



COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-MIT)
COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT)

COMMUNITY ENERGY AND WATER RESILIENCE INSTALLATIONS HOUSEHOLDS (CEWRI-HH) PROGRAM

SINGLE-FAMILY MITIGATION (SF-MIT) PROGRAM

HOME BUYER ASSISTANCE MITIGATION (HBA-MIT) PROGRAM

HOME REPAIR, RECONSTRUCTION, OR RELOCATION (R3) PROGRAM

AMENDMENT B TO THE SUBRECIPIENT AGREEMENT

BETWEEN THE

PUERTO RICO DEPARTMENT OF HOUSING

AND

CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD (CODE, V Y S)

Contract No. 2023-DR0115

Amendment No. 2023-DR0115B



This **AMENDMENT B TO THE SUBRECIPIENT AGREEMENT (AMENDMENT B)** is entered into this 30 day of January, 2026, 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; **CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD (CODE, V Y S) (Subrecipient)**, a nonprofit corporation with principal offices at 175 Calle Eugenio María De Hostos, Arecibo, Puerto Rico, represented herein by its President, Nilsa López Rivera, of legal age, single, and resident of Arecibo, Puerto Rico, collectively the **"Parties"**.

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I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on June 8, 2023, the Parties executed a Subrecipient Agreement, Contract Number **2023-DR0115 (Agreement)**, for **THREE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED THIRTY-THREE DOLLARS (\$316,833.00)** for the Subrecipient to undertake its activities under the **Community Energy and Water Resilience Installations - Households (CEWRI-HH) Program** and the **Single-Family Mitigation (SF-MIT) Program**. The Parties agreed on a performance period of **twelve (12) months** from the date of the execution of the Agreement ending on **June 7, 2024**.

WHEREAS, on June 5, 2024, the PRDOH and the Subrecipient executed **Amendment A** to the Agreement, Contract Number **2023-DR0115A (Amendment A)**. Via **Amendment A**, the Parties agreed to extend the performance period to **June 7, 2026**, and to increase the total budget to **FIVE HUNDRED FIFTY-NINE THOUSAND NINE HUNDRED FORTY-EIGHT DOLLARS (\$559,948.00)**. Moreover, modified versions of **Exhibit D**

(Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements) were incorporated by reference into the Agreement. Also, a new **Exhibit E-I** (Certification of Funds) was added. Furthermore, updated versions of **Section I. GENERAL AWARD INFORMATION, Section II. ATTACHMENTS, Section V. EFFECTIVE DATE AND TERM, Section XII. CDBG-DR/MIT POLICIES AND PROCEDURES, and Section XIX. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS** were incorporated by reference into the Agreement.

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

WHEREAS, this **AMENDMENT B** 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 and CDBG-MIT Programs, and the current Action Plans, to enter into this **AMENDMENT B**.

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WHEREAS, the Subrecipient has duly adopted a Resolution, dated December 5, 2025, authorizing Nilsa López Rivera to enter into activities such as this **AMENDMENT B** on behalf of the Subrecipient; and by signing this **AMENDMENT B**, the Subrecipient assures PRDOH that it shall comply with all the requirements described herein.

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

II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

The information included in this **AMENDMENT B** 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 B**. 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 purpose of this amendment is for the Subrecipient to support the Homebuyer Assistance Mitigation (**HBA-MIT**) Program and assist HBA-MIT eligible applicants by offering a housing counseling course provided by a HUD-certified Housing Counseling

Agency (**HCA**), which focuses on the responsibilities of homebuying. Additionally, expand and strengthen the scope and resources of the Home Repair, Reconstruction, or Relocation (**R3**) Program by incorporating additional services in support of participant relocation activities.

In order to achieve the Program goals, the Parties acknowledge and agree that it is necessary to increase the budget by **ONE HUNDRED SIXTY THOUSAND DOLLARS (\$160,000.00)**, for a new total authorized amount of **SEVEN HUNDRED NINETEEN THOUSAND NINE HUNDRED FORTY-EIGHT DOLLARS (\$719,948.00)**, and to extend the **END TERM** of the Agreement by an additional **twenty-four (24) months**, ending on **June 7, 2028**. The Subrecipient's performance period for providing services to the HBA-MIT program is for the initial twelve (12) months of the SRA term. For the remaining programs the performance period will be equal to the total SRA term. Modifications to the **GENERAL AWARD INFORMATION** table in **Section I** and **Section V. EFFECTIVE DATE AND TERM** of the Agreement are being incorporated to accommodate the aforementioned term extension and budget increase. Also, updated versions of **Section VIII. NOTICES** and **Section XXIX. RECAPTURE OF FUNDS** of the Agreement are being incorporated by reference into the Agreement.

Moreover, updated versions of **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), and **Exhibit D** (Budget), are being incorporated by reference into the Agreement. Finally, a new **Exhibit E-II** (Funds Certification) is being added via this **AMENDMENT B**.

C. AMENDMENTS

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

CDBG-DR/MIT Grantee Federal Award Identification Number (FAIN):	B-18-DP-72-0001/B-18-DP-72-0002
CDBG-DR/MIT Grantee Federal Award Date:	September 20, 2018/May 12, 2021
CDBG-DR/MIT Grantee Unique Identifier:	Unique Entity ID: FFMUBT6WCM1
Federal Award project description:	See Exhibit A for <u>Scope of Work</u>
Subrecipient Contact Information:	Nilsa López Rivera President Corporación Desarrollo Económico, Vivienda y Salud (CODE, V y S) Calle Eugenio María De Hostos #175 Arecibo, PR 00612

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Exhibit I

Non-Conflict of Interest

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

This SRA shall be in effect and enforceable between the Parties from the date of its execution. The performance period of this SRA is **twenty-four (24) months** from the date of its execution, ending in **June 7, 2028**.

The End of Term shall be the later of: (i) **June 7, 2028**. (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 SRA, 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 SRA.

[...]

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

Ciary Y. Pérez Peña
Secretary
Puerto Rico Department of Housing
606 Barbosa Avenue
Juan C. Cordero Building
Río Piedras, Puerto Rico 00918

CDBG-DR Grantee:

[...]

- d. The Parties agree to modified **Section XXIX. RECAPTURE OF FUNDS** as follows:

PRDOH may recapture payments it makes to Subrecipient that: (i) exceed the maximum allowable rates; (ii) are not allowed under applicable laws, rules, or regulations; or (iii) are otherwise inconsistent with this Agreement, including any unapproved expenditures. Subrecipient must refund such recaptured

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 (1) 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.

payments within the term specified by PRDOH via notification, as per CDBG-DR/MIT Program Recapture of Funds Policy which may be found at <https://recuperacion.pr.gov/en/download/recapture-of-funds-policy/> for the English version; or <https://recuperacion.pr.gov/download/politica-de-recaptura-de-fondos/> for the Spanish version.

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- e. **Exhibit A** (Scope of Work) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement to outline the additional program services and ensure alignment with the updated objectives and support activities described herein. (**Attachment I**).
 - f. **Exhibit B** (Timelines and Performance Goals) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement to accurately reflect the current operational requirements of the Programs and be consistent with the expanded scope and objectives. (**Attachment II**).
 - g. **Exhibit C** (Key Personnel) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement to ensure that staffing levels meet the actual operational demands of the Programs. (**Attachment III**).
 - h. **Exhibit D** (Key Personnel) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement to incorporate the increased budget necessary to support the Programs' expanded activities and operational needs. (**Attachment IV**).
 - The new budget of **\$719,948.00** will include:
 1. R3 allocation: **\$60,000.00**
 2. HBA-MIT allocation: **\$100,000.00**
 - i. A new **Exhibit E** (Funds Certification), identified as **Exhibit E-II** is being added to the Agreement. (See **Attachment V**).

III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

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

V. COMPTROLLER REGISTRY

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

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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/MIT 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 B**. (See **Attachment VI**).

VI. 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

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legal validity and effect with respect to enforceability, consent, applicability, and admissibility.

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

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

By: *Ciary Y. Pérez Peña*

Name: Ciary Y. Pérez Peña

Title: Secretary

**CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD (CODE, V Y S)
Subrecipient**

By: *Nilsa López Rivera*

Name: Nilsa López Rivera

Title: President



EXHIBIT A

SCOPE OF WORK

COMMUNITY ENERGY AND WATER RESILIENCE INSTALLATIONS – HOUSEHOLDS (CEWRI-HH) PROGRAM

SINGLE-FAMILY MITIGATION (SF-MIT) PROGRAM

HOME BUYER ASSISTANCE MITIGATION (HBA-MIT) PROGRAM

HOME REPAIR, RECONSTRUCTION, OR RELOCATION (R3) PROGRAM

CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD (CODE, V Y S)

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This document defines the tasks that the Subrecipient must perform to support the Puerto Rico Department of Housing (**PRDOH**) with the implementation of the Community Energy and Water Resilience Installations – Households (**CEWRI-HH**) Program, the Home Repair, Reconstruction, or Relocation (**R3**) Program, the Single-Family Mitigation (**SF-MIT**) Program, and the Homebuyer Assistance Mitigation Program (**HBA-MIT**) (jointly, the **Programs**) under the Community Development Block Grant – Disaster Recovery (**CDBG-DR**)¹ and the Community Development Block Grant – Mitigation (**CDBG-MIT**).

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Descriptions of the Programs are included in the CDBG-DR and CDBG-MIT Action Plan approved by the US Department of Housing and Urban Development (**HUD**). A complete action plan copy is available at the [CDBG-DR/MIT website](#).

1. Programs Background and Description

Community Energy and Water Resilience Installations - Households Program

The CEWRI-HH Program is designed to help households with a need for alternative, renewable energy installations to mitigate the effects of Energy Lifeline failure or disruption. The CEWRI-HH Program administers two (2) Subprograms of the Community Energy and Water Resilience Installations Program (**CEWRI**) under one (1) collective effort:

- a)** The **Home Energy Resilience Improvements Program (CEWRI-HERI Subprogram)** is designed to fund the installation of Photovoltaic Systems (**PVS**) and Battery Storage Systems (**BSS**) with load capacities to satisfy Low- to Moderate-Income (**LMI**) household needs. LMI households that own or have a proprietary interest in a single-family structure, that is their primary residence, are eligible to receive an award for installation of PVS with a BSS. Assistance shall be provided for up to one hundred percent (100%) of the cost or thirty thousand dollars (\$30,000.00), whichever is lowest.
- b)** The **Incentive Program (CEWRI-IP Subprogram)** is designed to fund the installation of PVS with BSS for urgent need households who own or have a proprietary interest in

¹ CDBG-DR includes CDBG-DR Earthquakes and Storm Isaiás, and CDBG-DR Hurricane Fiona.

a single-family structure that is their primary residence. These households are eligible to receive an award for installation of PVS with a BSS for up to twenty thousand dollars (\$20,000.00) or a designated percentage of the cost, whichever is lowest.

Home Repair, Reconstruction, or Relocation (R3) Program

The R3 Program's national objective is to benefit LMI persons whose income is below the 80% Area Median Family Income (**AMFI**) according to the U.S. Department of Housing and Urban Development's (**HUD**) Modified Income Limits for Puerto Rico under the Community Development Block Grant- Disaster Recovery (**CDBG-DR**) Program.

The following objectives are provided for the implementation and administration of a successful CDBG-DR R3 Program, in keeping with HUD guidelines:

- a) The **primary objective** of the R3 Program is to provide decent, safe, and sanitary/housing in the disaster impacted areas through the provision of activities designed to resolve unmet housing needs from hurricane impacts.
- b) A **second objective** is to ensure that the housing needs of very low, low-, and moderate-income households are assisted with housing recovery support within the communities being served.
- c) A **third objective** is to achieve complimentary benefits of community and neighborhood revitalization, promote resiliency, and nurture in-fill opportunities.

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Rehabilitation, reconstruction, or relocation assistance may be offered to eligible applicants, based on the extent of damage and the location of the home. Under the relocation program, homeowners may be offered a relocation voucher for the purchase (and rehabilitation, if needed) of an existing replacement home, or new construction assistance (only as a last resort) if a suitable replacement option cannot be identified.

Single-Family Mitigation Program

The SF-MIT Program has been designed to prioritize mitigation solutions according to the housing structure conditions, location and risk level for homeowners interested in repairs, rehabilitation, voluntary relocation, or elevation as means to reduce the risk of loss of life and property. This Program offers individual flood and landslide-threatened homeowners with the option to investigate the feasibility of elevation of their home, the feasibility of reinforcing the property foundation, or the alternative option for voluntary relocation. The SF-MIT Program also includes the installation of solar and water resilience systems as part of mitigation activities. The Program may offer assistance through:

- a) **Repair and Hardening:** Rehabilitation, reconstruction, or new construction activities may be considered as the first mitigation option to be conducted to support resilient housing by including, but not being limited to, activities such as: flood proofing, wind proofing, earthquake retrofitting, and landslide proofing.
- b) **Elevation:** PRDOH will apply elevation standards for single family housing structures located in the advisory 100-year (or one percent (1%) annual chance) floodplain. Therefore, homes reconstructed in a floodplain will have their lowest floor elevated to at least two (2) feet above the base flood elevation (**BFE**). Elevation assistance will be

contingent upon a feasibility analysis to consider evaluation routes, costs, feasibility of elevation to two (2) feet over BFE, and space constraints.

- c) Relocation:** PRDOH will acquire the damaged property, coupled with relocation options for the household in the form of a housing voucher which allows the applicant beneficiary to select a home outside of a high-risk area. Relocation options may include existing housing units. Units may also be bank-foreclosed properties, a market-listed unit, or a home in a condominium or coop. Existing homes must be located in Puerto Rico and pass applicable environmental clearance and permit requirements. Another relocation option may include a new housing development built by PRDOH in low-risk areas and with best practices for mixed-income residential developments.

Homebuyer Assistance Mitigation Program

The Homebuyer Assistance Mitigation (**HBA-MIT**) by addressing mitigation-specific risks, ensuring access to safe, resilient housing outside high-risk areas, for LMI households and members of the Critical Recovery Workforce (**CRW**). In doing so, the Program seeks to strengthen family stability and community cohesion.

The HBA-MIT Program supports the *Food, Water, and Sheltering* lifeline and the *Safety and Security* secondary lifeline by providing housing assistance to address the unmet mitigation needs of LMI and Urgent Need (**UN**) households, as well as CRW individuals seeking to purchase a safe, secure, and sanitary primary residence outside of high-risk areas.

Through this Program, financial assistance is made available to eligible families to mitigate risks from flooding events and hurricane wind forces, thereby providing access to resilient housing options for LMI and CRW populations in safe and resilient locations outside high-risk areas. By targeting mitigation resources where they are most needed, through this Program, PRDOH is strengthening the long-term resilience of the island's most vulnerable sectors.

Applicants who accept a CDBG-MIT award under the HBA-MIT Program must commit to owning and occupying the Program-assisted home as their primary residence for a minimum of **five (5) years**. This obligation will be secured through a lien on the property and a Second Direct Mortgage and Imposition of Restrictive Conditions, reflecting the amount of CDBG-MIT funds awarded, ensuring compliance with the Program's affordability requirements during the **five (5) year** affordability period.²

2. National Objective

The services under this Scope of Work are classified under the LMI Housing (**LMH**), LMI Housing Incentives (**LMHI**), UN, and Urgent Need Mitigation (**UNM**) National Objective. The R3, SF-MIT and CEWRI-HH Programs³ will benefit low- to moderate-income households with AMFI below eighty percent (80%) according to HUD income limits for Puerto Rico. The HBA-MIT Program

² For consistency between CDBG-DR and CDBG-MIT grant allocations, PRDOH adopts the CDBG-DR affordability period requirements at Federal Register Vol. 83, No. 157 (August 14, 2018), 83 FR 40314.

³ The CEWRI-HH Program is able to issue awards to households with AMFI above eighty percent (80%). This would be an award under the Incentive Program. PRDOH is prioritizing the very low-income through the CEWRI-HH Programs Rounds.

will benefit low- to moderate-income households with AMFI below eighty percent (80%) and incomes at the one-hundred and twenty percent (120%), according to HUD income limits for Puerto Rico

3. Tasks

PRDOH will provide funding to the Subrecipient to complete the following tasks:

R3, SF-MIT & CEWRI HH PROGRAMS

Task 01: Customer Service Support

Activity. The Subrecipient shall provide support to CEWRI-HH, R3, and SF-MIT applicants – before, during, and after the Programs’ assistance – to help provide, to the extent possible, an easy and enjoyable experience with the Programs. Support will be provided at all stages of the Programs’ application process (e.g. outreach, intake, eligibility review, assessment, installation/construction, inspection, relocation, etc.). PRDOH will provide access to the Programs’ and applications’ files for the Subrecipient to provide the required support.

As part of the customer service support activities the Subrecipient shall:

- Provide staff that are trained and knowledgeable of the Programs’ policies, procedures, eligibility criteria, awards/benefits, and conditions for assistance. Staff must be good listeners, clear communicators, be able to empathize with applicants, and use positive language. Staff must have the capacity to provide the services under this SRA in the manner and quality prescribed herein.
- Orient citizens/applicants on Programs’ eligibility criteria, benefits, and conditions for assistance. Provide information on the Programs’ intent, participation requirements, and timing of application processes. Answer general and specific questions from citizens/applicants about the Programs.
- Develop and maintain open communication channels (via chat, phone, email, etc.) with citizens/applicants. Engage in conversation with citizens/applicants. Serve as liaison between citizens/applicants and Programs. Provide technical assistance and facilitate communication between citizens/applicants and Programs. Aid the applicant in getting assistance from Programs’ staff if needed.
- Coordinate and provide support that is timely, effective, efficient, equitable, and applicant-centered. Help citizens/applicants be successful in the application and award implementation processes. Help citizens/applicants make informed decisions by acting as their advocate in the application and award implementation processes. Go the extra mile and interact with citizens/applicants to keep track of their status in the application or award implementation processes. Provide aid to citizens at their homes.
- Hear complaints from citizens/applicants, assist in the mitigation of complaints, and refer complaints to the Programs for handling and resolution.
- Develop effective working relationships and cooperate with Programs’ teams throughout the application and award implementation processes.
- Collect and analyze citizen/applicant feedback and report on it to the Programs to ensure a satisfactory customer service experience.

For **R3** and **SF-MIT Programs**, the Subrecipient shall also:

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- Deliver HUD-approved services to the Program applicants that request assistance from the Subrecipient. Counselors will explain the options available for applicants receiving housing counseling services and determine individual housing needs. This task shall include the following:
 - Schedule initial consultation with applicants upon successful completion of intake for counseling services.
 - Identify the needs of applicants and recommend housing counseling services in initial meetings.
 - Assist applicants in scheduling housing counseling services.
 - Maintain contact with applicants throughout participation in the program.
 - Track number of applicants that receive housing counseling services, the number of times each course was provided and the total number of applicants that completed housing counseling services.
- Provide tools and serve as liaison between participant and PRDOH to streamline processes and achieve program goals.
- Receive referrals from Program Managers (**PM**) and provide housing and financial counseling services to referred participants.
- Assist participants in the relocation process, with tasks such as: Support in the search for eligible and available properties for relocation; Coordinate with PMs processes related to identifying relocation properties; Referrals to real estate agents to facilitate the property identification process; among other tasks.
- Support and assistance for participant referrals to other agencies and/or organizations as needed.
- Establish effective communication channels with PMs, and other program-related decision makers, to channel complaints, concerns or other participant requests to the appropriate PMs.
- Offer workshops on post-purchase, home maintenance, healthy home finances, disaster preparedness, and home search processes to participants.
- Assist in finding temporary housing for participants who are undergoing reconstruction and/or rehabilitation.
- Facilitate follow-up methods for cases with claims, reconsiderations and/or requests to PRDOH Legal Division.

The CEWRI-HH Program will include an educational campaign for applicants and the general population on the benefits, shortfalls, operations, and maintenance of the photovoltaic and battery storage systems. The Subrecipient shall provide support to PRDOH in the dissemination of the CEWRI-HH Program's educational campaign.

Task 02: Training

Activity. The Subrecipient will be responsible for participating in mandatory training sessions as directed by the Program. The Program will determine which specific training topics, from the list below, are applicable based on program requirements, compliance obligations, and operational needs. The Program reserves the right to add, modify, or remove training requirements at its discretion.

- **For the CEWRI-HH Program:**

- Program Overview & Design
- Intake Process
- Eligibility and Award Reservation Process
- Reservation Period and System Installation Requirements
- Award Disbursement Claim and System Validation Processes
- Others, as requested by PRDOH

▪ **For the R3 and SF-MIT Program:**

- Program Overview & Design
- Outreach and Intake Process
- Eligibility Review Process
- Property Risk Assessment and Initial Project Intent Process
- Pre-Construction, Award, and Moveout Process
- Construction Process
- Move-in Process
- Relocation Voucher and Property Search Process
- Relocation Closing Process
- Others, as requested by PRDOH

Task 03: Reporting

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Activity. The Subrecipient will be responsible to submit monthly reports to the PRDOH to inform status of tasks and work progress, of the Agreement between the parties. Each report must be prepared in compliance with PRDOH's reporting requirements.

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Task 04: Invoicing

Activity. The Subrecipient will be responsible for submitting invoices for reimbursement of costs regarding internal staff or contracted services. Each invoice must be prepared in compliance with PRDOH's invoicing requirements. The PRDOH will not reimburse the Subrecipient for work performed by employees without an authorization before performing work.

HBA-MIT PROGRAM

Task 01: Deliver services in the assigned area

Activity. The Subrecipient shall be responsible for offering HUD-approved homebuyer education at no cost to HBA-MIT eligible applicants. This task shall include the following:

- Serve the municipalities of Arecibo, Barceloneta, Barranquitas, Ciales, Corozal, Florida, Jayuya, Manatí, Morovis, Naranjito, Orocovis and Vega Baja⁴.

Task 02: Document metrics and standards

Activity. The Subrecipient shall implement the services to achieve anticipated outcomes via appropriate staffing and client communication. This task shall include the following:

- Establish and maintain staff to implement the services.

⁴ PRDOH reserves the right to update municipalities without the need to amend this SRA. Also, in the event, a participant request services in another municipality, the HBA-MIT Program will allow participants to select their preferred agency.

- Maintain accessible facilities for applicants that are clearly labeled, provide privacy, confidentiality and are open during normal business hours, offering weekend services when needed.
- Provide vital documents and information in alternative formats, as well as provide accessibility features or make alternate accommodations for persons with disabilities.
- Ensure housing counselors are fluent in the language of the applicant served.
- Ensure all documents provided to clients must be available in both English and Spanish.

Task 03: Provide Homebuyer Education Course⁵

Activity. The Subrecipient shall deliver HUD-approved services to eligible HBA-MIT applicants. These applicants must attend a Homebuyer Education Course, covering the responsibilities of homebuying. This task shall include the following:

- Establish initial consultation with assigned applicants.
- Schedule in collaboration with the applicant, the date, time and setting to provide the Homebuyer Education Course.
- Facilitate the Homebuyer Education Course to the applicant and upon completion of the course, the counseling agency will issue the applicant a Certificate of Completion.

Task 04: Timely Performance

Activity. The Subrecipient shall execute tasks in a timely manner complying with the appropriate guidelines. Once an applicant is deemed eligible to the HBA-MIT Program⁶, the HCA will receive the case assignment through the grant management system to:

- Establish initial contact with the Applicant within no more than **two (2) business days** after receiving the case assignment.
 - HCAs are responsible for **two (2) follow-up contacts** with the Applicant to maintain the application status as current. Follow-up contacts must be documented in the grant management system.
- If the Applicant fails to attend **two (2) scheduled consultations** without notifying the HCA, then their referral may be put on hold. HCAs must document the meetings not attended without notice in the grant management system. Schedule the course within no more than **twelve (12) business days** after the case is assigned.
- Provide the course and issue the applicant the Certificate of Completion within no more than **twenty-one (21) business days** from the case assignment.

In those cases where, for reasons beyond the control of the HCA, it is not possible to meet the established deadlines, the HCA must adequately document the circumstances that prevented compliance.

Applicant Closeout

⁵ Provide services in formal classes, with established curriculum and instructional goals; in a group or classroom setting, or other formats approved by PRDOH. Provide alternative settings or formats for the services for cases in which the agency and the client mutually agree on the need for an alternative setting or alternative format and cases in which the agency's facilities are not accessible.

⁶ PRHFA or its authorized representative will determine eligibility for each submitted Program application. Eligibility determinations will be based upon the documentation submitted by the Applicant, verification of information by third-party sources, including federal databases, and applicable statutes, Codes of Federal Regulations, state and local codes, and Program Guidelines.

Termination occurs or may occur under any of these conditions:

- The applicant meets their housing need or resolves the housing problem;
- The agency determines that further engagement will not meet the applicant's housing need or resolve the applicant's housing problem;
- The agency attempts to but is unable to, locate the applicant;
- The applicant does not follow the agreed-upon action plan;
- The applicant otherwise terminates HCA services; or
- The applicant fails to appear for HCA appointments.

HCAs must document termination of services within **ten (10) business days**.

Task 05: Maintain compliance

Activity. The Subrecipient shall track and monitor service progress, ensure appropriate structure and maintain federal compliance. This task shall include the following:

- Utilize the grant management system for the collection and reporting of applicant information including, but not limited to, financial and demographic data, counseling service provided and outcomes.
- Provide information on how to ensure that participants seeking CDBG funded services will not be charged services, these must be free of charge to participants.
- Ensure compliance with the federal policy and procedural requirements.
- Recurrent failure to meet the timeframes described may result in penalties, ranging from the suspension of new case assignments to the termination of the agreement between PRDOH and the Housing Counseling Agency.

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Task 06: Training

Activity. The Subrecipient will be responsible for participating in mandatory sessions of training as required by PRDOH.

Task 07: Reporting

Activity. The Subrecipient will be responsible to submit monthly reports to the PRDOH to inform status of tasks and work progress, of the Agreement between the parties. Each report must be prepared in compliance with PRDOH's reporting requirements.

Task 08: Invoicing

Activity. The Subrecipient will be responsible for submitting invoices for reimbursement of costs regarding internal staff or contracted services. Each invoice must be prepared in compliance with PRDOH's invoice requirements. The PRDOH will not reimburse the Subrecipient for work performed by employees without authorization before performing work.

END OF DOCUMENT



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

Attachment II

EXHIBIT B

TIMELINES AND PERFORMANCE GOALS

**COMMUNITY ENERGY AND WATER RESILIENCE INSTALLATIONS –
HOUSEHOLDS (CEWRI-HH) PROGRAM**

SINGLE-FAMILY MITIGATION (SF-MIT) PROGRAM

HOME BUYER ASSISTANCE MITIGATION (HBA-MIT) PROGRAM

HOME REPAIR, RECONSTRUCTION, OR RELOCATION (R3) PROGRAM

**CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD
(CODE, V Y S)**

PROJECT OBJECTIVE:

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The objective of the project is to improve PRDOH's customer service in the Single-Family Mitigation (**SF-MIT**) and Community Energy and Water Resilience Installations - Households (**CEWRI-HH**), Homebuyer Assistance Mitigation (**HBA-MIT**) and Home Repair, Reconstruction, or Relocation (**R3**) Programs. Subrecipient will provide support to applicants - before, during, and after the Program's assistance - to help provide, to the extent possible, an easy and enjoyable experience.

Subrecipient must perform activities in compliance with Program Guidelines and Standard Operating Procedures (**SOPs**). Subrecipient must also maintain a record of detailed documentation of evaluations, findings, and decisions.

TERMS:

- **Deliverable** – The major objectives the Program wants to achieve.

- **Key Activity** – The activities necessary to carry out the Key Deliverables.
- **Indicator** – The quantitative method used to demonstrate that the Key Activities have been performed.
- **Source of Verification** – Documentation used to verify that the indicators have been met, and thus the key activities or tasks are in progress or completed. All sources of verification should be submitted to PRDOH for review and approval.
- **Target** – The minimum goal for each of the indicators.
- **Timeline** – The expected completion date or timeframe.

Key activities must be completed to PRDOH’s satisfaction. If required by PRDOH, Subrecipient must correct any deficiencies in the performance or delivery of the key activities.

PERFORMANCE INDICATORS & GOALS

A. R3, SF-MIT and CEWRI-HH

Key Activity	Indicator	Source of Verification	Target	Timeline
1.1 Submission of staff information Subrecipient must submit the information of staff to be assigned to work under the SRA.	% of assigned staff submitted	List of personnel, with credentials, to be assigned to work under the SRA.	100% of assigned staff submitted	Within 20 days of SRA execution.
1.2 Development of Training Plan/ Strategy	# of Training Plan/ Strategy	Approved Training Plan/ Strategy	1 Training Plan/ Strategy	Within 45 days of SRA execution
1.3 Facilitation of Program related trainings	% of staff trained # of staff trained	Evidence of training to new staff included in monthly report	98% of staff trained	Monthly
1.3 Facilitation of Program related trainings	# of monthly activity reports	Submitted reports	1 activity report	Monthly, starting on month 2 and throughout the

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duration of the SRA

Subrecipient shall develop workplans, schedules, reports and/or any other document as may be requested by PRDOH or its Representative in connection with the above timelines and performance goals. The Subrecipient shall submit any of such documents for review and approval as requested by PRDOH within the specified timeframe provided for such request. PRDOH reserves the right to request any information to the Subrecipient as part of the Grantee responsibilities.

KEY ACTIVITY 1.1: SUBMISSION OF STAFF INFORMATION

Subrecipient must submit the information of staff to be assigned to work under the SRA. Submission of required information will be done through the GCP and shall include the following information:

- Name of assigned Staff
- Position

KEY ACTIVITY 1.2: DEVELOPMENT OF TRAINING STRATEGY

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Subrecipient will participate in training sessions on the R3, CEWRI-HH and SF-MIT regarding Programs policies and procedures PRDOH within fifteen (15) days after signing the SRA or upon availability of the PRDOH, whichever is later. After PRDOH's initial training to the Subrecipient Staff, the Subrecipient will be responsible for developing and submitting a Training Plan that the Subrecipient will use for the provision of training to new staff. The plan must include:

- Content development approach
- Identified facilitators
- Frequency for the training's facilitation
- Impact evaluation

KEY ACTIVITY 1.3: FACILITATION OF PROGRAM RELATED TRAININGS

The subrecipient will ensure its Program staff participates in the training and will work with PRDOH ensure content is kept up to date and aligned with PRDOH Program policies and priorities. The Subrecipient will provide training on Program's policies and procedures to new staff on a recurring basis and will maintain ninety-eight percent (98%) of its workforce trained on the established content.

KEY ACTIVITY 1.4: PROGRAMS' CUSTOMER SERVICE SUPPORT ACTIVITIES

After signing the SRA the Subrecipient will provide customer service support to Programs as described in the SRA's Exhibit A (Scope of Work). The Subrecipient will perform the Customer Service Support activities described in the SRA's Exhibit A for so long as the SRA is in full force and effect.

As part of the support activities, the subrecipient will maintain track of the following metrics:

- # of citizens/ applicants oriented on Programs' eligibility criteria, benefits, and conditions for assistance.
- # of complaints from citizens/applicants,
 - # of complaints referred to the Programs for handling and resolution

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In addition, the subrecipient must develop and maintain open communication channels (via chat, phone, email, etc.) with citizens/applicants. As well as collect and analyze citizen/applicant feedback and report on it to the Programs team. The monthly activity report should be submitted through the GCP alongside with data files that will allow PRDOH to conduct data analysis if needed.

B. HBA-MIT

Deliverable 1: Offer Homebuyer Education Courses to LMI and UN Families

Deliverable 1	Key Activity	Indicator	Source of Verification	Target	Timeline
Deliver homebuyer education courses to eligible LMI and UN households of the HBA-MIT Program	Homebuyer Education Course	# of referrals received	Grant Management System data - Eligibility Status (Eligible) and Eligibility Status Date	X applications	Monthly - until funds exhaustion or end of HBA-MIT Program
		# of courses provided	Certificate of Completion	X applications	

Deliver homebuyer education course to eligible LMI and UN households within the designated service area. These services aim to increase awareness of key housing issues, including predatory lending, fair lending practices, fair housing rights, and other essential homebuyer topics. All related data and documentation must be maintained in the Grant Management System and reported through the Grant Compliance Portal (GCP) in accordance with PRDOH requirements.

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Key Activity 1.1: Homebuyer Education Course

The objective of this key activity is to offer HUD-approved homebuyer education services at no cost to HBA-MIT eligible applicants. These applicants must attend a Homebuyer Education Course, provided by a HUD-certified Housing Counseling Agency, covering the responsibilities of homebuying. Upon completion of the course, the counseling agency will issue the applicant a Certificate of Completion.

END OF DOCUMENT



EXHIBIT C

KEY PERSONNEL

COMMUNITY ENERGY AND WATER RESILIENCE INSTALLATIONS – HOUSEHOLDS (CEWRI-HH) PROGRAM

SINGLE-FAMILY MITIGATION (SF-MIT) PROGRAM

HOME BUYER ASSISTANCE MITIGATION (HBA-MIT) PROGRAM

HOME REPAIR, RECONSTRUCTION, OR RELOCATION (R3) PROGRAM

CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD (CODE, V Y S)

The following table shows the Key Personnel staffing plan for the Subrecipient that will be providing customer service support to the Community Energy and Water Resilience Installations – Households (**CEWRI-HH**), Home Repair, Reconstruction, or Relocation (**R3**) Program, Single-Family Mitigation (**SF-MIT**) Program, and the Homebuyer Assistance Mitigation Program (**HBA-MIT**) (jointly, the **Programs**) of the Community Development Block Grant – Disaster Recovery (**CDBG-DR**) and Community Development Block Grant – Mitigation (**CDBG-MIT**). This information represents a combination of existing employees or newly hired employees who will be working under the SRA.

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I. Staff Positions Roles and Responsibilities

a. R3, SF-MIT & CEWRI HH

Position [A]	Full Time Equivalent [B]	Roles and Responsibilities [C]
Customer Service Coordinator (SF-MIT & CEWRI HH)	[1]	<ul style="list-style-type: none"> ▪ Takes training on Programs’ eligibility criteria, benefits, procedures, and conditions for assistance from PRDOH. ▪ Coordinates and provides training to Customer Service Representatives on Programs policies and procedures. ▪ Plans and assigns applications to Customer Service Representatives within the Subrecipient’s team. ▪ Serves as technical assistant to Customer Service Representatives in Programs’ policies and procedures. ▪ Oversees and monitors the customer service support activities of Customer Service Representatives within the Subrecipient’s team. ▪ Participates in meetings with Programs’ staff to coordinate and report on customer services support activities provided under the SRA. ▪ Collects and analyzes citizen/applicant feedback and reports on it to the Program.

Position [A]	Full Time Equivalent [B]	Roles and Responsibilities [C]
Customer Service Representative (SF-MIT & CEWRI HH)	[4]	<ul style="list-style-type: none"> ▪ Prepares monthly status and progress report for the SRA. ▪ Other necessary tasks for the customer service support activities. <hr/> <ul style="list-style-type: none"> ▪ Takes training on Programs' eligibility criteria, benefits, procedures, and conditions for assistance. ▪ Orients citizens/applicants on Programs' eligibility criteria, benefits, procedures, and conditions for assistance. ▪ Answers general and specific questions from citizens/applicants about the Programs. ▪ Communicates with citizens/applicants and engages in conversation with them on Programs' related topics. ▪ Aids and facilitates communication between citizens/applicants and Programs' staff. ▪ Keeps track of the status of applications assigned and keeps the citizen/applicant informed of the status as well. ▪ Hears complaints from citizens/applicants, assists with mitigating them, and refers them to the Program. ▪ Drives to properties to aid citizens/applicants with their application and award implementation processes. ▪ Provide housing counseling services to CEWRI-HH Program participants.
Customer Service Coordinator & Customer Service Representative (R3)	[1]	<ul style="list-style-type: none"> ▪ Takes training on Programs' eligibility criteria, benefits, procedures, and conditions for assistance from PRDOH. ▪ Coordinates and provides training to Customer Service Representatives on Programs policies and procedures. ▪ Plans and assign applications to Customer Service Representatives within the Subrecipient's team. ▪ Serves as technical assistant to Customer Service Representatives in Programs' policies and procedures. ▪ Oversee and monitors the customer service support activities of Customer Service Representatives within the Subrecipient's team. ▪ Participates in meetings with Programs' staff to coordinate and report on customer services support activities provided under the SRA. ▪ Collects and analyzes citizen/applicant feedback and reports on it to the Program. ▪ Prepares monthly status and progress report for the SRA. ▪ Other necessary tasks for the customer service support activities. ▪ Takes training on Programs' eligibility criteria, benefits, procedures, and conditions for assistance. ▪ Orients citizens/applicants on Programs' eligibility criteria, benefits, procedures, and conditions for assistance. ▪ Answers general and specific questions from citizens/applicants about the Programs. ▪ Communicates with citizens/applicants and engages in conversation with them on Programs' related topics.

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Position [A]	Full Time Equivalent [B]	Roles and Responsibilities [C]
		<ul style="list-style-type: none"> ▪ Aids and facilitates communication between citizens/applicants and Programs' staff. ▪ Keeps track of the status of applications assigned and keeps the citizen/applicant informed of the status as well. ▪ Hears complaints from citizens/applicants, assists with mitigating them, and refers them to the Program. ▪ Drives to properties to aid citizens/applicants with their application and award implementation processes. ▪ Provide housing counseling services to CEWRI-HH Program participants.

b. HBA-MIT Program:

Position [A]	Full Time Equivalent [B]	Roles and Responsibilities [C]
Program Director	[0.2]	<ul style="list-style-type: none"> ▪ Responsible for managing the housing counseling services of HBA-MIT program through the PRDOH. ▪ Serves as the primary contact with CDBG-MIT/PRDOH. ▪ Monitors all contract activities; ensures the agency is in full compliance with the contract. ▪ Provides day-to-day program oversight, supervision, and guidance to ensure that performance, fiscal, and contract targets are met within specified deadlines. Facilitate the ability to provide quality services using best practices in the field of housing counseling. ▪ Ensures full compliance with the subrecipient agreement, HUD, and PRDOH requirements, including administrative, financial, programmatic, and technical of the program. ▪ Implements oversight mechanisms and developing all necessary policies and procedures, and tools to track progress and monitor the performance of all components of the program. ▪ Ensures compliance with applicable local and federal rules, regulations, and laws. Must be knowledgeable of Program's requirements and cross-cutting Federal requirements. ▪ Ensures transparency to the public regarding the planned and actual use of funds. ▪ Work directly with the Finance Director, Program Coordinator, Housing Counselors in matters related to HBA-MIT Program. Also, Program Director works directly in the auditing and compliance process by HUD and PRDOH.
Finance Director	[0.2]	<ul style="list-style-type: none"> ▪ Ensures compliance with all CDBG-MIT's financial requirements. ▪ Prepares the financial section of the subrecipient agreement monthly report. ▪ Posts information on the financial section of the monthly report in the subrecipient agreement grant compliance portal.

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- Prepares and sends to the grant manager the CDBG-MIT's HBA-MIT Program invoices.
- Prepares reports about the organization's social security and Medicare withholdings of HBA-MIT staff for semi-monthly payment settlement.
- Posts payments on the internal revenue services (EFTPS) website of the organization's withholdings related to social security and Medicare for the program's staff.
- Prepares reports about the organization's state tax withholdings of HBA-MIT staff.
- Posts payments on the PR Treasury Department (SURI) website of the organization's tax withholding related to HBA-MIT staff.
- Posts Social Security, Medicare, AND State Income Tax withholdings in the organization's General Ledger of HBA-MIT staff.
- Files quarterly return of the organization's contributions for Unemployment and disability required by the PR website about the HBA-MIT staff.
- Download information about salaries, fringe benefits, and other relevant data of the HBA-MIT's staff to fill and submit quarterly forms 941 (Employer Quarterly Federal Tax Return) and 499-R (Employer Quarterly Return of Income Tax Withheld) required by Federal and State agencies.
- Send timesheets to the HBA-MIT staff for approval and signature.
- Attends any claim of the HBA-MIT staff regarding time and efforts matters.
- Verify the organization's bank account balances for the HBA-MIT Program for sufficient funds and transfer funds, if needed, to deposit each HBA-MIT staff via ACH payroll.
- Send paystubs to the HBA-MIT staff for payroll period settlement.
- Allocates costs to the 10% De Minimis item to cover HBA-MIT Program operational expenses.
- Participates in seminars, meetings, and training required by the HBA-MIT Program.
- Prepares the HBA-MIT staff payroll for discussion and approval of the Program Director.

**HUD Certified
Housing Counselor**

[1]

- Provides direct housing counseling services to eligible HBA-MIT Program applicants according to Scope of Work.
- Provides direct counseling services to homeowners and/or potential homeowners in the designated areas, with a focus on hurricane-impacted homeowners and members of protected classes under the Fair Housing Act.

Intake Specialist

[1]

- Schedules appointments for housing counselors and clients.
- Coordinates workshops or group sessions (e.g., first-time homebuyer education classes).
- Provides clients with appointment reminders and follow-ups.
- Serves as the first point of contact for clients, providing professional and empathetic communication.

-
- Answers questions about housing counseling services, documentation requirements, and next steps.
 - Provides referrals to other internal or external services (e.g., legal aid, public housing authorities, credit counseling).
 - Ensures client files meet funder requirements, such as HUD or local housing authority standards.
 - Assists in preparing reports related to program metrics (e.g., number of clients served, types of services provided).
 - Maintains confidentiality and adhere to data privacy policies.
 - Assists housing counselors by preparing client files ahead of appointments.
 - Follow up with clients to collect missing documentation or schedule follow-up appointments.
 - Participates in team meetings and training to stay current with program updates and compliance changes.
-

II. Notes:

1. Staff position names in Column [A] are generic names assumed to designate roles to Subrecipient's staff. Therefore, the position names may not necessarily coincide with current positions within Subrecipient's roster of employees.
2. Subrecipient may use one (1) or more of its employees for each of the approved staff positions. Therefore, the maximum budget shall consider the summary of payroll costs for employees authorized for the position.
3. Subrecipient may recruit new employees to fill-in staff positions included in Column [A] that are not occupied at the start date of the SRA.
4. The Subrecipient shall require from each staff position daily time entry reports with a description of the work performed during the report period.
5. The Staff Position Full Time Equivalent in Column [B] shall be considered as the maximum quantity of FTEs (at 180 hours per month) that the Subrecipient may employ for the term of the SRA for each Subrecipient's staff position.
6. After the SRA is executed, the Subrecipient may request in writing an amendment to modify the maximum quantity of FTEs of staff for any of the positions.
7. The total authorized available budget for all Subrecipient's staff positions will be established in the Budget Exhibit of this SRA.

END OF DOCUMENT



EXHIBIT D

BUDGET

COMMUNITY ENERGY AND WATER RESILIENCE INSTALLATIONS – HOUSEHOLDS (CEWRI-HH) PROGRAM
SINGLE-FAMILY MITIGATION (SF-MIT) PROGRAM
HOME BUYER ASSISTANCE MITIGATION (HBA-MIT) PROGRAM
HOME REPAIR, RECONSTRUCTION, OR RELOCATION (R3) PROGRAM

CORPORACIÓN DESARROLLO ECONÓMICO, VIVIENDA Y SALUD (CODE, V Y S)

1. Total Allocation and Authorized Budget

a. The Puerto Rico Department of Housing (**PRDOH**) designated to the Subrecipient a total amount of seven hundred nineteen thousand nine hundred and forty-eight dollars (**\$719,948.00**) for the Community Energy and Water Resilience Installations – Households (**CEWRI-HH**), Home Repair, Reconstruction, or Relocation (**R3**), Single-Family Mitigation (**SF-MIT**), and Homebuyer Assistance Mitigation (**HBA-MIT**) Programs.

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2. Distribution of Authorized Maximum Budget

a. The maximum budget amount shall be distributed as follows:

- **SF-MIT & CEWRI-HH Programs**

Item Id.	Item Name	SF-MIT Budget Allocation Estimate	CEWRI-HH Budget Allocation Estimate	Max. Authorized Budget
1	Subrecipient Self-Performed Services (salary plus fringe benefits)	\$163,080.00	\$314,218.00	\$477,298.00
2	Equipment	\$6,750.00	\$6,750.00	\$13,500.00
3	Other expenses such as Materials, Travel, Per Diem, Insurance, and Mobile devices	\$10,200.00	\$10,200.00	\$20,400.00
4	Indirect Cost per De Minimis rate	\$16,818.00	\$31,931.00	\$48,749.00
Total Authorized Budget		\$196,848.00	\$363,100.00	\$559,948.00

*Amounts in Total Authorized Budget above are rounded to the nearest dollar.

- **R3 PROGRAM**

PROJECT ACTIVITY DELIVERY COSTS

PROJECT ACTIVITY DELIVERY COSTS		
Staffing	Charges for salaries and wages, including a compensation fringe benefit for personnel required to administer the services.	\$54,768.00

Other Operating	Overhead	\$5,232.00
GRAND TOTAL		\$60,000.00

STAFFING

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Estimated Hourly Rate [C]	Estimated Monthly Cost [D=AxBxC]
Customer Services Coordinator/Representative	1	140	\$16.30	\$2,282.00
Subtotal Cost for 2 Years (24 Months):				\$54,768.00

OTHER OPERATING

Item Name	Item Description	Budget
Overhead	Indirect cost of the services through De Minimis Rate (10%) *Overhead was capped to meet budgetary constraints.	\$5,232.00
Total Expenses Budget:		\$5,232.00

▪ **HBA-MIT PROGRAM**

PROJECT ACTIVITY DELIVERY COSTS

PROJECT ACTIVITY DELIVERY COSTS		
Staffing	Charges for salaries and wages, including a compensation fringe benefit for personnel required to administer the services.	\$100,000.00
GRAND TOTAL		\$100,000.00

STAFFING

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Estimated Hourly Rate [C]	Estimated Monthly Cost [D=AxBxC]
Program Director	0.2	77	\$82.23	\$1,264.38
Finance Director	0.2	95	\$45.89	\$871.94
HUD Certified Housing Counselor	1	172	\$19.89	\$3,420.96
Intake Specialist	1	172	\$16.14	\$2,776.08
Subtotal Cost for 1 Year (12 Months):				\$100,000.00

3. NOTES

- a. Estimated amount in rate, hours, and monthly cost could vary based on actual need and work performed for the program.
- b. Budget Redistribution
 - i. The Subrecipient may request in writing to the PRDOH a re-distribution of the Maximum Authorized Budgets shown below without exceeding the Total Authorized Budget.
 - ii. The PRDOH will evaluate the redistribution request to validate purpose and balance of funds, and if determined the redistribution is in benefit to the Program and the balance of funds is validated, the PRDOH will provide written

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authorization to the Subrecipient. Until the written authorization is submitted by the PRDOH, the redistribution cannot be considered as authorized.

- iii. This redistribution of funds as described here shall be considered binding and will not require an amendment to the SRA.

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Attachment V

EXHIBIT E-II

Contract Code: 5464-b
Type: Change Order A_V2
Original Registered Code: 2023-DR0115

CERTIFICATION OF FUNDS

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

Contracting Of: CORP. DESARROLLO ECONOMICO VIVIENDA Y SALUD, INC.
Source of Funds: 14.228 CDBG Funds
For: Amendment B to 2023-DR0115
 CEWRI-HH
 SF-MIT/CDBG-DR/R3/HBA-MIT
 New END DATE June 6, 2028
Amount: \$160,000.00

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

Grant	Area / Project	Activity Code	Category Description	Account	Amount
B-18-DP-72-0002	Housing - HH/SFH	mithhbaafvlmi	H - Program Subsidy	6090-01-000	\$55,000.00
B-18-DP-72-0002	Housing - HH/SFH	mithhbaafvun	H - Program Subsidy	6090-01-000	\$45,000.00
B-18-DP-72-0001	Housing - HH/SFH	r02h07rrr-doh-lm	H - Program Subsidy	6090-01-000	\$57,000.00
B-18-DP-72-0001	Housing - HH/SFH	r02h07rrr-doh-un	H - Program Subsidy	6090-01-000	\$3,000.00
					<u>\$160,000.00</u>

The above distribution of funds is subject to changes and will be allocated in accordance with the executed agreement within the parties. These funds do not affect the Puerto Rico Department of Housing (PRDOH) operational budget, and are available to be use.

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

Cesar Candelario Signed Date - 01/22/2026
 Electronic Approval
 Budget Manager

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

Nilda Baez Signed Date - 01/22/2026
Electronic Approval
Finance Director

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

Ave. Barbosa #606 Edificio Juan C. Cordero Dávila, Río Piedras, PR 00918 | P.O. Box 21365 San Juan, PR 00928-1365
[Tel:\(787\)274-2527](tel:(787)274-2527) | www.vivienda.pr.gov



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

Attachment VI

**NON-CONFLICT OF INTEREST CERTIFICATION
COMMUNITY ENERGY AND WATER RESILIENCE INSTALLATIONS – HOUSEHOLDS
(CEWRI-HH) PROGRAM
SINGLE-FAMILY MITIGATION (SF-MIT) PROGRAM
HOMEBUYER ASSISTANCE MITIGATION (HBA-MIT) PROGRAM
HOME REPAIR, RECONSTRUCTION, OR RELOCATION (R3) PROGRAM
CORPORACION DESARROLLO ECONOMICO VIVIENDA Y SALUD (CODEVYS)**

The Subrecipient certifies that to the best of its knowledge:

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

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

Signature

January 29, 2026

Date

Nilsa López Rivera

Printed Name

President

Position