



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

AMENDMENT F

COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)

HOUSING COUNSELING PROGRAM

AMENDMENT F to the SUBRECIPIENT AGREEMENT

BETWEEN THE

PUERTO RICO DEPARTMENT OF HOUSING

AND

CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC.

Contract No. 2020-DR0012

Amendment No. 2020-DR0012F



This **AMENDMENT F TO THE SUBRECIPIENT AGREEMENT (AMENDMENT F)** is entered in San Juan, Puerto Rico, this 31 day of May, 2025, by and between the **PUERTO RICO DEPARTMENT OF HOUSING (PRDOH)**, a public agency of the Government of Puerto Rico created under Act No. 97 of June 10, 1972, as amended, 3 L.P.R.A. § 441 et seq., known as the “**Department of Housing Governing Act**” (**Organic Act**), with principal offices at 606 Barbosa Ave., San Juan, Puerto Rico, represented herein by its Secretary, Hon. Ciary Y. Pérez Peña, of legal age, single, and resident of Las Piedras, Puerto Rico; and **CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC. (SUBRECIPIENT)**, a nonprofit corporation, with principal offices at #1607 Ponce de León Ave., Cobian’s Plaza Building, Suite UM5, San Juan, Puerto Rico, represented herein by its Executive Director, David Flores, of legal age, married, and resident of Michigan, United States; collectively the “**Parties**”.

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on August 13, 2019, the Parties entered into a Subrecipient Agreement (**AGREEMENT**) registered as Contract Number 2020-DR0012, under the Housing Counseling Program (**PROGRAM**), for a period of **twenty-four (24) months** from the day of its execution, ending on **August 12, 2021**, for the total budget amount of **SIX HUNDRED TWENTY THOUSAND DOLLARS AND ZERO CENTS (\$620,000.00)**.

WHEREAS, on August 24, 2020, the Parties executed **Amendment A** to the Agreement, Contract No. 2020-DR0012A, to modify several items of the **Exhibit C** (Key Personnel) and **Exhibit D** (Budget); also, to conform the Agreement to federal, state, and local regulations and statutes. Notwithstanding the aforementioned modifications, neither the budget amount nor the period of performance of the Agreement were modified with **Amendment A**.

WHEREAS, on August 10, 2021, the Parties executed **Amendment B** to the Agreement, Contract No. 2020-DR0012B, to extend the period of performance for an additional **twenty-four (24) months** for a term ending on **August 10, 2023**. Also, to modify **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget),

Exhibit E (Funds Certification), **Exhibit F** (HUD general Provisions) and include new **Exhibit G** (Subrogation and Assignment Provisions). This **Amendment B** also increased the total amount of the Agreement by an additional **THREE HUNDRED EIGHTY-SIX THOUSAND SIXTY-TWO DOLLARS AND ZERO CENTS (\$386,062.00)**, for an adjusted total amount of **ONE MILLION SIX THOUSAND SIXTY-TWO DOLLARS AND ZERO CENTS (\$1,006,062.00)**.

WHEREAS, on May 13, 2022, the Parties executed **Amendment C** of the Agreement, Contract No. 2020-DR0012C, to modify **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), **Exhibit E** (Funds Certification) and **Exhibit G** (Subrogation and Assignment Provisions). This **Amendment C** also increased the total amount of the Agreement by an additional **THREE HUNDRED THIRTY-TWO THOUSAND TWO HUNDRED SEVENTEEN DOLLARS AND ZERO CENTS (\$332,217.00)**, for an adjusted total amount of **ONE MILLION THREE HUNDRED THIRTY-EIGHT THOUSAND TWO HUNDRED SEVENTY-NINE DOLLARS AND ZERO CENTS (\$1,338,279.00)**.

WHEREAS, on August 9, 2023, the Parties executed **Amendment D** of the Agreement, Contract No. 2020-DR0012D, to modify **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), **Exhibit E** (Funds Certification), **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements), and incorporated a new **Exhibit H** (Non-Conflict of Interest Certification) by reference into the Agreement. This **Amendment D** also increased the total amount of the Agreement by an additional **NINE HUNDRED SEVENTY THOUSAND ONE HUNDRED TWENTY-FOUR DOLLARS AND NINETEEN CENTS (\$970,124.19)**, for an adjusted total amount of **TWO MILLION THREE HUNDRED EIGHT THOUSAND FOUR HUNDRED THREE DOLLARS AND NINETEEN CENTS (\$2,308,403.19)**. Furthermore, the period of performance of the Agreement was extended for an additional **twenty-four (24) months**, ending on **August 10, 2025**.

WHEREAS, on March 8, 2024, the Parties executed **Amendment E** of the Agreement, Contract No. 2020-DR0012E, to modify **Exhibit D** (Budget) and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements). This **Amendment E** also incorporated modifications in **Section XXXVI. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS** and **XXXVIII. CDBG-DR POLICIES AND PROCEDURES**. All other provisions of the original Agreement, including the end term of the Agreement and the total authorized budget amount remained unaltered.

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

WHEREAS, this **AMENDMENT F** does not constitute an extinctive novation of the obligations of the parties under the Agreement.

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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 subaward, enter and perform under this **AMENDMENT F**; and

WHEREAS, the Subrecipient has duly adopted a Resolution, dated April 1, 2025, authorizing David Flores 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 modifying and amending certain terms and conditions under the Agreement, as established in the following sections B and C of this **AMENDMENT F**. All other provisions of the original Agreement, including its exhibits, shall continue to be in full force and effect.

B. SCOPE OF THE AMENDMENT

This **AMENDMENT F** principally entails modifications to **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Section 1 Budget) and **Exhibit E** (Funds Certification).

Moreover, through this **AMENDMENT F**, the term of the SRA is being extended until **December 31, 2025**, to accomplish the goals, complete the administrative tasks and project activities included in the SRA. This **AMENDMENT F** decreases the budget by **ELEVEN THOUSAND FOUR HUNDRED SEVENTY-FOUR DOLLARS AND ONE CENT (\$11,474.01)**, going from **TWO MILLION THREE HUNDRED EIGHT THOUSAND FOUR HUNDRED THREE DOLLARS AND NINETEEN CENTS (\$2,308,403.19)** to **TWO MILLION TWO HUNDRED NINETY-SIX THOUSAND NINE HUNDRED TWENTY-NINE DOLLARS AND EIGHTEEN CENTS (\$2,296,929.18)**.

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-17-DM-72-0001 B-18-DP-72-0001
CDBG-DR Grantee Federal Award Date:	September 20, 2018 February 21, 2020
Federal Award project description:	See Exhibit A (Scope of Work)
CDBG-DR Grantee Unique Identifier:	Unique Entity ID: FFMUBT6WCM1
Subrecipient Contact Information:	David Flores Executive Director P.O. Box 8908 San Juan, Puerto Rico 00908-0908 dflores@consumerpr.org (718) 644-5128
Subrecipient Unique Identifier:	Unique Entity ID: P6PDGX9SSDE9
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: \$620,000.00 Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" Account Number: 4190-01-000 ----- Dated: August 5, 2021 Authorized Amount: \$386,062.00 Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-UN" Account Number: 6090-01-000 ----- Dated: April 24, 2022 Authorized Amount: \$332,217.00 Funds Allocation: CDBG-DR "R02H12HCP-DOH-LM" Account Number: 6090-01-000 ----- Dated: July 13, 2023 Authorized Amount: \$970,124.19 Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-LM" Account Number: 6090-01-000 ----- Dated: May 15, 2025 Authorized Amount: -\$11,474.01 Funds Allocation: CDBG-DR "R01H12HCP-DOH-LM"

	CDBG-DR "R02H12HCP-DOH-LM" CDBG-DR "R02H12HCP-DOH-UN" Account Number: 6090-01-000 See Exhibit E-I for Funds Certification (New Total Budget Amount: \$2,296,929.18)
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b. **Section II. ATTACHMENTS** of the Agreement is being amended as follows.

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

Exhibit A	Scope of Work
Exhibit B	Timelines and Performance Goals
Exhibit C	Key Personnel
Exhibit D	Budget
Exhibit E	Funds Certification
Exhibit E-I	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. The Parties agree to amend **Section V. EFFECTIVE DATE AND TERM** of the Agreement as follows:

*This Subrecipient Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Subrecipient Agreement extends from the date of its execution, ending on **December 31, 2025**.*

*The End of Term shall be the later of: (i) **December 31, 2025**, (ii) the date as of which the Parties agree in writing that all Close-Out Requirements¹ have been satisfied or, where no Close-Out Requirements are applicable to this Agreement, the date as of which the Parties agree in writing that no Close-Out Requirements are applicable hereto; or (iii) such later date as the Parties may agree to in a signed amendment to this Agreement.*

¹ "Close-Out Requirements" means all requirements to be satisfied by each party in order to close-out this Agreement and the CDBG-DR funds provided herein in accordance with applicable Requirements of Law, including the execution and delivery by one or more of the Parties of all close-out agreements or other legal instruments and the taking of any actions by one or more of the Parties in connection with such close-out, in any case as required under applicable Requirements of Law.



[...]

d. **Exhibit B** (Timelines and Performance Goals) of the Agreement is being replaced by a modified **Exhibit B** (Timelines and Performance Goals) hereto incorporated by reference into the Agreement (See **Attachment I**). The aforementioned exhibit incorporates the following modifications:

- Change in Section 2 “Terms” to remove the following repeated term:
 1. **Source of Verification** – The documentation used to verify that the Indicators have been met, and thus the activities are complete.
- Change in Section 3 “Timeline and Performance Goals” as follows:
 1. 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.
 2. 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.
 3. The “Key Activity 1.2 Application Closeout & Closeout Survey” under the “Source of Verification” column replace with the following:


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"Completed surveys (Grant Management System-Canopy)"

Aligned with "% applicants that have completed the closeout survey" under the Indicator column.

4. The "Key Activity 1.2 Application Closeout & Closeout Survey" under the "Target Goals" column replace everything with the following:

"50%*"

Aligned with "% applicants that have completed the closeout survey" under the Indicator column.

"75-80% of participants are satisfied*"

Aligned with "% of participants who are satisfied with program" under the Indicator column.

5. 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.

6. 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".

7. 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*".

8. 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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9. 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 included 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."

10. The "3.1.3 KEY ACTIVITY 1.3 ONE ON ONE INDIVIDUAL COUNSELING" (*New Key Activity*) the activity description should read: "The SUBRECIPIENT will offer Ono-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 serviced 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 fun availability."

e. **Exhibit C** (Key Personnel) of the Agreement is being replaced by a modified **Exhibit C** (Key Personnel) hereto incorporated by reference into the Agreement (See **Attachment II**). The aforementioned exhibit incorporates the following modifications:

- **Exhibit C** – Key Personnel to eliminate the following position:
 1. **Receptionist**

- **Exhibit C** – Key Personnel to modify the following positions:
 1. **“Customer Services & Back Office” to “Customer Services”**

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- **Exhibit C** – Key Personnel to modify the following positions description:

1. **Customer Service** – The description should be edited to read:

“Our Customer Service group works regarding the CDBG-DR Program in coordinating all of our appointments as to One-on-One sessions and workshops. They receive the intake filled by participants and input the data in the Canopy System. They also coordinate the appointments calendar.”

- **Exhibit C** – Key Personnel to include the following new positions:

1. **Marketing** – The description should read: “The Marketing Specialist creates and manages marketing strategies to promote CDBG-DR services. Will conduct research to understand who the target audience is. Using this information, we will plan and execute marketing campaigns across different channels like social media, websites, print, and events. Marketing Specialists work closely with other team members, to ensure the campaigns are effective. Also use tools to measure how well the campaigns are performing and adjust to improve results.

Besides managing campaigns, Marketing Specialists create engaging content, design promotional materials, and manage budgets to ensure cost-effective marketing. They use marketing software to make their work more efficient. The main goal is to increase awareness of One-on-One, confidential sessions and their advantages. This role requires creativity, analytical thinking, and strong communication skills to clearly convey the benefits of the CDBG-DR services we provide.”

- f. **Exhibit D** (Budget) of the Agreement is being replaced by a modified **Exhibit D** (Budget) hereto incorporated by reference into the Agreement (See **Attachment III**). The aforementioned exhibit incorporates the following modifications:

- **Exhibit D** – Budget – Section 1

- **Exhibit D** – Budget – Section 1 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.

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- **Exhibit D** – Budget – Section 1 to modify the Staffing section columns:
 - Staffing section: Add a new column named “Months Needed [C]” between the 3rd and 4th column (Right after “Estimated* Hours per month per Resource [B]”).
 - Staffing section: Add a new column named “Estimated* Cost for the Program [F=CxE]” right after “Estimated* Monthly Cost [E=AxBxD]” column.
- **Exhibit D** – Budget – Section 1 to modify the Staffing section to eliminate the following positions:
 - 1. **Costumer Service** – (160 “Estimated* Hours per month per Resource” and \$10.00 “Hourly Rate”).
 - 2. **Receptionist**
- **Exhibit D** – Budget to modify the following positions:
 - 1. **“Back Office” to “Customer Services”**
- The Staffing proposed budget decreases from **ONE MILLION NINE HUNDRED FORTY-SEVEN THOUSAND TWO HUNDRED THIRTY-ONE DOLLARS AND THIRTY-SEVEN CENTS (\$1,947,231.37)** to **ONE MILLION NINE HUNDRED THIRTY-SIX THOUSAND EIGHT HUNDRED DOLLARS AND FORTY-FIVE CENTS (\$1,936,800.45)**.
 - 1. **President & CEO** – Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$72.56 to \$115.00. Increase “Estimated* Monthly Cost [E=AxBxD]” from \$2,903.00 to \$4,600.00. The proposed budget will be \$41,400.00.
 - 2. **Business Development & Project Manager** – Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$33.77 to \$40.88. Increase “Estimated* Monthly Cost [E=AxBxD]” from \$5,066.00 to \$6,132.00. The proposed budget will be \$55,188.00.
 - 3. **Operations Manager** – Increase “Estimated* Hours per Month per Resource [B]” from 140 to 150. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$26.18 to \$31.65. Increase “Estimated* Monthly Cost [E=AxBxD]” from \$3,666.00 to \$4,748.00. The proposed budget will be \$42,732.00.
 - 4. **Accounting Officer** – Increase “Estimated* Hours per Month per Resource [B]” from 20 to 40. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$14.00 to \$21.34. Increase “Estimated*

Monthly Cost $[E=A \times B \times D]$ from \$280.00 to \$854.00.
The proposed budget will be \$7,686.00.

5. PR Branch Manager & Certified Counselor 1/7 – Increase “Estimated* Hours per Month per Resource [B]” from 160 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$28.62 to \$30.95. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from \$4,580.00 to \$5,695.00. The proposed budget will be \$51,255.00.

6. Certified Counselor 2/7 – Increase “Estimated* Hours per Month per Resource [B]” from 160 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$23.52 to \$26.17. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from \$3,764.00 to \$4,816.00. The proposed budget will be \$43,344.00.

7. Certified Counselor 3/7 – Increase “Estimated* Hours per Month per Resource [B]” from 140 to 184. Assign 9 months in “Months Needed [C]”. Decrease “Hourly Rate [D]” from \$26.18 to \$24.65. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from \$3,666.00 to \$4,536.00. The proposed budget will be \$40,824.00.

8. Certified Counselor 4/7 – Increase “Estimated* Hours per Month per Resource [B]” from 150 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$12.02 to \$22.35. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from \$1,803.00 to \$4,113.00. The proposed budget will be \$37,017.00.

9. Certified Counselor 5/7 – Increase “Estimated* Hours per Month per Resource [B]” from 160 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$19.19 to \$35.66. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from \$3,071.00 to \$6,562.00. The proposed budget will be \$59,058.00.

10. Eliminate the following position – Costumer Service – (160 “Estimated* Hours per Month per Resource” and \$10.00 “Hourly Rate”).

11. Customer Service – Increase “Estimated* Hours per Month per Resource [B]” from 160 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$15.14 to \$16.89. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from \$2,423.00 to \$3,108.00. The proposed budget will be \$27,972.00.

12. Customer Service (Back Office) – Increase “Estimated* Hours per Month per Resource [B]” from 160 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$16.29 to \$17.64. Increase “Estimated* Monthly Cost $[E=A \times B \times D]$ ” from

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\$2,607.00 to \$3,246.00. The proposed budget will be \$29,214.00.

13. Customer Service (Back Office) – Increase “Estimated* Hours per Month per Resource [B]” from 160 to 184. Assign 9 months in “Months Needed [C]”. Increase “Hourly Rate [D]” from \$16.52 to \$18.60. Increase “Estimated* Monthly Cost [E=AxBxD]” from \$2,644.00 to \$3,423.00. The proposed budget will be \$30,807.00.

14. Marketing – (Additional Staff Position) Create an additional position and assign 150 hours in “Estimated* Hours per Month per Resource [B]”; assign 9 months in “Months Needed [C]”; assign \$26.00 in “Hourly Rate [D]”; assign \$3,900.00 in “Estimated* Monthly Cost [E=AxBxD]”. The proposed budget will be \$35,100.00.

15. Total Estimated Monthly Cost – The Proposed budget increases from \$40,263.00 to \$55,733.00.

16. Instead of “Total Cost for Staffing in SRA:” will be “Total Cost for Amendment:” with a proposed budget of \$55,733.00.

17. Below the “Staffing – Amendment F” table add a new line named “****Total Cost for Staff per Contract Period1:**” with a proposed budget of \$1,936,800.45.

18. Below the “Staffing – Amendment F” table replace everything with the following:



“Estimated* amount in rate, hours and monthly cost, could vary based on actual need and work performance 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.”

- **Exhibit D** – Budget – Section 1 to modify the Other Professional Services section:
 - 1. Advertising & Outreach** – The proposed budget increases from \$7,500.00 to \$88,500.00.
 - 2. Total Cost for Professional Services in SRA** – The proposed budget increases from \$7,500.00 to \$88,500.00.
- **Exhibit D** – Budget – Section 1 to modify the Other Operating section to eliminate the following item:
 - 1. Credit Report** – (The budget was never used.)


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- **Exhibit D** – Budget – Section 1 to modify the Other Operating section:
 - 1. Materials** – The proposed budget decreases from \$44,000.00 to \$10,000.00.
 - 2. Travel** – The proposed budget decreases from \$11,278.80 to \$10,00.00.
 - 3. Overhead** – The proposed budget decreases from \$205,501.02 to \$204,530.05.
 - 4. Total Cost for Other Operating in SRA** – The proposed budget decreases from \$305,779.82 to \$224,530.05.
- **Exhibit D** – Budget – Section 1 to modify the Equipment section:
 - 1. Office Equipment** – The description should be edited to read: “Laptops, printers and other equipment for the staff of the program.” The proposed budget decreases from \$47,892.00 to \$47,098.68.
 - 2. Total Cost for Expenses in SRA** – The proposed budget decreases from \$47,892.00 to \$47,098.68.
- **Exhibit D** – Budget – Section 1 to modify the Contract Budget Table (Project Activity Delivery Costs):
 - 1. Staffing** – The proposed budget decreases from \$1,947,231.37 to \$1,936,800.45.
 - 2. Professional Services** – The proposed budget increases from \$7,500.00 to \$88,500.00.
 - 3. Other Operating** – The proposed budget decreases from \$305,779.82 to \$224,530.05.
 - 4. Equipment** – The proposed budget decreases from \$47,892.00 to \$47,098.68.
 - 5. TOTAL COSTS** – The proposed budget decreases from \$2,308,403.19 to \$2,296,929.18.
- g. **Exhibit E-I** (Funds Certification) is being incorporated by reference into the AGREEMENT to reflect the budget decrease of **ELEVEN THOUSAND FOUR HUNDRED SEVENTY-FOUR DOLLARS AND ONE CENT (\$11,474.01)** incorporated via this **AMENDMENT F**. The new budget amount available to the SUBRECIPIENT to continue undertaking activities under the Program is **TWO MILLION TWO HUNDRED NINETY-SIX THOUSAND NINE HUNDRED TWENTY-NINE DOLLARS AND EIGHTEEN CENTS (\$2,296,929.18)**. (See **Attachment IV**).

III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this **AMENDMENT F** are included for convenience only and shall not limit or otherwise affect the terms of the Agreement, and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this **AMENDMENT F**.

V. COMPTROLLER REGISTRY

The PRDOH shall remit a copy of this **AMENDMENT F** to the Office of the Comptroller for registration within **fifteen (15) days** following the date of execution of this **AMENDMENT F** and any subsequent amendment thereto. The services object of this **AMENDMENT F** may not be invoiced or paid until this **AMENDMENT F** has been registered by the PRDOH at the Comptroller's Office, pursuant to Act No. 18 of October 30, 1975, as amended by Act No. 127 of May 31, 2004.

VI. ENTIRE AGREEMENT

The Agreement, as amended, constitutes the entire agreement among the Parties for the use of funds received under the Agreement, as amended, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written among the Parties with respect to the Agreement, as amended.

VII. FEDERAL FUNDING

The fulfillment of the Agreement, as amended, is based on those funds being made available to the PRDOH as the lead administrative agency for Recovery. All expenditures under the Agreement, as amended, must be made in accordance with the Agreement, as amended, the policies and procedures promulgated under the CDBG-DR Program, and any other applicable laws. Further, the Subrecipient acknowledges that all funds are subject to recapture and repayment for non-compliance.

VIII. NON-CONFLICT OF INTEREST CERTIFICATION

The Subrecipient reassures PRDOH of its willingness to comply with the applicable conflict of interest policies by signing the Non-Conflict of Interest Certification incorporated by reference into the Agreement via this **AMENDMENT F**. (See **Attachment V**).

IX.-COMPLIANCE WITH ADMINISTRATIVE ORDER NO. OA-HD-25-03 OF PRDOH

On April 28, 2025, PRDOH issued an Administrative Order No. OA-HD-25-03, to establish public policy regarding the use and management of electronic and digital signatures

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within PRDOH. Additionally, to recognize electronic and digital signatures in the course of PRDOH’s operations.

In compliance with OA-HD-25-03, PRDOH validates the consent of the electronic signatories through the incorporation of the following clause:

The Parties agree that this document may be signed by electronic means. They further acknowledge that, if signed in this manner, the document shall retain its legal validity and effect with respect to enforceability, consent, applicability, and admissibility.

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

PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR Grantee

Ciary Y. Pérez Peña

Ciary Y. Pérez Peña (May 31, 2025 16:50 EDT)

Name: Ciary Y. Pérez Peña

Title: Secretary

CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC.
CDBG-DR Subrecipient

David Flores

David Flores (May 16, 2025 16:31 EDT)

Name: David Flores

Title: Executive Director



EXHIBIT B

TIMELINES AND PERFORMANCE GOALS

HOUSING COUNSELING PROGRAM

CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC.

1. Program Objective:

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

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.
- **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.

3.1.1 KEY ACTIVITY: OUTREACH ACTIVITIES & COUNSELING COURSES COMPLETED

The SUBRECIPIENT are to provide outreach efforts through multiple media outlets including but not limited to radio, newspaper, social media, local marketing initiatives, local events, or fairs. This outreach effort should be documented, measurable, and create impact. Outreach will be measured through 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.

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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EXHIBIT C

KEY PERSONNEL

HOUSING COUNSELING PROGRAM

CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC.

Below is the Staffing Plan for Consumer Credit Counseling Service of Puerto Rico which reflects a combination of existing employees or new hired employees dedicated for the CDBG-DR **Housing Counseling Program**.

I. Roles Description

Role	Description
President & CEO	<p>Our President & CEO is an extremely hands-on individual who thoroughly enjoys and thrives getting actively involved in all the details surrounding CONSUMER's programs, including CDBG-DR. As such, he regularly schedules meetings with his management team to discuss the status of this program and to guide and direct them so goals can be achieved. In addition, he directly calls or meets with the officials at the Department of Housing to request clarification of policies and procedures and/or to seek modifications to our original agreement. He gives a welcome message to the in-person participants of our First Time Homebuyer seminars.</p> <p>In addition, he interviews a sample of One-to-one Housing counseling participants after they finish with the Certified Counselor and receives the client's feedback as to the services provided.</p> <p>He actively participates in our activities outside of our office premises such as tours for outreach in the Municipalities assigned to us.</p>

**Business Development
& Project Manager**

Our Business Development & Project Manager is the main person in charge of the CDBG-DR Program. As such, she was the one who was originally assigned the tasks of investigating the program's requirements, preparing the proposal, and ensuring that all the corresponding supporting documentation were duly included. On a monthly basis, she prepares and submits to the Department of Housing the monthly reports, that are required. She actively participates in the Program Check In meetings and the Monthly One to One meetings conference call that we have with HORNE representatives.

As project manager This position ensures full compliance with the CDBG-DR requirements and processes. Ensures the accuracy of invoices, time records, supporting documents and outreach material. Assigns new tasks as necessary, coordinate employees and resources and directly supervise the Sales Force Manager.

She works with the outreach and promotion of our services and the benefits of the program services.

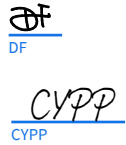
**PR Branch Manager &
Certified Counselor 1/7**

The PR Branch Manager's duties include ensuring that all our Certified Housing Counselors properly execute the counseling procedures set forth in the CDBG-DR program. She verifies daily the Canopy program to confirm if there are any new referrals, in which case he assigns them to one of our Certified Housing Counselors. He also follows up on the Canopy cases for which the Initial Consultation has been scheduled but there has not been any contact, as well as any cases that may appear under the Pending Intake Review, Pending Income Review, or Pending Program Director Review filters, among others. She is the person who prepares the Monthly Performance Report required by the program. She also actively participates in the biweekly conference calls that we have with HORNE representatives.

In addition, as a certified Counselor, she will provide Housing counseling services, First Time Home Buyer seminars and any other service included in Consumer's Agreement.

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Operations Manager	Our Operations manager supervises the Back Office, Customer Service and the Receptionist. She is the person who ensures that all incoming calls from clients interested in obtaining more information about the CDBG-DR Program are efficiently and effectively handled. She also makes sure that our Agency's Customer Service Representatives reach out to clients promptly and professionally so we can set up appointments for them following their participation at one of the workshops. In addition, she oversees receiving documents of participants to ensure they comply with all requirements and distributes among Consumer employees for data entry and cases completion.
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Accounting Officer	<p>The Accounting Officer works alongside the Business Development & Project Manager to ensure that the invoices that we submit every month to the Department of Housing are in full compliance with the requirements set forth in the contract that was signed, and that all supporting documentation have been duly included. She works with the Reports due on a Monthly Basis.</p> <p>The Accounting Officer reimburses the food and mileage expenses incurred by our Certified Housing Counselors when they participate in activities related to the CDBG-DR Program.</p>
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Certified Counselors	Our Certified Counselors are the Subject matter experts. They interact with participants providing One on One counseling, seminars and talks regarding all housing-related issues, including but not limited to First-time homeownership, Loss Mitigation, Reverse Mortgage, Rental Counseling and all of the services included within the Agreement.
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Customer Service

Our Customer Service group works regarding the CDBG-DR Program in coordinating all of our appointments as to One-to-One sessions and workshops. They receive the intake filled by participants and input the data in the Canopy System. They also coordinate the appointments calendar.

Marketing

The Marketing specialist creates and manages marketing strategies to promote CDBG-DR services. Will conduct research to understand who the target audience is. Using this information, we will plan and execute marketing campaigns across different channels like social media, websites, print, and events. Marketing specialists work closely with other team members, to ensure the campaigns are effective. Also use tools to measure how well the campaigns are performing and adjust to improve results.

Besides managing campaigns, marketing specialists create engaging content, design promotional materials, and manage budgets to ensure cost-effective marketing. They use marketing software to make their work more efficient. The main goal is to increase awareness of one-to-one, confidential sessions and their advantages. This role requires creativity, analytical thinking, and strong communication skills to clearly convey the benefits of the CDBG-DR services we provide.

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EXHIBIT D – SECTION 1

BUDGET

HOUSING COUNSELING PROGRAM

CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC.

DESCRIPTION SERVICES

Consumer Credit Counseling Service of Puerto Rico, Inc., is a private not-for-profit, mission driven, and community-based 501 c3 organization founded under the laws and regulations of the Commonwealth of Puerto Rico. We have three branches, our main office in Santurce, Puerto Rico, one in Bayamon, Puerto Rico and Florida Consumer, our branch in Orlando that offers unparalleled quality credit counseling services in the State of Florida to many Puerto Ricans moving in and out of the island.

Our mission is to educate and advise consumers and other entities in the financial, professional, and organizational development so that they can responsibly reach their goals by providing them training and counseling based on their expectations and needs. We are a multicultural agency that provides services in both English and Spanish.

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Background of our organization

The Agency offers a full range of free and low-cost educational and financial counseling services with flexible delivery options to consumers and owners in the areas of: (1) money management, budget design and analysis, (2) credit report analyses and rehabilitation, (3) checkbook management, (4) financial literacy on insurance, retirement, savings, money management, (5) debt management plans, (6) pre and post purchase assistance to first housing buyers, (7) foreclosure prevention and mitigation, (8) emergency homeowner loans, (9) safety housing preservation, (10) home equity conversion or reverse mortgage, (11) comprehensive housing, (12) pre-bankruptcy filing and discharge, (13) identity theft prevention and remediation, etc. (14) Family Financial Literacy, (15) Senior adults avoid Exploitation.

Our Agency is a National Foundation for Credit Counseling (NFCC) affiliated Council on Accreditation COA-certified nonprofit corporation that has been offering money management education and credit counseling to consumers for over 29 years. NFCC is the largest and longest serving not-for-profit credit counseling organization of the United States of America, providing financial counseling and education to consumers since 1951.

We are also HUD multi state certified to provide comprehensive housing counseling, which includes counseling to first-time homebuyers, delinquent mortgagors, as well as to Senior Citizen homeowners interested in a HECM (Home Equity Conversion Mortgage popularly known as Reverse Mortgages).

We employ certified credit, housing and student loans counselors who are committed to providing consumers with the financial education and money management skills needed to make sound financial decisions.

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Estimated * 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.
'Total Cost for contract period is taken from the table above.)**

STAFFING – Amendment F

Position	Qty. of Resources [A]	Estimated* Hours per month per Resource [B]	Months Needed [C]	Hourly Rate [D]	Estimated* Monthly Cost [E=AxBxD]	Estimated* Cost for the Program [F=CxE]
President and CEO	1	40	9	\$115.00	\$ 4,600.00	\$ 41,400.00
Business Dev. Manager & Project Manager	1	150	9	\$40.88	\$ 6,132.00	\$ 55,188.00
Operations Manager	1	150	9	\$31.65	\$ 4,748.00	\$ 42,732.00
Accounting Officer	1	40	9	\$21.34	\$ 854.00	\$ 7,686.00
PR Branch Manager & Certified Counselor 1/7	1	184	9	\$30.95	\$ 5,695.00	\$ 51,255.00
Certified Counselor 2/7	1	184	9	\$26.17	\$ 4,816.00	\$ 43,344.00
Certified Counselor 3/7	1	184	9	\$24.65	\$ 4,536.00	\$ 40,824.00
Certified Counselor 4/7	1	184	9	\$22.35	\$ 4,113.00	\$ 37,017.00
Certified Counselor 5/7	1	184	9	\$35.66	\$ 6,562.00	\$ 59,058.00
Customer Service	1	184	9	\$16.89	\$ 3,108.00	\$ 27,972.00
Customer Service	1	184	9	\$17.64	\$ 3,246.00	\$ 29,214.00
Customer Service	1	184	9	\$18.60	\$ 3,423.00	\$ 30,807.00
Marketing	1	150	9	\$26.00	\$ 3,900.00	\$ 35,100.00
Total Estimated Monthly Cost:					\$ 55,733.00	
Total Cost for Amendment:						\$ 501,597.00
**Total Cost for Staff per Contract Period:						\$ 1,936,800.45

Estimated* 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.

PROFESSIONAL SERVICES

Item Name	Item Description	Budget
Advertising & Outreach	Campaign in radio, social media and other outreach outlets for the participants to understand the programs and its qualification criteria.	\$88,500.00
Total Cost for Professional Services in SRA:		\$ 88,500.00

OTHER OPERATING

Item Name	Item Description	Budget
Materials	Educational and Office materials such as brochures for the program.	\$10,000.00
Travel	Mileage and traveling cost incurred of the program.	\$10,000.00
Overhead	Indirect cost of the program through De Minimis Rate (10%)	\$204,530.05
Total Cost for Other Operating in SRA:		\$ 224,530.05

EQUIPMENT



Item Name	Item Description	Budget
Office Equipment	Laptops, printers and others equipment for the staff of the program.	\$47,098.68
Total Cost for Expenses in SRA:		\$ 47,098.68

PROJECT ACTIVITY DELIVERY COSTS	
Staffing	\$1,936,800.45
Professional Services	\$88,500.00
Other Operating	\$224,530.05
Equipment	\$47,098.68
TOTAL COSTS	\$ 2,296,929.18

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Budget Re-distribution

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- a) The Subrecipient may request in writing to the PRDOH a re-distribution of the Maximum Authorized Budgets shown above without exceeding the Total Authorized Budget.
 - b) The PRDOH will evaluate the re-distribution request to validate purpose and balance of funds, and if determined the re-distribution is in benefit for the Program and the balance of funds is validated, the PRDOH will provide written authorization to the Subrecipient. Until the written authorization is submitted by the PRDOH, the re-distribution cannot be considered as authorized.
 - c) This re-distribution of funds as described here shall be considered binding and will not require an amendment to this SRA.

END OF DOCUMENT

Contract Code: cc5935-f
Type: Change Order A_V2
Original Registered Code:

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CERTIFICATION OF FUNDS

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

Contracting Of: CONSUMER CREDIT COUNSELING SERVICES OF INC
Source of Funds: 14.228 CDBG Funds
For: Amendment F to 2020-DR0012

Until 31DIC2025
Amount: -\$11,474.01

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 - Other Operating (Subrecipient)	6090-01-000	-\$34,345.11
B-17-DM-72-0001	Housing	r01h12hcp-doh-lm	H - Professional Services	6090-01-000	\$34,345.11
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Equipment (Sub recipient)	6090-01-000	-\$793.32
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Indirect Cost	6090-01-000	-\$970.97
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Professional Services	6090-01-000	\$46,654.89
B-18-DP-72-0001	Housing	r02h12hcp-doh-lm	H - Staff / Personnel (Sub-recipient)	6090-01-000	-\$10,430.92
B-18-DP-72-0001	Housing	r02h12hcp-doh-un	H - Other Operating (Subrecipient)	6090-01-000	-\$45,933.69
					-\$11,474.01

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.

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

Cesar Candelario Signed Date - 05/15/2025
Electronic Approval
Budget Manager

Nilda Baez Signed Date - 05/15/2025
Electronic Approval
Finance Director


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



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

Attachment V

NON-CONFLICT OF INTEREST CERTIFICATION

HOUSING COUNSELING PROGRAM

CONSUMER CREDIT COUNSELING SERVICE OF PUERTO RICO, INC.

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The Subrecipient certifies that to the best of its knowledge:

1. No public servant of this executive agency has a pecuniary interest in this 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 by 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."

David Flores (May 16, 2025 16:31 EDT)

Signature

Date

David Flores

Printed Name

Executive Director

Position