



**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM (WCRP)**

AMENDMENT G TO THE SUBRECIPIENT AGREEMENT

**BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND THE
FOUNDATION FOR PUERTO RICO, INC.**

Contract No. 2019-000064
Amendment No. 2019-000064G



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This **AMENDMENT G TO THE SUBRECIPIENT AGREEMENT (AMENDMENT G)** is entered into this 06 day of September, 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 LPRA § 441 *et seq.*, known as the “**Department of Housing Organic Act**” (**Organic Act**), with principal offices at 606 Barbosa Ave., San Juan, Puerto Rico, represented herein by its Secretary, Hon. Ciary Y. Pérez Peña, of legal age, single, and resident of Las Piedras, Puerto Rico; and the **FOUNDATION FOR PUERTO RICO, INC. (Subrecipient)**, a charitable organization under Section 1101.01 (a)(2)(A) of Act No. 1 of January 31, 2011, as amended, 13 LPRA § 3001 *et seq.*, known as “Puerto Rico Internal Revenue Code of 2011” and a public charity under Section 501(c)(3) of the “United States Internal Revenue Code of 1954”, 26 USC § 1 *et seq.*, with principal offices at 1500 Antonsanti Street, Suite K, San Juan, Puerto Rico, represented herein by its Chief Financial Officer, Damaris Ocasio Nieves, of legal age, married, and resident of Caguas, Puerto Rico, collectively the “**Parties**”.

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on December 28, 2018, the PRDOH and the Subrecipient executed a Memorandum of Understanding, Contract Number **2019-000064**, (“Agreement”) for **THIRTY-SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$37,500,000.00)** for the Subrecipient to undertake its activities under the **Whole Community Resilience Planning Program (“Program”)**. The parties agreed on a performance period of **thirty-six (36)** months from the date of the execution of the Agreement, ending on **December 31, 2021**.

WHEREAS, on October 3, 2019, the Parties executed an **Amendment A** to the Agreement, Contract No. **2019-000064A (“Amendment A”)**, with the purpose of renaming the signed Memorandum of Understanding to a Subrecipient Agreement; incorporating, replacing, removing, and renumbering the Exhibits A through F previously incorporated by reference into the original Agreement; as well as incorporating, modifying, and amending multiple terms and conditions of the

Agreement. Neither the budget nor the period of performance of the Agreement was modified with the **Amendment A**.

WHEREAS, on April 19, 2021, the Parties executed **Amendment B** to the Agreement, Contract No. **2019-000064B** ("**Amendment B**"). Via **Amendment B** the allocated total budget was decreased to **THREE MILLION EIGHT HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED SIXTEEN DOLLARS AND TWENTY-SEVEN CENTS (\$3,858,916.27)**. Moreover, the **Exhibit B** (Scope of Services), **Exhibit C** (Timeline and Performance Goals), **Exhibit D** (Key Personnel) and **Exhibit E** (Budget) were updated. Additionally, **Exhibit G** (Funds Certification) was incorporated by reference into the Agreement and made part of the Agreement. The period of performance remained unaltered with **Amendment B**.

WHEREAS, on December 15, 2021, the Parties executed **Amendment C** to the Agreement, Contract No. **2019-000064C** ("**Amendment C**"), to extend the performance period of the Agreement for an additional term of **three (3) months**, ending on **March 31, 2022**. The total budget of the Agreement remained unaltered.

WHEREAS, on March 30, 2022, the Parties executed **Amendment D** to the Agreement, Contract No. **2019-000064D** ("**Amendment D**"). Via **Amendment D** the allocated total budget was increased to **SEVEN MILLION TWO HUNDRED EIGHTY-TWO THOUSAND NINE HUNDRED SIXTY-TWO DOLLARS AND TWENTY-SEVEN CENTS (\$7,282,962.27)**. Additionally, the period of performance of the Agreement was extended for an additional term of **twenty-four (24) months**, ending on **March 31, 2024**. Moreover, modified or updated versions of **Exhibit B** (Scope of Services), **Exhibit C** (Timelines and Performance Goals), **Exhibit D** (Key Personnel), **Exhibit E** (Budget), and **Exhibit G** (Funds Certification) were incorporated by reference to the Agreement. Also, **Exhibit H** (Subrogation and Assignment Provisions) was incorporated by reference into the Agreement to conform to applicable federal regulations.

WHEREAS, on August 9, 2023, the Parties executed **Amendment E** to the Agreement, Contract No. **2019-000064E** ("**Amendment E**"). Via **Amendment E**, modified versions of **Exhibit D** (Key Personnel), **Exhibit E** (Budget) and a new **Exhibit H** (Non-Conflict of Interest Certification) were incorporated by reference into the Agreement. Furthermore, modifications to **Section VIII. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS**, **Section IX. CDBG-DR POLICIES AND PROCEDURES** and **Section X. FORCE MAJEURE** were incorporated by reference to the Agreement. Additionally, **Section XXVIII. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION** and **Section. XXIX. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE** were added to the Agreement. All other provisions including the total authorized budget and end date of the Agreement remain unaltered.

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WHEREAS, on March 27, 2024, the Parties executed **Amendment F** to the Agreement, Contract Number **2019-000064F (Amendment F)**. Via **Amendment F**, the **END TERM** of the Agreement was extended to **September 30, 2025**. Moreover, the total authorized budget was increased by **THREE MILLION FOUR HUNDRED FOUR THOUSAND SIXTY-FOUR DOLLARS (\$3,404,064.00)**, for a new total budget of **TEN MILLION SIX HUNDRED EIGHTY-SEVEN THOUSAND TWENTY-SIX DOLLARS AND TWENTY-SEVEN CENTS (\$10,687,026.27)**. Also, modifications to **Section I. GENERAL AWARD INFORMATION** table, **Section III. EFFECTIVE DATE AND TERM**, **Section IX. CDBG-DR POLICIES AND PROCEDURES** and **Section XV. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS** were incorporated into the Agreement via Amendment F. Furthermore, updated versions of **Exhibit A** (Scope of Services), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), **Exhibit E** (Funds Certification) and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) were incorporated by reference into the Agreement. Finally, a new **Exhibit E-2** (Funds Certification) was added to the Agreement.

WHEREAS, as per Section VII (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 G** does not constitute an extinctive novation of the obligations of the Parties under the Agreement.

WHEREAS, the PRDOH has the legal power and authority, in accordance with its enabling statute, the Organic Act, the Federal laws and regulations creating and allocating funds to the CDBG-DR Program, and the current Action Plan, to enter into this **AMENDMENT G**.

WHEREAS, the Subrecipient has duly adopted a Corporate Resolution dated July 29, 2025, authorizing the Subrecipient, via its Authorized Representative, Damaris Ocasio Nieves, to enter into this **AMENDMENT G** with the PRDOH, and by signing this **AMENDMENT G**, the Subrecipient assures PRDOH that Subrecipient shall comply with all the requirements described herein.

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

II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

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

B. SCOPE OF THE AMENDMENT

The goal of the Program is to pursue the active and direct participation of communities in the development of their own Community Resilience Plans (**CRPs**). The Program also provides community and public resilience tools to support long-term recovery planning processes. In order to achieve the Program goals, the Parties acknowledge and agree that it is necessary to extend the **END TERM** of the Agreement to **September 30, 2026**.

Modifications to the **GENERAL AWARD INFORMATION** table in **Section I** and **Section III. EFFECTIVE DATE AND TERM** of the Agreement are being incorporated to accommodate the aforementioned term extension. Also, **Section VI. NOTICES** of the Agreement is being modified to incorporate the current contact information of the authorized representatives of the Parties.

Moreover, **Exhibit A** (Corporate Resolution) is being removed from the Agreement. Therefore, **Exhibit B** (Scope of Services) through **Exhibit H** (Non-Conflict of Interest Certification) are being renumbered. Also, an updated version of **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel) and **Exhibit D** (Budget) are being incorporated by reference into the Agreement. All other provisions of the original Agreement, including the total authorized budget, remain unaltered.

A. AMENDMENTS

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

| | |
|--|---|
| CDBG-DR Grantee Federal Award Identification Number: | B-17-DM-72-0001 B-18-DP-72-0001 |
| CDBG-DR Grantee Federal Award Date: | September 20, 2018 February 21, 2020 |
| CDBG-DR Grantee Unique Identifier: | Unique Entity ID: FFMUBT6WCM1 |
| Federal Award project description: | See Exhibit A for <u>Scope of Work</u> |
| Subrecipient Contact Information: | Damaris Ocasio Nieves Chief Financial Officer Foundation for Puerto Rico, Inc. PO Box 364029 San Juan, P.R. 00936 |

| | |
|---------------------------------|---|
| | 787-773-1100 damaris.ocasio@foundationpr.org |
| Subrecipient Unique Identifier: | Unique Entity ID: CLLRCACND9A5 |
| Subaward Period of Performance: | Start Date: Effective Date, as defined in Section III of this Agreement. End Date: September 30, 2026 |
| Funds Certification: | <p>Dated: April 6, 2021 Authorized Amount: \$3,858,916.27 Funds Allocation: CDBG-DR "r01p02crp-fpr-na" Account Number: 6090-01-000 See Exhibit E ("Funds Certification")</p> <hr/> <p>Date: March 28, 2022 Authorized Amount: \$3,424,046.00 Funds Allocation: CDBG-DR "r01p02crp-fpr-na" Account Number: 6090-01-000 See Exhibit E-1 ("Funds Certification")</p> <p>Total Authorized Budget: \$7,282,962.27</p> <hr/> <p>Date: March 19, 2024 Authorized Amount: \$3,404,064.00 Funds Allocation: CDBG-DR "r02p02crp-fpr-na" Account Number: 6090-01-000 See Exhibit E-2 ("Funds Certification")</p> <p>Total Authorized Budget: \$10,687,026.27</p> |

b. **Section V. EFFECTIVE DATE AND TERM** of the Agreement is being amended as follows:

*This Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Agreement extends from the date of its execution to **September 30, 2026**.*

*The End of Term shall be the later of: (i) **September 30, 2026**; (ii) the date as of which the Parties agree in writing that all Close-Out Requirements have been satisfied or, where no Close-Out*

Requirements¹ are applicable to this Agreement, the date as of which the Parties agree in writing that no Close-Out Requirements are applicable hereto; or (iii) such later date as the Parties may agree to in a signed amendment to this Agreement.

c. **Section VIII. NOTICES** of the Agreement is being amended as follows:

[...]

Ciary Y. Pérez Peña
Secretary

DBG-DR Grantee: Puerto Rico Department of Housing
606 Barbosa Avenue
Juan C. Cordero Building
Río Piedras, Puerto Rico 00918

Damaris Ocasio Nieves
Chief Financial Officer

Subrecipient Foundation for Puerto Rico, Inc.
PO Box 364029
San Juan, P.R. 00936

d. The Exhibits of the Agreement are being modified in this **Amendment G** as follows:

- i. **Exhibit A** (Corporate Resolution) is being removed from the Agreement.
- ii. **Exhibit B** (Scope of Services) of the Agreement is being renumbered as **Exhibit A** (Scope of Services).
- iii. **Exhibit C** (Timelines and Performance Goals) of the Agreement is being renumbered as **Exhibit B** (Timelines and Performance Goals) and replaced by an updated **Exhibit B** (Timelines and Performance Goals) hereto incorporated by reference into the Agreement (**ATTACHMENT I**) to modify the following:
 - **Key Component: Technical Assistance (TA) Table:** Timeframe column was changed and updated in all key activities to reflect new timeframes due to time extension.
 - **Key Activities Descriptions:** Timeframe descriptions of all key activities were changed and updated to reflect new timeframes due to time extension.

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 deliver/ 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.

iv. **Exhibit D** (Key Personnel) of the Agreement is being renumbered as **Exhibit C** (Key Personnel) and replaced by an updated **Exhibit C** (Key Personnel) hereto incorporated by reference into the Agreement (**ATTACHMENT II**) to modify the following:

- **Roles and Descriptions Table:** In the Roles and Descriptions Table, the following changes were performed:

- All positions and their respective descriptions were rearranged alphabetically.
- The following positions were eliminated:
 - VP of Operations and Programs,
 - Procurement Associate, and
 - Web Developer & Designer.
- The following positions had minor modifications in their descriptions:
 - Program Officer,
 - Grant and Compliance Manager, and
 - Planning Lead.
- The following position and description was added:
 - Innovation & Impact Design Strategist - "Oversees and provides leadership management and vision necessary to ensure the proper organizational alignment, programmatic input, and innovative strategies are in place. Acts as liaison for executive level stakeholders for the WCRP Program."

v. **Exhibit E** (Budget) of the Agreement is being renumbered as **Exhibit D** (Budget) and replaced by an updated **Exhibit D** (Budget) hereto incorporated by reference into the Agreement (**ATTACHMENT III**) to modify the budget redistribution.

- The Budget Summary Table was modified to include the following budget redistribution. The Total Budget remains the same: **\$10,687,026.27.**

| | | |
|------------------------------|---|----------------|
| STAFFING | Staffing resources for the execution and implementation of the WCRP Program. | \$7,726,759.26 |
| PROFESSIONAL SERVICES | Procured services that will assist in delivery and implementation of the WCRP Program. | \$375,000.00 |
| OTHER OPERATING | Operational costs associated with delivery and implementation of the WCRP Program. Items include, but are not limited to indirect cost, media, or travel. | \$2,475,267.01 |

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| EQUIPMENT | Equipment needed for the execution and implementation of the WCRP Program. | \$110,000.00 |
| TOTAL PROGRAM BUDGET: | | \$10,687,026.27 |

- **Staffing Detail Table:** Staffing Detail Table was replaced entirely to reflect new and deleted positions, previous expenditure amounts and redistribution of funds.
- **Professional Services Detail Table**
 - Estimated Cost Column was changed to reflect redistribution of funds as follows:
 - Capacity Building / Data Analysis/ Research Support item increased from \$215,500.00 to \$320,000.00.
 - Sign Language / Translation Services item decreased from \$68,000.00 to \$15,000.00.
 - Compliance Support item decreased from \$80,000.00 to \$15,000.
 - Legal Services item decreased from \$56,000.00 to \$10,000.00.
 - Total Professional Services Maximum Cost decreased from \$434,000.00 to \$375,000.00.
- **Other Operating Detail Table**
 - Estimated Cost Column was changed to reflect redistribution of funds as follows:
 - Advertising and Media item decreased from \$109,500.00 to \$95,000.00.
 - Travel and Mileage item increased from \$53,000.00 to \$60,000.00.
 - Materials and Supplies item decreased from \$133,000.00 to \$80,000.00.
 - Rentals item increased from \$65,000.00 to \$87,147.95.
 - Overhead item increased from \$1,970,013.53 to \$2,153,119.06.
 - Total Other Operating Expenses Maximum Cost increased from \$2,330,513.53 to \$2,475,267.01.
- **Equipment Table**
 - Estimated Cost Column was changed to reflect redistribution of funds as follows:
 - Software item increased from \$37,817.76 to \$40,000.00.
 - Computer Equipment item decreased from \$70,963.29 to \$62,871.62.

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- Audio/Visual Equipment item decreased from \$22,299.63 to \$7,128.38.
- Total Equipment Maximum Cost decreased from \$131,080.68 to \$110,000.00.
- vi. **Exhibit F** (HUD General Provisions) of the Agreement is being renumbered as **Exhibit E** (HUD General Provisions).
- vii. **Exhibit H** (Subrogation and Assignment Provisions) of the Agreement is being renumbered as **Exhibit F** (Subrogation and Assignment Provisions).
- viii. **Exhibit H** (Non-Conflict of Interest Certification) of the Agreement is being renumbered as **Exhibit G** (Non-Conflict of Interest Certification).

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III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

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

V. COMPTROLLER REGISTRY

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

VI. ENTIRE AGREEMENT

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

VII. FEDERAL FUNDING

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

acknowledges that all funds are subject to recapture and repayment for non-compliance.

VIII. NON-CONFLICT OF INTEREST CERTIFICATION

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

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 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.**

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

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

By:  _____

Name: Ciary Y. Pérez Peña

Title: Secretary

**FOUNDATION FOR PUERTO RICO, INC.
Subrecipient**

By:  _____

Name: Damaris Ocasio Nieves

Title: Chief Financial Officer



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

ATTACHMENT I

EXHIBIT B

TIMELINES AND PERFORMANCE GOALS

WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM

FOUNDATION FOR PUERTO RICO, INC.

PROGRAM OBJECTIVE

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The main objective of the Whole Community Resilience Planning (**WCRP**) Program (**Program**) of the Puerto Rico Department of Housing (**PRDOH**) is to develop comprehensive Community Resilience Plans (**CRPs**) with and for vulnerable communities that will allow them to determine their needs, identify solutions, projects, programs, and policies necessary to increase their resilience. During this phase, the WCRP Program will be supported by the Subrecipient through the Technical Assistance (**TA**) component.

TERMS:

- **Community Resilience Plan (CRP)** – Refers to a document outlining a strategy originating from within the community, and with the assistance of other entities as relevant, to guide the adoption, use or incorporation of near, medium, and long-term measures designed to enhance resilience. These measures may include policies, procedures, programs and/or projects, and may include or need the participation of one or more entities that directly or indirectly impact the community, such as a municipality.
- **CRP Template** – CRP template provided by PRDOH to be used by Communities and Subrecipients for the development of the CRP.
- **Indicator** – The quantitative method used to demonstrate that the Key Activities have been performed.
- **Key Activity** – The activities necessary to carry out the major objectives of the Program.

- **Milestone** – The major activities or deliverables necessary to carry out the Planning Framework Phases.
- **Minimum Target** – The minimum goal for each of the indicators.
- **Notice to Proceed with Planning Activities** – Document issued by PRDOH authorizing to proceed with Planning activities and CRP Development.
- **PE (PE)** – Refers to selected entities or Subrecipients that entered a Subrecipient Agreement (**SRA**) with PRDOH under the WCRP Program to carry out Program’s activities and work with Communities in the development of their CRP.
- **Phase** – The major elements necessary to carry out the Program’s objective and the Planning Framework.
- **Planning Framework** – The Planning Framework is a document that contains the planning methodology defined by PRDOH that will serve as the main guide for the Implementation and the four (4) Phases and eight (8) Milestones of WCRP Program and the execution of the planning activities. The document provides a greater description and evaluation criteria on each of these phases and Milestones.
- **Subrecipient** – For the purpose of this Exhibit, it refers to Foundation for Puerto Rico (**FPR**) which is the Selected Entity that entered a Subrecipient Agreement (**SRA**) with PRDOH under the WCRP Program to support PRDOH, lead resilience tool development; lead stakeholder engagement and provide Technical Assistance.
- **Subrecipient Agreement (SRA)** – Refers to the agreement between PRDOH and the WCRP Program Subrecipients which governs the relationship between parties as well as Subrecipient funding, activities, and contractual obligation.
- **Source of Verification** – The source or documentation used to verify that the indicators have been met, and thus the activities are completed.
- **Timeframe** – The required completion time for each key activity.

KEY COMPONENT: TECHNICAL ASSISTANCE (TA)

| KEY ACTIVITY | INDICATOR | SOURCE OF VERIFICATION | MINIMUM TARGET | TIMEFRAME |
|---|---|---|---|---|
| 1.1 Provide TA to PRDOH and Participating Entity (PE) <i>OD</i> <i>CYPP</i> | <ul style="list-style-type: none"> Number of monthly check-in meetings held between WCRP Program Facilitator and PE POC. | <ul style="list-style-type: none"> Agenda and minutes Sign-in sheets | <ul style="list-style-type: none"> One (1) monthly check-in meeting held between WCRP Program Facilitator and PE POC. | Ongoing until Q3 2026 or until PE remain in the Program, whichever occurs first |
| | <ul style="list-style-type: none"> Percentage of Monthly Reports submitted by PE revised. | <ul style="list-style-type: none"> PRDOH Grant Compliance Portal Record of monthly reports submitted by PE revised. | <ul style="list-style-type: none"> One hundred percent (100%) of Monthly Reports submitted by PE revised. | |
| | <ul style="list-style-type: none"> Percentage of deliverables submitted by PE revised. | <ul style="list-style-type: none"> Document with revision of deliverables submitted by PE. | <ul style="list-style-type: none"> One hundred percent (100%) of deliverables submitted by PE revised. | |
| | <ul style="list-style-type: none"> Percentage of PRDOH and PE Technical Assistance Requests are supported. | <ul style="list-style-type: none"> Email log or written communication of technical support requested by PRDOH. Document evidencing technical support completed. | <ul style="list-style-type: none"> One hundred percent (100%) of PRDOH requests are supported. | |
| 1.2 Provide as needed capacity building to PE and communities | <ul style="list-style-type: none"> Number of updated capacity building calendar of products and sessions. | <ul style="list-style-type: none"> Updated calendar of capacity building sessions document. | <ul style="list-style-type: none"> One (1) Updated calendar of capacity building sessions document. | Q3 2025 |
| | <ul style="list-style-type: none"> Percentage of capacity building products and sessions mutually agreed upon by Subrecipient and PRDOH. | <ul style="list-style-type: none"> Evidence of invitation (letter, email, flyer) Agenda and/or meeting materials. Sign-in sheet or participant list (if applicable). Post-event evaluation summary. | <ul style="list-style-type: none"> One hundred percent (100%) of capacity building products and sessions mutually agreed between Subrecipient and PRDOH are implemented. | Ongoing until Q3 2026 or until completion of all mutually agreed sessions or products, whichever occurs first |
| 1.3 Coordinate and host WCRP closing event | <ul style="list-style-type: none"> Number of outlines of Planning and design of WCRP closing events. | <ul style="list-style-type: none"> Outline of recommended closing event document. | <ul style="list-style-type: none"> One (1) Outline of recommended closing event document. | Q2 2025 |

| KEY ACTIVITY | INDICATOR | SOURCE OF VERIFICATION | MINIMUM TARGET | TIMEFRAME |
|--------------|--|--|---|-----------|
| | <ul style="list-style-type: none"> • Number of WCRP closing event implementation. | <ul style="list-style-type: none"> • Evidence of invitation (letter, email, flyer). • Agenda and/or meeting materials. • Sign-in sheet or participant list. • Post-event evaluation summary. | <ul style="list-style-type: none"> • One (1) WCRP closing event with PE and Communities. | Q4 2025 |

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Key Activity 1.1: Provide TA to PRDOH and PE

Key Activity 1.1 should continue and conclude by Quarter 3 of 2026 or until PE remains in the Program, whichever of these conditions comes first. The objective of this activity is to provide ongoing and as needed technical support to PRDOH and WCRP Program Participants. The TA will be provided upon request and/or mutual agreement to monitor and evaluate progress of Program participant's planning activities, ensure required tasks and key activities or deliverables are progressing and completed as scheduled, while prioritizing quality control and compliance with Programmatic goals and objectives. TA is problem-solving in nature and is focused on providing assistance and capacity building to promote effective participatory planning processes and implementation of the WCRP Planning Framework, Planning Milestones, the CRP Template, Educational Component, and Resilience Tools, among other related topics in compliance with the WCRP Program and PRDOH's policies and procedures.

Tasks included in this activity are, but are not limited to:

- Monitor and evaluate the progress of the WCRP Program's PE and Communities planning activities to promote required tasks and key activities or deliverables are progressing and completed as scheduled.
- Identify other progress monitoring and evaluation activities that are needed to ensure compliance with the WCRP planning process and PRDOH policies and procedures.
- Conduct revisions and provide feedback or comments to PE on products developed as part of the WCRP planning process including monthly reports and other deliverables associated with each WCRP Milestone, per the Planning Framework prior to submission to PRDOH.
- Provide individualized TA and follow-up support to PE and Communities related to the execution of their respective planning activities and tasks in accordance with the Program's Planning Framework, Milestones, and their respective SRAs.
- Evaluate and assess the effectiveness of the capacity building and TA provided by Subrecipient to improve content and/or methods.
- Identify areas of opportunity faced by PE to help inform the development of tailored TA and capacity building.

Key Activity 1.2: Provide as needed capacity building to PE and communities

Key Activity 1.2 should start upon this SRA Amendment execution and conclude by Quarter 3 of 2026, or until completion of all mutually agreed sessions or products PE, whichever of these conditions comes first. The target audience for this event includes PE and Communities of the WCRP Program. The objective of this activity is to offer and coordinate capacity building products and activities, such as trainings, workshops or knowledge sharing to encourage PE and communities to take ownership of their community resilience planning processes and provide the tools and resources necessary to implement participatory best practices for community planning and resilience development. Capacity building products or activities for PE and Communities will be based on past and ongoing assessments of needs and additional research with a focus on strengthening the skills, knowledge and understanding of the Program's thematic areas, as well as promoting participant networking and co-learning. Likewise, the Subrecipient will seek to identify PE and Community achievements and best practices that can be shared among PE.

These products and activities, for example, can provide PE and Communities with interactive content designed to complement information discussed within the education strategy and Planning Framework, as well as support on-the-ground documentation of community planning processes, and collection of primary data or oral histories. They also provide an opportunity for Communities and PE to learn and gain expertise in relevant fields such as infrastructure, economic development, housing, health, education and the environment, among others, and gain a more profound understanding of resilience, adaptation, and other relevant subjects in order to increase their capacity around key concepts necessary for a successful participatory planning process.

Subrecipient will spearhead ideation, innovation and solutions design efforts that integrate knowledge gathered within WCRP with broader learnings, leading to insightful strategies tailored to community needs. Subrecipient team members will participate in Ideation and Solutions Design efforts that integrate knowledge gathered within WCRP activities with that gained from other relevant sources and references, develop insights, designs, propose and share potential solutions and strategies with PRDOH and WCRP's PE and stakeholders. Acting as a central hub for knowledge sharing within the WCRP program, Subrecipient will share these insights on an ongoing basis with PRDOH, PE and communities, maximizing program impact. All generated knowledge from research, ideation sessions and activities will be shared on an

ongoing basis with PE as part of direct technical assistance interventions, among other programmatic efforts.

Crucially, Subrecipient will integrate key learnings and best practices in a comprehensive strategic document that can inform future resilience planning initiatives and maximize long-term program impact. This would be made available to policymakers and stakeholders as well as to the general public and will be published through PRDOH and Subrecipient channels.

The capacity building products and activities should be consistent and compliant with the WCRP Program goals and objectives, the PRDOH-approved Education Strategy content and materials, and PRDOH policies and procedures. Capacity building sessions will not interfere, or substitute activities required and programmed by PE during the planning process and development of the CRP.

The supporting materials may include PRDOH-approved educational materials such as videos, event invitation, agenda, flyers, presentation, scripts, worksheets, interactive quizzes, one or more slide decks, and any other material deemed necessary. When required, materials should be previously approved by PRDOH and available in English as agreed with PRDOH. The PE should evaluate and assess the effectiveness of the capacity building provided by Subrecipient to improve content and/or methods.

Key Activity 1.3: Coordinate and host WCRP closing event

Key Activity 1.3 should start upon this SRA Amendment execution and conclude by Quarter 4 of 2025. The objective of this activity is to offer and coordinate a closing event for the WCRP Program with PE and Communities as the target audience. It provides an opportunity to share and promote trends, outcomes, and potential opportunities. Tasks included in this activity are, but are not limited to:

- Plan, coordinate and host a closing event with PE and Communities, as well as key stakeholders to discuss the Program's overall outcomes and effectiveness, identify any outstanding issues or lessons learned, promote areas of opportunity in implementation, and capture insight.
- Share the outcomes and impact of the WCRP Program with stakeholders, sponsors, and participants. Prepare reports, presentations, or visual materials to effectively communicate the Program's accomplishments and lessons learned.
- Recognize the efforts and achievements of PE and Communities of the WCRP

Program. This could include award ceremonies, speeches, or highlighting success stories.

- Promote networking with a focus on potential funding opportunities for the finalized CRPs and engage with key stakeholders to present outlined projects, programs, and initiatives of the WCRP Program.

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DEPARTMENT OF

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ATTACHMENT II

EXHIBIT C

KEY PERSONNEL

WHOLE COMMUNITY RESILIENCE PLANNING

FOUNDATION FOR PUERTO RICO, INC.

Below is the Staffing Plan for the CDBG-DR WCRP Program which reflects a combination of existing employees and newly hired employees dedicated to the CDBG-DR WCRP Program.

I. Roles and Descriptions:

| ROLE | DESCRIPTION |
|-----------------------------|---|
| Accounting Analyst | <ul style="list-style-type: none"> Supports accounting activities and systems related to WCRP Program timekeeping, invoicing, reimbursement, and vendor disbursement processes in compliance with PRDOH finance policies and procedures. Prepares WCRP invoice packages including but not limited to salary allocations, invoice templates and supporting documentation for submission to PRDOH; manages initial upload of package via VendorCafe. Assists Grant & Compliance Manager in monitoring budget and preparing administrative, financial, audit or monitoring reports or other requests for information for the WCRP program, among other related functions. Supports Program closeout as needed. |
| Accounting Associate | <ul style="list-style-type: none"> Supports accounting activities and systems, coordinates and processes payroll, financial reporting, and other tax matters for the organization. Provides support to the Finance & Accounting Manager in assuring compliance with PRDOH invoicing policies and procedures, preparing supporting documentation for invoices and financial reports as they relate to WCRP Program. |

| ROLE | DESCRIPTION |
|--------------------------------------|--|
| | <ul style="list-style-type: none"> Provides direct support to all accounting operations in areas that may include payables, revenues, payroll, general ledger, financial reporting, and any other related tasks, as needed. |
| Capacity Building Coordinator | <ul style="list-style-type: none"> Supports the development, design, and implementation of the Capacity Building internal component, including coordination of supporting staff. Supports and coordinates the development of all supporting materials and activities related to the Capacity Building internal component such as design and logistics coordination, interactive sessions, procurement and supervision of professional services, audiovisual content, flyers, presentations, and other creative solutions as needed. Supports Program closeout as needed. |
| Case Management Coordinator | <ul style="list-style-type: none"> Supports the Project Manager and Program Facilitators in the coordination and assistance of case management tasks and activities for WCRP participating entities, including overseeing and promoting adherence to timelines and scheduling of key activities for the completion of CRPs. Oversees and maintains the tracking and record keeping of performance indicators related to the project management support for WCRP participating entities. Designs workflows to promote effective case management support, as well as identifying resources, tools, and best practices for WCRP participating entities. Supports effective case management by ensuring sustained collaboration and coordination among both the Project Management and the Technical Assistant internal components, promoting quality control and efficiency. Supports Program closeout activities as needed. |
| Chief Financial Officer | <ul style="list-style-type: none"> Authorized representative for all financial matters, contractual and high-level decision making related to the WCRP Program. Oversees strategic and tactical matters as they relate to budget management, cost benefit analysis and forecasting needs for the organization and its programs. Provides financial, operational, and programmatic support to the organization. Assures compliance with all HUD and PRDOH financial protocols and oversees final budget, procurement, and invoice aspects for the WCRP Program. |

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| ROLE | DESCRIPTION |
|---|--|
| Chief Resilience Officer | <ul style="list-style-type: none"> • Provides strategic support, guidance and input to the WCRP programmatic component to the Planning Lead, Grant and Compliance Manager, and Program Officer. Maintains collaborative working relationship with PRDOH and its representatives. • Coordinates with PRDOH and its representatives to ensure thorough understanding of all applicable PRDOH policies, protocols and procedures or other regulatory requirements, and the review, input, approval and implementation of programmatic strategies and content. • Serves as a liaison with different WCRP Program stakeholders. • Supports Program closeout activities as needed. |
| Communications Manager | <ul style="list-style-type: none"> • Leads and oversees the communication and content team to ensure the development of a comprehensive communication and/or media strategy to promote the WCRP Program’s process and outcomes. • Coordinates internally and with PRDOH and its representatives for review, input, approval, and implementation of mutually agreed communications scope, content and supporting materials. • Manages and coordinates with relevant news and media outlets and providers to identify and schedule media spaces for the WCRP Program. |
| Communications Specialist | <ul style="list-style-type: none"> • Helps drive the strategy and implementation for all communications efforts to drive awareness and engagement amongst relevant audiences. • Provides support to the management of communication and marketing campaigns that promote the WCRP Program in all digital communications platforms such as, but not limited to websites, social media, digital advertisements, newspapers, press releases, brochures, magazines, radio, television, and reports. • Create and/or curate and manage social media content. |
| Compliance Officer | <ul style="list-style-type: none"> • Supports the development of policies and procedures, as well as periodically monitoring program compliance by developing compliance monitoring systems and producing expenditure and compliance reports. • Supports WCRP staff with compliance of all applicable HUD and PRDOH regulations, policies, protocols, and processes. Assists the WCRP team during monitoring and auditing events, as needed. |
| Finance & Accounting Manager | <ul style="list-style-type: none"> • Provides support and daily supervision of finance and accounting team and their operations, including payables, billing, receivables, asset management payroll, regulator/bank relations, general ledger, among others. |

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| ROLE | DESCRIPTION |
|--|---|
| | <ul style="list-style-type: none"> • Ensures efficient coordination with various programs/areas and grants by implementing budget systems and financial records compatible with accounting systems. • Assures compliance with PRDOH invoicing policies and procedures. • Manages submission and approval of WCRP invoices to PRDOH via VendorCafe. • Prepares financial and invoice reports and documents required as they relate to the WCRP Program. |
| <p><i>OB</i></p> <p><i>CYPP</i></p> <p>Grant & Compliance Manager</p> | <ul style="list-style-type: none"> • Provides management and oversight for all administrative components of the Subrecipient's scope of services within the WCRP Program, including but not limited to: <ul style="list-style-type: none"> ○ Monitors and controls resource allocations, ensuring that the Subrecipient has allocated the resources necessary to produce high quality work within the given timeframe. ○ Monitors and controls budget, timelines, and schedules. • Oversees post-award grant management and compliance for the WCRP Program, including Program closeout. • Responsible for budget monitoring, invoice QA/QC and reconciliations, reporting (financial and programmatic, among others), and compliance with HUD and PRDOH regulations, policies, and procedures. • Coordinates internally with all teams, including finance, procurement, human resources, communications, and others to ensure that all applicable HUD and PRDOH policies, guidelines and procedures, or other regulatory requirements are met. • Supports HUD and PRDOH monitoring, audit or other requests for information, documents, or other relevant material. • Supports the collaborative working relationship with PRDOH and its representatives. Assists in the coordination with PRDOH and its representatives to ensure thorough understanding of all applicable PRDOH policies, protocols and procedures or other regulatory requirements, and the review, input, approval and implementation of programmatic strategies and content. |
| <p>Graphic Designer</p> | <ul style="list-style-type: none"> • Responsible for graphic design and development of creative visual concepts using computer software for implementation of the communications, outreach, and educational strategies of the WCRP Program. |

| ROLE | DESCRIPTION |
|--|--|
| | <ul style="list-style-type: none"> • Develops overall layout and production design for web page, advertisements, brochures, flyers, presentations, and reports for the WCRP Program. • Provide support to the management of marketing campaigns that promote the WCRP Program in all digital communications platforms such as, but not limited to websites, social media, digital advertisements, newspapers, press releases, brochures, magazines, radio, television, and reports. • Requires proficiency and skill in development of messaging and content, including layout and production design for visual content and a creative approach to developing content such as photos, video, or other communications media. |
| <p><i>Handwritten: CYP</i></p> <p>HR & Administrative Coordinator</p> | <ul style="list-style-type: none"> • Supports and assists the Human Resources Director in all areas related to human resources, including but not limited to recruiting, onboarding/offboarding, benefits administration, and employee relations, among other related tasks, for WCRP Program FTE staff. • Assists the WCRP Program team with other administrative tasks, such as record maintenance. |
| <p>Human Resources Director</p> | <ul style="list-style-type: none"> • Oversees various responsibilities across a range of human resources disciplines including but not limited to recruiting, onboarding/offboarding, benefits administration and employee relations for WCRP Program FTE Staff. • Oversees and supervises the HR and Administrative Coordinator. |
| <p>Innovation & Impact Design Strategist</p> | <ul style="list-style-type: none"> • Oversees and provides leadership management and vision necessary to ensure the proper organizational alignment, programmatic input, and innovative strategies are in place. • Acts as liaison for executive level stakeholders for the WCRP Program. |
| <p>Planning Lead</p> | <ul style="list-style-type: none"> • Provides oversight of the programmatic component, including supervising the day-to-day operations and activities of the Project Manager, Stakeholder and Outreach Coordinator, and Technical Assistance Coordinator. • Provides management and oversight for all programmatic components of the Subrecipient's scope of services within the WCRP Program, including but not limited to: |

| ROLE | DESCRIPTION |
|---|---|
| | <ul style="list-style-type: none"> ○ Ensures all components, outcomes, activities, and deliverables that are the responsibility of the Subrecipient are provided to PRDOH within the designated timeframe and within budget. ○ Ensures components, outcomes, activities, and deliverables are high quality and meet or exceed PRDOH expectations. • Supports team and deliverable production by providing guidance on, including but not limited to, evidence-based practices and tools, development of strategies and guides related to scope, capacity building, and provision of Technical Assistance. • Supports Program closeout activities as needed. |
| <p>006 C4PP</p> <p>Procurement Officer</p> | <ul style="list-style-type: none"> • Responsible for all aspects of procurement activities for the WCRP Program and compliance with PRDOH policies, procedures, and regulations, and applicable 2 C.F.R. Part 200 provisions. • Develops HUD- and PRDOH- compliant Procurement Packages for every procurement necessary for the Subrecipient to carry out its responsibilities, which may include, but is not limited to, a Scope of Services, Independent Cost Estimate, Certification of Funds Availability, and/or any other document designated by PRDOH Procurement to be a necessary component of a complete Procurement Package. • Provides oversight of Procurement Associate with regards to their role and responsibilities. • Supports Program closeout as needed. |
| <p>Production Specialist</p> | <ul style="list-style-type: none"> • Provides strategic, tactical, and production support across leading marketing channels, including website, social media, email, and events. Produces graphic and visual content to support programmatic activities. • Supports the WCRP Program in the design and production of visual and creative content such as photos, video, or other communications media, as needed. |
| <p>Program Facilitator</p> | <ul style="list-style-type: none"> • Represents the WCRP programmatic component and serves as the main point of contact (POC) for WCRP participating entities. • Provides project management and technical assistance support to WCRP participating entities, as it relates to the implementation of the WCRP Program. This includes the use and implementation of WCRP methods and tools, as well as participatory planning processes and the development of CRPs. |

| ROLE | DESCRIPTION |
|------------------------|--|
| | <ul style="list-style-type: none"> • Attends community meetings to support project management and technical assistance duties, and to identify areas of opportunity. • Establishes a working relationship with assigned WCRP participating entities, to promote quality control and support the community's involvement and engagement through participatory processes. • Tracks Subrecipient's progress with each participating community. This includes revision of their monthly report's performance section and supporting documentation. • Reviews programmatic deliverables and provides as needed feedback in compliance with the Subrecipient's SRA and WCRP Planning Framework. • Supports the development and implementation of the Capacity Building internal component. • Supports Program closeout as needed. |
| Program Officer | <ul style="list-style-type: none"> • Oversees the design, development, and implementation of Capacity Building components to WCRP participating entities and communities, including identifying needs and opportunities. • Oversees and promotes quality control in the implementation of the capacity building strategy and activities with WCRP participating entities and communities, including the WCRP closing event, ideation sessions, as well as the Final Report. • Provides oversight of the day-to-day operations and activities of the Capacity Building component, including supervising the Capacity Building Coordinator, as well as Program Facilitators. • Supports team and deliverable production by providing guidance on, including but not limited to, evidence-based practices and tools, development of strategies and guides related to scope, capacity building, and provision of Technical Assistance. • Supports Program closeout as needed. |
| Project Manager | <ul style="list-style-type: none"> • Supports and assists in the management and oversight of the Subrecipient key activities, including but not limited to: <ul style="list-style-type: none"> ○ Maintain and monitor project schedules, resources, and support deliverable production. ○ Tracks progress of the different components of the WCRP Program. ○ Support production and timely delivery of performance and administrative monthly reports. |

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| ROLE | DESCRIPTION |
|--|---|
| | <ul style="list-style-type: none"> • Provides oversight of Project Management internal component for WCRP participating entities and communities, including supervising the day-to-day operations and activities of the Case Management Coordinator, as well as Program Facilitators. • In coordination with the Planning Lead and Technical Assistance Coordinator, oversees the sustained collaborations between both the technical assistance and project management internal components. • Oversees and promotes quality control in the implementation of WCRP methods and tools by participating entities and communities. • Supports Program closeout as needed. |
| <p>OB</p> <p>CYPP</p> <p>Stakeholder & Outreach Coordinator</p> | <ul style="list-style-type: none"> • Advises and supports the WCRP Program with particular focus on effective participatory community processes, key stakeholder engagement and other related topics. • Supports the implementation and offering of technical assistance to Program participants and communities. • Supports the development, engagement, and coordination of capacity building products and activities for WCRP participating entities and communities. • Develops and fosters working relationships among WCRP participating entities and communities, as well as key stakeholder groups, including non-profits, non-governmental organizations, municipalities, state agencies and others. • Supports Program closeout activities as needed. |
| <p>Technical Assistance Coordinator</p> | <ul style="list-style-type: none"> • Supports and assists the Planning Lead and Program Facilitators in the implementation of Technical Assistance and capacity building to WCRP participating entities and communities. This includes the design and development of materials, tools, and resources for WCRP participating entities and communities, as well as identifying external and internal capacity building needs and opportunities. • Supports and promotes quality control in the implementation of participatory planning activities and development of CRPs by WCRP participating entities and communities. • In coordination with the Project Manager and Case Management Coordinator, supports the sustained collaborations between both the Technical Assistance, Project Management and Capacity Building internal components. • Supports and maintains the record keeping of services provided to WCRP participating entities and provides as needed support in the |

| ROLE | DESCRIPTION |
|------|---|
| | tracking and record keeping of internal performance indicators related to the project management internal component. <ul style="list-style-type: none">• Supports Program closeout as needed. |

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GOVERNMENT OF PUERTO RICO

ATTACHMENT III

EXHIBIT D – SECTION 1

BUDGET

WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM FOUNDATION FOR PUERTO RICO (FPR)

The Foundation for Puerto Rico (FPR) has been allocated **\$10,687,026.27** to complete the terms of this SRA. The total cost of all items in this budget, including the cost of services and/or staff, may not exceed **\$10,687,026.27**.

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Proposed budget items will be evaluated according to guidelines laid out in the Code of Federal Regulations: **2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**.

As a beneficiary of the WCRP Program, the FPR assumes responsibility for administering these CDBG-DR funds in a manner consistent with the SRA, the Program objectives, and PRDOH Policies and Procedures.

| BUDGET SUMMARY | | |
|------------------------------|---|------------------------|
| ACTIVITY DESCRIPTION | | |
| STAFFING | Staffing resources for the execution and implementation of the WCRP Program. | \$7,726,759.26 |
| PROFESSIONAL SERVICES | Procured services that will assist in the delivery and implementation of the WCRP Program. | \$375,000.00 |
| OTHER OPERATING | Operational costs associated with delivery and implementation of the WCRP Program. Items include, but not limited to, indirect costs, supplies and materials, media, or travel. | \$2,475,267.01 |
| EQUIPMENT | Equipment needed for the execution and implementation of the WCRP Program. | \$110,000.00 |
| TOTAL PROGRAM BUDGET: | | \$10,687,026.27 |

BUDGET DETAIL

The budget detail that follows is provided as an expanded budget line-item detail but not intended as a limiting factor. Expenditures per line item may not exceed the total budget per cost type (staffing, professional services, other operating, and equipment), but amounts may fluctuate between specific line items based on WCRP program needs.

STAFFING

| STAFFING DETAIL | | | |
|---------------------------------|-------------------|---|---------------------------------------|
| POSITION | QTY. OF RESOURCES | ESTIMATED* HOURS PER MONTH PER RESOURCE | UNIT PRICE (Salary & Fringe Benefits) |
| Accounting Analyst | 1 | 173 | \$28.23 |
| Accounting Associate | 1 | 173 | \$21.11 |
| Capacity Building Coordinator | 1 | 173 | \$37.05 |
| Case Management Coordinator | 1 | 173 | \$37.05 |
| Chief Financial Officer | 1 | 173 | \$78.66 |
| Chief Resilience Officer | 1 | 173 | \$73.17 |
| Communications Manager | 1 | 173 | \$32.07 |
| Communications Specialist | 1 | 173 | \$28.23 |
| Compliance Officer | 1 | 173 | \$38.27 |
| Finance & Accounting Manager | 1 | 173 | \$51.50 |
| Grant & Compliance Manager | 1 | 173 | \$51.50 |
| Graphic Designer | 1 | 173 | \$28.23 |
| HR & Administrative Coordinator | 1 | 173 | \$28.23 |
| Human Resources Director | 1 | 173 | \$53.99 |

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| STAFFING DETAIL | | | |
|--|--------------------------|--|--|
| POSITION | QTY. OF RESOURCES | ESTIMATED* HOURS PER MONTH PER RESOURCE | UNIT PRICE (Salary & Fringe Benefits) |
| Innovation & Impact Design Strategist | 1 | 173 | \$73.17 |
| Planning Lead | 1 | 173 | \$51.50 |
| Procurement Officer | 1 | 173 | \$36.45 |
| Production Specialist | 1 | 173 | \$28.23 |
| Program Facilitator | 9 | 173 | \$37.05 |
| Program Officer | 1 | 173 | \$51.50 |
| Project Manager | 1 | 173 | \$43.45 |
| Stakeholder & Outreach Coordinator | 1 | 173 | \$38.27 |
| Technical Assistance Coordinator | 1 | 173 | \$37.05 |
| TOTAL MAXIMUM STAFF MONTHLY COST: | | | \$143,714.11 |
| TOTAL MAXIMUM STAFF COST IN SRA: | | | \$7,726,759.26 |

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*Estimated amount in rate, hours, and monthly cost, could vary based on actual need and work performed on the WCRP Program upon PRDOH approval.

PROFESSIONAL SERVICES

| PROFESSIONAL SERVICES DETAIL | | |
|---|--|-----------------------|
| SERVICES DESCRIPTION | | ESTIMATED COST |
| Capacity Building/ Data Analysis/ Research Support | Services to support or add value to capacity building products and activities, research and data analysis services (including support on technical, audiovisual, content, pre-test/post-test design, etc.) to support case management, promote effective participatory planning processes and usage of the Planning Framework, Educational and Data Tools, Implementation and other program tasks. | \$320,000.00 |

| PROFESSIONAL SERVICES DETAIL | | |
|--|---|---------------------|
| SERVICES DESCRIPTION | | ESTIMATED COST |
| Event Coordination Services and Support | Event Coordination Services to support the logistics of the WCRP closing event and other WCRP Program components as described in Exhibit B: Timeline and Performance Goals, which includes the management of logistics for an event for all WCRP Subrecipients and Communities, as well as stakeholders, agencies, and organizations. | \$15,000.00 |
| Sign Language /Translation Services | Sign Language and/or Translation Services for overall Technical Assistance and other program events for participating entities and communities. | \$15,000.00 |
| Compliance Support | Compliance services to assist in the review and modifications of internal controls and policies, perform periodic pre-audit and monitoring activities to ensure compliance with Program (PRDOH) and federal (HUD) requirements and regulations. | \$15,000.00 |
| Legal Services | Legal services to support implementation of the Program, including legal counseling, assistance revising and drafting SRA amendments and other documents, and execution of legal documents. | \$10,000.00 |
| TOTAL PROFESSIONAL SERVICES MAXIMUM COST: | | \$375,000.00 |

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OTHER OPERATING

| OTHER OPERATING DETAIL | | |
|------------------------------|---|----------------|
| TYPE | DESCRIPTION | ESTIMATED COST |
| Advertising and Media | Advertising and outreach media costs including but not limited to radio and television spots, newspaper, social media and digital ads and banners, promotions through handouts, flyers, sound trucks, etc. to support Program events, such as case management, capacity building and other technical assistance events. | \$95,000.00 |

| OTHER OPERATING DETAIL | | |
|--|---|-----------------------|
| TYPE | DESCRIPTION | ESTIMATED COST |
| Travel and Mileage | Transportation or vehicle travel costs (tolls, parking, mileage, etc.) for staff who do not receive car allowance; Other travel expenses (Flights, ferries, car share, per diem, lodging, overnight stays, etc.) for any traveling program staff, to support Program components, such as case management, capacity building and other technical assistance tasks, and general program functions | \$60,000.00 |
| Materials and Supplies | Materials and supplies, including printed materials to support completion of Program components: Outreach, Capacity Building, Technical Assistance activities and meetings; and WCRP closing event, as described in Exhibit B: Timeline and Performance Goals. | \$80,000.00 |
| Rentals | Rental of facilities, venues, equipment such as tables, chairs, A/V equipment, staging, and other allowable items, necessary to promote and complete WCRP Program components as described in Exhibit B: Timeline and Performance Goals. | \$87,147.95 |
| Overhead | Predetermined Indirect Cost Rate established by Negotiated Indirect Cost Rate Agreement (NICRA) with cognizant federal agency. | \$2,153,119.06 |
| TOTAL OTHER OPERATING MAXIMUM COST: | | \$2,475,267.01 |

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EQUIPMENT

| EQUIPMENT | | |
|-----------------------|--|-------------|
| EQUIPMENT DESCRIPTION | ESTIMATED COST | |
| Software | Software licenses and cloud services to support development and managing of Program components, such as case management, capacity building and other technical assistance tasks, and general program | \$40,000.00 |

| EQUIPMENT | | |
|--------------------------------------|---|---------------------|
| EQUIPMENT DESCRIPTION | | ESTIMATED COST |
| | functions (e.g. Zoom, Survey Monkey, Smartsheet, Adobe Pro & Cloud Suite, ArcGIS, etc.). | |
| Computer Equipment | Laptops, desktops and other computer equipment and peripherals for Program staff (contemplates new and replacement equipment as needed). | \$62,871.62 |
| Audio/Visual Equipment | Audiovisual equipment and peripherals (contemplate new and replacement equipment as needed) to support Program events, such as case management, capacity building and other technical assistance events. (e.g. projection screens, specialized cameras kit, microphone etc.). | \$7,128.38 |
| TOTAL EQUIPMENT MAXIMUM COST: | | \$110,000.00 |

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BUDGET RE-DISTRIBUTION

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

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DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

ATTACHMENT IV

NON-CONFLICT OF INTEREST CERTIFICATION ECONOMIC DEVELOPMENT INVESTMENT PORTFOLIO FOR WHOLE COMMUNITY RESILIENCE PLANNING PROGRAM FOUNDATION FOR PUERTO RICO, INC.

The Subrecipient certifies that to the best of its knowledge:

1. No public servant of this executive agency has a pecuniary interest in this agreement, contract, purchase, or commercial transaction.
2. No public servant of this executive agency has requested me or accepted from me, directly or indirectly, for him (her), for any member of his family unit or for any person, gifts, bonuses, favors, services, donations, loans or anything else of monetary value.
3. No public servant (s) requested or accepted any good of economic value, linked to this transaction, from any person of my entity as payment for performing the duties and responsibilities of their employment.
4. No public servant has requested from me, directly or indirectly, for him (her), for any member of his or her family unit, or for any other person, business, or entity, something of economic value, including gifts, loans, promises, favors or services in exchange for the performance of said public servant to be 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."

Signature

8/28/2025

Date

Damaris Ocasio Nieves

Printed Name

Chief Financial Officer

Position