

**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
SMALL BUSINESS INCUBATORS AND ACCELERATORS PROGRAM (SBIA)**

AMENDMENT C TO THE SUBRECIPIENT AGREEMENT

**BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND
ECO RECURSOS COMUNITARIOS, INC**

Contract No. 2022-DR0089
Amendment No. 2022-DR0089C



This **AMENDMENT C TO THE SUBRECIPIENT AGREEMENT ("AMENDMENT C")** is entered into this 7 day of August, 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 L.P.R.A. § 441 *et seq.*, known as the **"Department of Housing Organic Act" ("Organic Act")**, with principal offices at 606 Barbosa Ave., San Juan, Puerto Rico, represented herein by its Secretary, Hon. Luis Augusto Martínez Román, of legal age, attorney, single, and resident of San Juan, Puerto Rico; and **ECO RECURSOS COMUNITARIOS, INC ("Subrecipient")**, a non-profit corporation with principal offices at Caguas, Puerto Rico, represented herein by its Executive Director, Jarely Flores Torres, of legal age, married, and resident of Caguas, Puerto Rico; collectively the **"Parties"**.

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on August 10, 2021, the Parties executed a Subrecipient Agreement, Contract Number **2022-DR0089 ("Agreement")**, for **TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000.00)**, for the Subrecipient to undertake its activities under the **Small Business Incubators and Accelerators Program ("Program")**. The Parties agreed on a performance period of **forty-eight (48) months** from the date of the execution of the Agreement ending on **August 9, 2025**.

WHEREAS, on August 28, 2023, the Parties executed **Amendment A** to the Agreement, Contract Number **2022-DR0089A ("Amendment A")**. Via **Amendment A**, the Parties agreed to modify **Section II. ATTACHMENTS**, **Section X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS**, **Section XI. CDBG-DR POLICIES AND PROCEDURES**, and **Section XII. FORCE MAJEURE** of the Agreement. Also, **Section XXXI. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**, and **Section XXXII. LIMITATIONS PENDING ENVIRONMENTAL CLEARANCE**, were added. Moreover, updated versions of **Exhibit A** (Scope of Work), **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), **Exhibit F** (HUD General Provisions) and **Exhibit G** (Subrogation and Assignment Provisions) were incorporated by reference into the Agreement. Furthermore, a new **Exhibit I** (Non-Conflict of Interest Certification) was added. **Amendment A** did not affect the overall budget amount of the Agreement.

WHEREAS, on August 9, 2025, the Parties executed **Amendment B** to the Agreement, Contract Number **2022-DR0089B** ("**Amendment B**"). Via **Amendment B**, the Parties agreed to extend the **END DATE** to **August 9, 2026**. Modifications to the **GENERAL AWARD INFORMATION** table in **Section I.** of the Agreement, **Section V. EFFECTIVE DATE AND TERM**, **Section VIII. NOTICES**, **Section XI. CDBG-DR POLICIES AND PROCEDURES**, **Section. XVII. CONSOLIDATION, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS**, and **Section XXVII. RECAPTURE OF FUNDS** were incorporated into the Agreement. Also, updated versions of **Exhibit B** (Timelines and Performances Goals), **Exhibit C** (Key Personnel), **Exhibit D** (Budget), and **Exhibit F** (HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements), were incorporated by reference into the Agreement. **Amendment B** did not affect the overall budget amount of the Agreement.


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


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WHEREAS, this **AMENDMENT** 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**.

WHEREAS, the Subrecipient has duly adopted a Resolution, dated April 23, 2025, authorizing Jarely Flores Torres, to enter into activities such as the execution of this **AMENDMENT** on behalf of the Subrecipient; and by signing this **AMENDMENT**, 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** subject to the following:

II. TERMS AND CONDITIONS

A. SAVINGS CLAUSE

The information included in this **AMENDMENT** 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**. 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 provide services and physical spaces to support the development of Puerto Rico's small businesses and entrepreneurs which are expanding economic opportunities for residents Islandwide. In order to achieve the

Program goals, the Parties acknowledge and agree that it is necessary to extend the **END DATE** of the Agreement to **August 15, 2027**.

Modifications to the **GENERAL AWARD INFORMATION** table in **Section I, Section V. EFFECTIVE DATE AND TERM, Section VI. BUDGET, Section VIII. NOTICES** and **Section XI. CDBG-DR POLICIES AND PROCEDURES** of the Agreement are being incorporated via this **AMENDMENT**. Moreover, updated versions of **Exhibit B** (Timelines and Performance Goals), **Exhibit C** (Key Personnel), and **Exhibit D** (Budget), are being incorporated by reference into the Agreement.

C. AMENDMENTS

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

CDBG-DR Grantee Federal Award Identification Number:	B-18-DP-72-0001
CDBG-DR Grantee Federal Award Date:	February 21, 2020
CDBG-DR Grantee Unique Entity Identifier:	Unique Entity ID : FFMUBT6WCM1
Federal Award project description:	See Exhibit A ("Scope of Work")
Subrecipient Contact Information:	Jarely Flores Torres Executive Director ECO RECURSOS COMUNITARIOS, INC P.O. Box 686 Caguas, PR 00726-0686 erco.gautier@gmail.com Tel. (787) 299-4759
Subrecipient Unique Identifier:	Unique Entity ID : JB5JGC6EC4K6
Subaward Period of Performance:	Start Date: Effective Date, as defined in Section V of the Agreement, as amended. End Date: August 15, 2027
Funds Certification:	Dated: June 3, 2021 Authorized Amount: \$2,500,000.00 Funds Allocation: CDBG-DR "r02e16bia-edc-lm" CDBG-DR "r02e16bia-edc-un" Account Number: 6090-01-000 See Exhibit E ("Funds Certification")

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

*This Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Agreement extends from the date of its execution, ending on **August 15, 2027.***

*The End of Term shall be the later of: (i) **August 15, 2027**; (ii) the date as of which the Parties agree in writing that all Close-Out Requirements¹ have been satisfied or, where no Close-Out Requirements are applicable to this Agreement, the date as of which the Parties agree in writing that no Close-Out Requirements are applicable hereto; or (iii) such later date as the Parties may agree to in a signed amendment to this Agreement.*

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

[...]

- c. **Section VI. BUDGET** of the Agreement is being amended as follows:

[...]

C. Program Income

The Subrecipient shall abide by the dispositions that define and regulate the management, reporting, and use of program income, among them, 24 C.F.R. § 570.500, as well as the applicable HUD Notices² and PRDOH policies.³

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

² HUD Notices as published in the Federal Register Vol. 87, No. 100, (87 FR 31636, 31660) for CDBG-DR funds and the Federal Register, Vol. 84, No. 169 (84 FR 45838, 45858) for CDBG-MIT funds.

³ The CDBG-DR/MIT Program Income Policy and the CDBG-DR/MIT Program Financial Policy include provisions regarding program income management. Both policies are available in English and Spanish on the PRDOH website at <https://recuperacion.pr.gov/en/resources/policies/general-policies/> and <https://recuperacion.pr.gov/recursos/politicas/>. Also, the CDBG-DR/MIT Program Financial Policy includes provisions regarding program income management.


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[...]

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

[...]

To: PRDOH *Luis Augusto Martínez Román*
 Secretary
 Puerto Rico Department of Housing
 606 Barbosa Ave.
 Juan C. Cordero Davila Bldg.
 San Juan, Puerto Rico 00918

[...]

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

In addition to what is established in this Agreement, the Subrecipient shall comply with all CDBG-DR program-specific and general policies and procedures, as found in the CDBG-DR/MIT Website at <https://recuperacion.pr.gov/en/resources/policies/> for the English version, or <https://recuperacion.pr.gov/recursos/politicas/> for the Spanish version, which are herein included and made an integral part of this Agreement, as they may be updated from time to time.

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

- **“Performance Indicators & Goals”** table:
 1. The Key Activity 1.2 under the “Target” column replace everything with the following two paragraphs:

“Total of 760 applications received during the life of the SRA.” aligned with “# of applications received during the application period” under the Indicator column and,

“Total of 372 businesses that begin the program.” aligned with “# of businesses that begin the program” under the Indicator column.
 2. The Key Activity 1.2 under the “Timeline” column replace everything with the following:

“Progressive achievement towards target.” aligned with “# of applications received during the application period” under the indicator column and,

“56 businesses participants by the end of year 2022

56 additional businesses participants for year 2023


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56 additional businesses participants for year 2024

56 additional businesses participants for year 2025

112 additional businesses participants for year 2026

36 additional businesses participants before June 2027.”

aligned with “# of businesses that begin the program”
under the indicator column.

3. The Key Activity 1.3 Under the “Target” column replace everything with: “At least 70% (260) of businesses completing the program by the end of the SRA.”.
4. The Key Activity 1.3 under the “Timeline” column replace everything with the following:
- | | | | | |
|--|--------------|--------------|------------|-----------|
| “38 | participants | businesses | receiving | program |
| certifications by the end of 2022 | | | | |
| 37 | additional | participants | businesses | receiving |
| certifications granted by the end of year 2023 | | | | |
| 37 | additional | participants | businesses | receiving |
| certifications granted by the end of year 2024 | | | | |
| 38 | additional | participants | businesses | receiving |
| certifications granted by the end of year 2025 | | | | |
| 86 | additional | participants | businesses | receiving |
| certifications granted by the end of year 2026 | | | | |
| 24 | additional | participants | businesses | receiving |
| certifications granted by the end of June 2027.” | | | | |

- g. **Exhibit C** (Key Personnel) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement (**Attachment II**) to modify the following:
- Eliminate the subsequent positions:
 1. Business Analyst
 2. Marketing Specialist
 3. Community Liaison
- h. **Exhibit D** (Budget) of the Agreement is being replaced by an updated version hereto incorporated by reference into the Agreement (**Attachment III**) to modify the following:
- Staffing section includes: two tables; the first (Table 1.1) consists of the Historical incurred expenses with the proposed changes and the second one (Table 1.2) only includes the proposed prospective costs as the Amendment C Budget which will be discussed in detail below.


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- **STAFFING – Table 1.2:**

- Staffing section: Update the row labeled "Total Maximum Monthly Cost": reflecting a proposed budget decrease to \$12,888.00.
- Staffing section: Update the row labeled "Total Cost per Contract Period:" reflecting a proposed budget increase to \$1,014,244.79.

1. **Director** – Include 120 hours in "Estimated* hours per month per Resource [B]"; \$50.00 in "Maximum Hourly Rate [C]" and \$6,000.00 in "Estimated* Monthly Cost [D=AxBxC]".
2. **Coordinator** – Include 96 hours in "Estimated* hours per month per Resource [B]"; \$28.00 in "Maximum Hourly Rate [C]" and \$2,688.00 in "Estimated* Monthly Cost [D=AxBxC]".
3. **Business Analyst** – Position is eliminated as part of this Amendment.
4. **Marketing Specialist** – Position is eliminated as part of this Amendment.
5. **Administrative Coordinator** – Include 12 hours in "Estimated* hours per month per Resource [B]"; \$30.00 in "Maximum Hourly Rate [C]" and \$360.00 in "Estimated* Monthly Cost [D=AxBxC]".
6. **Accountant** – Include 80 hours in "Estimated* hours per month per Resource [B]"; \$48.00 in "Maximum Hourly Rate [C]" and \$3,840.00 in "Estimated* Monthly Cost [D=AxBxC]".
7. **Community Liaison** – Position is eliminated as part of this Amendment.

- **Professional Service** section:

1. **Legal Services** – The proposed budget reduced to \$9,790.00.
2. **Counselor** – The proposed budget reduced to \$23,075.00.
3. **Incubation Specialist** – The proposed budget reduced to \$48,555.00.
4. **Business Technical Support** – The proposed budget increased to \$44,822.14.
5. **Administrative and Fiscal Support** – The proposed budget reduced to \$14,500.00.
6. **Maintenance** – Services is eliminated as part of this Amendment.


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7. **Security Guard** – The proposed budget increased to \$55,869.61.
8. **Architect / Arquitecto** – No modifications proposed as part of this Amendment.

- **Other Operating** section:

1. **Utilities** – The proposed budget reduced to \$9,597.85.
2. **Supplies** – The proposed budget reduced to \$2,500.00.
3. **Insurance** – No modifications proposed as part of this Amendment.
4. **Overhead Expenses** – The proposed budget increased to \$115,255.81.

- **Equipment** section: All Equipment Items are eliminated as part of this Amendment.

- **Construction** section:

1. **Construction Costs/Costos de Construcción** – No modifications proposed as part of this Amendment.
2. **Property Acquisition Cost/Costo de adquisición de la propiedad** – No modifications proposed as part of this Amendment.

III. SEVERABILITY

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

IV. SECTION HEADINGS AND SUBHEADINGS

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

V. COMPTROLLER REGISTRY

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


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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. (Attachment IV)**.

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

On April 28, 2025, PRDOH issued 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.

[SIGNATURES ON THE FOLLOWING PAGE]


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

PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR Grantee

By:  _____

Name: Luis Augusto Martínez Román

Title: Secretary


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ECO RECURSOS COMUNITARIOS, INC
Subrecipient

By:  _____
By: Jarely Flores Torres (Aug 6, 2026 20:38:22 EDT)

Name: Jarely Flores Torres

Title: Executive Director

EXHIBIT B

TIMELINESS AND PERFORMANCE GOALS

SMALL BUSINESS INCUBATORS AND ACCELERATORS

ECO RECURSOS COMUNITARIOS, INC

1. PROGRAM OBJECTIVE:

The Small Business Incubators and Accelerators Program (**SBIA Program** or **Program**) provides services and physical spaces to support the development of Puerto Rico's small businesses and entrepreneurs that are creating jobs and expanding economic opportunities for residents Island-wide.

2. TERMS:

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

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3. PERFORMANCE INDICATORS & GOALS

Key Deliverable #1	Key Activity	Indicator	Source of Verification	Target	Timeline
Provide incubator or accelerator support to improve small and start-up business in Puerto Rico.	1.1 Outreach efforts to socialize the program	Amount of Outreach Activities performed	Please include the type and dates/period of the performed outreach activity(ies) as well as one or more sources of verification per outreach activity, such as pictures, videos, attendance signed-in lists, meeting minutes, email blasts, audience reach, copy of print, tv/radio or online dissemination efforts, etc.	At least one (1) outreach activity per year for beneficiary recruitment.	Before the beginning of each training cohort.
	1.2 Engage businesses and potential businesses to sign up for the program.	# of applications received during the application period # of businesses that begin the program	Subrecipient Monthly Report - Will include the list of businesses that applied to the programs. -Evidence of the acceptance letter sends by email to Applicants.	Total of 760 applications received during the life of the SRA. Total of 372 businesses that begin the program.	Progressive achievement towards target 56 businesses participants by the end of year 2022 56 additional businesses participants for year 2023 56 additional businesses participants for year 2024 56 additional businesses participants for year 2025 112 additional businesses participants for year 2026

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Key Deliverable #1	Key Activity	Indicator	Source of Verification	Target	Timeline
					36 additional businesses participants before June 2027.
	1.3 Successful completion of incubation or acceleration program.	% of businesses who complete the program	Complete participants profiles in the Participants Information Portal (PIP).	At least 70% (260) of businesses completing the program by the end of the SRA.	38 participants businesses receiving program certifications by the end of 2022 37 additional participants businesses receiving certifications granted by the end of year 2023 37 additional participants businesses receiving certifications granted by the end of year 2024 38 additional participants businesses receiving certifications granted by the end of year 2025 86 additional participants businesses receiving certifications granted by the end of year 2026 24 additional participants businesses receiving certifications granted by the end of June 2027.


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3.1.1 KEY ACTIVITY: OUTREACH EFFORTS TO SOCIALIZE THE PROGRAM

This activity should capture all outreach efforts to socialize the program and should include all pertinent information to inform the public about the program, what is being offered, what the requirements are, and how to apply. This task is expected to be recurring throughout the life of the SRA, based on the program's schedule or calendar. The outreach efforts to socialize the program are initiated when approved marketing or outreach materials, events, or activities are produced and disseminated to the public.¹ The task is considered complete when the approved marketing and outreach materials, events, or activities have been adequately responded to.

- Report the number of outreach activities in the defined outreach and marketing period.

Progress made towards these activities should be included in the monthly reporting to PRDOH that is required of the subrecipient.

3.1.2 KEY ACTIVITY: ENGAGE BUSINESSES AND POTENTIAL BUSINESSES TO SIGN UP FOR THE PROGRAM

This activity should capture any engagement with businesses and potential businesses who sign up for the program and should include all pertinent information from program applicants. This task is expected to be recurring throughout the life of the SRA based on the program's schedule or calendar. The task is considered complete when all applications that have been received and all accepted applicants begin their participation in the program.

- Report the number of applications received during the application period.
- Report the number of businesses who enrolled and begin the program.

Progress made towards these activities should be included in the monthly reporting to PRDOH that is required of the program participant.

3.1.3 KEY ACTIVITY: COMPLETION OF SMALL BUSINESS INCUBATORS AND ACCELERATORS PROGRAM

This activity should capture information as it relates to the completion of the Small Business Incubators and Accelerators Program by accepted businesses. This task is expected to be recurring throughout the life of the SRA based on the program's schedule or calendar. The task is considered complete when participants businesses received the incubation or acceleration certificate.

- Report the percentage of businesses enrolled who complete the program.

Progress made towards these activities should be included in the monthly reporting to PRDOH that is required of the subrecipient.

END OF DOCUMENT

¹ Outreach materials must be approved or follow guidelines provided by the Program (and PRDOH Communications team) prior to publication.



EXHIBIT C

KEY PERSONNEL

SMALL BUSINESS INCUBATORS AND ACCELERATORS

ECO RECURSOS COMUNITARIOS, INC

Below is the Staffing Plan for the CDBG-DR **Small Business Incubators and Accelerators** Program which reflects a combination existing employees or new hired employees dedicated for the CDBG-DR **Small Business Incubators and Accelerators** Program.

I.

Roles	FE Count
Director	1
Coordinator	1
Administrative Coordinator	1
Accountant	1

II. Roles Description:

Role	Description
Director	Person in charge of overseeing compliance with the administrative, fiscal, and programmatic processes of the project.
Coordinator	Person in charge of strategically ensuring the achievement of the work plans and the goals of the Project. It must ensure the integrity and offer of the services established according to the Work Plan. It is responsible for planning and coordinating the activities inherent to its functions.
Administrative Coordinator	Responsible solely for managing and overseeing all documentation processes related to the project, the Department of Housing platforms (GCP, PIP, etc.). This professional also ensure that all documentation is accurate, complete, and properly organized according to the project's requirements and timelines. This professional will also continue serving as the Point of Contact (POC) between PRDOH and ERCO."
Accountant	The accountant is responsible for managing the organization's financial transactions, ensuring accuracy and regulatory compliance. The main tasks include preparing financial reports, reconciliating accounts, managing accounts payable and receivable, and supporting audits.

*** All key personnel will offer direct services to entrepreneurs.**

III. Notes:

EXHIBIT D

BUDGET

SMALL BUSINESS INCUBATORS AND ACCELERATORS

ECO RECURSOS COMUNITARIOS, INC

DESCRIPTION SERVICES

The GANAS Incubator (People Reaching New Sustainable Alternatives) of Eco Recursos Comunitarios, Inc. (ERCO), with more than 18 years of experience, employs an incubation model that takes into account the main resource of any economic activity, which is human beings. Our services focus on incubation with accompaniment and Business Training, and serve the complex reality (personal, family and community) of the participants.

ERCO has provided services to more than 2,065 residents of Caguas and neighboring towns, in the areas of business training, microbusiness incubation, small business acceleration, job skills development and job search support. Also, social work services, counseling, personal development retreats, among others. Since 2014 the Incubator of Community Solidarity Microenterprises (GANAS), has trained around 500 entrepreneurs, more than 250 business ideas have been incubated and more than 50 microenterprises have formalized operations and another 8 that are currently in the process of starting business activities. With an investment of \$2,500,000 of the CDBG-DR Funds, ERCO proposes: Buy the José De Diego School of Caguas and rehabilitate the structure to turn it into a Service Center from which incubation and acceleration services, summer camp for young people and other socioeconomic services will be offered.

These services are broken down as follows: *Business Acceleration*- to encourage entrepreneurs to be part of the local, national and international business ecosystem according to identified needs. This service consists of two stages, the first will be a space to foster alliances among existing entrepreneurs and the second, will be services of individual mentoring; *Incubation* - According to the model used by ERCO, the incubation process is divided into three phases: Pre-incubation, incubation and post-incubation, each of these phases is necessary to stimulate the start-up and development of diverse microenterprises, in low- and moderate-income people; *Personal empowerment* - services to strengthen resilience skills of entrepreneurs. A personal empowerment retreat of 4 days and 4 follow-up workshops will be carried out to strengthen the internal resources of the participants, fundamental to start and maintain a microenterprise in operation; *Social Work* - services to attend family and community aspects that may adversely affect the incubation or acceleration process; Finally, a Youth Camp of Creative Industries will be worked on to explore alternatives and tools of self-management and self-employment.

Staffing section includes: two tables; the first (Table 1.1) consists of the Historical incurred expenses with the proposed changes and the second one (Table 1.2) only includes the proposed prospective costs of the Amendment C.

STAFFING 1.1

Position	Contract	Qty. of Resources [A]	Estimated Months Needed [B]	Estimated Hours per month per Resource [C]	Maximum Hourly Rate [D]	Estimated Monthly Cost [E=AxCxD]	Cost of Staff Position [F=BxE]	Total cost per position for total contract months
Director	Original	1	24	80	\$36.94	\$2,955.20	\$70,924.80	\$329,937.65
	A	1	23.24	112	\$44.74	\$5,010.88	\$116,462.85	
	B	1	11.76	120	\$50.00	\$6,000.00	\$70,560.00	
	C	1	12	120	\$50.00	\$6,000.00	\$72,000.00	
Coordinator	A	1	23.24	120	\$26.83	\$3,219.60	\$74,823.50	\$138,690.38
	B	1	11.76	96	\$28.00	\$2,688.00	\$31,610.88	
	C	1	12	96	\$28.00	\$2,688.00	\$32,256.00	
Business Analyst	Original	1	2.375	160	\$15.20	\$2,432.00	\$5,776.00	\$122,196.03
	A	1	23.24	160	\$21.23	\$3,396.80	\$78,941.63	
	B	1	9.76	160	\$24.00	\$3,840.00	\$37,478.40	
Marketing Specialist	Original	1	20	160	\$16.29	\$2,606.40	\$52,128.00	\$137,832.00
	A	1	15	160	\$17.31	\$2,769.60	\$41,544.00	
	B	1	12	160	\$23.00	\$3,680.00	\$44,160.00	
Marketing Technician	Original	1	23	160	\$10.85	\$1,736.00	\$39,928.00	\$39,928.00
Social Worker	Original	1	22.3321056	160	\$16.29	\$2,606.40	\$58,206.40	\$58,206.40
Administrative Coordinator	B	1	12	12	\$30.00	\$360.00	\$4,320.00	\$8,640.00
	C	1	12	12	\$30.00	\$360.00	\$4,320.00	
Accountant	B	1	12	80	\$48.00	\$3,840.00	\$46,080.00	\$92,160.00
	C	1	12	80	\$48.00	\$3,840.00	\$46,080.00	
Community Liaison	Original	1	19.5	160	\$10.04	\$1,606.40	\$31,324.80	\$86,654.32
	A	1	23.2666667	120	\$17.31	\$2,077.20	\$48,329.52	
	B	1	3.5	100	\$20.00	\$2,000.00	\$7,000.00	
Total Cost for the program:								\$1,014,244.79

Estimated* amounts may vary depending on the actual need of the Program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH.

STAFFING Table 1.1: Represents both the Historical incurred expenses and the proposed Amendment C Budget.

STAFFING 1.2

Position	Qty. of Resources [A]	Estimated Hours per month per Resource [B]	Maximum Hourly Rate [C]	Estimated Monthly Cost [D=AxBxC]
Director	1	120.00	\$50.00	\$6,000.00
Coordinator	1	96.00	\$28.00	\$2,688.00
Administrative Coordinator	1	12.00	\$30.00	\$360.00
Accountant	1	80.00	\$48.00	\$3,840.00
Total Maximum Monthly Cost:				\$12,888.00
Total Cost per Contract Period:				\$1,014,244.79

Estimated* amounts may vary depending on the actual need of the Program. Any substantial increase may not be approved if not justified accordingly and approved by PRDOH.

STAFFING Table 1.2: Budget does not include the Historical incurred expenses.

PROFESSIONAL SERVICES

Services Name	Services Description	Budget
Legal Services	Legal advisory services to entrepreneurs for the program.	\$ 9,790.00
Counselor	Occupational counseling services for the program.	\$ 23,075.00
Incubation Specialist	Expert incubation model to be used within the program.	\$ 48,555.00
Business Technical Support	Technical consultation in business development, administrative management, accounting, human resources, organizational planning and specialized workshops.	\$ 44,822.14
Administrative and Fiscal Support	Includes complementary services to strengthen the organization's operations, such as accounting and tax assistance, human resources consulting, administrative support for document management, and outreach support through marketing and social media, and management support related to the construction and rehabilitation of the José de Diego School facility.	\$ 14,500.00
Security Guard	Surveillance and security services for the program.	\$ 55,869.61
Architect/Arquitecto	Service will be developed by the following phases: Phase 1 Schematic Plans, phase 2 Preliminary Plans, Phase 3 Final Plans which is divided by Part 1 & 2 and Phase 4 Services during Construction.	\$ 121,805.00
Total Budget for Services to be Contracted:		\$ 318,416.75

OTHER OPERATING

Item Name	Item Description	Budget
Utilities	Water, Electricity, Telephone, and Internet Services for the program.	\$ 9,597.85
Supplies	Paper, ink, pens, folders, envelopes, promotion goods for participants such as backpacks, pencils, etc.	\$ 2,500.00
Insurances	Cost of insurance covers of the Corporation of the State Insurance Fund, public liability, auto, general professional liability, employee liability and construction.	\$ 60,000.00
Overhead Expenses	Indirect cost will be captured through De Minimis Rate (10%)	\$ 115,255.81
Total Expenses Budget:		\$ 187,353.66

CONSTRUCTION

Item Name	Item Description	Budget
Construction Costs/Costos de Construcción	The construction includes the rehabilitation of the school José de Diego and for the building space to be acquired the rehabilitation construction works could also be included. The approximate cost per square foot is \$76.73 for a total of \$736,610.80. The rehabilitation works will include repairs and waterproofing of roofs, repairs doors and windows, remodeling of bathrooms, plumbing, electricity, communications, air conditioners in office space and conference rooms, painting of the structure, removal of architectural barriers so that the facilities are accessible to people with disabilities.	\$ 736,610.80
Property Acquisition Cost/Costo de adquisición de la propiedad	Purchase of a property to establish offices, conference room, and other spaces to be able to offer the varied services of the organization.	\$ 243,374.00
Total Expenses Budget:		\$ 979,984.80

PROJECT/PROYECTO		\$	2,500,000.00
Project/Proyecto			
Constuction Costs/Costos de Construcción	Rehabilitation expense and acquisition cost	\$	979,984.80
TOTAL COSTS/COSTO TOTAL		\$	979,984.80
PROJECT ACTIVITY DELIVERY COSTS/COSTOS DIRECTOS DEL PROYECTO			
Staffing	Direct services staff for the program.	\$	1,014,244.79
Professional Services	Specialist and technical services for the program.	\$	318,416.75
Other Operating Costs	Utilities and supplies for the program.	\$	187,353.66
Equipment	Equipment	\$	-
TOTAL COSTS/COSTO TOTAL		\$	1,520,015.20
GRAND TOTAL/GRAN TOTAL		\$	2,500,000.00

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.

END OF DOCUMENT

JFT
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NON-CONFLICT OF INTEREST CERTIFICATION

SMALL BUSINESS INCUBATORS AND ACELERATORS

ECO RECURSOS COMUNITARIOS, INC

The Subrecipient certifies that to the best of its knowledge:

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

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

Jarely Flores Torres (Aug 6, 2026 20:38:22 EDT)

Signature

Jarely Flores Torres

Printed Name

Executive Director

Position