049,932.14** for the "amendment to increase the contract with Ponce Neighborhood Housing Services, Inc. for the CDBG-DR Housing Counseling Program". These funds are part of the **CDBG-DR Grant "B-18-DP-72-0001"**.

The breakdown of the certified funds is as follows:

Activity Num.	Account	Description	Funds Certified	Amendment	Total Amount Certified
R01H12HCP-DOH-LM	6090-01-000	Program Funds	\$ 749,949.86	-	\$ 749,949.86
R02H12HCP-DOH-LM			-	787,449.11	787,449.11
R02H12HCP-DOH-UN			-	262,483.03	262,483.03
Totals			\$ 749,949.86	\$ 1,049,932.14	\$ 1,799,912.00

If you have any questions or comments, please call me at (787)274-2527.

Yardi # cc5932

KMM/CCC/ERP



GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING


EXHIBIT E-2  
ATTACHMENT VI


Contract Code: cc5932-d  
Type: ChangeOrderA\_V2  
Original Registered Code:

CERTIFICATION OF FUNDS

Requestedon behalf: CDBG-DR Director

The FinanceDivision certifies the availability of the following funds:

  
ECR

  
CYPP

Contracting Of:

Source of Funds:

For:

Amount:

PONCENEIGHBORHOOD HOUSING SERVICES INC

14.228 CDBG Funds

Amendment D to 2020-DR0017 - Housing Counseling

\$259,614.00

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	\$23,682.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Staff / Personnel (Sub-recipient)	6090-01-000	\$235,932.00
					\$259,614.00

The above distribution of funds is subject to changesand will be allocated in accordancewith the executed agreementwithin the parties

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

Cesar Candelario Signed Date - 04/13/2022  
Electronic Approval  
Budget Manager

Nilda Baez Signed Date - 04/21/2022  
Electronic Approval  
Finance Director





GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING


EXHIBIT E-3  
ATTACHMENT VII


Contract Code: cc5932-e  
Type: ChangeOrderA\_V2  
Original RegisteredCode:

CERTIFICATION OF FUNDS

Requestedon behalf: CDBG-DR Director

The FinanceDivision certifies the availability of the following funds:

  
ECR

  
CYP

Contracting Of: PONCENEIGHBORHOOD HOUSING SERVICES INC  
Source of Funds: 14.228 CDBG Funds  
For: Amendment E to 2020-DR0017  
Amount: \$940,474.00

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

Grant	Area / Project	Activity Code	Category Description	Account	Amount
B-17-DM-72-0001	Housing	r01h12hcp-doh-lm	H - Equipment (Sub recipient)	6090-01-000	-\$1,872.19
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Indirect Cost	6090-01-000	-\$27,196.90
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Staff / Personnel (Sub-recipient)	6090-01-000	\$969,543.09
					\$940,474.00

The above distribution of funds is subject to changesand will be allocated in accordancewith the executed agreementwithin 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.

Ada Castillo Signed Date - 06/08/2023  
Electronic Approval  
Budget Manager

Jackzaira Vega Signed Date - 06/13/2023  
Electronic Approval  
Finance Director

\*This transactiondoes notrepresentan overcharge ofthe accountherein.




EXHIBIT E-4  
ATTACHMENT VIII


Contract Code: cc5932-f  
Type: ChangeOrderA\_V2  
Original Registered Code:

CERTIFICATION OF FUNDS

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

  
ECR

  
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Contracting Of: PONCE NEIGHBORHOOD HOUSING SERVICES INC  
Source of Funds: 14.228 CDBG Funds  
For: Amendment F to 2020-DR0017  
Amount: \$500,000.00

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 - Call Center & Program Officer	6090-01-000	\$20,754.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Case Manager	6090-01-000	\$43,560.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Chief Financial Officer	6090-01-000	\$56,394.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Community Organizer	6090-01-000	\$13,275.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Community Program Coordinator	6090-01-000	\$20,268.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Executive Director	6090-01-000	\$68,787.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Finance/ Loan Serv. Officer	6090-01-000	\$16,776.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Foreclose Intervention & Housing	6090-01-000	\$49,680.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Foreclosure Interv. and Counselor II	6090-01-000	\$33,750.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Housing Counseling Support Officer	6090-01-000	\$30,096.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Human Resources & Adm	6090-01-000	\$19,233.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Indirect Cost	6090-01-000	\$41,711.00
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Intake Housing Counselor	6090-01-000	\$62,253.00

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



B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Program& Quality Ctrl Coord	6090-01-000	\$23,463.00
					<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 - 04/01/2025  
Electronic Approval  
Budget Manager

Nilda Baez Signed Date - 04/03/2025  
Electronic Approval  
Finance Director

  
ECR

  
CYPP

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



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

## ATTACHMENT IX

### EXHIBIT F

## HUD GENERAL PROVISIONS AND OTHER FEDERAL STATUTES, REGULATIONS, AND PRDOH REQUIREMENTS

### HOUSING COUNSELING PROGRAM

### PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

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Given that the Subrecipient Agreement (SRA) involves funds for which the U.S. Department of Housing and Urban Development (HUD) is the oversight agency, the following terms and conditions may apply to this SRA. In addition, SUBRECIPIENT shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <https://www.hudexchange.info/resource/2490/hud-form-4010-federallaborstandards-provisions/>.

These terms and conditions must be included in their entirety by the SUBCONTRACTOR in all purchase orders or subcontracts that are directly related to the SRA, even though some of the terms and conditions might not apply to a particular kind of purchase order or subcontract.

These general provisions may be updated from time to time. It is the sole responsibility of the SUBRECIPIENT to be aware of any changes hereto, to amend and implement such changes, and to ensure subcontracts terms and conditions are modified as necessary, if any.

#### General Provisions:

#### 1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this SRA shall be deemed to be inserted herein and the SRA shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the SRA shall forthwith be physically amended to make such insertion or correction.

#### 2. STATUTORY AND REGULATORY COMPLIANCE

SUBRECIPIENT shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (Appropriations Act), as amended, including but not limited to the applicable Office of Management and Budget Circulars, which

may impact the administration of funds and/or set forth certain cost principles, including if certain expenses are allowed.

### 3. BREACH OF SUBRECIPIENT AGREEMENT TERMS

The Puerto Rico Department of Housing (PRDOH) reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this SRA, in instances where the SUBRECIPIENT or any of its subcontractors violate or breach any SRA term. If the SUBRECIPIENT or any of its subcontractors violate or breach any SRA term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the SRA documents, and the rights and remedies available thereunder, shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

### 4. REPORTING REQUIREMENTS

The SUBRECIPIENT shall complete and submit all reports, in such form and according to such schedule, as may be required by the PRDOH and/or the Government of Puerto Rico. The SUBRECIPIENT shall cooperate with all the PRDOH and/or the Government of Puerto Rico efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 2 C.F.R. §200.328 and 24 C.F.R. §570.507, when applicable.

### 5. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

The SUBRECIPIENT will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include, but are not limited to:

- (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Additionally, for contracts of \$10,000 or more, the SUBRECIPIENT shall file Form HUD 2516 (Contract and Subcontract Activity) with the PRDOH on a quarterly basis.

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## 6. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 C.F.R. Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by HUD.

## 7. DEBARMENT, SUSPENSION, AND INELIGIBILITY

The SUBRECIPIENT represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. Part 2424.

## 8. CONFLICTS OF INTEREST

The SUBRECIPIENT shall notify the PRDO as soon as possible if this SRA or any aspect related to the anticipated work under this SRA raises an actual or potential conflict of interest, if applicable. The SUBRECIPIENT shall explain the actual or potential conflict in writing in sufficient detail so that the PRDO is able to assess such actual or potential conflict. The SUBRECIPIENT shall provide the PRDO any additional information necessary to fully assess and address such actual or potential conflict of interest. The SUBRECIPIENT shall accept any reasonable conflict mitigation strategy employed by the PRDO, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

## 9. SUBCONTRACTING

When subcontracting, the SUBRECIPIENT shall solicit for and contract with such subcontractors in a manner providing for fair competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (ii) Requiring unnecessary experience and excessive bonding;
- (iii) Noncompetitive pricing practices between firms or between affiliated Companies;
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest;
- (vi) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement; and
- (vii) Any arbitrary action in the procurement process.

The SUBRECIPIENT represents to the PRDO that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of

  
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expertise, taking into account the nature of the work to be performed under this SRA.

The SUBRECIPIENT will include these HUD General Provisions in every subcontract issued by it, so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

#### 10. ASSIGNABILITY

The SUBRECIPIENT shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the PRDOH.

#### 11. COPELAND "ANTI-KICKBACK" ACT

(Applicable to all construction or repair contracts)

Salaries of personnel performing work under this SRA shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland "Anti-Kickback Act" of 1934, 48 Stat. 948; (codified at 18 U.S.C. § 874; and 40 U.S.C. § 3145). The SUBRECIPIENT shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Agreement to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

#### 12. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

(Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers.)

The SUBRECIPIENT shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by SUBRECIPIENTS or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the CWHSSA, and the SUBRECIPIENTS and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

#### 13. DAVIS-BACON ACT

(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation.)

The SUBRECIPIENT shall comply with the Davis Bacon Act (40 U.S.C. § 3141 et seq.) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by SUBRECIPIENTS or subcontractors, including employees of other governments, on construction work assisted under

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this SRA, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis Bacon Act.

On a semi-annual basis, the SUBRECIPIENT shall submit Form HUD 4710 (Semi-Annual labor Standards Enforcement Report) to PRDOH.

#### 14. TERMINATION FOR CAUSE

(Applicable to contracts exceeding \$10,000)

If, through any cause, the SUBRECIPIENT shall fail to fulfill in a timely and proper manner his or her obligations under this SRA, or if the SUBRECIPIENT shall violate any of the covenants, agreements, or stipulations of this SRA, the PRDOH shall thereupon have the right to terminate this SRA by giving written notice to the SUBRECIPIENT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the SUBRECIPIENT under this Agreement shall, at the option of the PRDOH, become the PRDOH's property and the SUBRECIPIENT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the SUBRECIPIENT shall not be relieved of liability to the Government of Puerto Rico and PRDOH for damages sustained by the Government of Puerto Rico and/or PRDOH by virtue of any breach of the Agreement by the SUBRECIPIENT, and the Government of Puerto Rico and/or PRDOH may withhold any payments to the SUBRECIPIENT for the purpose of set-off until such time as the exact amount of damages due to the Government of Puerto Rico and/or PRDOH from the SUBRECIPIENT is determined.

#### 15. TERMINATION FOR CONVENIENCE

(Applicable to contracts exceeding \$10,000)

The PRDOH may terminate this SRA at any time by giving at least a ten (10) days' notice in writing to the SUBRECIPIENT. If the SRA is terminated by the PRDOH as provided herein, the SUBRECIPIENT will be paid for the time provided and expenses incurred up to the termination date.

#### 16. SECTION 503 OF THE REHABILITATION ACT OF 1973

(Applicable to contracts exceeding \$10,000)

The SUBRECIPIENT shall comply with Section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

Equal Opportunity for Workers with Disabilities:

- 1) The SUBRECIPIENT will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The SUBRECIPIENT agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without

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discrimination based on their physical or mental disability in all employment practices, including the following:

- (i) Recruitment, advertising, and job application procedures;
- (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- (iii) Rates of pay or any other form of compensation and changes in compensation;
- (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (v) Leaves of absence, sick leave, or any other leave;
- (vi) Fringe benefits available by virtue of employment, whether or not administered by the SUBRECIPIENT;
- (vii) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (viii) Activities sponsored by the SUBRECIPIENT including social or recreational programs; and
- (ix) Any other term, condition, or privilege of employment.

- 2) The SUBRECIPIENT agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- 3) In the event of the SUBRECIPIENT's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- 4) The SUBRECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the SUBRECIPIENT's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The SUBRECIPIENT must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the SUBRECIPIENT may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- 5) The SUBRECIPIENT will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract

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understanding, that the SUBRECIPIENT is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.

- 6) The SUBRECIPIENT will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Rehabilitation Act of 1973, as amended, as amended, so that such provisions will be binding upon each subcontractor or vendor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

## 17. EQUAL EMPLOYMENT OPPORTUNITY

(Applicable to construction contracts and subcontracts exceeding \$10,000)

The SUBRECIPIENT shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 C.F.R. Subpt. B, Ch. 60).

During the performance of this Agreement, the SUBRECIPIENT agrees as follows:

- 1) The SUBRECIPIENT shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The SUBRECIPIENT shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 2) The SUBRECIPIENT shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The SUBRECIPIENT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3) The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

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- 4) The SUBRECIPIENT will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers representative of the SUBRECIPIENT's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The SUBRECIPIENT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 6) The SUBRECIPIENT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- 7) In the event of the SUBRECIPIENT's non-compliance with the non-discrimination clause of this Agreement or with any of such rules, regulations or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the SUBRECIPIENT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- 8) SUBRECIPIENT shall incorporate the provisions of 1 through 7 above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such subcontractor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the SUBRECIPIENT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the SUBRECIPIENT may request the United States to enter into such litigation to protect the interests of the United States.

#### 18. CERTIFICATION OF NONSEGREGATED FACILITIES

(Applicable to construction contracts exceeding \$10,000)

The SUBRECIPIENT certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that

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it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The SUBRECIPIENT agrees that a breach of this certification is a violation of the equal opportunity clause of this Agreement.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The SUBRECIPIENT further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

#### 19. CERTIFICATION OF COMPLIANCE WITH CLEAN AIR AND WATER ACTS (Applicable to contracts exceeding \$100,000)

The SUBRECIPIENT and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Ch. I, Subch. C, Pt. 60, Subpt. B and Ch. I, Subch. C, Pt. 93, Subpt. B, as amended, Section 508 of the Federal Water Pollution Control Act (33 U.S.C. § 1368) and Executive Order 11738 of September 10, 1973.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- 1) A stipulation by the SUBRECIPIENT or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to Ch. I, Subch. C, Pt. 93, Subpt. B or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Ch. I, Subch. C, Pt. 60, Subpt. B, as amended.
- 2) Agreement by the SUBRECIPIENT to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 7414) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other

  
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requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

- 3) A stipulation that as a condition for the award of the Agreement, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Agreement, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.
- 4) Agreement by the SUBRECIPIENT that he or she will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the SUBRECIPIENT will take such action as the government may direct as a means of enforcing such provisions.

## 20. ANTI-LOBBYING

(Applicable to contracts exceeding \$100,000)

By the execution of this SRA, the SUBRECIPIENT certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the SUBRECIPIENT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the SUBRECIPIENT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- 3) The SUBRECIPIENT shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

  
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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 21. BONDING REQUIREMENTS

(Applicable to construction and facility improvement contracts exceeding \$100,000)

  
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The SUBRECIPIENT shall comply with 2 C.F.R. § 200.326 minimum bonding requirements:

- 1) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified.
- 2) A performance bond on the part of the SUBRECIPIENT for one hundred percent (100%) of the Agreement price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the SUBRECIPIENT’s obligations under such contract.
- 3) A payment bond on the part of the SUBRECIPIENT for one hundred percent (100%) of the Agreement price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

## 22. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

- A. The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this Agreement agree to comply with HUD’s regulations in 24 C.F.R. Part 75, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the in 24 C.F.R. Part 75 regulations.

- C. The SUBRECIPIENT agrees to send to each labor organization or representative of workers with which the SUBRECIPIENT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the SUBRECIPIENT's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The SUBRECIPIENT agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 75. The SUBRECIPIENT will not subcontract with any subcontractor where the SUBRECIPIENT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 75.
- E. The SUBRECIPIENT acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contracting requirements of 24 C.F.R. 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts signed after this SRA.
- F. The SUBRECIPIENT will certify that any vacant employment positions, including training positions, that are filled: (1) after the SUBRECIPIENT is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 75 require employment opportunities to be directed, were not filled to circumvent the SUBRECIPIENT's obligations under 24 C.F.R. Part 75.
- G. Noncompliance with HUD's regulations in 24 C.F.R. Part 75 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- H. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (46 U.S.C. §5307) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be

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given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

- I. The SUBRECIPIENT agrees to submit, and shall require its subcontractors to submit to them, quarterly reports to the PRDO detailing the total number of labor hours worked on the Section 3 Project, the total number of labor hours worked by Section 3 Workers, and the total number of hours worked by Targeted Section 3 Workers, and any affirmative efforts made during the quarter to direct hiring efforts to low- and very low-income persons, particularly persons who are Section 3 Workers and Targeted Section 3 Workers.

23. **UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT (URA)**

Every project funded in part or in full by Community Development Block Grant – Disaster Recovery (CDBG-DR/MIT) funds, and all activities related to that project, are subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, 42 U.S.C. § 4601 et seq., and section 104(d) of the Housing and Community Development Act of 1992, as amended (HCDA), 42 U.S.C. § 5304(d), except where waivers or alternative requirements have been provided by the U.S. Department of Housing and Urban Development (HUD).

The implementing regulations for URA are at 49 C.F.R. Part 24, and the regulations for section 104(d) are at 24 C.F.R. Part 42, subpart C. Additionally, HUD has established regulations specific to CDBG-funded housing activities at 24 C.F.R. § 570.606. PRDO has also established the Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (URA & ADP Guide) which provides guidance and requirements regarding URA compliance and minimizing displacement that are applicable to all CDBG-DR/MIT programs. The primary purpose of these laws and regulations is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.

When CDBG-DR/MIT funds are planned, intended, or used for any activity or phase of a project and the phases are interdependent, URA applies to that activity or project. This includes any property acquisition, even if CDBG-DR/MIT funds are not used to fund the purchase, if the contract to acquire property is executed with the intention of seeking CDBG-DR/MIT funds to complete the project or an interdependent phase of the project. Subrecipients are responsible for ensuring URA compliance throughout the design, proposal, and implementation of any project that includes real property acquisition or displacement of residential or business occupants.

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## 24. FAIR HOUSING ACT

SUBRECIPIENT shall comply with the provisions of the Fair Housing Act of 1968, as amended. The Act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, disability, or familial status. The Equal Opportunity in Housing Act prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with Federal funds.

## 25. ENERGY POLICY AND CONSERVATION ACT

SUBRECIPIENT shall comply with mandatory standards and policies relating to energy efficiency as contained in the Government of Puerto Rico's energy conservation plan, issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 et seq).

## 26. POLITICAL ACTIVITY

The SUBRECIPIENT agrees to comply with mandatory standards and policies relating to Hatch Political Activity Act (Hatch Act), 5 U.S.C. §§ 1501–1508, which limits the political activity of employees.

The SUBRECIPIENT shall comply with the Hatch Act and shall ensure that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of the Hatch Act, 5 U.S.C. §§ 1501–1508.

The Hatch Act applies to political activities of certain state and local employees. As a PRDOH's SUBRECIPIENT, you may participate in any of the following activities: be a candidate in nonpartisan elections; attend political meetings and conventions; contribute money; campaign in partisan elections; and hold office in political parties.

The SUBRECIPIENT may not do the following activities: be a candidate in partisan elections; use official influence to interfere in elections; coerce political contributions from subordinates in support of political parties or candidates the office of special counsel operates a website that provides guidance concerning hatch act issues.

## 27. HEALTH AND SAFETY STANDARDS

All parties participating in this project agree to comply with Sections 3702 and 3704 (a) of the Contract Work Hours and Safety Standards Act (CWHSSA), 40 U.S.C. §§ 3702 and 3704. Section 3704 (a) of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his or her health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply

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to a contract to acquire a commercial product (as defined in 41 U.S.C. § 103) or a commercial service (as defined in 41 U.S.C. § 103a).

## 28. PERSONNEL

The SUBRECIPIENT represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the contracting party. All the services required hereunder will be performed by the SUBRECIPIENT or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this SRA.

## 29. WITHHOLDING OF WAGES

If in the performance of this Agreement, there is any underpayment of wages by the SUBRECIPIENT or by any subcontractor thereunder, the PRDOH may withhold from the SUBRECIPIENT out of payment due to him or her an amount sufficient to pay to employees underpaid the difference between the wages required thereby to be paid and the wages actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the PRDOH for and on account of the SUBRECIPIENT or subcontractor to the respective employees to whom they are due.

## 30. CLAIMS AND DISPUTES PERTAINING TO WAGE RATES

Claims and disputes pertaining to wage rates or to classifications of professional staff or technicians performing work under this SRA shall be promptly reported in writing by the SUBRECIPIENT to the PRDOH for the latter's decision, which shall be final with respect thereto.

## 31. DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS

No person employed on the services covered by this Agreement shall be discharged or in any way discriminated against because he or she has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his or her employer.

## 32. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY AND OTHERS

The SUBRECIPIENT agrees to establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have a family, business, or other tie. The SUBRECIPIENT will be aware of and avoid any violation of the laws of this State which prohibit municipal officers and employees from having or owning any interest or share, individually or as agent or employee of any person or corporation, either directly or indirectly, in any contract made or let by the governing authorities of such municipality for the construction or doing of any public work, or for the sale or purchase of any materials, supplies or

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property of any description, or for any other purpose whatsoever, or in any subcontract arising therefrom or connected therewith, or to receive, either directly or indirectly, any portion or share of any money or other thing paid for the construction or doing of any public work, or for the sale or purchase of any property, or upon any other contract made by the governing authorities of the municipality, or subcontract arising therefore or connected therewith.

The SUBRECIPIENT will also be aware of and avoid any violation of the laws of this State which prescribe a criminal penalty for any public officer who has an interest in any contract passed by the board of which he or she is a member during the time he or she was a member and for one year thereafter.

**33. INTEREST OF CERTAIN FEDERAL OFFICERS**

No member of, or delegate to, the Congress of the United States and no Resident Commissioner shall be admitted any share or part of this Agreement or to any benefit to arise therefrom.

**34. INTEREST OF SUBRECIPIENT**

The SUBRECIPIENT agrees that it presently has no interest and shall not acquire any interest, direct or indirect, in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of the Work hereunder. The SUBRECIPIENT further agrees that no person having any such interest shall be employed in the performance of this Agreement.

**35. RELIGIOUS ACTIVITY**

The SUBRECIPIENT, in compliance with 24 C.F.R. 570.200(j) and 24 C.F.R. § 5.109(c), agrees to provide equal participation to faith-based organizations in HUD programs and activities and to abstain from disfavoring any faith-based organization, including by failing to select a faith-based organization, disqualifying an faith-based organization, or imposing any condition or selection criterion that otherwise disfavors or penalizes an faith-based organizations in the selection process using any funds related to this Agreement.

**36. FLOOD DISASTER PROTECTION ACT OF 1973**

The SUBRECIPIENT will ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found Section 202(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4106, and the regulations in 44 C.F.R. Parts 59 through 79 and 24 C.F.R. § 570.605.

**37. LEAD-BASED PAINT**

The SUBRECIPIENT must comply with the regulations regarding lead-based paint found at 24 C.F.R. Part 35, Subpt. A on LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES with regards to all housing units assisted by CDBG-DR/MIT funds.

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### 38. VALUE ENGINEERING

(Applicable to construction contracts exceeding \$2,000 when required by Federal Program legislation.)

The SUBRECIPIENT must comply with the regulations regarding systematic and organized approach to analyze functions of systems, equipment, facilities, services, and materials to ensure they achieve their essential functions at the lowest cost consistent to life cycle in execution, reliability, quality, and safety, in accordance with 2 C.F.R. § 200.318(g).

### 39. GENERAL COMPLIANCE

The SUBRECIPIENT shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 C.F.R. § 570, as modified by the Federal Register notices that govern the use of CDBG-DR/MI funds available under this Agreement. See Federal Register Notice 83 FR 5844 (February 9, 2018). Notwithstanding the foregoing, (1) the SUBRECIPIENT does not assume any applicable of the PRDO's responsibilities for environmental review, decision making, and action, described in 24 C.F.R. Part 58 and (2) the SUBRECIPIENT does not assume any applicable of the PRDO's responsibilities for initiating the review process under the provisions of 24 C.F.R. Part 52.

The SUBRECIPIENT shall also comply with all other applicable Federal, state and local laws, regulations, and policies that govern the use of the CDBG-DR/MI funds in complying with its obligations under this Agreement, regardless of whether CDBG-DR/MI funds are made available to the SUBRECIPIENT on an advance or reimbursement basis. This includes without limitation, applicable Federal Registers; 2 C.F.R. Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. Part 570 Community Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. Part 35, Subpt. A; 24 C.F.R. Part 58; 24 C.F.R. Part 75; National Historic Preservation Act, and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards and the environment; and Action Plan amendments and HUD's guidance on the funds.

Where waivers or alternative requirements are provided for in the applicable Federal Register Notice dated February 9, 2018, at 83 FR 5844 or any future Federal Register Notice published by HUD ("HUD Notices"), such requirements, including any regulations referenced therein, shall apply.

The SUBRECIPIENT also agrees to comply with all other applicable Federal, State, and local laws, regulations, HUD Notices, policies, and guidelines, whether existing or to be established, provided the same are applied to activities occurring after the date the policy or guideline was established, governing the Grant Funds provided under this Agreement. In the event a conflict arises between the provisions of this Agreement and any of the foregoing, the Federal, State, and local laws, regulations, HUD Notices, policies, and guidelines shall control and this

  
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Agreement shall be interpreted in a manner so as to allow for the terms contained herein to remain valid and consistent with such Federal, State, and local laws, regulations, HUD Notices, policies and guidelines.

The SUBRECIPIENT shall also comply with applicable PRDOH's policies and guidelines as established in Program Guidelines and their amendments, if any, as found in the CDBG-DR Website (<https://recuperacion.pr.gov/>) which are herein included and made integral part of this Agreement, as it may be updated from time to time.

  
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#### 40. DUPLICATION OF BENEFITS

The SUBRECIPIENT shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5155) and described in Appropriations Act. The SUBRECIPIENT must comply with HUD's requirements for duplication of benefits, imposed by Federal Register notice on the PRDOH, which are published in a separate notices entitled: "Clarification to Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees" (November 16, 2011, 76 FR 71060); "Updates to Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees" (June 20, 2019, 84 FR 28836); and "Applicability of Updates to Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees," (June 20, 2019, 84 FR 28848). The SUBRECIPIENT shall carry out the activities under this Agreement in compliance with PRDOH's procedures to prevent duplication of benefits.

  
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#### 41. DRUG-FREE WORKPLACE

The SUBRECIPIENT must comply with drug-free workplace requirements in 2 C.F.R. §§ 182.200 through 182.230 of the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8106.

#### 42. HOLD HARMLESS

The SUBRECIPIENT shall and hereby agrees to hold harmless, defend (with counsel acceptable to the PRDOH) and indemnify the Government of Puerto Rico, PRDOH, HUD and each and all of its successors, affiliates, or assigns, and any of their employees, officers, directors, attorneys, consultants, agents, managers, and affiliates, from and against any and all damages, costs, attorneys' fees, claims, expenses, injuries, property damage, causes of action, violations of law, violations of this Agreement, and losses of any form or nature arising from or related to the conduct of the SUBRECIPIENT in the performance of the efforts called for in this Agreement. This indemnity shall expressly include, but is not limited to, the obligation of the SUBRECIPIENT to indemnify and reimburse the PRDOH for any and all attorneys' fees and other litigation or dispute resolution costs incurred or to be incurred in the PRDOH's enforcement of this Agreement or any portion thereof against the SUBRECIPIENT or otherwise arising in connection with the SUBRECIPIENT's

breach, violation, or other noncompliance with this Agreement. This clause shall survive indefinitely the termination of this Agreement for any reason.

#### 43. PRDOH RECOGNITION

Unless otherwise directed by the PRDOH, the SUBRECIPIENT shall ensure recognition of the role of HUD and the PRDOH in providing funding, services, and efforts through this Agreement. Unless otherwise directed by the PRDOH, all activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to role of HUD and of the PRDOH. In addition, the SUBRECIPIENT shall include a reference to the support provided herein in all publications made possible with funds made available under this Agreement. The PRDOH reserves the right to direct specific reasonable recognition requirements on a case-by-case basis, including but not limited, to the size and content, waiver, removal or addition of such recognition.

#### 44. LOGO CLAUSE

The Parties hereto will not use the name of the other party, seals, logos, emblems or any distinctive trademark/ trade name, without the prior written express authorization of the other party.

#### 45. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

The SUBRECIPIENT shall comply with the applicable provisions in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200.

#### 46. FINANCIAL & PROGRAM MANAGEMENT

The SUBRECIPIENT shall expend and account for all CDBG-DR/MIT funds received under this Agreement in accordance with 2 C.F.R. § 200.302 and 2 C.F.R. § 200.303 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

The SUBRECIPIENT shall administer its program in conformance with Cost Principles as outlined in 2 C.F.R. § 200.400 through 2 C.F.R. § 200.476, as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

#### 47. DOCUMENTATION AND RECORD KEEPING

The SUBRECIPIENT shall maintain all records required by applicable law to be maintained, including but not limited to the Federal regulations specified in (1) 2 C.F.R. Part 200; (2) 24 C.F.R. § 570.506; and (3) the applicable HUD Notices that are pertinent to the activities to be funded under this Agreement, as well as any additional records required by the PRDOH. Such records shall include but not be limited to:

  
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- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG-DR/MIT programs, as modified by the HUD Notices;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with CDBG-DR/MIT funds;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG-DR/MIT program;
- f. Financial records as required by (1) 24 C.F.R. § 570.502; and (2) 2 C.F.R. Part 200;
- g. Other records necessary to document compliance with Subpart K of 24 C.F.R. Part 570.

#### 48. ACCESS TO RECORDS

The Government of Puerto Rico, the PRDO, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the SUBRECIPIENT which are related to this SRA, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

#### 49. RECORD RETENTION AND TRANSMISSION OF RECORDS TO THE PRDO

The SUBRECIPIENT shall retain all official records on programs and individual activities shall be retained for the greater of five (5) years, starting from the closeout of the grant between PRDO and HUD, or the end of the affordability period for each housing activity, whichever is longer. If any other laws and regulations as described in 24 C.F.R. § 570.490 applies to a project, the record retention period may be extended. All records involved in litigation, claims, audits, negotiations, or other actions, which have started before the expiration date of their retention, will be kept until completion of the action and resolution of all issues or the end of the regular five (5) years period, whichever is longer. (See 2 C.F.R. § 200.334 and 24 C.F.R. § 570.490(d).)

Records shall be made available to PRDO upon request.

#### 50. CLIENT DATA AND OTHER SENSITIVE INFORMATION

In the event that the SUBRECIPIENT comes to possess client data and other sensitive information as a result of this Agreement, then the SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for

  
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determining eligibility, and description of service provided. Such information shall be made available to PRDOH monitors or their designees for review upon request.

The SUBRECIPIENT must comply with 2 C.F.R. § 200.303 and shall take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. § 200.82, and other information HUD or the PRDOH designates as sensitive or the SUBRECIPIENT considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality. Additionally, the Subrecipient must comply with the PRDOH CDBG-DR Personally Identifiable Information, Confidentiality, and Nondisclosure Policy, as found in the CDBG-DR Website (<https://recuperacion.pr.gov/en/download/personally-identifiable-information-confidentiality-and-nondisclosure-policy/>) which is herein included and made integral part of this Agreement, as it may be updated from time to time.

The SUBRECIPIENT shall comply with all State or local requirements concerning the privacy of personal records, consistent with 24 C.F.R. § 570.508 (local governments) and § 570.490(c) (States).

#### 51. CLOSE-OUT

The SUBRECIPIENT's obligation to PRDOH shall not end until all close-out requirements are completed. Activities during this close-out period may include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the PRDOH), properly addressing Program Income (as that term is defined in Section VI(A)(19) of the HUD Notice 83 FR 5844, 5856 (February 9, 2018, as may be amended by HUD)), balances, and accounts receivable to the PRDOH), determining the custodianship of records, and the SUBRECIPIENT's certification of compliance with the terms of this Agreement. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the SUBRECIPIENT has control over CDBG-DR/MIT funds, including Program Income.

Notwithstanding the terms of 2 C.F.R. § 200.343, upon the expiration of this Agreement, the SUBRECIPIENT shall transfer to the recipient any CDBG-DR/MIT funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG-DR/MIT funds, further, any real property under the SUBRECIPIENT's control that was acquired or improved in whole or in part with CDBG-DR/MIT funds (including CDBG-DR/MIT funds provided to the SUBRECIPIENT in the form of a loan) shall be treated in accordance with 24 C.F.R. § 570.503(b)(7).

#### 52. AUDITS AND INSPECTIONS

All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to the PRDOH, HUD, and the Comptroller General of the United States, or any of their authorized representatives, at any time during normal

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business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by the SUBRECIPIENT. Failure of the SUBRECIPIENT to comply with the above audit requirements shall constitute a violation of this Agreement and may result in the withholding of future payments and/or termination.

### 53. SINGLE AUDIT

The SUBRECIPIENT must be audited as required by 2 C.F.R. Part 200, Subpt. F, when the SUBRECIPIENT's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 C.F.R. § 200.501 (Audit requirements). Once said threshold is reached or exceeded, the SUBRECIPIENT shall notify the PRDO Hand and shall report that event in the corresponding monthly progress report, as provided in Part VI - Performance, Monitoring, and Reporting, Subpart B (Reporting) of this Agreement.

The SUBRECIPIENT shall procure or otherwise arrange for the audit to be conducted for that year, as required in 2 C.F.R. § 200.501(a)-(b); moreover, that it is properly performed and submitted when due in accordance with provisions that include but are not limited to those set forth in 2 C.F.R. § 200.512 (Report submission), as stated in 2 C.F.R. § 200.508(a) (Auditee responsibilities).

Among other relevant provisions, the SUBRECIPIENT shall comply with: (a) the Electronic submission of data and reports to the Federal Audit Clearinghouse (FAC) (2 C.F.R. § 200.512(d)) and; (b) ensuring that reports do not include protected personally identifiable information as set forth in 2 C.F.R. § 200.512(a)(2)).

### 54. INSPECTIONS AND MONITORING

The SUBRECIPIENT shall permit the PRDO Hand auditors to have access to the SUBRECIPIENT's records and financial statements as necessary for the PRDO Hand to meet the requirements of 2 C.F.R. Part 200.

### 55. CORRECTIVE ACTIONS

The PRDO Hand may issue management decisions and may consider taking enforcement actions including but not limited to corrective actions in 24 C.F.R. § 570.910 if noncompliance is detected during monitoring and audits. The PRDO Hand may require the SUBRECIPIENT to take timely and appropriate action on all deficiencies pertaining to the Federal award provided to the SUBRECIPIENT from the pass-through entity detected through audits, on-site reviews, and other means. A timely and appropriate action shall be predicated on reasonable standard wherein the SUBRECIPIENT utilizes all available resources to correct the noted issue or issues. In response to audit deficiencies or other findings of noncompliance with this Agreement, the PRDO Hand may impose additional conditions on the use of the CDBG-

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DR/MIT funds to ensure future compliance or provide training and technical assistance as needed to correct noncompliance.

## 56. NONDISCRIMINATION

The SUBRECIPIENT shall comply with 24 C.F.R. Part 6, which implements the provisions of Section 109 of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5309. Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance.

The SUBRECIPIENT shall adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (Section 504). Section 109 of the Housing and Community Development Act of 1974 makes these requirements applicable to programs or activities funded in whole or in part with CDBG-DR/MIT funds. Thus, the SUBRECIPIENT shall comply with regulations of 24 C.F.R. Part 8, which implement Section 504 for HUD programs, and the regulations of 24 C.F.R. Part 146, which implement the Age Discrimination Act for HUD programs.

The SUBRECIPIENT shall ensure that all CDBG-DR/MIT activities conducted by itself or its contractors are consistent with the applicable federal and local legal provisions, regulations, and policies that prohibit discrimination on the basis of race, creed, color, national origin, religion, sex, disability, familial status, actual or perceived sexual orientation or gender identity, marital status, or age, as established in the CDBG-DR

Fair Housing and Equal Opportunity (FHEO) Policy for CDBG-DR Programs.<sup>1</sup>

## 57. ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT

The SUBRECIPIENT shall ensure that its Activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act.

The Architectural Barriers Act of 1968, 42 U.S.C. §§ 4151-4156, requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that ensure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of “residential structure” as defined in 24 C.F.R. § 40.2 or the description of “facilities” in 41 C.F.R. § 102-76.60 are subject to the requirements of the Architectural Barriers Act of 1968 and shall comply with the

<sup>1</sup> Follow the link for document access at the CDBG-DR Website: <https://recuperacion.pr.gov/en/download/fair-housing-and-equal-opportunity-fheo-policy-for-cdbg-dr-programs/>.

Uniform Federal Accessibility Standards (appendix A to 24 C.F.R. Part 40 for residential structures, and 41 C.F.R. Subt. C, Ch. 102, for general type buildings).

The Americans with Disabilities Act of 1990 ("ADA"), 42 U.S.C. § 12101 et seq. (ADA), provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

The SUBRECIPIENT agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 C.F.R. § 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

#### 58. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (24 C.F.R. PART 1)

##### 1) General Compliance:

The SUBRECIPIENT shall comply with the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., and 24 C.F.R. § 570.601 and § 570.602. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this Agreement. The specific nondiscrimination provisions at 24 C.F.R. § 1.4 apply to the use of these funds. The SUBRECIPIENT shall not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right or privilege secured by Title VI of the Civil Rights Act of 1964 or 24 C.F.R. Part 1, or because he or she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under 24 C.F.R. Part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 24 C.F.R. Part 1, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

##### 2) Assurances and Real Property Covenants:

As a condition to the approval of this Agreement and the extension of any Federal financial assistance, the SUBRECIPIENT assures that the program or activity described in this Agreement shall be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided shall be operated and administered in compliance with all requirements imposed by or pursuant to this 24 C.F.R. Part 1.

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If the Federal financial assistance under this Agreement is to provide or is in the form of personal property or real property or interest therein or structures thereon, the SUBRECIPIENT's assurance herein shall obligate the SUBRECIPIENT or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases the assurance shall obligate the SUBRECIPIENT for the period during which Federal financial assistance is extended pursuant to the contract or application.

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This assurance gives the PRDO and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-DR/MIT funds and provided to the SUBRECIPIENT under this Agreement, the instrument effecting any disposition by the SUBRECIPIENT of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

If the SUBRECIPIENT receives real property interests or funds or for the acquisition of real property interests under this Agreement, to the extent that rights to space on, over, or under any such property are included as part of the program receiving such assistance, the nondiscrimination requirements of this part 1 shall extend to any facility located wholly or in part in such space.

### 3) Women- and Minority-Owned Businesses (W/MBE)

The SUBRECIPIENT shall take the affirmative steps listed in 2 C.F.R. § 200.321(b)(1) through (6) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible when the SUBRECIPIENT procures property or services under this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended, 15 U.S.C. § 632 (a), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish heritage Americans, Asian-Americans, and American Indians. The SUBRECIPIENT may rely on written representations by

businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

In compliance with the CDBG-DR/MIT Minority and Women-Owned Business Enterprise Policy (M/WBE Policy), the SUBRECIPIENT shall complete a utilization plan to identify how they plan on successfully achieving the contracting goals for MBE and WBE's. SUBRECIPIENT shall also complete quarterly reporting to provide information on contracting opportunities and payouts provided to WBE or MBE contractors or subcontractors. SUBRECIPIENT shall also document their efforts and submit those to PRDO on a quarterly basis. See the M/WBE Policy, as found in the CDBG-DR Website (<https://recuperacion.pr.gov/>) which is herein included and made integral part of this Agreement, as it may be updated from time to time.

#### 4) Notifications

The SUBRECIPIENT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the SUBRECIPIENT's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

#### 5) Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The SUBRECIPIENT shall, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.

### 59. LABOR STANDARDS

The SUBRECIPIENT shall comply with the labor standards in Section 110 of the Housing and Community Development Act of 1974, 42 U.S.C. § 5310, and ensure that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under this Agreement shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis Bacon Act, as amended (40 U.S.C. § 3141, et seq.), and 29 C.F.R. Parts 1, 3, 5, 6, and 7, provided, that this requirement shall apply to the rehabilitation of residential property only if such property contains not less than eight (8) units.

The SUBRECIPIENT agrees to comply with 18 U.S.C. § 874 and its implementing regulations of the U.S. Department of Labor at 29 C.F.R. Part 3 and Part 5. The SUBRECIPIENT shall maintain documentation that demonstrates compliance with applicable hour and wage requirements. Such documentation shall be made available to the PRDO for review upon request.

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The SUBRECIPIENT is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; or nepotism activities.

## 60. CONDUCT

### 1) Contracts

- a. Monitoring: As applicable, the SUBRECIPIENT will monitor all contracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.
- b. Content: The SUBRECIPIENT shall cause all of the provisions of this contract in its entirety to be included in and made a part of any contract executed in the performance of this Agreement, as applicable.
- c. Selection Process: The SUBRECIPIENT shall ensure that all contracts awarded after the execution of this Agreement and in the performance of such, follow the procurement policies and procedures described in this Agreement.
- d. Notification: The SUBRECIPIENT shall notify and provide a copy of any and all contracts related to this Agreement and CDBG-DR/MIT funds to the Contract Administration Area of the PRDO/CDBG-DR/MIT Legal Division within three (3) days of its execution.

### 2) Conflict of Interest

The SUBRECIPIENT agrees to abide by the provisions of 2 C.F.R. Part 200, as applicable, and 24 C.F.R. § 570.611, which include (but are not limited to) the following:

- a. It is presumed that the SUBRECIPIENT is subject to state and local ethic laws and regulations related to the conduct of its officers, employees or agents engaged in the award and administration of this Agreement.
- b. In the event the SUBRECIPIENT is not, the SUBRECIPIENT shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of this Agreement. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or Parties to sub Agreements.

  
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However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-DR/MIT assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or Agreement with respect to the CDBG-DR/MIT assisted activity, or with respect to the proceeds from the CDBG-DR/MIT assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the PRDOH, the SUBRECIPIENT, or any designated public agency.
- d. Clause of Governmental Ethics Certification of Absence of Conflict of Interests - The SUBRECIPIENT certifies that: (1) No public servant of the PRDOH has pecuniary interest in this contract. (2) No public servant of the PRDOH has solicited or accepted, directly or indirectly, for him (her), for any member of his family unit or for any other person, gifts, allowances, favors, services, donations, loans or any other thing of monetary value. (3) No public servant of the PRDOH related to this transaction, asked for or accepted any good of economic value, from any person or organization as payment for the duties and responsibilities of his employment. (4) No public servant of the PRDOH has solicited, directly or indirectly, for him (her), any member of his family unit, neither for any other person, business or organization, any good of economic value, including gifts, loans, promises, favors or services in exchange for his (her) obligations and performance of said public employment, to influence or favor any organization. (5) No public servant of the PRDOH has kinship relationship, within the fourth degree of consanguinity and second by affinity, with nobody in public employment that has faculty to influence and to participate in the institutional decisions of this Agreement.

## 61. CITIZEN GRIEVANCES

If the SUBRECIPIENT receives any complaint or grievance, it shall refer said complaint or grievance immediately to the PRDOH CDBG-DR/MIT Program so that PRDOH may respond appropriately.

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## 62. TECHNICAL ASSISTANCE AND TRAININGS

The SUBRECIPIENT shall attend any and all technical assistance and/or trainings that the PRDOH requires from time to time at its discretion. Failure to attend may be considered as cause for termination.

## 63. DISASTER RELIEF ACCOUNT

Pursuant to Federal Register Vol. 85, No. 17, 85 FR 4681 (January 27, 2020), PRDOH must comply with an additional requirement imposed by an Order of October 26, 2017, granted by the United States District Court for the District of Puerto Rico, as may be amended from time to time. As required by the Order, grant funds or disaster relief funds received by the Commonwealth of Puerto Rico or other Non-Federal Entities (as defined by 2 C.F.R. § 200.69) shall be deposited solely into a Disaster Relief Account.

As a result thereof, under the terms of the beforementioned Court order and under the conditions of this Agreement, any and all CDBG-DR/MIT funds subawarded by PRDOH to its SUBRECIPIENT shall be deposited into a new, separate, non-commingled, unencumbered account held in the name of the SUBRECIPIENT. The funds shall be used solely for eligible activities. Further, the SUBRECIPIENT shall provide and make available to PRDOH any and all documentation related to such account.

## 64. ADDITIONAL SPECIFIC CONDITIONS

Notwithstanding the special conditions established in this SRA and its exhibits, in accordance with 2 C.F.R. § 200.208, PRDOH reserves the right and authority to impose additional specific conditions under any of the following circumstances:

- a) At the PRDOH's sole discretion when PRDOH finds that SUBRECIPIENT has a history of failure to comply with the general or specific terms and conditions applicable to the CDBG-DR and/or CDBG-MIT funds allocated under this or previous SRAs.
- b) When SUBRECIPIENT fails to meet expected performance goals under this SRA.
- c) When SUBRECIPIENT poses an increased risk for noncompliance based on factors including, but not limited to, financial stability, quality of management systems, history of performance under Federal awards, history of timeliness under Federal awards, history of conformance with terms and conditions of previous federal awards, and reports and findings from audits.
- d) When, in the PRDOH's sole discretion, such conditions are necessary to ensure timely and compliant performance under the CDBG-MIT Program.

Such additional specific conditions may include but are not limited to, withholding of authority to proceed to the next phase of an otherwise eligible Project, requiring additional detailed financial reports, requiring additional project monitoring, requiring the SUBRECIPIENT to obtain technical or management assistance, establishing additional prior approvals, or any other condition PRDOH deems reasonable and necessary to safeguard Federal funds or the PRDOH's interests.

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Notice of additional specific conditions shall include, but not be limited to, the nature of the additional requirements, the reason why the additional requirements are being imposed, the nature of the action needed to remove the additional requirement (if applicable), and the time allowed for completion of the actions (if applicable).

#### 65. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (OSH ACT)

The SUBRECIPIENT shall comply with the Occupational Safety and Health Act of 1970 (OSH Act) as supplemented by the Department of Labor regulations. This Act created the Occupational Safety and Health Administration (OSHA). OSHA sets and enforces protective standards of safety and health in the workplace. Under the OSH Act, employers have a responsibility to provide a safe workplace.

Employers must comply with the 29 CFR 1910 General Obligations Clause of the OSH Act. This clause requires employers to maintain their workplaces free from serious recognized hazards. This includes the adoption of safety and health guidelines and the subsequent training of the employer's workforce in these.

Subrecipient whose Scope of Work includes construction activities must comply with the General Clauses, and also with provisions of 29 CFR 1926 "Construction Health and Safety Regulations". It shall be a condition of any contract for construction, alteration and/or repair, including painting and decorating, that no contractor or subcontractor for any part of the contract work shall require any worker or mechanic employed in the performance of the contract to work in an environment or in unhealthy, hazardous or dangerous working conditions to their health or safety.

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## ATTACHMENT X

### EXHIBIT G

### SUBROGATION AND ASSIGNMENT PROVISIONS

### HOUSING COUNSELING PROGRAM

### PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

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#### 1. General Provisions.

- a) The Parties acknowledge that the following provisions of this Attachment are hereto incorporated by reference and made an integral part of the aforementioned Grant Agreement as Exhibit G.
- b) Changes in the provisions of this Attachment will require an amendment to the Grant Agreement. Such amendment would result in the incorporation by reference of a modified Exhibit G to the Grant Agreement.

#### 2. Subrogation and Assignment Relating to Funds Received from the Puerto Rico Department of Housing – Housing Counseling Program.

- a) These provisions are incorporated into the Grant Agreement in consideration of the commitment by PRDOH to evaluate the Beneficiary's application for the award of disaster assistance funds (the "Application") or the Beneficiary's receipt of CDBG-DR funds (the "Grant Proceeds") under the Program being administered by PRDOH.
- b) Beneficiary understands and acknowledges that the Program is subject to the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§ 5121-5207 (the "Act") and that, under such Act, the Beneficiary may only receive assistance to the extent that the Beneficiary has a disaster recovery need that is not fully met by insurance or other forms of disaster assistance. Beneficiary further acknowledges that these provisions are intended to ensure that Beneficiary does not receive duplicate benefits

available to the Beneficiary from another source, for the same purposes as the Grant Proceeds provided under the Program, and that, any assistance determined to be duplicative must be deducted from the Program's calculation of the Beneficiary's total need before awarding assistance.

- c) Beneficiary hereby subrogates and assigns to PRDO any and all of Beneficiary's future rights to, and any interest Beneficiary may have in, any reimbursement and all payments received or subsequently received from any grant, loan, insurance policy, or policies of any type (each individually, a "Policy" and collectively, the "Policies"), or under any subsidy, reimbursement or relief program related to or administered by the Federal Emergency Management Agency ("FEMA"), insurance payments, or any other federal, state or local government agency (each, individually, a "Disaster Program" and collectively, the "Disaster Programs") to the extent of all Grant Proceeds paid or to be paid under the Program and that are determined, in the sole discretion of PRDO or its designated agent, to be a duplication of benefits ("DOB"). Any payments referred to in this paragraph, whether they are from Policies, FEMA, or any other source, and whether or not such amounts are a DOB, shall be referred to herein as "Proceeds"; any Proceeds that are determined to be a DOB shall be referred to herein as "DOB Proceeds".
- d) Beneficiary agrees that in the event that Beneficiary receives additional Proceeds related to disaster recovery that are not listed on the Duplication of Benefits Certification submitted in connection with the Application, Beneficiary will notify the PRDO within ten (10) working days of receipt of the funds by sending a written notification to [cpagan@vivienda.pr.gov](mailto:cpagan@vivienda.pr.gov). PRDO will, in turn, determine, in its sole discretion, if such Proceeds constitute DOB Proceeds. If any of the Proceeds are determined to be DOB Proceeds, the Beneficiary shall pay PRDO the DOB Proceeds, to be disbursed as provided in Section 3 of this Agreement.
3. Cooperation and Further Documentation.
- a) If PRDO elects to pursue any of the claims Beneficiary has or may have under any Policies, Beneficiary agrees to assist and cooperate with PRDO.

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Beneficiary's assistance and cooperation shall include, but shall not be limited to, allowing the suit to be brought in Beneficiary's name(s) and providing any additional documentation concerning such consent, giving depositions, providing documents, producing records and other evidence, testifying at trial, and any other form of assistance and cooperation reasonably requested by the PRDOH. Beneficiary also agrees to assist and cooperate in the attainment and collection of any DOB Proceeds that the Beneficiary would be entitled to under any applicable Disaster Assistance Program.

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- b) If requested by PRDOH, Beneficiary agrees to execute such further and additional documents and instruments as may be requested to further and better subrogate and assign to PRDOH (to the extent of the Grant Proceeds paid to Beneficiary under the Program) the Policies, any amounts received under the Disaster Assistance Programs that are determined to be DOB Proceeds and/or any rights thereunder. Beneficiary further agrees to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by the PRDOH to consummate and make effective the purposes of these provisions.
  - c) Beneficiary expressly allows and authorizes PRDOH to request information from any company with which Beneficiary holds or held any insurance policy or policies of any type, any other company or entity - public or private - from which the Beneficiary has applied for or is receiving assistance (such as FEMA, or others), or any non-public or confidential information determined by PRDOH, in its sole discretion, to be reasonably necessary to monitor/ enforce its interest in the rights subrogated and assigned to it under this Agreement, and grant consent to such company or entity to release said information to the PRDOH.
4. Agreement to Turn Over Proceeds; Future Reassignment.
- a) If Beneficiary (or, to the extent permitted by superior loan documents, any lender to which DOB Proceeds are payable) hereafter receives any DOB Proceeds, Beneficiary agrees to promptly pay such amounts to PRDOH, if Beneficiary received Grant Proceeds under the Program in an amount greater

than the amount Beneficiary would have received if such DOB Proceeds had been considered in the calculation of Beneficiary's award.

- b) In the event that Beneficiary receives or is scheduled to receive any Proceeds not listed on its Duplication of Benefits Certification ("Subsequent Proceeds"), Beneficiary shall pay such Subsequent Proceeds directly to the PRDOH, and PRDOH will determine the amount, if any, of such Subsequent Proceeds that are DOB Proceeds ("Subsequent DOB Proceeds"). Subsequent Proceeds shall be disbursed as follows:
- (i) If Beneficiary has received full payment of the Grant Proceeds, Beneficiary shall remit any Subsequent DOB Proceeds to PRDOH. PRDOH shall return to the Beneficiary any Subsequent Proceeds in excess of the Subsequent DOB Proceeds.
  - (ii) If Beneficiary has received no payment of the Grant Proceeds, PRDOH shall reduce the payment of the Grant Proceeds to Beneficiary by the amount of the Subsequent DOB Proceeds and shall return all Subsequent Proceeds in excess of the Subsequent DOB Proceeds to Beneficiary.
  - (iii) If Beneficiary has received a portion of the Grant Proceeds, the following shall occur: (A) PRDOH shall reduce the remaining payments of the Grant Proceeds and return Subsequent DOB Proceeds in such amount to the Beneficiary, and (B) Beneficiary shall remit any remaining Subsequent DOB Proceeds to PRDOH. PRDOH shall also return to the Beneficiary any Subsequent Proceeds in excess of the Subsequent DOB Proceeds.
  - (iv) If the PRDOH determines that Beneficiary does not qualify to participate in the Program or the Beneficiary decides not to participate in the Program, PRDOH shall return the Subsequent Proceeds to Beneficiary, and the Agreement shall terminate.
- c) Once PRDOH has recovered an amount equal to the Grant Proceeds paid to Beneficiary, PRDOH will reassign to Beneficiary any rights given to PRDOH under these provisions.

  
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5. Miscellaneous.

- a) Beneficiary hereby represents that all statements and representations made by Beneficiary regarding any Proceeds are true and correct, as of the date of the Grant Proceeds.
- b) In any proceeding to enforce these provisions, PRDO shall be entitled to recover all costs of enforcement, including PRDO's attorney fees.
- c) The parties hereto each waive the right to have any judicial proceeding concerning any of the provisions hereof tried by a jury.
- d) Neither these provisions, nor any portion or provisions hereof may be changed, waived, or terminated orally or by any course of dealing, or in any manner other than by an agreement in writing, signed by all parties hereto and approved by PRDO.
- e) These provisions, and the rights and obligations of the parties shall be governed and construed by federal law and the laws of the Government of Puerto Rico without giving effect to conflict of law provisions. Any action arising out of or related to this Subrogation and Assignment provisions shall be brought within the Government of Puerto Rico.
- f) The captions of the various sections of this Subrogation and Assignment provisions have been inserted only for the purpose of convenience; such captions are not a part of the Agreement and shall not be deemed in any manner to modify, explain, enlarge or restrict any provisions of this Subrogation.
- g) Beneficiary acknowledges that making a false, fictitious, or fraudulent statement or representation in this agreement is punishable under State and Federal law (18 U.S.C. 287, 1001, and 31 U.S.C. 3729), and shall constitute a separate criminal offense each time a public benefit is fraudulently received.
- h) Beneficiary acknowledges that they have been informed and understand the penalties for making a materially false or misleading statement to obtain CDBG-DR funds under the Program or any other of the PRDO's Programs.

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NON-CONFLICT OF INTEREST CERTIFICATION  
HOUSING COUNSELING PROGRAM


PONCE NEIGHBORHOOD HOUSING SERVICES, INC. (PNHP)

The Beneficiary certifies that to the best of its knowledge:

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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.”

 <small>Elizabeth Colón Rivera (Apr 10, 2025 11:02 EDT)</small>	04/10/2025
Signature	Date
Elizabeth Colón Rivera	Executive Director
PrintedName	Position