GOVERNMENT OF PUERTO RICO DEPARTMENT OF HOUSING



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

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SUBRECIPIENT AGREEMENT BETWEEN THE PUERTO RICO DEPARTMENT OF HOUSING AND ONSORCIO DEL SUR BARA MANELO Y ADMINISTRACI

AND CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

The SUBRECIPIENT AGREEMENT (hereinafter, "Agreement") is entered into this <u>3</u>day of September, 2022, 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" (the "Organic Act"), with principal offices at 606 Barbosa Ave., San Juan, Puerto Rico, represented herein by its Secretary, William O. Rodríguez Rodríguez, of legal age, attorney, single, and resident of San Juan, Puerto Rico; and the CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR) (hereinafter, "Subrecipient"), a legal entity created under Article 1.008(p) of Act No. 107 of August 14, 2020, also known as the Puerto Rico Municipal Code, 21 L.P.R.A. § 7013(p); with principal offices at Ponce, Puerto Rico, represented herein by the Members of its Board: Luis Irizarry Pabón, of legal age, married, resident and Mayor of the Municipality of Ponce, Puerto Rico; Raúl Rivera Rodríguez, of legal age, married, resident and Mayor of the Municipality of Guayanilla, Puerto Rico; Ángel Luis Torres Ortiz, of legal age, married, resident and Mayor of the Municipality of Yauco, Puerto Rico; Ismael Rodríguez Ramos, of legal age, married, resident and Mayor of the Municipality of Guánica, Puerto Rico; Jayson Martínez Maldonado, of legal age, married, resident and Mayor of the Municipality of Lajas, Puerto Rico; and Gregory Gonsález Souchet, of legal age, married, resident and Mayor of the Municipality of Peñuelas, Puerto Rico, collectively the "Parties".

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RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on December 28, 2019, an increase in seismicity started an earthquake sequence with an event of magnitude 4.7 that shook the population of Puerto Rico. On January 7, 2020, a 6.4 magnitude earthquake displaced thousands of Puerto Ricans from their homes and resulted in extensive damage to the Island's built environment including individual homes and critical infrastructure. As a result of the continuous seismic activity on the Island, the Governor of Puerto Rico requested the President of the United States to declare an expedited major disaster. Following these events, on January 7, 2020, the President signed the major disaster declaration DR-4473-PR which initially authorized assistance for emergency protective measures.

WHEREAS, on January 6, 2021, a Notice was published in the Federal Register, Vol. 86, No. 3, 86 FR 569, which allocated a total of \$85,291,000 in CDBG-DR funds to multiple grantees appropriated by the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Pub. L. 116–20, approved June 6, 2019). Among the aforementioned grantees, Puerto Rico was allocated a total of \$36,424,680. Moreover, as per 86 FR 569, the Municipalities of Guánica, Yauco, Guayanilla, and Ponce were the HUD-identified Most Impacted and Distressed (MID) areas, and these were required to be given funding priority in the recovery from the disasters caused by the 2019-2020 seismic sequence. PRDOH has been appointed the grantee for this grant.

WHEREAS, according to the approved CDBG-DR Earthquake Allocation Action Plan, Puerto Rico intends to undertake the Housing Seismic Rehabilitation and Reconstruction Program (hereinafter, "SR2 Program" or "Program"). In general, the focus of the Program is to provide assistance to eligible homeowners in the MID areas to repair damaged homes or rebuild substantially damaged homes in place.

WHEREAS, the approved current Action Plan allocated a total budget of thirty-four million four hundred twenty thousand six hundred eighty dollars (\$34,420,680) to the Program.

WHEREAS, the Subrecipient will assist the PRDOH in utilizing CDBG-DR funds to carry out the Program, pursuant to this Agreement;

WHEREAS, the CDBG-DR funds made available for use by the Subrecipient under this Agreement constitute a Subaward of the PRDOH's Federal Award, the use of which must be in accordance with requirements imposed by Federal statutes, regulations, and the terms and conditions of the PRDOH's Federal Award;

WHEREAS, the PRDOH has the legal power and authority, in accordance with its enabling statute, the Organic Act, as amended, supra, the federal laws and regulations creating and allocating funds to the CDBG-DR program and the current Action Plan, to issue and award the subaward, enter and perform under this Agreement; and

WHEREAS, the Subrecipient has duly adopted the Resolution dated August 24, 2022, authorizing CONSUR, through the members of its Board, to enter into this Agreement with the PRDOH, and by signing this Agreement, the Subrecipient assures PRDOH that the Subrecipient shall comply with all the requirements described herein.

GENERAL AWARD INFORMATION

The Subaward from PRDOH to the Subrecipient contemplated hereunder is for carrying out a portion of the Federal Award described in Section I above; thus, a federal assistance relationship is created with the Subrecipient. This Agreement shall be updated to reflect any changes to the Federal Award and the following award information.

	assistance relationship is created wi	th the Subrecipient. This Agreement shall be updated
Marine .	to reflect any changes to the Feder	ral Award and the following award information.
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emil	CDBG-DR Grantee Federal Award Identification Number:	B-19-DF-72-001
	CDBG-MIT Grantee Unique Identifier:	Unique Entity ID: FFNMUBT6WCM1
J. M.	CDBG-DR Grantee Federal Award Date:	January 5, 2022
	Federal Award project description:	See Exhibit A for <u>Scope of Work</u>
	Subrecipient Contact Information:	Luis Irizarry Pabón Mayor of the Municipality of Ponce Member of the CONSUR Board P.O. Box 1709 Ponce, P.R. 00733
	Subrecipient Unique Identifier:	Unique Entity ID: JLHWBJJK69Y8
	Subaward Period of Performance:	Start Date: Effective Date, as defined in Section V of this Agreement. End Date: Thirty-six (36) months from Start Date
	Funds Certification:	Dated: September 26, 2022

Authorized Amount: \$1,821,200.00
Funds Allocation: CDBG-DR "EQA01ADM-DOH-NA"
CDBG-DR "EQH03HRR-GNC-LMI"
CDBG-DR "EQH03HRR-GYL-LMI"
CDBG-DR "EQH03HRR-PON-LMI"
CDBG-DR "EQH03HRR-YAU-LMI"
CDBG-DR "EQP02PPI-DOH-NA"
Account Number: 6090-01-000
See Exhibit E for Funds Certification

NOW, THEREFORE, in consideration of the need for recovery from Hurricanes Irma and María, and the premises and mutual covenants described herein, the Parties mutually agree to the terms described in this Agreement.

TERMS AND CONDITIONS

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

Exhibit A	Scope of Work
Exhibit B	Timelines and Performance Goals
Exhibit C	Key Personnel
Exhibit D	Budget
Exhibit E	Funds Certification
Exhibit F	HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements
Exhibit G	Special Conditions
Exhibit H Exhibit I	Subrogation and Assignment Provisions Insurance Requirements

All Attachments hereto are fully incorporated herewith such that the terms and conditions of the Attachments shall be as binding as any terms and conditions of this executed written Agreement. Should any inconsistency appear between the Attachments and this Agreement, the Agreement shall prevail.

III. SCOPE OF WORK

The Subrecipient shall be responsible for performing the activities detailed in **Exhibit A** ("Scope of Work") of this Agreement, herein attached and made an integral part of this Agreement, which may be amended from time to time with the consent of both Parties. The Subrecipient shall complete the Scope of Work in a manner satisfactory to the PRDOH and consistent with the terms and conditions of this Agreement and applicable Federal and local statutes, laws and regulations.

- A. Subrecipient Management Responsibilities
- As a condition of receiving this Subaward, the Subrecipient shall perform the procurement, management, monitoring and reporting of the services included in Exhibit A ("Scope of Work") for the Program.
- 2. All services shall be made in accordance with PRDOH guidelines, HUD guidelines and regulations, and other applicable state and federal laws and regulations.

3. The Subrecipient shall prepare and submit to PRDOH all required project(s) documentation, such as compliance information, construction drawings, and specifications, construction permits and endorsements, cost estimate, property acquisition, right of ways, any related studies, etc., in accordance with the Exhibit A ("Scope of Work"). The PRDOH reserves authority and discretion to review and require revisions before approving the use of funds for project implementation.

B. General Administration

Prohibited Activities: The Subrecipient may only carry out the roles and responsibilities described in this Agreement and the activities related to the performance of the Scope of Work described in **Exhibit A** of this Agreement. Notwithstanding anything to the contrary in this Agreement, the Subrecipient shall not be obligated to perform any work or services outside **Exhibit A** ("Scope of Work") of this Agreement.

The Subrecipient is prohibited from charging to the PRDOH the costs of CDBG and/or CDBG-DR ineligible activities, including those described at 24 C.F.R. § 570.207, unless waived or made eligible by an applicable Federal Register Notice, from using funds provided herein or personnel employed in the administration of activities under this Agreement for political activities, inherently religious activities, or lobbying. The Subrecipient may be financially liable for the carrying out of activities outside of the parameters of **Exhibit A** ("Scope of Work") of this Agreement.

C. National Objectives

All CDBG-DR-funded activities must meet at least one (1) of the three (3) HUD national objectives defined in the authorizing statute of the CDBG Program at 104(b)(3) of the Housing and Community Development Act of 1974 (HCDA), as amended, 42 U.S.C. § 5305:

- Benefit to low- and moderate-income persons (LMI)
 - o LMI Job Creation/Retention 24 C.F.R. § 570.483 (b)(4);
 - o LMI Area Benefit 24 C.F.R. § 570.483(b)(1);
 - o LMI Limited Clientele (microenterprises) 24 C.F.R. § 570.483(b)(2);
- Urgent Need (UN) 24 C.F.R. § 570.483(d)
- Prevention or Elimination of Slums or Blight (SB)

The Subrecipient certifies that the activities carried out under this Agreement shall meet one of the HUD national objective(s) as defined in 24 C.F.R. § 570.483.

It is anticipated that the projects or activities funded through the Program will meet the **LMI national objective**.

The Subrecipient shall ensure that the services meet the applicable CDBG-DR National Objective(s) and that the subcontractor or third party completes the applicable forms to document the National Objective(s).

D. Levels of Accomplishment – Performance Goals and Timelines

The Subrecipient shall complete the activities required under the **Exhibit A** ("Scope of Work") of this Agreement in accordance with the timeframes and performance goals set forth in **Exhibit B** ("Timelines and Performance Goals") of this Agreement, herein attached and made an integral part of this Agreement.

E. Nonperformance Standard

If at the end of the **six (6) months** from the Effective Date, as defined in **Section V** of this Agreement, the Program activity has not begun or at any time during the term the Program activity has not accomplished the performance objectives set forth by the PRDOH in **Exhibit B** ("Timelines and Performance Goals"), the PRDOH may, at its sole

discretion, terminate this Agreement, de-obligate funds made available under this agreement, and/or recapture funds previously expended by the Subrecipient under this agreement from non-federal funds. No contract extensions shall be granted unless the Subrecipient can document circumstances beyond its control that prevented start of the activity. The PRDOH shall review the properly filed and documented circumstances which are alleged to have prevented the initiation of activity and exclusively reserves the right to decide if an extension is warranted, relative to the reasons stated as well as the prevailing circumstances.

F. <u>Staffing</u>

The Subrecipient shall supervise and direct the completion of all activities under this Agreement. Any changes in assigned key personnel (hereinafter, the "Key Personnel") assigned or their responsibilities under the activities are subject to the prior approval of the PRDOH. If possible, it is the best practice for the Subrecipient to provide PRDOH with ample written notice to the personnel changes and requests. Ample notice in this context shall be **ten (10) business days**. If that is not possible, then the Subrecipient shall make all reasonable efforts to notify PRDOH of changes.

At a minimum, the Subrecipient shall assign the staff with the identified responsibilities to the identified activities as described in **Exhibit C** ("Key Personnel") of this Agreement, herein attached and made integral part of this Agreement.

Depending on the needs of the Program activity, the Subrecipient shall provide staff and/or procure professional service contractors to assist with the compliance of said activities. The staff who will support the Program activities included in the **Exhibit A** ("Scope of Work"), shall solely perform those tasks and shall be remunerated hourly.

The Subrecipient shall monitor the performance of its staff, and contractors against the goals and performance standards as stated in the **Exhibit B** ("Timelines and Performance Goals").

G. Pre-Agreement Costs

Pre-agreement costs are eligible for payment under the terms and conditions of the Action Plan and this Agreement, in addition to specific requirements for compliance with HUD. PRDOH may allow the drawdown of pre-agreement costs associated with eligible disaster recovery activities dating back to the date of the disaster(s) for Subrecipients with appropriate documentation.

The provisions of 24 C.F.R. § 570.489(b) and 570.200 (h) allows the reimbursement of costs incurred on or after the incident of the covered disaster. The aforementioned provisions apply to the reimbursement of costs incurred by the Subrecipient prior to the execution of the grant agreement executed with HUD. Pre-agreement costs include but are not limited to activities supporting program development, action plan development, stakeholder involvement support, and other qualifying eligible costs incurred in response to an eligible disaster covered under Pub. L. 116-20.

IV. PERFORMANCE, MONITORING AND REPORTING

A. <u>Monitoring</u>

The PRDOH shall monitor the performance of the Subrecipient as necessary to ensure that the funds allocated to the Subrecipient are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement, including the timeframes and performance goals set forth in **Exhibit B** ("Timelines and Performance Goals") associated with the activities included in the **Exhibit A** ("Scope of Work").

This review shall include: (1) reviewing financial and performance reports required by the PRDOH; (2) following-up and ensuring that the Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the Subrecipient from the PRDOH detected through audits, on-site reviews, and other means; and (3) issuing a management decision for audit findings pertaining to this Federal award provided to the Subrecipient from the PRDOH as required by 2 C.F.R. § 200.521.

Substandard performance, defined as a performance that falls short of the standard expected of the Subrecipient, as specified in the Agreement's exhibits, shall constitute noncompliance with this Agreement.

If action to correct such substandard performance is not taken by the Subrecipient within **fifteen (15) days** after being notified by PRDOH, PRDOH may impose additional conditions on the Subrecipient and suspend or terminate this Agreement, disallow all or part of the cost of the activity or action not in compliance or initiate other remedies for noncompliance, as appropriate and permitted under 2 C.F.R. § 200.339.

B. <u>Reporting</u>

The Subrecipient shall submit regular monthly progress reports to the PRDOH, on the form and with the content to be specified and required by the PRDOH. The PRDOH shall later notify Subrecipient in writing the guidelines and requirements applicable to the submittal of the monthly progress reports, and such notification shall be deemed incorporated by reference to this Agreement.

V. EFFECTIVE DATE AND TERM

This Agreement shall be in effect and enforceable between the parties from the date of its execution. The performance period of this Agreement is **thirty-six (36) months** from the date of its execution, ending in 2025.

The End of Term shall be the later of: (i) <u>services</u>, 2015; (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.

A. Contract Extensions:

PRDOH may, at its sole discretion, extend the Agreement's term for additional terms, upon mutual written agreement of the Parties. The term of this Agreement shall not exceed the lifetime of the initial Grant Agreement between PRDOH and HUD, unless the

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.

term of the initial Grant Agreement is extended by HUD, in which case the term of this Agreement cannot exceed the extension.

VI. BUDGET

A. <u>Budget</u>

The Subrecipient shall complete all activities in the **Exhibit A** ("Scope of Work") of this Agreement in accordance with the **Exhibit D** ("Budget") attached herein and made integral part of this Agreement as such Budget may be amended from time to time.

Any proposed budget to be managed by the Subrecipient shall clearly specify proposed funding for administrative costs and/or program delivery costs and/or planning costs, to the extent that such costs are considered applicable categories for funding.

The Budget may include a reserve of the Subaward for PRDOH's activity delivery costs and expenditures related to the Program. The Subrecipient may not access the reserve identified in the Budget without written consent from the PRDOH.

The PRDOH may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the PRDOH. Any amendments to the budget must be approved in writing and signed by the PRDOH and the Subrecipient.

B. Indirect Costs

Indirect costs invoiced, if any, must be consistent with the conditions set forth herein. Indirect costs may be charged to PRDOH under a negotiated indirect cost rate agreement with a federal cognizant agency, a *de minimis* indirect cost rate (for applicable entities), or an indirect cost proposal prepared in accordance with 2 C.F.R. part 200, subpart E, submitted to a federal cognizant agency, and as approved by PRDOH in accordance with its written policies and procedures, which shall be included in the **Exhibit D** ("Budget").

C. Program Income

PRDOH does not anticipate any program income to be generated as a result of the activities allowed under the Program. Nevertheless, should any funds be generated, PRDOH reserves the right to authorize the Subrecipient to retain Program Income² to be used in eligible program activities as described in this Agreement. The Subrecipient shall notify PRDOH, within **twenty-four (24) hours** of receipt, of any Program Income generated by activities carried out with CDBG-DR funds made available under this Agreement. All

[...] gross income generated from the use of CDBG–DR funds, except as provided in subparagraph (d) of this paragraph, and received by a State or a Subrecipient of a State."

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² As defined in section VI(A)(19)(a) of the HUD Notice 83 Fed. Reg. 5844, 5856 (February 9, 2018, as may be amended by HUD), *Program Income* is:

^[...] Program income includes, but is not limited to, the following: (a) Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG-DR funds; (b) Proceeds from the disposition of equipment purchased with CDBG-DR funds; (c) Gross income from the use or rental of real or personal property acquired by a State, local government, or Subrecipient thereof with CDBG-DR funds, less costs incidental to generation of the income (i.e., net income); (d) Net income from the use or rental of real property owned by a State, local government, or Subrecipient thereof, that was constructed or improved with CDBG-DR funds; (e) Payments of principal and interest on loans made using CDBG–DR funds; (f) Proceeds from the sale of loans made with CDBG–DR funds; (g) Proceeds from the sale of obligations secured by loans made with CDBG-DR funds; (h) Interest earned on program income pending disposition of the income, including interest earned on funds held in a revolving fund account; (i) Funds collected through special assessments made against nonresidential properties and properties owned and occupied by households not low- and moderate-income, where the special assessments are used to recover all or part of the CDBG-DR portion of a public improvement; (j) Gross income paid to a State, local government, or a Subrecipient thereof, from the ownership interest in a for profit entity in which the income is in return for the provision of CDBG–DR assistance.

Program Income (as defined at 24 C.F.R. § 570.500) generated by activities carried out with the CDBG-DR Funds must be returned to PRDOH if retention of such is not previously authorized by PRDOH. Program Income is subject to all applicable CDBG-DR laws, regulations and PRDOH's policies and procedures for so long as it exists. Any interest earned on cash advances from the U.S. Treasury or interest paid on CDBG funds held in a revolving fund account is not Program Income and shall be remitted promptly to the PRDOH for transmittal to the U.S. Treasury no less frequently than annually.

All Program assets, other than Program Income (property, equipment, etc.), if any, shall revert to PRDOH upon termination of this Agreement in accordance with applicable Federal, laws, regulations, HUD Notices, policies, and guidelines.

PRDOH will later notify the Subrecipient in writing the applicable procedures for the return or reversion of Program Income and Program assets to the PRDOH, and such notification shall be deemed incorporated by reference to this Agreement.

D. <u>Reversion of Assets</u>

Use and Reversion of Assets. The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 C.F.R. part 84 and 24 C.F.R. §§ 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

The Subrecipient shall transfer to PRDOH any CDBG-DR funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.

Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 C.F.R. § 570.208 until **five (5) years** after the expiration of this Agreement [or such longer period of time as PRDOH deems appropriate]. If the Subrecipient fails to use CDBG-DR assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay PRDOH an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG-DR funds for acquisition of, or improvement to, the property. Such payment shall constitute Program Income to the PRDOH. The Subrecipient may retain real property acquired or improved of time as PRDOH deems appropriate.

In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be Program Income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the PRDOH for the CDBG-DR program or (b) retained after compensating the PRDOH an amount equal to the current fair market value of the equipment less the percentage of non-CDBG-DR funds used to acquire the equipment.

VII. PAYMENT

A. <u>Amount</u>

This Agreement is based on the reimbursement of funds to the Subrecipient expended on approved CDBG-DR items. Funding is contingent on a CDBG-DR award to PRDOH or a Grant Agreement between the Government of Puerto Rico or the PRDOH, and HUD, and PRDOH's receipt of CDBG-DR funds. It is expressly agreed and understood that the total funding amount to be paid by the PRDOH to the Subrecipient under this Agreement shall not exceed the amount specified in the **Exhibit D** ("Budget"). Such payment shall be compensation for all allowable services required, performed and accepted under this Agreement. However, PRDOH reserves the right to reduce the funding amount if CDBG-DR funding is not provided at the currently anticipated levels and/or if the actual costs for the approved activities are less that those set forth in the Budget **Exhibit D** ("Budget").

Any additional funds to complete the services requested by the PRDOH to the Subrecipient shall be subject to funds availability and shall require an amendment to this Agreement.

B. <u>Requests for Reimbursements</u>

The Subrecipient shall submit to PRDOH requests for reimbursements of activities under this Agreement and consistent with the approved Budget (hereinafter, the "Request for Reimbursement") and Scope of Work on a monthly basis. Each Request for Reimbursement shall be broken down into requested reimbursements against the Budget line items specified in **Exhibit D** ("Budget").

The Subrecipient shall submit Requests for Reimbursements to the PRDOH, on the form and with the content specified and required by the PRDOH. The Requests for Reimbursements must be submitted with all supporting invoices, bills, timesheets, monthly reports, and any other document necessary to justify the payment or any other supporting document requested by PRDOH. The Request for Reimbursement must also be accompanied by documentation from the Subrecipient demonstrating that all procurements for which payment is requested have been made in accordance with this Agreement.

If PRDOH determines that the submitted Request for Reimbursement and supporting documents are acceptable, then the invoice shall be approved for payment. An authorized representative of the PRDOH shall review each Request for Reimbursement and, if adequate, shall approve and process its payment. Payments to the Subrecipient shall be made by check or electronic funds transfer (EFT). PRDOH reserves the right to conduct any audit it deems necessary.

In order for the Subrecipient to receive payment for any work performed hereunder, the following certification must be included in each Request for Reimbursement submitted to the PRDOH: "Under penalty of absolute nullity, I hereby certify that no public servant of the government entity is a party to or has an interest of any kind in the profits or benefits to be obtained under the contract which is the basis of this invoice, and should he be a party to, or have an interest in the profite of the

"Under penalty of absolute nullity, I hereby certify that no public servant of the government entity is a party to or has an interest of any kind in the profits or benefits to be obtained under the contract which is the basis of this invoice, and should he be a party to, or have an interest in, the profits or benefits to be obtained under the contract, a waiver has been previously issued. The only consideration to provide the contracted goods or services under the contract is the payment agreed upon with the authorized representative of the government entity. The amount that appears in the invoice is fair and correct. The work has been performed, the goods have been delivered, and the services have been rendered, and no payment has been received therefor."

The PRDOH shall pay to the Subrecipient CDBG-DR funds available under this Agreement [See **Exhibit E** ("Funds Certification")] based upon information submitted by the Subrecipient for allowable costs permitted under this Agreement and consistent with the approved Budget. Payments shall be made for eligible and allowed expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. PRDOH reserves the right to adjust payments in accordance with program income balances available in Subrecipient accounts.

VIII. NOTICES

All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing and shall be deemed to be effective as of the date sent by certified mail, return receipt requested, or email. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice. Communication and details concerning this Agreement shall be directed to the following contract representatives:

CDBG-DR Grantee:	William O. Rodríguez Rodríguez, Esq. Secretary Puerto Rico Department of Housing 606 Barbosa Avenue Juan C. Cordero Building Río Piedras, Puerto Rico 00918
Subrecipient:	Luis Irizarry Pabón Mayor of the Municipality of Ponce Member of the CONSUR Board P.O. Box 1709 Ponce, P.R. 00733

IX. AMENDMENT AND TERMINATION

A. <u>Amendments</u>

This Agreement may be amended provided that such amendments make specific reference to this Agreement, comply with programmatic policies, procedures, and guidelines, are executed in writing and signed by a duly authorized representative of each party, and approved by PRDOH. Such amendments shall not invalidate this Agreement, nor relieve or release the Parties from their obligations under this Agreement. Unless specified, such amendments are not intended to affect nor will they constitute an extinctive novation of the obligations of the Parties under the Agreement and amendment.

This Agreement may be amended by the parties hereto, for the purpose of including any other CDBG-DR funded program included in the HUD-approved Hurricanes Irma and María current Action Plan.

The PRDOH may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications shall be incorporated only by written amendment signed by both the PRDOH and the Subrecipient.

However, PRDOH reserves the right to notify the Subrecipient in writing, email or any other electronic method, any applicable policies, procedures, regulations, requirements, guidelines, or change in law, whether existing or to be established, as well as changes

and/or amendments thereof, and the notified policies, procedures, regulations, requirements, guidelines and laws shall be deemed incorporated by reference to this Agreement without the need of executing a separate written and signed amendment.

B. Suspension or Termination

1. Termination for Cause

The PRDOH may terminate this Agreement, in whole or in part, upon **thirty (30) days**' notice, whenever it determines that the Subrecipient has failed to comply with any term, condition, requirement, or provision of this Agreement. Failure to comply with any terms of this Agreement, include (but are not limited to) the following:

- a. Failure to attend mandatory technical assistance and/or training, or comply with any of the rules, regulations, or provisions referred to herein, or such statutes, regulations, executive orders, HUD guidelines, PRDOH's Program Guidelines, as applicable, and policies or directives as may become applicable at any time;
- b. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
- c. Ineffective or improper use of funds provided under this Agreement; or,
- d. Submission of reports by the Subrecipient to the PRDOH that are incorrect or incomplete in any material respect.

The Subrecipient shall have up to **thirty (30) days** to resolve issues listed above to the satisfaction of PRDOH.

2. Termination for Convenience of the PRDOH

The PRDOH may terminate this Agreement any time by a notice in writing from the PRDOH to the Subrecipient. If the Agreement is terminated by the PRDOH as provided herein, the Subrecipient shall be paid the total compensation as the allowable services actually performed up until the date of termination. Any compensation under this paragraph must be for documented costs that are CDBG-DR eligible, and allowable, allocable, and reasonable in accordance with Uniform Administrative Requirements.

This Agreement may also be terminated in whole or in part by either the PRDOH or the Subrecipient, or based upon Agreement by both the PRDOH and the Subrecipient in accordance with the requirements in 2 C.F.R. part 200, subpart D.

3. Notification and Recoupment of Costs Incurred Prior to Termination

The PRDOH shall promptly notify the Subrecipient, in writing, of its determination and the reasons for the termination together with the date on which the termination shall take effect and any other notifications required under 2 C.F.R. part 200, subpart D. Upon termination, the PRDOH retains the right to recover any improper expenditures from the Subrecipient and the Subrecipient shall return to the PRDOH any improper expenditures no later than **thirty (30) days** after the date of termination. In the case of a Termination for Convenience only, the PRDOH may, at its sole discretion, allow the Subrecipient to retain or be reimbursed for costs reasonably incurred prior to termination, that were not made in anticipation of termination and cannot be canceled provided that said costs meet the provisions of this Agreement, 2 C.F.R. part 200, subpart E, Cost Principles, and any other applicable state or Federal statutes, regulations or requirements.

4. Unilateral Termination

The PRDOH may terminate this Agreement, in whole or in part, at PRDOH's sole discretion, with or without cause, at any time. The PRDOH will terminate this Agreement by delivering

to the Subrecipient a **thirty (30) day** notice of termination specifying the extent to which the performance of the work under this Agreement is terminated, and the effective date of termination. Upon receipt of such notice, the Subrecipient shall immediately discontinue all services affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. If the Subrecipient does not deliver to the PRDOH all information, studies, and other materials property of the PRDOH within the established timeframe, and the PRDOH invests any additional funds to reproduce the information, studies, and other materials not provided by the Subrecipient upon termination, then the PRDOH will disallow from payments to the Subrecipient under this Agreement the funds expended for the PRDOH to reproduce such information, studies, and other materials. In the event of a termination by Notice, the PRDOH shall be liable only for payment of services rendered up to and including the effective date of termination.

5. <u>Suspension</u>

The PRDOH may suspend this Agreement in whole or in part at any time for the PRDOH's convenience. The PRDOH shall give the Subrecipient **five (5) days**' written notice of such suspension. Upon receipt of said notice the Subrecipient shall immediately discontinue all Services affected.

6. Immediate Termination

In the event the Subrecipient is subjected to a criminal or civil action, suit, proceeding, inquiry or court of applicable jurisdiction, or any governmental agency, or the Subrecipient shall be subject to an order, judgment, or opinion, issued by any federal or local authority, a court of applicable jurisdiction, or any governmental agency, in connection with the execution, delivery, and performance by the Subrecipient of this Agreement or the Subrecipient of this Agreement has been noncompliant, breach, inaccuracy of any representation, warranties, covenants, or the certifications provided herein, whether the noncompliance, breach or inaccuracy takes place before or after the execution of this Agreement notwithstanding, any provisions to the contrary herein. This section will apply in the event of any judgment that may obligate the PRDOH to terminate the Agreement pursuant to Act No. 2 of January 4, 2018, as amended, 3 LPRA § 1881 et seq., known as the "Anti-Corruption Code for the New Puerto Rico". The Subrecipient has a continuous obligation to report to PRDOH any proceedings which apply to the Subrecipient under this paragraph.

In the event that the grant of funds by HUD under any allocations of the CDBG-DR may be suspended, withdrawn or canceled, this Agreement will be immediately terminated.

7. Period of Transition.

Upon termination of this Agreement, and for **ninety (90) consecutive calendar days** thereafter (the Transition Period), Subrecipient agrees to make himself available to assist the PRDOH with the transition of services assigned to Subrecipient by the PRDOH. Subrecipient shall provide to the PRDOH the assistance reasonably requested to facilitate the orderly transfer of responsibility for performance of the Services to the PRDOH or a third party designated by the PRDOH. PRDOH reserves the right to provide for the execution of a Transition Services Agreement for the Transition Period. In such instance, the Subrecipient will be paid at a reasonable, agreed upon, hourly rate for any work performed for the PRDOH during the Transition Period. Moreover, during that Transition Period, all finished or unfinished records (files, data, work product) connected with this Agreement will be turned over to PRDOH.

8. <u>Availability of Funds</u>

This Agreement is contingent upon the availability of funds from HUD. It is expressly understood and agreed that the obligation to proceed under this Contract is conditioned upon the receipt of Federal funds. If the funds anticipated for the continuing fulfillment of the Agreement are, at any time, not forthcoming or insufficient, either through the failure of the Federal government to provide funds or the discontinuance or material alteration of the program under which funds were provided, or if funds are not otherwise available to PRDOH, the PRDOH has the right upon **ten (10) working days** written notice to the Subrecipient, to terminate this Agreement without damage, penalty, cost or expenses to PRDOH of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

X. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD AND ADDITIONAL PRDOH REQUIREMENTS

The "HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements", which are attached to, and made an integral part of this Agreement as **Exhibit F**, set forth certain requirements imposed by HUD with respect to PRDOH's Federal award or CDBG-DR Grant. Furthermore, **Exhibit G** ("Special Conditions"), attached herein and made an integral part of this Agreement, is reserved to cover particular circumstances, conditions or specific requirements as they arise from the demands of the Program.

The Subrecipient agrees to carry out its obligations under this Agreement in compliance with all the requirements described in **Exhibit F**, as well as those set forth in the aforementioned **Exhibit G** attached to this Agreement.

XI. INSURANCE & BONDING

The Subrecipient shall carry sufficient insurance coverage and bonding from insurers licensed to conduct business in the Government of Puerto Rico to protect all contract assets from loss due to any cause, including but not limited to theft, fraud, and/or physical damage. The Government of Puerto Rico, the Puerto Rico Department of Housing and the U.S. Department of Housing and Urban Development shall be named as additional insured on all such insurance. The Subrecipient shall meet all other insurance requirements as the PRDOH may impose from time to time. In addition, all insurance carriers and bonding companies shall meet minimum size and financial stability/financial rating requirements as may be imposed by the PRDOH from time to time. Certificates of insurance shall be provided to the PRDOH and full and complete copies of the policies and/or bonds shall be provided to the PRDOH upon its request for same.

Notwithstanding the above, for construction or facility improvement performed by the subcontractors or third parties, the Subrecipient shall ensure that the subcontractors or third parties, at a minimum, comply with the bonding requirements at 2 C.F.R. part 200, subpart D.

A. <u>Required Coverage</u>

The SUBRECIPIENT shall keep in force and effect for the period beginning from the execution of the Agreement and ending at the completion of all services to be provided hereunder, insurance policies in compliance with the PRDOH's requirements as set forth in the **Exhibit I** ("Insurance Requirements") attached hereto and made an integral part of the SRA.

Upon the execution of this Agreement, the Subrecipient shall furnish PRDOH with original and two (2) certified copies of the insurance policies described in **Exhibit I** ("Insurance Requirements") and any other evidence PRDOH may request as to the policies' full force and effect.

Any deductible amount, under any of the policies, will be assumed in whole by the Subrecipient for any and all losses, claims, expenses, suits, damages, costs, demands or liabilities, joint and several of whatever kind and nature arising from the Agreement resulting from this solicitation by and between the Subrecipient and PRDOH.

The PRDOH shall not be held responsible under any circumstances for payments of any nature regarding deductibles of any Commercial Liability Policies for the aforementioned SRA.

B. Endorsements

Each insurance policy maintained by the Subrecipient must be endorsed as follows:

- 1. PRDOH, Government of Puerto Rico, HUD and its officers, agents and employees are named as additional insured (except Worker's Compensation) but only with respect to liability arising out of tasks performed for such insured by or on behalf of the named insured.
- 2. To provide waiver of subrogation coverage for all insurance policies provided or herein in favor of PRDOH and its respective officers, agents, and employees.
- 3. The insurer shall be required to give PRDOH written notice at least **thirty (30) days** in advance of any cancellation in any such policies.

The Subrecipient shall furnish to PRDOH, prior to commencement of the work, certificates of insurance from insurers with a rating by the A.M. Best Co. of B+ and five (5) or over on all policies, reflecting policies in force, and shall also provide certificates evidencing all renewals of such policies. Insurers shall retain an A.M. Best Co. rating of B+ and five (5) or over on all policies throughout the term of this Agreement and all policy periods required herein. The insurance company must be authorized to do business in Puerto Rico and be in good standing.

C. <u>Related Requirements</u>

The Subrecipient shall furnish original Certificates of Insurance evidencing the required coverage to be in force on the Effective Date of this Agreement. In the case of Payment and Performance Bond, Certificate of Authority, Power of Attorney and Power of Attorney License issued by the Commissioner of Insurance shall be furnished.

PRDOH will execute this agreement conditioned to the submission of documentation evidencing the required insurance coverage within <u>thirty (30) days</u> of the signing of the agreement. Failure to comply with the aforementioned requirement may result in the withholding of reimbursements or the termination of the agreement. Moreover, the required documentation must be received prior to the subrecipient commencing work. No subrecipient or its authorized representatives are to begin their responsibilities under the agreement prior to full compliance with this requirement and notification from PRDOH to proceed.

Renewal Certificates of Insurance or such similar evidence is to be received by the Contract Administration of the Legal Division and/or the Finance area of the CDBG-MIT Program prior to expiration of insurance coverage. At PRDOH's option, non-compliance will result in one or more of the following actions: (1) The PRDOH will purchase insurance on behalf of the Subrecipient and will charge back all cost to the Subrecipient; (2) all

payments due the Subrecipient will be held until the Subrecipient has complied with the SRA; and/or (3) The Subrecipient will be assessed **Five Thousand Dollars (\$5,000.00) for** every day of non-compliance.

The receipt of any certificate does not constitute agreement by PRDOH that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are following the requirements of the Agreement. The insurance policies shall provide for **thirty (30) days** written notice to be given to PRDOH in the event coverage is substantially changed, cancelled or non-renewed.

The Subrecipient shall require all subcontractors or consultants to carry the insurance required herein or the Subrecipient, may provide the coverage for any or all of its subcontractors and if so, the evidence of insurance submitted shall so stipulate and adhere to the same requirements and conditions as outlined above.

The Subrecipient expressly understands and agrees that whenever the Subrecipient is covered by other primary, excess, or excess contingent insurance that, any insurance or self-insurance program maintained by PRDOH shall apply in excess of and will not contribute with insurance provided by the Subrecipient under this Agreement.

XII. CDBG-DR POLICIES AND PROCEDURES

In addition to what is established in this Agreement, the Subrecipient shall comply with all CDBG-DR program specific and general policies and procedures, including, but not limited to, the Subrecipient Management Policy, OS&H Guideline, MWBE Policy, URA & ADP Guidelines, Cross Cutting Guidelines, AFWAM Policy, Section 3 Policy, Language Access Plan, Personally Identifiable Information, Confidentiality, and Nondisclosure Policy and Conflict of Interest and Standards of Conduct Policy, as found in the CDBG-DR Website (<u>https://cdbg-dr.pr.gov/en/resources/policies/</u>), which are herein included and made integral part of this Agreement, as they may be updated from time to time, procurement policies and procedures in accordance with the federal procurement rules and regulations found in 2 C.F.R. § 200.318 through §200.327, and reporting requirements as established by the PRDOH.

XIII. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

The Subrecipient must be registered in the System for Award Management (SAM) and shall maintain its registration active during contract performance and through final payment. The Subrecipient is responsible during performance and through final payment for the accuracy and completeness of the data within SAM. Failure to maintain registration in SAM can impact obligations and payments under this Agreement. The evidence that the subrecipient is registered and active in SAM must be received prior to the subrecipient commencing work. No subrecipient or its authorized representatives are to begin their responsibilities under the agreement prior to full compliance with this requirement and notification from PRDOH to proceed.

XIV. FORCE MAJEURE

In the event of a fire, flood, earthquake, natural disaster, hurricane, riot, act of governmental authority in its sovereign capacity, pandemic officially declared by the Government of Puerto Rico, strike, labor dispute or unrest, embargo, war, insurrection or civil unrest, any Force Majeure including inclement weather, herein collectively referred to as Force Majeure during the term of this Agreement, neither the PRDOH nor the Subrecipient shall be liable to the other party for nonperformance during the conditions created by such event.

The Subrecipient shall notify, as soon as possible, the PRDOH of the occurrence of the *Force Majeure* event and describe in reasonable detail, the nature of the *Force Majeure* event.

XV. INDEPENDENT CONTRACTOR

Nothing contained in this Agreement, as amended, is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. The Subrecipient shall at all times remain an ''independent contractor'' with respect to the efforts to be performed under this Agreement. The PRDOH shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent entity.

XVI. ASSIGNMENT OF RIGHTS

The Subrecipient shall not assign or transfer any interest in this Agreement, as amended, without the prior written consent of the PRDOH.

XVII. SEVERABILITY

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

XVIII. SECTION HEADINGS AND SUBHEADINGS

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

XIX. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS

A. Consolidation or Merger

In the event that the signing party (e.g. Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH moves for a consolidation or merger with another entity (private or public), by its discretion or otherwise, written notice of such decision or event shall be delivered to the PRDOH <u>at least</u> fifteen (15) days prior to the effective date of the consolidation or merger. The notice shall include, but not limited to, a description of: the expected effective date of the consolidation or merger; name of each of the constituent entities moving to consolidate or merge into the single resulting or surviving entity; the proposed name of the resulting entity (in case of a consolidation) or the name of the surviving entity (in case of a merger) if necessary; reference to the projected capacity of the resulting or surviving entity to comply with the terms, conditions, obligations, tasks, services, and performance goals or requirements included in the Agreement as well as its Exhibits or Attachments; and a brief summary of the proposed plan to achieve the transition of duties (Scope of Work or Scope of Services), tasks, and performance goals or requirements to the resulting or surviving entity.

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

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

B. Change of Name

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

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

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

C. <u>Dissolution</u>

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

XX. NON-WAIVER

The PRDOH's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the PRDOH to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XXI. BANKRUPTCY

In the event that Subrecipient files for bankruptcy protection, the Government of Puerto Rico and PRDOH may deem this Agreement null and void, and terminate this Agreement without notice.

XXII. GOVERNING LAW: JURISDICTION

This Agreement, as amended, shall be governed by, interpreted and enforced in accordance with the laws of the Government of Puerto Rico and any applicable federal daws and regulations. The Parties further agree to assert any claims or causes of action that may arise out of this Agreement in the Puerto Rico Court of First Instance, San Juan Part.

XXIII. COMPLIANCE WITH LAW

It is the intention and understanding of the Parties hereto that each and every provision of law required to be inserted in this Agreement, as amended, should be and is inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted and if, through mistake or otherwise, any such provision is not inserted herein or is not inserted in correct form, then this Agreement shall forthwith, upon the application of any Party, be amended by such insertion so as to comply strictly with the law and without prejudice to the rights of any Party.

XXIV. SUBROGATION

The Subrecipient acknowledges that funds provided through this Agreement, as amended, are Federal funds administered by HUD under the CDBG-DR Program and that all funds provided by this Agreement are subject to audit, disallowance, and repayment. Any disagreement with adverse findings may be challenged and subject to Federal regulation, however, the Subrecipient shall promptly return any and all funds to the PRDOH, which are found to be ineligible, unallowable, unreasonable, duplication of benefits, or non-compensable, no matter the cause. This clause shall survive indefinitely the termination of this Agreement for any reason, in accordance with **Exhibit H** ("Subrogation and Assignment Provisions").

XXV. COMPTROLLER REGISTRY

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

XXVI. FEDERAL FUNDING

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

XXVII. RECAPTURE OF FUNDS

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 payments within **thirty (30) days** after the PRDOH issues notice of recapture to Subrecipient.

XXVIII. OVERPAYMENT

Subrecipient shall be liable to the PRDOH for any costs disallowed pursuant to financial and/or compliance audit(s) of funds received under this Agreement. Subrecipient shall reimburse such disallowed costs from funds other than those Subrecipient received under this Agreement.

XXIX. COUNTERPARTS

This Agreement, as amended, may be executed in any number of counterparts, each of whom shall be deemed to be an original, however, all of which together shall constitute one and the same instrument. If the Agreement is not executed by the PRDOH within **thirty (30) days** of execution by the other party, this Agreement shall be null and void.

XXX. SURVIVAL OF TERMS AND CONDITIONS

The terms and conditions of this Agreement, as amended, related to the following subjects shall survive the termination or expiration of this Agreement: interpretive provisions; consideration; warranties; general affirmations, federal assurances, federal and state certifications; CDBG-DR and state funding, recapture of CDBG-DR and/or state funds, overpayment of CDBG-DR and/or state funds; ownership and intellectual property, copyright; records retention methods and time requirements; inspection, monitoring and audit; confidentiality; public records; indemnification and liability; infringement of intellectual property rights; independent contractor relationship; compliance with laws; notices; choice of law and venue; severability; dispute resolution; consolidations, mergers, change of name, and dissolution. Terms and conditions that, explicitly or by their nature, evidence the Parties' intent that they should survive the termination or expiration of this Agreement shall so survive.

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

PUERTO RICO DEPARTMENT OF HOUSING, CDBG-DR Grantee

By: ______ Name: William O. Rodríguez Rodríguez Title: Secretary

CONSUR

By:

Luis Irizarry Pabón Mayor of the Municipality of Ponce CONSUR Member of the Board

BV Ángel Luis Torres Ortiz Mayor of the Municipality of Yauco

CONSUR Member of the Board

Bv:

Ismael Rodríguez Ramos Mayor of the Municipality of Guánica CONSUR Member of the Board

Bv: Jayson Martínez Maldonado

Mayor of the Municipality of Lajas CONSUR Member of the Board

By:_ Gregory Gonsález Souchet Mayor of the Municipality of Peñuelas CONSUR Member of the Board

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By:_____Raúl Rivera Rodríguez Mayor of the Municipality of Guayanilla CONSUR Member of the Board



SCOPE OF WORK

HOUSING SEISMIC REHABILITATION AND RECONSTRUCTION PROGRAM (SR2)

CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

I. Program Overview/Background

On December 28, 2019, an increase in seismicity started an earthquake sequence with an event of magnitude 4.7 that shook the population of Puerto Rico. On January 7, 2020, a 6.4 magnitude earthquake displaced thousands of Puerto Ricans from their homes and resulted in extensive damage to the Island's built environment including individual homes and critical infrastructure. As a result of the continuous seismic activity on the Island, the Governor of Puerto Rico requested the President of the United States to declare an expedited major disaster. Following these events, on January 7, 2020, the President signed the major disaster declaration DR-4473-PR which initially authorized assistance for emergency protective measures.

Moreover, Public Law 116-20 of June 6, 2019, appropriated \$2,431,000,000 through the Community Development Block Grant - Disaster Recovery (**CDBG-DR**) program. The funds were to be used to address specific infrastructure needs of select 2017 disasters, remaining unmet disaster recovery needs for disasters in 2018 and 2019, and provide any remaining funds to support mitigation activities for 2018 disasters. On January 2021, HUD published the Federal Register Notice Vol. 86 No. 3 (Wednesday, January 6, 2021), 86 FR 569, in which Puerto Rico was allocated a total of \$36,424,000. As per the Federal Register 86 FR 569, the Municipalities of Guánica, Yauco, Guayanilla, and Ponce were the HUD-identified Most Impacted and Distressed (**MID**) areas, and these were required to be given funding priority in the recovery from the disasters caused by the 2019-2020 seismic sequence. Additionally, as of May 11, 2020, HUD identified a total serious unmet need of \$29,748,906 for the housing sector in the MID area.

Understanding the allocation requirements to prioritize housing, as well as the identified MID area's unmet needs, PRDOH developed the Housing Seismic Rehabilitation and Reconstruction Program (**SR2 Program**). According to the Scope of Work (**SOW**) detailed below, the SR2 Program will provide assistance to homeowners to repair damaged homes or rebuild substantially damaged

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homes in place. The reconstruction of substantially damaged homes will allow otherwise displaced families to return safely to their homes.

II. National Objective

All CDBG-DR-funded activities must meet at least one (1) of the three (3) HUD national objectives defined in the authorizing statute of the CDBG Program at 104(b)(3) of the Housing and Community Development Act of 1974 (HCDA), as amended, 42 U.S.C. § 5305:

- Benefit to low- and moderate-income persons (LMI)
 - o LMI Job Creation/Retention 24 C.F.R. § 570.483 (b)(4);
 - o LMI Area Benefit 24 C.F.R. § 570.483(b)(1);
 - o LMI Limited Clientele (microenterprises) 24 C.F.R. § 570.483(b)(2);
- Urgent Need (UN) 24 C.F.R. § 570.483(d)
- Prevention or Elimination of Slums or Blight (SB)

It is anticipated that projects or activities funded through the SR2 Program will meet the **LMI national objective**.

III. Program Description

The SR2 Program will assist eligible homeowners to repair damaged homes or rebuild substantially damaged homes in place. Homes become eligible for reconstruction when the property estimated cost of repair exceeds \$60,000 as confirmed through a program inspection, the property is determined to be substantially damaged by an authority having jurisdiction, or a feasibility inspection determines that reconstruction is required. Homes meeting this damage threshold will be reconstructed to include resilient measures in structural materials. In sum, eligible homeowners may be awarded up to \$60,000.00 for home rehabilitation. The maximum award for reconstruction is \$185,000.00. While a maximum award of \$265,500.00 will be available for reconstruction and elevation costs for homeowners that applied for the elevation of their homes and such elevations are determined to be feasible.

However, as stated before, homes that may not be rebuilt in place due to legal, engineering, or environmental constraints (permitting, extraordinary site conditions, etc.) will not be reconstructed.

The total allocation for the SR2 Program will be up to thirty-four million four hundred twenty thousand six hundred eighty dollars (**\$34,420,680.00**).¹ The

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¹ HUD has allocated \$36,424,000 CDBG-DR grant to Puerto Rico to assist in the recovery of the earthquakes that impacted the southern part of the Island in 2019 and its aftershocks in early 2020 (DR-4473-PR). From this allocation, \$34,420,680.00 has being allocated to the SR2 Program; \$1,821,200.00 will cover Administrative activities; and the remaining \$182,120.00 will be used for Program Planning activities. Furthermore, no less than \$29,139,200 must be expended for unmet needs recovery in the MID areas.

aforementioned budget is distributed in four (4) set-asides, one for each of the Municipalities in the MID Area:

- Ponce: \$3,807,829.70
- Guayanilla: \$4,173,824.65
- Yauco: \$10,748,174.47
- Guánica: \$15,690,851.18

Key Activities

To implement the program objectives, key activities to be carried out by CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR), hereinafter, "SUBRECIPIENT", include but are not limited to:

- Application intake and eligibility reviews.
- Damage Assessments
- Duplication of Benefits calculations.
- Assistance to applicants throughout the application process.
- CDBG-DR compliance, recordkeeping, reporting, and monitoring.
- Construction work and construction inspection services utilizing internal staff and/or contracted professional services.

IV. Tasks

The SUBRECIPIENT will serve as the overall SR2 Program Manager under this Subrecipient Agreement ("**SRA**" or "**Agreement**") with PRDOH. In this role, the SUBRECIPIENT will manage all major aspects of the Program. In addition to the tasks included herein, the SUBRECIPIENT shall perform any other task necessary for the proper performance of the services under the SRA that is in accordance with the tasks already assigned.

- May	Task Number	Task
P. MIX-	1.1	Office Configuration and Logistics
<u>×</u>	1.2	Project/Agreement Management
7	1.3	Document Control and Management
	1.4	Program Design and Outreach
-	1.5	Accounting and Reporting
M	1.6	Application Intake and Eligibility Review
· , / -	1.7	Environmental Review
har -	1.8	Project Design and Development Tasks
KNX -	1.9	Program Closeout
	1.10	Program-Based Reconsideration Requests

1.1 Office Configuration and Logistics

- 1.1.1 Set up offices and secure necessary equipment for these offices to function. Office spaces must be suitable for the services to be provided, and provide required visitor amenities such as on-site parking, restrooms, and comply with ADA accessibility requirements.
- 1.1.2 Secure or provide workspace items and materials such as furnishings and equipment for the offices (including such items as computers, printers, office materials, etc.).
- 1.1.3 Secure equipment and technologies required to support remote or virtual program operations (including items such as laptop computers and MiFi devices).
- 1.2 Project/Agreement Management
 - 1.2.1 Work closely with PRDOH to ensure timely delivery of Program activities, in accordance with the agreed-upon Program Schedule.
 - 1.2.2 Ensure adequate staffing levels to support Program activities funded in whole or in part by CDBG-DR, including human resources management.
 - 1.2.3 Utilizing internal staff and/or contracted professional services, provide a dedicated **Program Management team**, to efficiently and effectively carry out Program activities.
 - 1.2.4 Manage stakeholder and related communications.
 - .5 Manage outreach activities including but not limited to those included in the Program Guidelines, and draft related materials as determined by PRDOH (i.e. talking points, presentations, press releases, etc.).
 - 1.2.6 Regularly communicate potential risks, issues, and statuses with PRDOH, in the manner they arise.
 - Implement the Program in a compliant manner, per the CDBG-DR regulations, policies, procedures, and all applicable state, local, and federal regulations.
 - 8 Monitor and control team performance (including all staff and vendors under the SUBRECIPIENT's direct and indirect supervision) in accordance with established performance goals, regulatory compliance, and quality standards and recommend corrective action and/or performance plan for underperforming team members, subcontractors,

1.2.5 1.2.7 1.2.8

vendors, or other staff.

- 1.2.9 Lead and review all program monitoring activities to prepare and present reports, data, documents, or other information as required by PRDOH, HUD, the US Office of Inspector General (OIG), or other oversight entities.
- 1.2.10 Act as a point of contact between PRDOH or its representative, applicant-entities, and elected officials for all Program issues. Lead, coordinate, and facilitate all necessary high-profile, program-wide public presentations and meetings, applicant-entity meetings, and government or non-government stakeholders' meetings.
- 1.2.11 Create, maintain, and control project plan which includes clear critical path, task dependencies, identified slack resource allocation (including human and other resources), and activity status.
- 1.2.12 Deliver staff listed in Exhibit C (**Key Personnel**) promptly to support program demands, which may increase, decrease, or change throughout the program life cycle. Ensure sufficient staff is available at all times to support program operations in a timely and efficient manner.
- 1.2.13 Establish, communicate, and enforce standard, efficient, and streamlined processes and strategies to support delivery of program goals, risk management, quality assurance, stakeholder management, and change management; engage in total quality management practices to regularly evaluate the effectiveness of established processes and implement change when needed. Processes may be subject to PRDOH review and approval.
- 1.2.14 The SUBRECIPIENT may carry out its obligations under the Agreement, via self-performed services, or via contracted professional services, either procured by the SUBRECIPIENT or by the PRDOH. The SUBRECIPIENT shall describe the tasks, goals, or activities expected to be carried out by the behalf. In the event of on its contractors underperformance or noncompliance attributed to the SUBRECIPIENT shall resume the contractors, the performance of its tasks, goals, activities, and obligations. If underperformance or noncompliance is attributed to PRDOH's procured professional services, the SUBRECIPIENT shall notify the PRDOH of such event. Corrective action or even termination of the contracted professional services

may proceed. Procurement of professional service contractors and performance goals required from these contractors must be submitted to PRDOH and must be compliant with the rest of this Agreement.

- 1.2.15 The PRDOH and the SUBRECIPIENT will share responsibility for the management of the resources and contracted professional services procured by the PRDOH to assist the SUBRECIPIENT with the execution of any of the tasks, goals, or activities related to the Program.
- 1.2.16 Ingrain transparent, regular reporting to ensure stakeholders of all levels and importance remain informed and empowered to make decisions and report on issues such as, but not limited to risk, program progress, milestones achieved, performance issues, program successes, compliance concerns, and program demographics.
- 1.2.17 Maintain a complete understanding of all applicable Program policies, requirements, procedures, and guidelines; and shall possess knowledge of regulatory and statutory compliance requirements for CDBG-DR and similar programs/projects. Ensure all program participants, including applicant-entities, vendors, and stakeholders are aware of all policy changes.
- 1.2.18 Manage day-to-day operations, improve processes for quality and efficiency, and recommend policy changes.
- 1.2.19 Implement the Program in a compliant manner, per the Program policies and procedures and all applicable state and federal regulations. Follow monitoring policies and procedures as directed by PRDOH.
- 1.2.20 Comply with PRDOH directives that may arise during the Program implementation phase in order to meet Program progress goals and objectives.
- 1.2.21 Regularly communicate potential risks, issues, and statuses about the Program with the PRDOH.
- 1.2.22 Collaborate with the PRDOH by complying with information requests that aid to ensure that the media and the general public remain informed through media messages, community outreach, public relations, and public education efforts.
- 1.2.23 Coordinate with the PRDOH Information Technology (IT) services when technical system needs arise.

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- 1.2.24 Notify Applicants once their award application is complete and inform Applicants if the award has been approved or denied and the amount and terms of the award, if approved.
- 1.2.25 Ensure consistent and timely treatment of all Applicants and Applications and take all precautions necessary to avoid delays in the processing of Applications.
- 1.3 Document Control and Management
 - 1.3.1 In accordance with HUD regulations, follow the records retention requirements as cited in 24 C.F.R. § 84.53, which includes: financial records, supporting documents, statistical records and all other pertinent records. Following PRDOHs' CDBG-DR Recordkeeping Management & Accessibility Policy; records must be maintained for five (5) years. All the Applicants' records and information will bekept in a recordkeeping system.
 - 1.3.2 Coordinate with PRDOH a clearly defined process for acquiring, organizing, storing, retrieving, and reporting on financial records and project and activity records.
 - 1.3.3 Store, archive, and retrieve electronic images of all paper documents, applicant-related emails, correspondence, training material, policies and procedures, and other documents or materials as may be required. All the Applicants' records and information will be kept in a recordkeeping system.
 - 1.3.4 Ensure all project information and documentation is available at all times in the system of record.
 - 1.3.5 Any systems, tools, or technology provided must meet Personal Identifiable Information (PII) requirements as outlined in the Privacy Act of 1974, 5 U.S.C. § 552(a) (Privacy Act), 24 C.F.R. Part 5, and PRDOHs' policy for protection of PII.
 - 1.3.6 Provide sufficient, appropriate document control and management to meet the financial and documentation requirements for CDBG- DR grants. At a minimum, the following records are required:
 - 1.3.6.1 Records providing full description of each activity;
 - 1.3.6.2 Records verifying that activity meets national and grant objective;





- 1.3.6.3 Records related to demonstrating eligibility of activities;
- 1.3.6.4 Records required to document activity related to real property;
- 1.3.6.5 Records documenting compliance with Davis-Bacon Act, Work Hours and Safety Standards Act, the Copeland "Anti- Kickback" Act, Minority Business Enterprise, Women Business Enterprise, Section 3 of the Housing and Urban Development Act of 1968, fair housing and equal opportunity requirement, as applicable;
- 1.3.6.6 Financial records and reports required by the Program; and
- 1.3.6.7 Records supporting any specific requirements of the Program or the CDBG-DR allocations.
- 1.3.7 Any other task necessary for the proper document control management.
- 1.4 Program Design and Outreach

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- 1.4.1 Develop and promote outreach activities in order to increase applicant engagement.
- 1.4.2 Prepare and maintain the overall **project plan** for the Program.
- 1.4.3 Develop and implement Program policies and templates, in collaboration with the PRDOH, required for the implementation and administration of the Program (i.e. Program Guidelines, Standard Operating Procedures (SOP), Forms, Contracts, Correspondence, Applications, etc.), as applicable.
- 1.4.4 Conduct procurement and/or provide assistance to PRDOH to perform procurements, as needed. Every process of procurement of goods and services shall comply with federal procurement rules and regulations found in 2 C.F.R. § 200.318 through § 200.327.
- 1.4.5 Provide PRDOH with required documentation and information as specified in Federal Register Vol. 83, No. 28 (83 FR 5844) for posting on the PRDOH Disaster Recovery Website (<u>www.cdbg-dr.pr.gov</u>). Provision of non-essential information (when requested) such as bulletins, newsletters, or marketing materials for publication on PRDOH Disaster Recovery Website.

1.5 Accounting and Reporting

- 1.5.1 The SUBRECIPIENT shall adhere to PRDOH's financial management policies and procedures as outlined in its manual, the Program Guidelines, or policies and procedures for this Program, including but not limited to:
 - 1.5.1.1 Establish a separate bank account to receive payments from PRDOH of HUD CDBG-DR funds that provide the funding for disbursement and subsequently disburse payments.
- 1.5.2 Account and reporting of uses of CDBG-DR funds, including but not limited to information on National Objectives met, beneficiary demographics, and project completion status.
- 1.5.3 All the Applicants' records and information will be kept in a recordkeeping system.
- 1.5.4 Submit regular Monthly Progress Reports and ad-hoc reports, as necessary, to PRDOH, in the form and with the content specified and required by PRDOH, in the frequency or form determined by PRDOH at the moment of request, given that enough time is provided to comply with the request.
- 1.5.5 The data requested to provide reports related to applications received for the SR2 Program will be in the recordkeeping system. The SUBRECIPIENT is responsible for informing PRDOH of programming needs that prevent such reports from being provided in a requested time.
- 1.5.6 Follow monitoring policies and procedures as directed by PRDOH.
- 1.5.7 Provide status reports on a regular basis to keep PRDOH informed of progress.
- 1.5.8 As requested, meet with PRDOH to discuss the status of the program, applicant concerns, and any other issues that may have arisen during the administration of the assigned Program.
- 1.5.9 Provide PRDOH with project progress reports on demand, as well as access to the project management system for PRDOH to monitor the project.
- 1.5.10 Report on information that includes project activity deemed critical by PRDOH.
- 1.5.11 Compile and review information necessary to prepare



reports required under HUD regulations.

- Account for and reconcile: (a) all federal funds requested 1.5.12 and drawn from HUD and awarded to award recipients; (b) all funds returned by Applicants; and (c) all funds deposited by Applicants to reduce duplicative benefits potential award gap, and any other funds as applicable.
- Reconcile with PRDOH, on an established periodic basis, a 1.5.13 complete inventory of all items furnished by PRDOH or funded by the CDBG-DR grant, including items such as equipment, furniture, computers, phones, laptops, network printers, network equipment, etc., if applicable.
- Review and submit recommendations for approval of 1.5.14 CDBG-DR funding requests if needed.
- Review requests for payment from Contractors for CDBG-1.5.15 DR awards. This will include review of all reimbursement of eligible costs as well as cost feasibility.
- 1.6 Application Intake and Eligibility Review
 - Develop procedures and methods to allow the public to 1.6.1 become aware of SR2 Program benefits, application process, required documentation, and eligibility criteria.
 - Utilizing internal staff and/or contracted professional 1.6.2 services (for example, Program Managers), SUBRECIPIENT shall perform the application intake process and the eligibility process.
 - To complete the application intake process and the eligibility review, and utilize internal staff and/or contracted professional services, the SUBRECIPIENT shall perform:²
 - Duplication of Benefits analysis (DOB), in accordance with Stafford Act (42 U.S.C. §5155), including but not limited to acquiring documentation, reviewing benefits, and determining unmet needs;
 - Proof of Damage evaluation
 - Damage assessments
 - Work in Place Estimates (WIP) and Applicant Initiated analysis (when applicable, Reconstruction (AIR)

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² The damage assessments, appraisals, and the environmental reviews are expected to undergo QA/QC reviews by identified SUBRECIPIENT's internal personnel or a contracted professional service provider. A QUALITY ASSURANCE (QA) review implies a planned and systematic production process that provides confidence that the policy and procedures of the Program are being executed as planned. A QUALITY CONTROL REVIEW (QC) implies testing to ensure that the policy and procedures of the Program are being executed as planned.

according to the Program Guidelines)

- Household composition and income verification
- Property type evaluation and Ownership certification
 analysis
- Flood insurance coverage evaluation (when applicable, according to the Program Guidelines)
- Appraisals
- Environmental reviews
- Preliminary Eligibility Determinations
- 1.6.4 Ensure that Applicants meet all eligibility criteria and do not fall within any of the ineligibility categories. All analyses made must be properly documented.
- 1.6.5 Ensure that all supporting documentation and information is included in the application file. Notify Applicants if their application is missing documentation.
- 1.6.6 Perform validation and determine pass or fail on each eligibility checklist item.
- 1.6.7 When applicable, SUBRECIPIENT shall notify applicants a preliminary eligibility determination, with an explanation of funding sources, restrictions, and a description of required next steps.
- 1.6.8 When applicable, SUBRECIPIENT shall notify an ineligibility determination according to the criteria established in the SR2 Program Guidelines.
- 1.6.9 Properly document and submit comments for all determinations, decisions, and/or clarifications undertaken. Ensure every application file is supported with enough comments and notes that all third parties reviewing files can understand the reason why checklist items were passed or failed and can follow the entire process from intake to final determination and closeout.
- 1.6.10 Ensure that all stated uses of funds are eligible.
- 1.7 Environmental Review

Utilizing internal staff and/or contracted professional services, SUBRECIPIENT shall perform all necessary Environmental Services including the following examples of roles and responsibilities:

- a) Maintain awareness, knowledge, and applicability of most recent federal and local environmental laws, regulations, and policies that may apply to PRDOH's CDBG-DR projects.
- b) Support environmental evaluations to determine the eligibility of projects for SR2 Program under CDBG-DR.

- c) Lead the coordination and preparation of environmentalrelated studies, analysis of impacts, and recommendations for projects under CDBG-DR programs.
- d) Participate in the identification of current best practices and cost-effective solutions required to be considered in construction documentation.
- e) Lead the coordination and preparation of all required documentation to comply with the National Environmental Policy Act (NEPA), 24 C.F.R. part 58, as well as all applicable environmental related laws and regulations in Puerto Rico.
- f) Prepare, complete and submit to PRDOH, for review and approval, all documents for Environmental Review of project(s).
- preparation all g) Lead the coordination and of documentation required to accomplish environmental reviews, for example: project description, maps, photographs, studies, consultation, and other public notices, programmatic correspondence, agreements, etc.
- Provide all necessary support to the PRDOH to develop and process activities regarding requests for release of funds for CDBG-DR programs.
- i) Lead the coordination of monitoring activities for environmental compliance during the construction of projects.
- j) Conduct the environmental reviews for this Program concurrently with the damage assessment when feasible.
- k) Complete the environmental reviews prior to determining Program assistance to be offered to an eligible applicant.
- I) Conduct the Environmental Review following the "tiered" approach specified in the SR2 Program Guidelines.

1.8 Project Design and Development Tasks

1.8.1 The SUBRECIPIENT will prepare and submit all necessary documentation related to proposed projects for development under this Program. Proposed projects documentation shall demonstrate compliance with all eligibility requirements established in the SR2 Program Guidelines and must be submitted as instructed by PRDOH. Submitted documentation must comply with the CDBG-DR funds requirement which can only be used on costs that are defined within the Program Guidelines and the scope of the CDBG-DR Earthquake Allocation Action Plan. In this role, the SUBRECIPIENT will manage all major aspects of the Program. The SUBRECIPIENT must work closely and regularly with the PRDOH to identify and

accomplish the tasks at hand. The SUBRECIPIENT may be required to coordinate with other firm(s), contracted by the PRDOH, which will be providing services for other CDBG-DR Programs.

- The SUBRECIPIENT shall submit to PRDOH a revised 1.8.2 Organizational Structure Chart presenting each position, necessary to perform all tasks of this Agreement. The Organizational Structure Chart shall identify which positions will be provided by SUBRECIPIENT's employees which positions will be provided through and subcontracted professional services. The Organizational Chart must be submitted within ten (10) business days after the signing of the Agreement. For each professional service to be contracted, the SUBRECIPIENT shall submit to the PRDOH a plan for procurement of services including the following information: service description, schedule of request announcement, and estimated cost of service. The SUBRECIPIENT shall submit to the PRDOH the request for authorization of key personnel that will perform services for the positions established in Exhibit C (Key Personnel) of this Agreement. The PRDOH will provide necessary forms to SUBRECIPIENT for authorization requests of employees. The PRDOH will not reimburse the SUBRECIPIENT for work performed by employees without an authorization before performing work. Any and all information concerning this matter will be documented in the recordkeeping system.
 - 8.3 Conduct the rehabilitation and reconstruction work for the SR2 Program using a **design-build methodology** as the project delivery system. This will require the procurement of design and construction services from a "**Construction Manager**".
 - Utilizing internal staff and/or contracted professional services, the SUBRECIPIENT shall perform all required Construction Services. To acquire professional services, the SUBRECIPIENT shall comply with applicable procurement processes. The SUBRECIPIENT will submit the procurement package for Design-Build Services to PRDOH for record-keeping purposes.

1.8.5

- The SUBRECIPIENT will develop and maintain a pool of qualified Construction Managers through RFP processes for implementing the demolition, rehabilitation, and reconstruction activities. The SUBRECIPIENT shall manage a qualified pool of Construction Managers by monitoring financial capacity (based on bonding and financial limitations) and technical capacity.
- 1.8.6 Utilizing internal staff and/or contracted professional

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services, the SUBRECIPIENT will actively manage and monitor the activities of the Construction Managers and will regularly review their responsiveness and performance.

- 1.8.7 By means of internal staff and/or contracted professional services, the SUBRECIPIENT shall prepare all necessary construction documents for project development and implementation for the project approved by the PRDOH. This Task includes preparation of all required construction documentation including, but not limited to, the following construction drawings examples: and technical specifications. property acquisition drawings and documentation, technical studies, and analyses required permits and endorsements, cost estimates, construction schedule (CPM), and all necessary construction bid documentation. During the preparation of the abovementioned documents, the SUBRECIPIENT may choose to incorporate resilient materials, concrete, as well as resilient characteristics, seismic restraints for equipment and if applicable windstorm resistance for exterior windows following up to date building codes.
- 1.8.8 During the performance of this Task, the SUBRECIPIENT shall conduct and complete the required deliveries for PRDOH. The submissions of construction documentation will be delivered in compliance with established benchmarks. They will be subject to revision and must demonstrate the progress of work in compliance with the roles and responsibilities specified in the procurement process. Delivery timelines and deadlines shall be coordinated with the PRDOH before commencing the design development of project.
- 1.8.9 Utilizing internal staff and/or contracted professional services, SUBRECIPIENT shall perform Milestone Inspections throughout the demolition, abatement, rehabilitation and reconstruction processes. Milestone inspections serve the purpose of: (1) evaluating the Construction Managers' progress; (2) confirming that local building codes and Program standards have been satisfactorily met; and (3) confirming that all requirements of the contracts and Work Orders have been met to all parties' satisfaction. SUBRECIPIENT will monitor the performance of the Construction Manager (and/or contractor) by using the Timelines and Performance Goals as stated in **Exhibit B**.

1.9 Program Closeout

1.9.1 Ensure that all program funding has been expended as

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stipulated in the terms of the grant agreement and suppliers have completed all tasks required by the award to the applicant.

- 1.9.2 Ensure that all payments for tasks performed as related to the applicants and their awards have been performed.
- 1.9.3 Ensure that all applicable PRDOH quality control reviews have been completed.
- 1.9.4 Ensure that all supporting documentation, information, and log of applicant communications is included in the application file.
- 1.9.5 Ensure that the applicant was able to obtain flood insurance, if applicable, after program funded activities are completed.
- 1.9.6 Ensure compliance with 2 C.F.R. 200 Subpart F, 24 C.F.R. § 570.509, CPD Closeout Notices, and PRDOH CDBG-DR Closeout Process, as may be applicable to the application.

1.10 Program-Based Reconsideration Requests

- 1.10.1 Conduct Applicant issue resolution responding to applicant formal complaints and adjudicate programbased reconsideration requests, including complying with any Applicant Resolution procedure established by PRDOH.
- 1.10.2 Submit to PRDOH complaints received and identified resolution or mitigating action.
- 1.10.3 Submit and comply with information requested by PRDOH related to complaints or administrative reviews.

5. Time Performance

All program activities, including closeout, must be concluded within **thirty-six (36) months** of start date.

6. Budget

SUBRECIPIENT's budget for the delivery of the SR2 Program activities is thirtyfour million four hundred twenty thousand six hundred eighty dollars (\$34,420,680.00). The authorized and certified portion for this Agreement is one million eight hundred twenty-one thousand two hundred dollars (\$1,821,200.00).

END OF DOCUMENT

EXHIBIT B

TIMELINES AND PERFORMANCE GOALS

HOUSING SEISMIC REHABILITATION AND RECONSTRUCTION PROGRAM (SR2)

CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

1. PROGRAM OBJECTIVE:

The Housing Seismic Rehabilitation and Reconstruction Program (**SR2 Program**) focuses on the disbursement of economic assistance to eligible homeowners to repair damaged homes or rebuild substantially damaged homes in place. Eligible homeowners may be awarded up to \$60,000.00 for home rehabilitation. Moreover, homes become eligible for reconstruction when the property estimated cost of repair exceeds \$60,000.00 as confirmed through a program inspection, the property is determined to be substantially damaged by an authority having jurisdiction, or a feasibility inspection determines that reconstruction is required. The maximum award for reconstruction is \$185,000.00. However, a maximum award of \$265,500.00 will be available for reconstruction and elevation costs for homeowners that applied for the elevation of their homes and such elevations are determined to be feasible.

Timelines and Performance Goals for the SR2 Program are outlined below, and the CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR) required Program Management services tasks outlined in Exhibit A (Scope of Work).

The tasks and timelines and performance goals contained herein with a description of start and end period shall be completed in accordance with identified performance and timing of goals described for each application, which requires completion of the task.

Applicant cooperation is needed for several application-specific tasks. If the task cannot be completed due to non-responsiveness, non-cooperation, withdrawal, or other Applicant-initiated or Applicant-created barriers, the barrier shall be adequately documented in the recordkeeping system to demonstrate why completion of the task was not possible or not possible within established timeframes.

Subrecipient Agreement Between PRDOH and CONSUR For the Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Exhibit B-Timelines and Performance Goals Page 2/7

In accordance with Program Guidelines and this Agreement, PRDOH will perform monitoring and oversight functions of CONSUR's performance in carrying out the tasks contained in this **Exhibit B**, as necessary.

2. TERMS:

- Key Objective The major objectives the Program wants to achieve •
- Key Activity The activities necessary to carry out the Objective.
- Indicator The quantitative method used to demonstrate that the Key Activities have been performed.
- Source of Verification The documentation used to verify that the Indicators have been met, and thus the activities are complete.
- Target The goal for each of the Indicators.
- Timeline- The expected completion date or timeframe. The Subrecipient shall perform these tasks in the order, matter and form established by PRDOH as authorized by PRDOH.

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Subrecipient Agreement Between PRDOH and CONSUR For the Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Exhibit B-Timelines and Performance Goals Page 3 / 7

3. TIMELINES & PERFORMANCE GOALS

KEY Objective #1	KEY ACTIVITY	INDICATOR	SOURCE OF VERIFICATION	TARGET	TIMELINE
To provide grants to Eligible Applicants through the performance	1.1 Office Configuration and Logistics	RFP, Needs assessment, procurement process, inspection of rental spaces	Number of rental spaces visited, Rental contract, purchase receipts, passed inspection certification	 A fully prepared staff to implement the program efficient and effectively. 	Thirty (30) days
period of the Agreement.	1.2 Project/Agreeme nt Management	Needs assessment, RFP, staffing plan, job offer publication, implementation plan, compliance plan, number of community visits, number of community meetings,	Contracts, meeting minutes, assistance sheet, monthly reports, Organizational Chart, training certifications	 A highly qualified staff to meet the program's needs. 100% compliance. Efficient communication between parties. One (1) PRDOH approved Compliance Plan One (1) PRDOH approved 	Sixty (60) days
	1.3 Document Control and Management	Finance software, compliance plan, record keeping strategy	Software specifications and compatibility, monthly reports	 Implementation Plan Efficient and effective record keeping. Efficient and effective data sharing. 	Start in Quarter 4, 2022 ongoing until program closeout.
	1.4 Program Design and Outreach	Outreach plan, number of community visits, number of	Meeting minutes, assistance sheet, data gathered,	 One (1) PRDOH approved Outreach Plan. 	Start and finish: Quarter 4, 2022
		community meetings, implementation plan, RFP for the contractor		 100% of community meetings and visits as established in the Outreach Plan. 	Start: Quarter 1, 2023 End: Quarter 2, 2023



Subrecipient Agreement Between PRDOH and CONSUR For the Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Exhibit B-Timelines and Performance Goals Page 4 / 7

1.5 Accounting and Reporting	Invoice software, bank account, system of records, compliance plan	Account information, software specifics and compatibility, monthly reports and invoices	• Ensure an efficient financial and reporting system.	Starts in Quarter 4, 2022 until program closeout.
1.6 Application Intake and Eligibility Review	Outreach plan and strategies, number of community visits, number of community meetings, number of applications received, Applicant form, percentage of support provided to applicants.	Meeting minutes, assistance sheets, data gathered, applications list, applications approved, completed applicant forms	 100% of community meetings and visits as established in the Outreach Plan. List of applications. Report of support provided to applicants. 	Start: Quarter 1, 2023 End: Quarter 2, 2023
1.7 Environmental Review	Number of sites visited, amount and types of analysis performed, number of inspections, compliance plan	Inspection certifications signed by licensed architect or engineer, analysis results signed by a certified professional, list of sites visited.	 A safe and functioning project. Perform analysis and inspections in accordance with the amount of approved applications. List of sites visited. Evidence of the types of analysis performed. 	Start: Quarter 3, 2023 End: Quarter 4, 2025
1.8 Project Design and Development Tasks	Number of cases, construction plans, construction and post- construction inspections, applicant profile, design adjustment in accordance with	Site analysis and environmental review results, inspection reports, list of cases, construction plans, monthly	 Complete and compliant construction plans. Report of the profile of the applicants. Compliance with local laws and codes. 	Start: Quarter 3, 2023 End: Quarter 4, 2025



		applicant's needs,	reports.		
	/	compliance with local codes and laws.			
		codes and idws.			
1	.9 Program Closeout	Percent (%) of awards monitored; and number of annual report expenditures documented	Monthly reports, number of applications processed, number of grant agreements signed, number of funds disbursed.	 Begin closeout task after all funds have been expended, expenditures have been documented as compliant and a HUD national objective has been recorded. Complete application closeouts in compliance with PRDOH requirements. Perform final quality control review and collection of any outstanding documents and/or information required to ensure application file is complete prior to marking the case as closed. The application closeout process ends when the application file is marked closed, and the Applicant is notified in writing that their application has been closed. 	Throughout the life and until the end of the Agreement.



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1.10 Prog r am-	Percent (%) of	Monthly reports,	100% reconsiderations	Throughout the
Based	program-based	recordkeeping	responded.	life of the
Reconsideration	reconsideration	system, formal		Agreement.
Requests	requests processed,	communications		
	responded, and duly			CONSUR shall:
	notified to applicants			Compile all
	nonned to applicants			information
				required by
				PRDOH in order
				to resolve the
				complaint;
				Inform PRDOH
				of complaints
				received and
				identified
				resolution or
				mitigating
				action within
				five (5)
				business days
				of receipt of
				complaint;
				• Submit
				information
				requested by
				PRDOH related
				to complaints
				or
				administrative
				review requests
				within five (5)
				business days
				of request.

State Marine P	For the Housing Seismic Rehabili	Subrecipient Agreement Between PRDOH and CONSUR tation and Reconstruction Program under CDBG-DR Exhibit B-Timelines and Performance Goals Page 7 / 7
		The task is considered complete when all information has been submitted to PRDOH to resolve the complaint.

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EXHIBIT C KEY PERSONNEL

HOUSING SEISMIC REHABILITATION AND RECONSTRUCTION PROGRAM (SR2)

CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

Below is the Staffing Plan for the CDBG-DR **Housing Seismic Rehabilitation and Reconstruction (SR2)** Program which reflects a combination existing employees or new hired employees.

Note that the CONSUR is not required to hire or assign all the staffing positions listed in this document. The CONSUR must review and analyze its budget and staffing needs in order to decide what personnel will be required to fulfill the requirements of the SR2 Program.

Roles

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Municipal Administrative Staff:	Indicate with an "X" which Staff positions will be used for the SR2 Program
Executive Director	X
Deputy Executive Assistance	X
Compliance and Procurement Officer	X
Finance and Administrative Officer	X
Outreach and Communications Coordinator	X
Administrative Assistant	X

II. Roles Description:

Role	Description
Executive Director	Must ensure that the CONSUR is in full compliance with all HUD and PRDOH requirements, including administrative, financial, programmatic and technical. Responsible for Implementing oversight

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	mechanisms and developing all necessary policies, procedures, and tools to track progress and monitor performance of all components of the SR2 Program. Must ensure compliance with applicable local and federal rules, laws, and regulations. Must be knowledgeable of program requirements and cross- cutting Federal requirements. Responsible for overseeing and coordinating with compliance and finance managers. Must ensure transparency to the public regarding planned and actual use of funds.
Deputy Executive Assistance	 Write Section 3 and Language Access Plan. Develop and implement procedures to avoid duplication of benefits. Provide guidance on tracking and categorizing costs. Ensure annual audits are conducted and submitted. Distribute periodic status reports. Develop forms and procedures for PRDOH and QPR reporting. Review all subrecipient and contract agreements and tools. Develop closeout CDBG-DR Earthquake process for program. Draft job descriptions for all new positions. Conduct ongoing hiring and orientations. Oversee the performance review process. Ensure compliance with applicable labor laws, Section 3, and conflict of interest disclosures. Develop a detailed communications plan. Develop and maintain content for public facing website including summarizing recovery program status. Facilitate citizen outreach and engagement. Complete application review and inform applicants of status of application. Create system for maintaining all documents and information related to program. Develop detailed written flowcharts, processes, and application forms for implementing program.
	 Execute a written agreement with each beneficiary. Manage and implement program activities according to agreed-upon procedures.

		23. Submit information for Quarterly Progress Reports.
	Compliance and Procurement Officer	Responsible for the efficient management and coordination of all procurement-related services related to the SR2 Program. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements related to procurement package development and solicitation. Will work closely with PRDOH.
	Finance and Administrative Officer	Responsible for the efficient management and coordination of financial services for the SR2 program, including adherence to uniform financial standards found in 2 CFR § 200, program expense control and analysis, and budget preparation and analysis. Must ensure that the CONSUR is in full compliance with all HUD and PRDOH requirements related to financial responsibilities, timeliness of expenditures, and grant financial reporting requirements. Perform necessary tasks related to the efficient management and coordination of financial services for the SR2 program and ensuring that the CONSUR is in full compliance with all HUD and PRDOH requirements related to financial responsibilities, timeliness of expenditures and grant financial reporting requirements.
Ponn	Outreach and Communications Coordinator	Responsible for coordination and communication between the CONSUR, its citizens and the PRDOH. Must ensure compliance with Puerto Rico, PRDOH and HUD requirements related to communications protocols and standards.
D	Administrative Assistant	Responsible for performing office functions and routine administrative task such as writing correspondence, scheduling appointments, organizing and maintaining written and electronic files, or other coordination and communication as necessary.
l m Krig		END OF DOCUMENT



GOVERNMENT OF PUERTO RICO DEPARTMENT OF HOUSING

EXHIBIT D – SECTION 1 BUDGET

HOUSING SEISMIC REHABILITATION AND RECONSTRUCTION PROGRAM (SR2)

CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

Description of services

The Puerto Rico Department of Housing (PRDOH) has allocated funding for staff time and equipment or software to support program delivery activities, management, and leadership to CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (**CONSUR**), to work with the Municipalities of Guánica, Guayanilla, Lajas, Peñuelas, Ponce, and Yauco and assist affected homeowners.

CONSUR, through PRDOH, will procure a construction management firm to undertake construction and design activities. These firms, at the behest of CONSUR's leadership, will develop participatory recovery repair and reconstruction activities with residents of each Municipality.

Key deliverables and tasks include:

- 1. Analysis of Existing Conditions
- 2. Construction and Building Inspection
 - Design oversight

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- Data Analysis
- Public Engagement
- Plan Development
- Implementation Plan Development
- Overall, Grant Management functions
- 9. Finance, Invoicing and Contract Management functions
- 10. Procurement functions
- 11. Reporting functions

Subrecipient Agreement Between PRDOH and CONSUR For the Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Exhibit D – Budget Page 2 / 6

A combination of municipal staff and/or professional services may be utilized in the successful completion of Key Deliverables and the execution of required tasks. If utilized, in addition to programmatic tasks, vendors will also work with municipal staff who are supporting SR2 Program activities to build key skill sets associated with coordination, oversight, and management of planning efforts. Reimbursement will be provided for reasonable costs associated with specific planning and grant management activities within the following budget categories:

- 1. Staff
- 2. Professional Services
- 3. Operational Costs
- 4. Equipment

Rehabilitation, reconstruction and grant management activities will include, but are not limited to, the following as described in Exhibit A (<u>Scope of Work</u>) and Exhibit B (<u>Timeline and Performance Goals</u>):

- 1. Activities necessary to perform rehabilitation and reconstruction efforts.
- 2. Activities necessary for the monitoring, evaluation, and oversight of vendor activities and deliverables.

STAFFING	
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-	Position	Total Hours per Month [A]	Hourly Rate [B]	Number of Months Needed [C]	Avg. Cost per month E = [A] x [B]	Expected Cost for Program E=[A]x[B]x[C]
-	Administrative Staff					
~	Executive Director	80	\$100.00	36	\$ 8,000.00	\$ 288, 000.00
J	Deputy Executive Director	100	\$ 36.00	36	\$ 3,600.00	\$ 129,600.00
78° -	Procurement and Compliance Officer	100	\$ 29.00	36	\$ 2,900.00	\$ 104,400.00
-	Administrative and Financial Officer	80	\$ 29.00	36	\$ 2,320.00	\$ 83,520.00
	Administrative Assistant	140	\$ 21.50	36	\$ 3,010.00	\$ 71,880.00
-	TOTAL	500		36	\$ 19,830.00	\$ 677,400.00
-	Benefits			36	\$ 19,830.00 X 20 % \$ 3,966.00	X 20 % \$ \$135,480.00
-	Christmas Bonus				\$ 1,000.00	\$ 20, 000.00
				36	\$ 200.00	\$36,000.00
•		and Reconst	ruction Services			
[esources Cost:	\$ 868,880.00
-	Medical insurance Staff to assist with Rehabilitation	and Reconst		;		• •

PROFESSIONAL SERVICES

Services Name	Services Description	Budget
Project Manager	Construction and Design activities	\$380,848.00
Engineering, architectural, appraisals, Surveying and Mapping Services Environmental Specialist	Project development related activities	\$ 158, 972.00
Legal Services	Contracts, Claims, eligibility appeals,	\$0
Accounting	Financial operations, compliance, single audits	\$0
	Total Budget for Services to be Contracted:	\$539,820. 00

OTHER OPERATING

tem Name Item Description		Budget
Rentals	Rental of facilities or equipment for short term use related to activities necessary to carry out the tasks and activities described in this Agreement.	\$ 80,000.00
Media	Media, printing, promotions, or outreach.	\$ 50, 000.00
Travel and Mileage	ge Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the Program.	
Overhead	Operating and overhead are those costs that are part of the normal functioning of the office, and which provide benefits to	
	Municipal line of Credits Reimburses	\$ 52,500.00
	\$ 282,500.00	

EQUIPMENT

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ltem Name	Item Description	Budget
Software	Acquisition of Software applications, programs that run on a device, as the variable part of the computer and hardware.	\$ 100, 000.00
Computer Equipment	omputer Equipment Acquisition of office equipment: computers, and accessories.	
Office Equipment	Acquisition of office equipment: Office furniture's.	\$ 10, 000.00
	Total Expenses Budget:	\$ 130, 000.00

Nº A

PROJECT ACTIVITY DELIVERY COSTS					
STAFFING	Hourly rates and salaries	\$ 868,880.00			
PROFESSIONAL SERVICES	Allowance for Specialized Rehabilitation and Reconstruction Services	\$ 539,820.00			
OTHER OPERATING	Operational costs associated with delivery and implementation activities	\$ 282,500.00			
EQUIPMENT	Software, computers, office equipment, etc.	\$ 130,000.00			
GRAND TOTAL					

PRDOH reserves the right to adjust funding levels for each grantee and the allocation of the funding amounts for each planning component. Once Applicants are selected for award, PRDOH will determine the total amount to be awarded to any subrecipient, based upon the scope of services to be provided, funds available, and other factors that PRDOH may determine.

The PRDOH has initially identified key positions that each team must provide following the organizational structure of resources as presented in the next figure.

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Subrecipient Agreement Between PRDOH and CONSUR For the Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Exhibit D – Budget Page 5 / 6



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BUDGET RE-DISTRIBUTION

- a) The Subrecipient may request in writing to the PRDOH a re-distribution of the Maximum Authorized Budgets shown above without exceeding the Total Authorized Budget.
- b) The PRDOH will evaluate the re-distribution request to validate purpose and balance of funds, and if determined the re-distribution is in benefit for the Program and the balance of funds is validated, the PRDOH will provide written authorization to the Subrecipient. Until the written authorization is submitted by the PRDOH, the redistribution 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

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Exhibit E

GOVERNMENT OF PUERTO RICO

Contract Code: 3689 Type: RequisitionV2 Original Registered Code:

CERTIFICATION OF FUNDS

Requested on behalf: CDBG-DR Director

The Finance Division certifies the availability of the following funds:

Contracting Of: Source of Funds:	Consorcio del Sur (CONSUR) 14.228 CDBG Funds
For:	Housing Seismic Rehabilitation and Reconstruction Program (SR2). First portion
	of \$4,651,844.
Amount:	\$1,821,200.00

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

Grant	Area / Project	Activity Code	Category Description	Account	Amount
B-19-DF-72-0001		eqa01adm-doh-na	A - Subsidy	6090-01-000	\$91,087.00
B-19-DF-72-0001	and a first state of the second state of the s	eqh03hrr-gnc-lmi	H - Program Subsidy	6090-01-000	\$784,542.56
B-19-DF-72-0001		eqh03hrr-gyl-lmi	H - Program Subsidy	6090-01-000	\$208,691.23
B-19-DF-72-0001	1	eqh03hrr-pon-lmi	H - Program Subsidy	6090-01-000	\$190,364.49
B-19-DF-72-0001	t - Anne Anne - Co	eqh03hrr-yau-lmi	H - Program Subsidy	6090-01-000	\$537,408.72
B-19-DF-72-0001		eqp02ppi-doh-na	P - Program Subsidy	6090-01-000	\$9,106.00

\$1,821,200.00

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 - 09/26/2022 Electronic Approval Budget Manager

Nilda Baez Signed Date - 09/26/2022 Electronic Approval Finance Director

*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 <u>Tel:(787)274-2527 | www.vivienda.pr.gov</u>



EXHIBIT F

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

HOUSING SEISMIC REHABILITATION AND RECONSTRUCTION PROGRAM (SR2)

CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

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

The SUBRECIPIENT (also referred to as the "**Partner**") shall include these terms and conditions in all subcontracts or purchase orders directly servicing the SRA.

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

General Provisions:

1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

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

2. STATUTORY AND REGULATORY COMPLIANCE

SUBRECIPIENT shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (Appropriations Act), as amended, including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including if certain expenses are allowed.

3. BREACH OF SUBRECIPIENT AGREEMENT TERMS

The PRDOH reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this SRA, in instances where the SUBRECIPIENT or any of its subcontractors violate or breach any SRA term. If the SUBRECIPIENT or any of its subcontractors violate or breach any SRA term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and

obligations imposed by the SRA documents, and the rights and remedies available thereunder, shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

4. REPORTING REQUIREMENTS

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

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

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

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

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

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

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

DEBARMENT, SUSPENSION, AND INELIGIBILITY

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

8. CONFLICTS OF INTEREST

The SUBRECIPIENT shall notify the PRDOH as soon as possible if this SRA or any aspect related to the anticipated work under this SRA raises an actual or potential conflict of interest (as defined 2 C.F.R. § 200.318(c), if applicable). The SUBRECIPIENT shall explain the actual or potential conflict in writing in sufficient detail so that the PRDOH is able to assess such actual or potential conflict. The SUBRECIPIENT shall provide the PRDOH any additional information necessary to fully assess and address such actual or potential conflict mitigation strategy employed by the PRDOH, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

9. SUBCONTRACTING

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

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

The SUBRECIPIENT represents to the PRDOH that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this SRA.

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

10. ASSIGNABILITY

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

11. COPELAND "ANTI-KICKBACK" ACT

(Applicable to all construction or rehabilitation contracts)

Salaries of personnel performing work under this SRA shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The SUBRECIPIENT shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Agreement to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

12. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

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

The SUBRECIPIENT shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

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

13. DAVIS-BACON ACT

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

The SUBRECIPIENT shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by SUBRECIPIENTS or subcontractors, including employees of other governments, on construction work assisted under this SRA, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

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

14. TERMINATION FOR CAUSE

(Applicable to contracts exceeding \$10,000)

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

15. TERMINATION FOR CONVENIENCE (Applicable to contracts exceeding \$10,000)

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

16.SECTION 503 OF THE REHABILITATION ACT OF 1973 (Applicable to contracts exceeding \$10,000)

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

Equal Opportunity for Workers with Disabilities:

- 1) The SUBRECIPIENT will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The SUBRECIPIENT agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
 - (i) Recruitment, advertising, and job application procedures;
 - (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - (iii) Rates of pay or any other form of compensation and changes in compensation;
 - (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 - (v) Leaves of absence, sick leave, or any other leave;
 - (vi) Fringe benefits available by virtue of employment, whether or not administered by the SUBRECIPIENT;
 - (vii) Selection and financial support for training, including apprenticeship,
 - professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 - (viii) Activities sponsored by the SUBRECIPIENT including social or recreational programs; and
 - (ix) Any other term, condition, or privilege of employment.

- 2) The SUBRECIPIENT agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- 3) In the event of the SUBRECIPIENT's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- 4) The SUBRECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the SUBRECIPIENT's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The SUBRECIPIENT must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the SUBRECIPIENT may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- 5) The SUBRECIPIENT will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the SUBRECIPIENT is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
- 6) The SUBRECIPIENT will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. EQUAL EMPLOYMENT OPPORTUNITY (Applicable to construction contracts and subcontracts exceeding \$10,000)

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

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

 The SUBRECIPIENT shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The SUBRECIPIENT shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion,

or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- 2) The SUBRECIPIENT shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this non-discrimination clause. The SUBRECIPIENT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3) The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- 4) The SUBRECIPIENT will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the SUBRECIPIENT's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The SUBRECIPIENT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 6) The SUBRECIPIENT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- 7) In the event of the SUBRECIPIENT's non-compliance with the non-discrimination clause of this Agreement or with any of such rules, regulations or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the SUBRECIPIENT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
 - SUBRECIPIENT shall incorporate the provisions of 1 through 7 above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such subcontractor. The SUBRECIPIENT will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the SUBRECIPIENT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the SUBRECIPIENT may request the United States to enter into such litigation to protect the interests of the United States.

7)

18. CERTIFICATION OF NONSEGREGATED FACILITIES (Applicable to construction contracts exceeding \$10,000)

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

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

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

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

The SUBRECIPIENT and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Part 15 and 32, as amended, Section 508 of the Clean Water Act (33 U.S.C. § 1368) and Executive Order 11738.

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

- 1) A stipulation by the SUBRECIPIENT or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. § 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (**EPA**) pursuant to 40 C.F.R. Part 15, as amended.
- 2) Agreement by the SUBRECIPIENT to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 1857 c-8) and Section 308 of

the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

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

20. ANTI-LOBBYING

(Applicable to contracts exceeding \$100,000)

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

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the SUBRECIPIENT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the SUBRECIPIENT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The SUBRECIPIENT shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

21. BONDING REQUIREMENTS

22.

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

The SUBRECIPIENT shall comply with Puerto Rico bonding requirements, unless they have not been approved by HUD, in which case the SUBRECIPIENT shall comply with the following minimum bonding requirements:

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

SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

A. The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- B. The parties to this Agreement agree to comply with HUD's regulations in 24 C.F.R. Part 75, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- **C.** The SUBRECIPIENT agrees to send to each labor organization or representative of workers with which the SUBRECIPIENT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the SUBRECIPIENT's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The SUBRECIPIENT agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 75, and agrees to take

appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 75. The SUBRECIPIENT will not subcontract with any subcontractor where the SUBRECIPIENT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 75.

- E. The SUBRECIPIENT acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contracting requirements of 24 C.F.R. 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.
- F. The SUBRECIPIENT will certify that any vacant employment positions, including training positions, that are filled: (1) after the SUBRECIPIENT is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 75 require employment opportunities to be directed, were not filled to circumvent the SUBRECIPIENT's obligations under 24 C.F.R. Part 75.
- **G.** Noncompliance with HUD's regulations in 24 C.F.R. Part 75 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- H. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (46 U.S.C. § 5307) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

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

23. FAIR HOUSING ACT

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

24. ENERGY POLICY AND CONSERVATION ACT

SUBRECIPIENT shall comply with mandatory standards and policies relating to energy efficiency as contained in the Government of Puerto Rico's energy conservation

plan, issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6201 et seq).

25. HATCH ACT

SUBRECIPIENT agrees to comply with mandatory standards and policies relating to Hatch Act, Public Law 94-163, as amended.

The SUBRECIPIENT shall comply with the Hatch Act, 5 U.S.C. §§ 1501 – 1508, and shall ensure that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

The Hatch Act applies to political activities of certain state and local employees. As a Puerto Rico Department of Housing SUBRECIPENT, you may do any of the following activities: be a candidate in nonpartisan elections; attend political meetings and conventions; contribute money; campaign in partisan elections; and hold office in political parties.

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

26. HEALTH AND SAFETY STANDARDS

All parties participating in this project agree to comply with Sections 107 and 103 of the Contract Work Hours and Safety Standards Act. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his or her health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

27. PERSONNEL



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

28. WITHHOLDING OF WAGES

If in the performance of this Agreement, there is any underpayment of wages by the SUBRECIPIENT or by any subcontractor thereunder, the PRDOH may withhold from the SUBRECIPIENT out of payment due to him or her an amount sufficient to pay to employees underpaid the difference between the wages required thereby to be Subrecipient Agreement Between PRDOH and CONSUR Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Program Exhibit F - HUD General Provisions and Other Federal Statutes, Regulations, and PRDOH Requirements Page 13 / 26

paid and the wages actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the PRDOH for and on account of the SUBRECIPIENT or subcontractor to the respective employees to whom they are due.

29. CLAIMS AND DISPUTES PERTAINING TO WAGE RATES

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

30. DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS

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

31. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY AND OTHERS

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

The SUBRECIPIENT will also be aware of and avoid any violation of the laws of this State which prescribe a criminal penalty for any public officer who has an interest in any contract passed by the board of which he or she is a member during the time he or she was a member and for **one (1) year** thereafter.

32. INTEREST OF CERTAIN FEDERAL OFFICERS

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

33. INTEREST OF SUBRECIPIENT

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

34. POLITICAL ACTIVITY

The SUBRECIPIENT will comply with the provisions of the Hatch Act (5 U.S.C. § 1501 et seq.), which limits the political activity of employees.

35. RELIGIOUS ACTIVITY

The SUBRECIPIENT agrees to abstain from using any funds related to this Agreement for inherently religious activities prohibited by 24 C.F.R. § 570.200(j), such as worship, religious instruction, or proselytization.

36. FLOOD DISASTER PROTECTION ACT OF 1973

The SUBRECIPIENT will ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found in the Flood Disaster Protection Act of 1973, 24 C.F.R. § 570.605.

37. LEAD BASED PAINT

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

38. VALUE ENGINEERING

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

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

39. GENERAL COMPLIANCE

The SUBRECIPIENT shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 C.F.R. § 570, as modified by the Federal Register notices that govern the use of CDBG-DR funds available under this Agreement. See Federal Register Notice 83 FR 5844 (February 9, 2018). Notwithstanding the foregoing, (1) the SUBRECIPIENT does not assume any of the PRDOH's responsibilities for environmental review, decision-making, and action, described in 24 C.F.R. part 58 and (2) the SUBRECIPIENT does not assume any of the PRDOH's responsibilities for initiating the review process under the provisions of 24 C.F.R. part 52. The SUBRECIPIENT shall also comply with all other applicable Federal, state and local laws, regulations, and policies that govern the use of the CDBG-DR funds in complying with its obligations under this Agreement, regardless of whether CDBG-DR funds are made available to the SUBRECIPIENT on an advance or reimbursement basis. This includes without limitation, applicable Federal Registers; 2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. part 570 Community

Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. § 35, 24 C.F.R. part 58, 24 C.F.R. part 135; National Historic Preservation Act, and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards and the environment; and Action Plan amendments and HUD's guidance on the funds.

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

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

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

40. DUPLICATION OF BENEFITS

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

41. DRUG-FREE WORKPLACE

The SUBRECIPIENT must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the government wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

42. HOLD HARMLESS

The SUBRECIPIENT shall and hereby agrees to hold harmless, defend (with counsel acceptable to the PRDOH) and indemnify the Government of Puerto Rico, PRDOH,

HUD and each and all of its successors, affiliates, or assigns, and any of their employees, officers, directors, attorneys, consultants, agents, managers, and affiliates, from and against any and all damages, costs, attorneys' fees, claims, expenses, injuries, property damage, causes of action, violations of law, violations of this Agreement, and losses of any form or nature arising from or related to the conduct of the SUBRECIPIENT in the performance of the efforts called for in this Agreement. This indemnity shall expressly include, but is not limited to, the obligation of the SUBRECIPIENT to indemnify and reimburse the PRDOH for any and all attorneys' fees and other litigation or dispute resolution costs incurred or to be incurred in the PRDOH's enforcement of this Agreement or any portion thereof against the SUBRECIPIENT or otherwise arising in connection with the SUBRECIPIENT's breach, violation, or other non-compliance with this Agreement. This clause shall survive indefinitely the termination of this Agreement for any reason.

43. PRDOH RECOGNITION

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

44. LOGOS CLAUSE

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

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

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

6_FINANCIAL & PROGRAM MANAGEMENT

The SUBRECIPIENT shall expend and account for all CDBG-DR funds received under this Agreement in accordance with 2 C.F.R. part 200 subpart D §302 - §303 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

The SUBRECIPIENT shall administer its program in conformance with Cost Principles as outlined in 2 C.F.R. part 200 subpart E, as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

47. DOCUMENTATION AND RECORD KEEPING

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

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

48. ACCESS TO RECORDS

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

49. RECORD RETENTION AND TRANSMISSION OF RECORDS TO THE PRDOH

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The SUBRECIPIENT shall retain all official records on programs and individual activities shall be retained for the greater of **five (5) years**, starting from the closeout of the grant between PRDOH and HUD, or the end of the affordability period for each housing activity, whichever is longer. If any other laws and regulations as described in 24 C.F.R. § 570.490 applies to a project, the record retention period may be extended. All records involved in litigation, claims, audits, negotiations, or other actions, which have started before the expiration date of their retention, will be kept until completion of the action and resolution of all issues or the end of the regular **five (5) year period**, whichever is longer. (See 2 C.F.R. § 200.333 and 24 C.F.R. § 570.490(d).)

Records shall be made available to PRDOH upon request.

50. CLIENT DATA AND OTHER SENSITIVE INFORMATION

In the event that the SUBRECIPIENT comes to possess client data and other sensitive information as a result of this Agreement, then the SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to PRDOH monitors or their designees for review upon request.

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

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

51. CLOSE-OUT

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

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

52. AUDITS AND INSPECTIONS

All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to the PRDOH, HUD, and the Comptroller General of the United States, or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within **thirty (30) days** after receipt by the SUBRECIPIENT. Failure of the SUBRECIPIENT to comply with the above audit requirements shall constitute a violation of this Agreement and may result in the withholding of future payments and/or termination.

53. SINGLE AUDIT

The SUBRECIPIENT must be audited as required by 2 C.F.R. part 200, subpart F, when the SUBRECIPIENT's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 C.F.R. § 200.501 - Audit requirements. Once said threshold is reached or exceeded, the SUBRECIPIENT shall notify the PRDOH

and shall report that event in the corresponding monthly progress report, as provided in Part VI - Performance, Monitoring, and Reporting, Subpart B (Reporting) of this Agreement.

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

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

54. INSPECTIONS AND MONITORING

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

55. CORRECTIVE ACTIONS

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

6. PROCUREMENT AND CONTRACTOR OVERSIGHT

The SUBRECIPIENT shall ensure that every process of procurement of goods and services comply with federal procurement rules and regulations found in 2 C.F.R. §200.318 through §200.327, procurement requirements that include, but are not limited to: (a) providing full and open competition; (b) following required steps to ensure the use of small and minority businesses, women's business enterprises, and labor surplus area firms when possible; (c) performing a cost or price analysis; (d) evaluating and documenting contractor's integrity, compliance with public policy, record of past performance, and financial and technical resources; (e) ensuring that the contractor has not been suspended or debarred; (f) prohibiting the use of statutorily or administratively imposed state, local, or tribal geographic preferences in evaluating bids or proposal; (g) excluding contractors that may have an unfair competitive advantage, and; (h) maintaining records to detail the history of procurement considerations. PRDOH must obtain and maintain records to document how the procurement performed by the SUBRECIPIENT complied with the aforementioned federal procurement rules and regulations, as amended from time to time.

In regard to the provisions of the Procurement Manual for CDBG-DR Programs, as found in the CDBG-DR Website (www.cdbg-dr.pr.gov) which is herein incorporated by reference and made integral part of this Agreement, as it may be updated from time to time, the SUBRECIPIENT shall comply with the provisions related to: minority, women, small, and Section 3 business participation; low and very low-income persons or firms participation.

The SUBRECIPIENT shall include all applicable PRDOH's conditions (as revised from time to time by the PRDOH in accordance with applicable law, rule or regulation) in any contract entered into under this Agreement. SUBRECIPIENT shall also require all contractors to flow down the PRDOH's Conditions, as well as termination for convenience of the PRDOH, to all subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors. These Conditions include required terms for project contracts, HUD General Provisions, Participation by Minority Group Members and Women Requirements and Procedures for Contracts with Housing Trust Fund Corporation, Standard Clauses for Contracts with the PRDOH, and required diversity forms.

The SUBRECIPIENT must comply with CDBG-DR regulations regarding debarred or suspended entities at 24 C.F.R. § 570.609 or 24 C.F.R. § 570.489(I) as appropriate. CDBG-DR funds may not be provided to excluded or disqualified persons.

The SUBRECIPIENT shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or Agreement, as applicable, its contractors perform according to the terms and conditions of the procured contracts or Agreements, and the terms and conditions of this Agreement.

57. NONDISCRIMINATION

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

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

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

orientation or gender identity, marital status, or age, as established in the CDBG-DR Fair Housing and Equal Opportunity (FHEO) Policy for CDBG-DR Programs.¹

58. ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT

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

The Architectural Barriers Act of 1968 (42 U.S.C. §§ 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that ensure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of "residential structure" as defined in 24 C.F.R. § 40.2 or the definition of "building" as defined in 41 C.F.R. § 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. §§ 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (appendix A to 24 C.F.R. part 40 for residential structures, and appendix A to 41 C.F.R. part 101-19, subpart 101-19.6, for general type buildings).

The Americans with Disabilities Act (42 U.S.C. § 12131; 47 U.S.C. § 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

The SUBRECIPIENT agrees to comply with the non-discrimination in employment and

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

59. HITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (24 C.F.R. PART 1)

1) <u>General Compliance:</u>

The SUBRECIPIENT shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352), as amended and 24 C.F.R. § 570.601 and § 570.602. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this Agreement. The specific nondiscrimination provisions at 24 C.F.R. § 1.4 apply to the use of these funds. The SUBRECIPIENT shall not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right or privilege secured by title VI of the Civil Rights Act of 1964 or 24 C.F.R. part 1, or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under 24 C.F.R. part 1. The identity of complainants shall be kept confidential except to the extent necessary

¹ Follow the link for document access at the CDBG-DR Website: <u>https://cdbg-dr.pr.gov/en/download/fair-housing-and-equal-opportunity-fheo-policy-for-cdbg-dr-programs/</u>.
to carry out the purposes of 2 C.F.R. part 1, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

2) Assurances and Real Property Covenants:

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

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

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

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

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

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

The SUBRECIPIENT shall take the affirmative steps listed in 2 C.F.R. § 200.321(b)(1) through (5) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible when the SUBRECIPIENT procures property or services under this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. § 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian- Americans, and American Indians. The SUBRECIPIENT may rely on written representations by businesses

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

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

4) Notifications

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

5) Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement The SUBRECIPIENT shall, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.

60. LABOR STANDARDS

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

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

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

61.CONDUCT

- 1) Contracts
 - a. Monitoring: As applicable, the SUBRECIPIENT will monitor all contracted services on a regular basis to assure contract compliance. Results of

monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

- b. Content: The SUBRECIPIENT shall cause all of the provisions of this contract in its entirety to be included in and made a part of any contract executed in the performance of this Agreement, as applicable.
- c. Selection Process: The SUBRECIPIENT shall ensure that all contracts awarded after the execution of this Agreement and in the performance of such, follow the procurement policies and procedures described in paragraph 56 (Procurement and Contractor Oversight) of this Exhibit.
- d. Notification: The SUBRECIPIENT shall notify and provide a copy of any and all contracts related to this Agreement and CDBG-DR funds to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within **three (3) days** of its execution. Additionally, the SUBRECIPIENT shall provide a copy of any and all subcontracts executed by its Contractors to the Contract Administration Area of the PRDOH CDBG-DR Legal Division within **three (3) days** of its execution.
- 2) Conflict of Interest

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

- a. It is presumed that the SUBRECIPIENT is subject to state and local ethic laws and regulations related to the conduct of its officers, employees or agents engaged in the award and administration of this Agreement.
- b. In the event the SUBRECIPIENT is not, the SUBRECIPIENT shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of this Agreement. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would rise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or Parties to sub Agreements. However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-DR assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or Agreement with respect to the CDBG-DR assisted activity, or with respect to the proceeds from the CDBG-DR assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of **one (1) year** thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed

official of the PRDOH, the SUBRECIPIENT, or any designated public agency.

d. Clause of Governmental Ethics Certification of Absence of Conflict of Interests - The SUBRECIPIENT certifies that: (1) No public servant of the PRDOH has pecuniary interest in this contract. (2) No public servant of the PRDOH has solicited or accepted, directly or indirectly, for him (her), for any member of his family unit or for any other person, gifts, allowances, favors, services, donations loans or any other thing of monetary value. (3) No public servant of the PRDOH related to this transaction, asked for or accepted any good of economic value, from any person or organization as payment for the duties and responsibilities of his employment. (4) No public servant of the PRDOH has solicited, directly or indirectly, for him (her), any member of his family unit, neither for any other person, business or organization, any good of economic value, including gifts, loans, promises, favors or services in exchange for his(her) obligations and performance of said public employment, to influence or favor any organization. (5) No public servant of the PRDOH has kinship relationship, within the fourth degree of consanguinity and second by affinity, with nobody in public employment that has faculty to influence and to participate in the institutional decisions of this Agreement.

62. CITIZEN GRIEVANCES

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

63. TECHNICAL ASSISTANCE AND TRAININGS

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

64. DISASTER RELIEF ACCOUNT

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

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

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

Every project funded in part or in full by Community Development Block Grant – Disaster Recovery (CDBG-DR) funds, and all activities related to that project, are subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, 42 U.S.C. § 4601 et seq., and section 104(d) of the Housing and Community Development Act of 1992, as amended (HCDA), 42 U.S.C. § 5304(d), except where waivers or alternative requirements have been provided by the U.S. Department of Housing and Urban Development (HUD). The implementing regulations for URA are at 49 C.F.R. Part 24, and the regulations for section 104(d) are at 24 C.F.R. Part 42, subpart C. Additionally, HUD has established regulations specific to CDBG-funded housing activities at 24 C.F.R. § 570.606. PRDOH has also established the Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (URA & ADP Guide) which provides guidance and requirements regarding URA compliance and minimizing displacement that are applicable to all CDBG-DR programs. The primary purpose of these laws and regulations is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.

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

66. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (OSH ACT)

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

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

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

END OF DOCUMENT





CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

1. General

The Housing Seismic Rehabilitation and Reconstruction Program Guidelines ("SR2 Program Guidelines") present the Program's design as two (2) consecutive components throughout which the **CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020** (**CONSUR**) identify projects and actions necessary for holistic recovery from 2019-2020 earthquakes: (1) Preplanning procedures, with an estimated duration of **six (6) months**; and (2) Rehabilitation and Reconstruction efforts with an estimated duration of **thirty (30) months.** PRDOH has identified, as part of the Program's model, special considerations and sets forth the following additional special conditions:

2. Program specific amendment conditions

Amendments may occur at any moment throughout the program in accordance with the program's needs.

. Budget

To the extent that any portion of the funds allocated to the Rehabilitation and Reconstruction component is not utilized in the Program activities at the conclusion of the contract term, as defined in this Agreement, the CONSUR agrees to return any unutilized funds.

Policies and Procedures:

Within **sixty (60) days** after this Agreement is executed, the CONSUR shall develop, update and implement all policies and procedures in compliance with PRDOH CDBG-DR policies and, state and federal regulations, including but not limited to:

- a. Citizen Complaints procedures in accordance with 24 C.F.R. § 570.431(5) of Citizen Participation.
- b. Financial management (2 C.F.R. part 200), compliance requirements and internal controls (2 C.F.R. § 200.61 and 2 C.F.R. § 200.303) policies and procedures in compliance with state and federal requirements in applicable regulation.
- c. Procurement policies and procedures in accordance with the PRDOH CDBG-DR Procurement Manual and in compliance with federal regulation.
- d. Monitoring related policies and procedures in compliance with 2 C.F.R. § 200.329. Monitoring and Reporting Program Performance.
- e. Record retention policies and procedures in compliance with record retention and access policies in 2 C.F.R. § 200.333 through § 200.336, and local regulation.
- f. Policies to regulate access and use of systems and protecting Personally Identifiable Information (**PII**) according to the CDBG-DR PII Policy.
- g. Environmental review as per 24 C.F.R. part 58
- h. Grant administration as per 24 C.F.R. § 570.501
- i. Record Retention (2 C.F.R. §§ 200.333-200.336)
- **5.** Needs Assessment: Within sixty (60) days after this SRA is executed, CONSUR shall participate in a Needs Assessment with PRDOH Staff and/or a PRDOH Technical Provider (TAP) and shall complete the recommendations resulting from the Needs Assessment to improve organizational capacity.
- 6. Organizational Chart: Within sixty (60) days after this Agreement is executed, the CONSUR shall submit to the PRDOH CDBG-DR Program an updated CONSUR organizational chart of the personnel participating in the implementation and management of the CDBG-DR awarded funds, that clearly demonstrate an appropriate segregation of duties in compliance with the Standards for Internal Control in the Federal Government established by the GAO, and in compliance with 2 CFR § 200.303. Furthermore, the organizational chart shall also include the position, title, and employee's name, clearly establishing the segregation of duties, including the finance division.

- 7. Staffing and Training Plan: Within sixty (60) days after this Agreement is executed, the CONSUR shall develop a staffing and training plan that identifies specific personnel responsible for implementation and compliance of key requirements, including citizen complaints, financial management, internal controls, procurement, monitoring and CDBG-DR specific requirements (e.g., national objective).
- 8. Financial Workflow: Within sixty (60) days after this Agreement is executed, the Municipality shall provide an internal financial workflow including staff roles and responsibilities.
- 9. Capacity Building, Training and Technical Assistance: Within sixty (60) days after this Agreement is executed, CONSUR staff shall participate in capacity building activities directed to the development and implementation of effective internal controls of federal awards to ensure that the municipality is capable of managing federal awards in compliance with federal statutes and regulation, with special emphasis on those established in 2 C.F.R. part 200 and 24 C.F.R. § 570.501. The Municipality shall participate in the following training and capacity building seminars as provided by PRDOH:
 - a. Internal controls development and implementation.
 - b. Monitoring procedures to ensure the effectiveness of internal controls.
 - c. Financial Management (2 C.F.R. part 200).
 - d. Grant administration requirements in 24 C.F.R. § 570.501.
 - e. Procurement requirements in 2 C.F.R. § 200. 318 through § 200.327.
 - f. CDBG-DR Program invoicing requirements, format and methodology.
 - g. Environmental review requirements in 24 C.F.R. § 58.35.
 - h. All applicable systems to manage CDBG-DR program data.
 - i. Citizen complaints management and reporting.
 - j. Protection of Personally Identifiable Information (PII).
 - k. Record Retention (2 C.F.R. §§ 200.333-200.336).
 - I. Federal payments (2 C.F.R. §200.305)

10. Capacity Development in Procurement

Within sixty (60) days after this Agreement is executed, CONSUR staff shall participate in capacity development activities in all procurement requirements given by the PRDOH CDBG-DR Procurement Division. CONSUR staff shall

Subrecipient Agreement For the Housing Seismic Rehabilitation and Reconstruction Program under CDBG-DR Exhibit G- Special Conditions Page 4 / 4

participate in said capacity development activities before commencing any procurement activity.

END OF DOCUMENT

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EXHIBIT H

SUBROGATION AND ASSIGNMENT PROVISIONS

HOUSING SEISMIC REHABILITATION AND RECONSTRUCTION PROGRAM (SR2)

CONSORCIO DEL SUR PARA MANEJO Y ADMINISTRACIÓN DE FONDOS FEDERALES PARA DAÑOS POR TERREMOTOS DE ENERO 2020 (CONSUR)

General Provisions.

1.

a)

a)

b)

The Parties acknowledge that the following provisions of this Exhibit are hereto incorporated by reference and made an integral part of the aforementioned Subrecipient Agreement as **Exhibit H.**

Changes in the provisions of this Exhibit will require an amendment to the Subrecipient Agreement. Such amendment would result in the incorporation by reference of a modified **Exhibit H** to the Subrecipient Agreement.

Subrogation and Assignment Relating to Funds Received from the Puerto Rico Department of Housing - Housing Seismic Rehabilitation and Reconstruction (SR2) Program.

These provisions are incorporated into the Subrecipient Agreement in consideration of the commitment by PRDOH to evaluate Subrecipient's application for the award of disaster assistance funds (the "**Application**") or the Subrecipient's receipt of CDBG-DR disaster recovery funds (the "**Grant Proceeds**") under the Program being administered by PRDOH.

Subrecipient understands and acknowledges that the Program is subject to the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§ 5121-5207 (the "<u>Act</u>") and that, under such Act, the Subrecipient may only receive assistance to the extent that the Subrecipient has a disaster recovery need that is not fully met by insurance or other forms of disaster assistance. Subrecipient further acknowledges that these provisions are intended to ensure that Subrecipient does not receive duplicate benefits available to the Subrecipient from another source, for the same purposes as the Grant Proceeds provided under the Program, and that, any assistance

determined to be duplicative must be deducted from the Program's calculation of the Subrecipient's total need prior to awarding assistance.

Subrecipient hereby subrogates and assigns to PRDOH any and all of C) Subrecipient's future rights to, and any interest Subrecipient may have in, any reimbursement and all payments received or subsequently received from any grant, loan, insurance policy or policies of any type (each individually, a "Policy" and collectively, the "Policies"), or under any subsidy, reimbursement or relief program related to or administered by the Federal Emergency Management Agency ("FEMA"), insurance payments, or any other federal, state or local government agency (each, individually, a "Disaster Program" and collectively, the "Disaster Programs") to the extent of all Grant Proceeds paid or to be paid under the Program and that are determined, in the sole discretion of PRDOH or its designated agent, to be a duplication of benefits ("DOB"). Any payments referred to in this paragraph, whether they are from Policies, FEMA, or any other source, and whether or not such amounts are a DOB, shall be referred to herein as "Proceeds"; any Proceeds that are determined to be a DOB shall be referred to herein as "DOB Proceeds".

Subrecipient agrees that, in the event that Subrecipient receives additional Proceeds related to disaster recovery that are not listed on the Duplication of Benefits Certification submitted in connection with the Application, Subrecipient will notify the PRDOH within **ten (10) working days** of receipt of the funds by sending a written notification to <u>PlanningCDBG@vivienda.pr.gov</u>. PRDOH will, in turn determine, in its sole discretion, if such Proceeds constitute DOB Proceeds. If any of the Proceeds are determined to be DOB Proceeds, the Subrecipient shall pay PRDOH the DOB Proceeds, to be disbursed as provided in Section 3 of this Agreement.

Cooperation and Further Documentation.

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



d)

a)

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

Agreement to Turn Over Proceeds; Future Reassignment.

If Subrecipient (or, to the extent permitted by superior loan documents, any lender to which DOB Proceeds are payable) hereafter receives any DOB Proceeds, Subrecipient agrees to promptly pay such amounts to PRDOH, if Subrecipient received Grant Proceeds under the Program in an amount greater than the amount Subrecipient would have received if such DOB Proceeds had been considered in the calculation of Subrecipient's award.

- In the event that Subrecipient receives or is scheduled to receive any Proceeds not listed on its Duplication of Benefits Certification ("**Subsequent Proceeds**"), Subrecipient shall pay such Subsequent Proceeds directly to the PRDOH, and PRDOH will determine the amount, if any, of such Subsequent Proceeds that are DOB Proceeds ("**Subsequent DOB Proceeds**"). Subsequent Proceeds shall be disbursed as follows:
- (i) If Subrecipient has received full payment of the Grant Proceeds, Subrecipient shall remit any Subsequent DOB Proceeds to PRDOH. PRDOH shall return to the Subrecipient any Subsequent Proceeds in excess of the Subsequent DOB Proceeds.
- (ii) If Subrecipient has received no payment of the Grant Proceeds, PRDOH shall reduce the payment of the Grant Proceeds to Subrecipient by the amount of the Subsequent DOB Proceeds and shall return all Subsequent Proceeds in excess of the Subsequent DOB Proceeds to Subrecipient.

a)

- (iii) If Subrecipient has received a portion of the Grant Proceeds, the following shall occur: (A) PRDOH shall reduce the remaining payments of the Grant Proceeds and return Subsequent DOB Proceeds in such amount to the Subrecipient; and (B) Subrecipient shall remit any remaining Subsequent DOB Proceeds to PRDOH. PRDOH shall also return to the Subrecipient any Subsequent Proceeds in excess of the Subsequent DOB Proceeds.
- (iv) If the PRDOH makes the determination that Subrecipient does not qualify to participate in the Program or Subrecipient decides not to participate in the Program, PRDOH shall return the Subsequent Proceeds to Subrecipient, and the Agreement shall terminate.
- c) Once PRDOH has recovered an amount equal to the Grant Proceeds paid to Subrecipient, PRDOH will reassign to Subrecipient any rights given to PRDOH pursuant to these provisions.

Miscellaneous.

- a) Subrecipient hereby represents that all statements and representations made by Subrecipient regarding any Proceeds are true and correct, as of the date of the issuance of the Grant Proceeds.
 - In any proceeding to enforce these provisions, PRDOH shall be entitled to recover all costs of enforcement, including PRDOH's attorney fees.
 - The parties hereto each waive the right to have any judicial proceeding concerning any of the provisions hereof tried by a jury.
 - Neither these provisions, nor any portion or provisions hereof may be changed, waived, or terminated orally or by any course of dealing, or in any manner other than by an agreement in writing, signed by all parties hereto and approved by PRDOH.
 - These provisions, and the rights and obligations of the parties shall be governed and construed in accordance with federal law and the laws of the Government of Puerto Rico without giving effect to conflict of law provisions. Any action arising out of or related to this Subrogation and Assignment provisions shall be brought within the Government of Puerto Rico.
- f) The captions of the various sections of this Subrogation and Assignment provisions have been inserted only for the purpose of convenience; such captions are not a part of the Agreement and shall not be deemed in any manner to modify, explain, enlarge or restrict any provisions of this Subrogation.

b)

- Subrecipient acknowledges that making a false, fictitious, or fraudulent g) statement or representation in this agreement is punishable under State and Federal law (18 U.S.C. 287, 1001 and 31 U.S.C. 3729), and shall constitute a separate criminal offense each time a public benefit is fraudulently received.
- Subrecipient acknowledges that they have been informed and understand the h) penalties for making a materially false or misleading statement to obtain CDBG-DR funds under the Program or any other of the PRDOH's Programs.

END OF DOCUMENT

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Exhibit I

INSURANCE REQUIREMENTS MUNICIPAL ALLIANCE SR-2 CONSUR Housing Seismic Rehabilitation-Reconstruction and Relocation Program Community Development Block Grant-Disaster Recovery Community Development Block Grant-Mitigation Puerto Rico Department of Housing

SPECIAL INSURANCE AND BONDING SPECIFICATIONS FOR MUNICIPAL ALLIANCE -CONSUR

A. The sub-recipient before commencing work or receiving a written notice to proceed with, or being allowed to start to work, must submit to the *Puerto Rico Department of Housing (*PRDOH)*, the hereafter mentioned Insurance policies and/or bonds, thus including all endorsements and agreements required under the special contractual conditions as per the following:

1. (X) State Insurance Fund Workers' Compensation Insurance Policy

In accordance with the Workmen's Compensation Act No. 45, to facilitate its acquisition, the ***PRDOH** shall provide a letter to the successful bidder addressed to the State Insurance Fund.

1. (X) Commercial General Liability (Special Form) including the following insurance coverage

COVERAGE	LIMIT	
I. Commercial General Liability:		
Each Occurrence	\$3,000,000	
General Aggregate	\$2,000,000	
 Products & Complete Operations 	\$2,000,000	
 Personal Injury & Advertising 	\$2,000,000	
 Special Cover Asbestos Removal Contamination 	\$2,000,000	
 Special Cover Lead Removal Contamination 	\$2,000,000	
Fire Damage	\$500,000 (Any one Fire)	
Medical Expense	\$20,000.00 (Any one person)	
II. Employer's Liability Stop Gap:		
 Bodily Injury by Accident Each Employee 	\$2,000,000	

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Each Accident	\$2,000,000	
Bodily Injury by Disease Each Employee Each Accident	\$2,000,000 \$2,000,000	

3. (X) <u>Comprehensive Automobile Liability Form including the</u> <u>following insurance coverages</u>

and Million Children	LIMIT			
•	Auto Liability -	\$1,000,000		
•	Physical Damages -	\$2,000,000		
•	Medical Payments -	\$ 20,000		
The Commercial Auto cover must be applied to the following				
symbols:				
•	Liability Coverage -1			
 Physical Damages – 2 and 8 				
•	Hired – Borrowed Au	to – 8		
	Non-Owned Auto Lic	ability – 9		

- 4. (X) Professional Liability Insurance for <u>Construction Management, and no</u> <u>limited to Architect and Engineers, Lead Design Manager, Lead</u> <u>Construction Manager, Contractor Professional Liability and Errors &</u> <u>Omissions for Contractors and Sub Contractors</u>
 - (X) A. Risk, interest, location and limits

(X) A.1 Description of work to be done

(X) A.2 Limit:

(X) each occurrence	\$2,	000,000
(X) Aggregate	\$2,000,000	
(X) Deductible	\$	20,000

(X) A.3 Certification that the insurance contract has been given as surplus lines coverage under the Commonwealth Insurance Code, when applicable.

5. (X) Employment Practices Liability

Limit - \$5,000,000

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6. (X) Directors and Officers

Limit - \$5,000,000

7. (X) <u>Umbrella</u>

Limit - \$5,000,000

8. (X) The policies to be obtained must contain the following endorsements including as additional insured the Puerto Rico Department of Housing (*PRDOH), U.S. Department of Housing and Urban Development (HUD), and the Government of Puerto Rico.

- (X) a. Breach of warranty
- (X) b. Waiver and / or Release of Subrogation
- (X) c. Additional Insured Clause
- (X) d Hold Harmless Agreement
- (X) e. 30 Days Cancellation Clause
- (X) The insurance carrier or carriers, which will present said certificates of insurance, must have at least a B+ rating according to the Best Rating Guide.

B. IMPORTANT NOTICE TO INSURANCE AND SURETY COMPANIES AND THEIR REPRESENTATIVES

All insurance companies and all guarantors who issue policies or bonds under our special contractual conditions are subject to:

- Be authorized to do business within the Commonwealth of Puerto Rico and have the corresponding license issued by the Commissioner of Insurance.
- 2. To be enjoying a good economic situation and to be classified under the Category of B+ by the "Best Rating Guide".



- **3.** Submit to the ***PRDOH** a written certification as evidence of full payment of premiums by the Contractor. Mention each risk coverage premium separately.
- **4.** Avoid sub-contractual obligations of premium financing or any other kind, which may be detrimental to the public interest.
- 5. Avoid any request for cancellation by the contractor prior to the expiration date of the policy, without the consent of the Contract Division of the ***PRDOH**: Discuss any refund of unearned premium.
- 6. Follow all Federal Bail and Acceptance Insurance Regulations, when applicable.
- 7. Indicate in the appropriate place of all insurance policies and/or bonds, the full description of the project, work or service to be rendered.
- 8. Not to make any amendments to insurance policies and bonds issued under the special conditions mentioned above, unless approved by the Insurance Section of the ***PRDOH**.
- **9.** To ensure that all insurance policies or bonds are issued to comply with all of our special insurance conditions with respect to the period of coverage, type of risk coverage, as well as all limits, as specified, and also to eliminate those exclusions in accordance with our request.
- **10.** Clarify any questions regarding insurance requirements by any means of communication with the Insurance Section of the ***PRDOH** under the Secretary for Legal Affairs.

C. EVIDENCE OF INSURANCE COVERAGE OF EACH SUBCONTRACTOR TO BE SUBMITTED BY THE SUCCESSFUL BIDDER AS THE PRIME CONTRACTOR:

The sub-recipient, as the prime contractor, has the duty to require each of the **contractors or subcontractors** to maintain in force all insurance policies and/or bonds necessary to cover their individual participation in the risk or risks related to the subcontracted work or service to be rendered.

Therefore, prior to commencing work or receiving written notice to proceed with such work, the successful prime contractor has the responsibility to provide the ***PRDOH** with all the certifications of insurance and/or bonds required under the special conditions approved by the Insurance Section of the ***PRDOH**.

All insurance policies shall remain in effect for the entire contractual period. In case of any order of change and/or amendment resulting in alteration of the original project completion date or total original cost, the prime contractor shall take the necessary steps to request the insurer to include such changes in all related insurance policies and/or bond and to submit evidence by appropriate endorsements with effective dates. Cancellations without consent are not accepted.

The ***PRDOH** reserves the right to stop any work or service under contract until the breach of these requirements has been remedied, so that any delay in the performance of the contract based on any breach of the insurance coverage requirements shall be deemed the sole responsibility of the Main Contractor.

. CONFLICT OR DIFFERENCE BETWEEN THE SPECIFICATIONS OF THE TENDERING, PROCEDURE AND SPECIAL INSURANCE CONDITIONS AND BONDS

In the event of any conflict or difference in the description of coverage or -amount or limits, etc., with respect to insurance requirements, the "Special Conditions of Insurance and Bonds" as set forth in this Insurance Requirements shall prevail over any other insurance specifications.

PRDOH reserves the right to modify any Insurance Requirements at any time, in accordance with the Program's needs.

E. CERTIFICATE OF CONTRACT DIVISION

We hereby certify, to our best knowledge and understanding, that we have prepared the aforementioned "Insurance and Bonds Special Conditions" after a proper evaluation of the related risks, based on the information of the nature of the project and description submitted to us, as requested by the Contracting Program through a written application.

DESCRIPTION OF THE SERVICES:

MUNICIPAL ALLIANCE SR2-CONSUR

Housing Seismic Rehabilitation-Reconstruction and Relocation Program Home Repair, Reconstruction, or Relocation Program Single Family Housing Mitigation Program

August 22, 2022

<u>Sonia Damaris Rodriguez</u>

Sonia Damaris Rodríguez Insurance Specialist CDBG-DR-MIT Programs

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