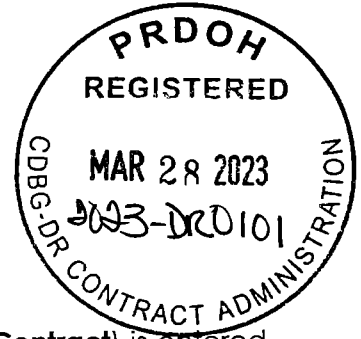




**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) /
MITIGATION (CDBG-MIT)**

**AGREEMENT FOR
HEARING EXAMINER SERVICES
BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND
GONZÁLEZ LAW SERVICE, P.S.C.**



This **AGREEMENT FOR HEARING EXAMINER SERVICES** (**Agreement** or **Contract**) is entered into in San Juan, Puerto Rico, this 28 of March, 2023, by and between the **PUERTO RICO DEPARTMENT OF HOUSING (PRDOH)**, a public agency created under Act No. 97 of June 10, 1972, as amended, 3 LPRA § 441, *et seq.*, known as the “Organic Act of Department of Housing” with principal offices at 606 Barbosa Avenue, San Juan, Puerto Rico, herein represented by William O. Rodríguez Rodríguez, attorney, of legal age, single, and resident of San Juan, Puerto Rico, in his capacity as Secretary; and González Law Service, P.S.C. (**CONTRACTOR**), with principal offices in Villa Hucar, A5 Calle Húcar, San Juan, Puerto Rico herein represented by Edgar E. González Milán, in his capacity as President, of legal age, single, and resident of Guaynabo, Puerto Rico, duly authorized by Resolution by the CONTRACTOR.

EGM
EGM

WORR
WORR

WHEREAS, on September 2017, Hurricanes Irma and María made landfall in Puerto Rico causing catastrophic island-wide damage, knocking out power, water, and telecommunications for the entire island and its island municipalities. Hurricane María caused major structure and infrastructure damage to family homes, businesses, and government facilities triggering the displacement of thousands of residents of the Island from their homes and jobs.

WHEREAS, under the Continuing Appropriations Act, 2018 and Supplemental Appropriations for Disaster Relief Requirements Act, 2017, signed into law on September 8, 2017 (Pub. L. 115-56), \$1.5 billion were allocated by the U.S. Department of Housing and Urban Development (**HUD**) for disaster recovery assistance to the Government of Puerto Rico under the Community Development Block Grant – Disaster Recovery (**CDBG-DR**) Program. These funds are intended to provide financial assistance to address unmet needs that arise and that are not covered by other sources of financial aid.

WHEREAS, on February 9, 2018, a Notice was published in the Federal Register, Vol. 83, No. 28 (83 FR 5844), that allocated \$1.5 billion for disaster recovery assistance to the Government of Puerto Rico.

WHEREAS, under the Bipartisan Budget Act of 2018, signed into law on February 9, 2018 (Pub. L. 115-123), an additional \$8.22 billion were allocated by HUD for disaster recovery assistance to the Government of Puerto Rico under CDBG-DR.

WHEREAS, pursuant to a letter dated February 23, 2018, sent by the former Governor of Puerto Rico to the Secretary of HUD, the PRDOH is the governmental agency designated as the grantee of the CDBG-DR funds allocated to the Government of Puerto Rico.

WHEREAS, on August 14, 2018, a Notice was published in the Federal Register Vol. 83, No. 157, (83 FR 40314) that made an additional allocation to Puerto Rico of \$8.22 billion for recovery. With these allocations of funding, the PRDOH aims to lead a transparent, comprehensive recovery to benefit the residents of Puerto Rico. PRDOH holds accountability and is committed to the responsible, efficient, and transparent administration of CDBG-DR grant funding.

WHEREAS, On September 20, 2018, the Governor of Puerto Rico and the Secretary of HUD signed the Grant Agreement.

WHEREAS, under the Further Additional Supplemental Appropriations Act for Disaster Relief Requirements Act, 2018, (Division B, Subdivision 1 of the Bipartisan Budget Act of 2018, Pub. L. 115-123, approved February 9, 2018), \$8.285 billion were allocated by HUD for mitigation activities and assistance to the Government of Puerto Rico under the Community Development Block Grant – Mitigation (**CDBG-MIT**) Program. These funds are intended to provide financial assistance in areas impacted by recent disasters. Moreover, CDBG-MIT funds represent a unique and significant opportunity for Puerto Rico to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses.

EGM
EGM

WHEREAS, on August 30, 2019, a Notice was published in the Federal Register, Vol. 84, No. 169, (84 FR 45838), which described the grant requirements and procedures applicable to future allocations of CDBG-MIT funds to the Government of Puerto Rico.

WORR
WORR

WHEREAS, on May 12, 2021, the PRDOH Secretary and the Secretary of HUD signed Grant Agreement Number B-18-DP-72-0002; allowing PRDOH access to \$8,285,284,000 in CDBG-MIT funding, obligated under Pub. L. 115-123, as amended.

WHEREAS, the PRDOH is the government agency designated as the grantee of the CDBG-MIT funds allocated to the Government of Puerto Rico.

WHEREAS, the PRDOH is interested in contracting a legal firm to assist PRDOH with Hearing Examiner Services under CDBG-DR/MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and any other federal allocations. This firm will support PRDOH's objectives of ensuring compliance with all CDBG-DR/MIT, HUD, and applicable federal and local requirements, rules, and regulations, as well as in PRDOH's objectives of the Action Plan, as amended, and adequately coordinating and monitoring all CDBG-DR/MIT related activities.

WHEREAS, on October 3, 2022, the PRDOH issued an invitation for Request for Proposals No. "CDBG-DRMIT-RFP- 2022-10" under the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes, CDBG-DR Electrical System Enhancements Programs Portfolio, and any other federal allocations. This request was placed through the 'Registro Único de Subastas' (**RUS**, by its Spanish acronym), email and published on the CDBG-DR/MIT website. Through this procurement process, PRDOH received six (6) proposals.

WHEREAS, on November 15, 2022, the CONTRACTOR submitted a proposal, which fully complied with the requirements set forth by the PRDOH.

WHEREAS, the CONTRACTOR has duly adopted a Resolution dated June 10, 2022, authorizing the CONTRACTOR, via its President, Edgar E. González Milán, to enter into the Agreement with the PRDOH.

WHEREAS, the PRDOH desires to enter into an agreement with **González Law Service, P.S.C.** to secure its services and accepts the CONTRACTOR's Proposal and reasonable costs, and the CONTRACTOR by its acceptance of the terms and conditions of this Agreement is ready, willing and able to provide the requested services contemplated under this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and the terms and conditions set forth herein, the PRDOH and the CONTRACTOR agree as follows:

I. TYPE OF CONTRACT

Contract Type: This is an hourly contract. Under this Agreement, the CONTRACTOR shall submit monthly invoices to the PRDOH based on the Compensation Schedule (**Attachment C**) and as the services are rendered. Any and all changes and/or modifications to this Agreement shall be in writing and must be signed by both parties.

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

Attachment A	Proposal
Attachment B	Scope of Services
Attachment C	Compensation Schedule
Attachment D	Performance Requirements
Attachment E	Insurance Requirements
Attachment F	HUD General Provisions
Attachment G	Contractor Certification Requirement
Attachment H	Non-Conflict of Interest Certification

EGM
EGM

WORR
WORR

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. The Agreement shall prevail if any inconsistency appears between the Attachments and this Agreement.

II. TERM OF AGREEMENT

- A. This Agreement shall be in effect and enforceable between the parties from the date of its execution. The Term of this Agreement will be for a performance period of **twenty-four (24) months**, ending on March, 27, 20²⁵.
- B. **Contract Extensions:** PRDOH may, at its sole discretion, extend the Agreement's term for an additional term of **twelve (12) months**, or expressed in days, **three hundred and sixty-five (365) days** upon mutual written agreement of the parties.
- C. The term of this Agreement shall not exceed the lifetime of the initial Grant Agreement between PRDOH and HUD unless the term of the initial Grant Agreement is extended by HUD, in which case the Agreement shall not exceed said extended period.

III. SCOPE OF SERVICES

The CONTRACTOR will provide the services described in **Attachment B** of the Agreement. The parties agree that the CONTRACTOR shall furnish all permits, consents, licenses, equipment, software, and supplies necessary to perform the Services, at the CONTRACTOR's sole cost.

IV. COMPENSATION AND PAYMENT

- A. The PRDOH agrees to pay the CONTRACTOR for allowable Services rendered under this Agreement in accordance with the rates and amounts described in **Attachment C** of this Agreement.

- B.** The PRDOH will pay the CONTRACTOR, for allowable services performed during the term of this Agreement, a maximum amount not to exceed **SEVEN HUNDRED THIRTY-SEVEN THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$737,280.00)**; **Account Number: MITA12ADM-DOH-NA 4190-10-000/R01A01ADM-DOH-NA 4190-10-000.**
- C.** Such payment shall be compensation for all allowable services required, performed, and accepted under this Agreement included in **Attachment B** and **Attachment D.**
- D.** Any additional funds to complete the services requested by the PRDOH to the CONTRACTOR will be subject to evaluation before acceptance as well as funds availability and will require an amendment to this Agreement.
- E.** The CONTRACTOR shall submit an invoice to PRDOH on a monthly basis. Said invoice must be submitted including all required invoice supporting documents, including but not limited to monthly reports, timesheets, invoice and photos evidence, expense plan and/or work projections. If PRDOH determines that the submitted invoice and supporting documents are acceptable, then the invoice will be approved for payment.
- F.** An authorized representative of the PRDOH will review each invoice and, if adequate, will approve and process its payment. Payments to the CONTRACTOR shall be made by electronic funds transfer (**EFT**). PRDOH reserves the right to conduct any audits it deems necessary. The CONTRACTOR agrees to cooperate fully with any such audit or audits.
- G.** While providing the services under this Agreement, the CONTRACTOR must adhere to applicable requirements of the CDBG-DR/MIT grant. If the CONTRACTOR performs ineligible activities under the CDBG-DR/MIT grant or program, the CONTRACTOR cannot include them in the invoice for payment to the CONTRACTOR.
- H.** CONTRACTOR shall be liable to the PRDOH for any costs disallowed pursuant to financial and/or compliance audit(s) of funds received under this Agreement. CONTRACTOR shall reimburse such disallowed costs from funds other than those CONTRACTOR received under this Agreement.
- I.** The CONTRACTOR acknowledges and agrees to repay any CDBG-DR/MIT funds used for ineligible costs.
- J.** In order for the CONTRACTOR to receive payment for any work performed hereunder, the following certification must be included in each application for payment or invoice submitted to the PRDOH for payment:

“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.”

EGM
EGM

WORR
WORR

V. REIMBURSABLE EXPENSES

The PRDOH will not reimburse any costs incurred by the CONTRACTOR not included in the approved Proposal or in an executed written amendment.

VI. ADDITIONAL SERVICES

Should additional services be needed by the PRDOH, such additional services shall be agreed upon by the parties in a written document signed by both parties, prior to the issuance of a notice to proceed with the performance of such additional services.

VII. OWNERSHIP AND USE OF DOCUMENTS

- EGM*
EGM
- WORR*
WORR
- A. With the exception of the CONTRACTOR's working papers, the CONTRACTOR acknowledges the PRDOH's ownership of all information, drafts, documents, reports, papers, and other materials developed and prepared by the CONTRACTOR, its agents or representatives, for purposes of performing key obligations hereunder. In the event of any termination, the CONTRACTOR shall deliver such information, drafts, reports, papers and other materials to the PRDOH, in document form or as computer program data, and the CONTRACTOR recognizes the PRDOH's right to request such documentation or computer program data. If the CONTRACTOR fails to deliver said information, the PRDOH may seek a judicial order to enforce its rights.
- B. Proof of expenditures incurred by the CONTRACTOR on behalf of PRDOH shall be made available to PRDOH. The CONTRACTOR agrees to maintain accurate records and files of all contract documents, correspondence, book estimates, bills, and other information related to the CONTRACTOR account. These documents shall be open for the PRDOH examination at all reasonable times during the term of this Agreement, and up to **five (5) years** from the closeout of the grant to the state, or the period required by other local applicable laws and regulations.

VIII. DOCUMENTATION AND RECORDKEEPING

- A. **Records to be Maintained:** The CONTRACTOR shall maintain records of the state and units of general local government, including supporting documentation, which shall be retained for the greater of **five (5) years** from the closeout of the grant to the state, or the period required by other local applicable laws and regulations. Such records include but are not limited to: 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/MIT program; Records required to determine the eligibility of activities; Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG-DR/MIT assistance; Records documenting compliance with the fair housing and equal opportunity requirements of the CDBG-DR/MIT program regulations; Financial records as required by 24 C.F.R. § 570.506, and 2 C.F.R. part 200, including records necessary to demonstrate compliance with all applicable procurement requirements; and other records necessary to document compliance with this agreement, any other applicable Federal statutes and regulations, and the terms and conditions of PRDOH's Federal award.
- B. **Access to Records:** The CONTRACTOR shall permit the PRDOH and auditors to have access to the CONTRACTOR's records and financial statements as necessary for the PRDOH to meet its audit requirements under the Federal award.

- C. Record Retention and Transmission of Records to the PRDOH:** Prior to close out of this Agreement, the CONTRACTOR must transmit to the PRDOH records sufficient for the PRDOH to demonstrate that all costs under this Agreement met the requirements of the Federal award.
- D. CONTRACTOR's Data and Privileged Information:** The CONTRACTOR is required to maintain confidential data demonstrating client eligibility for activities provided under this Agreement. Such data may include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of activities provided.
- E. PII Policy:** The CONTRACTOR must comply with the PRDOH CDBG-DR/MIT Personal Identifiable Information Policy, as found in the CDBG-DR/MIT Website (www.cdbg-dr.pr.gov), which is herein included and made an integral part of this Agreement, as it may be updated from time to time.

EGM
EGM

WORR
WORR

IX. ACCESS TO RECORDS

- A.** The CONTRACTOR agrees to provide the Government of Puerto Rico, PRDOH, HUD's Secretary, the Comptroller General of the United States, or any of their authorized representative's access to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
- B.** The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

X. NON-DISCLOSURE AND CONFIDENTIALITY

- A. Confidential Information; Definition:** The term Confidential Information as used throughout this Section, means any information concerning PRDOH operations and that of its CONTRACTOR (e.g., the projects, computer processing systems, object and source codes and other PRDOH business and financial affairs). The term Confidential Information shall also deem to include all notes, analysis, compilation, studies and interpretation or other documents prepared by CONTRACTOR, its agents or representatives, in connection with PRDOH operations.
- B. Non-Disclosure:** CONTRACTOR agrees to take all reasonable steps or measures to keep confidential all Confidential Information and will not, at any time, present or future, without PRDOH express written authorization, signed by the Secretary of the PRDOH, use or sell, market or disclose any Confidential Information to any third party, contractor, corporation, or association for any purpose whatsoever. CONTRACTOR further agrees that, except as they relate to the normal course of the service, the CONTRACTOR will not make copies of the Confidential Information except upon PRDOH express written authorization, signed by an authorized representative of PRDOH, and will not remove any copy or sample of Confidential Information without prior written authorization from PRDOH. CONTRACTOR retains the right to control its work papers subject to these confidentiality provisions.
- C. Return Documents:** Upon receipt of written request from the PRDOH, CONTRACTOR will return to PRDOH all copies or samples of Confidential Information which, at the time of the notice are in CONTRACTOR's or its agent's possession. CONTRACTOR reserves the right to retain a set of its work papers.

- D. Equitable Relief:** The CONTRACTOR acknowledges and agrees that a breach of the provision of subparagraph B and C of this Section may cause PRDOH to suffer irreparable damage that could not be remedied or compensated adequately only by mere monetary retribution. The CONTRACTOR further agrees that money damages may not be a sufficient remedy for any breach of this Section. Accordingly, the CONTRACTOR agrees that PRDOH shall have the right to seek injunctive relief and the specific performance of the provisions of this Section to enjoin a breach or attempted breach of the provision hereof, such right being in addition to any and all other rights and remedies that are available to PRDOH by law, equity, or otherwise.

XI. PERFORMANCE WARRANTY

- EGM*
EGM
- (a) CONTRACTOR warrants that it will perform all work and provide all Deliverables under this Contract in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- (b) CONTRACTOR warrants that all Deliverables it completes under this Contract shall: meet or exceed the standards of CONTRACTOR's trade, profession, or industry; meet or exceed the specifications set forth in the Attachments to this Agreement; and be fit for ordinary use, of good quality, and with no material defects, if applicable.
- (c) If CONTRACTOR submits Deliverables that do not meet specifications, fails to complete Deliverables timely, or fails to perform its obligation under this Contract, PRDOH may require CONTRACTOR, at its sole expense, if applicable, to:
1. repair or replace Deliverables that do not meet specifications;
 2. refund payment for Deliverables that do not meet specifications and accept the return of such Deliverables;
 3. pay liquidated damages for any past due Deliverable; and
 4. take necessary action to ensure that future performance and Deliverables meet specifications and conform to the Contract.
- WORR*
WORR

XII. TERMINATION

- A. Termination for Cause or Default:** The PRDOH may terminate this Agreement, in whole or in part, because of CONTRACTOR's failure to fulfill any of its obligations. The PRDOH shall terminate this Agreement by delivering to the CONTRACTOR a **thirty (30) calendar day** notice of termination specifying the extent to which the performance of the service under this Agreement is terminated, the reason therefor and the effective date of termination. CONTRACTOR shall, upon written notice, be provided a **ten (10) calendar day** opportunity to cure the alleged defect that resulted in the perceived default. If the defect is not cured within that period of time, CONTRACTOR shall immediately discontinue all such services being terminated and deliver to the PRDOH all information, notes, drafts, documents, analysis, reports, compilations, studies and other materials accumulated or generated in performing the services contemplated in this Agreement, whether completed or in process. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the PRDOH for damage sustained to PRDOH CDBG-DR/MIT Program by virtue of any breach of the Agreement by the CONTRACTOR. The PRDOH may withhold any payments to the CONTRACTOR, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the PRDOH by the CONTRACTOR. PRDOH shall make payment, in accordance with the terms of this Agreement, of any amounts due to CONTRACTOR for allowable services rendered prior to the termination notice.

- B. Termination for Convenience:** The PRDOH may terminate this Agreement, in whole or in part, whenever the PRDOH determines that such termination is necessary or convenient to the Agency. The PRDOH will terminate this Agreement by delivering to the CONTRACTOR a **thirty (30) calendar days'** 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 CONTRACTOR shall immediately discontinue all services affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. 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. PRDOH shall make payment, in accordance with the terms of this Agreement, of any amounts due to CONTRACTOR for allowable services rendered prior to the termination notice.
- C. Termination by Unilateral Abandonment:** The PRDOH will consider this Agreement immediately terminated, in the event that the CONTRACTOR unilaterally and without prior notice, chooses to abandon (in any shape, form or fashion) cease and desist in the specific performance of its general and particular duties and responsibilities as agreed in this Agreement. Upon the knowledge of such event, the PRDOH will not be held liable and will immediately, automatically and retroactively deduct from any future reimbursement, all funds from the day such unilateral abandonment took place. The PRDOH will not be compelled to continue the performance of this Agreement, should the CONTRACTOR breach this Agreement by unilateral abandonment. For the purposes of this Section, Abandonment shall mean that CONTRACTOR voluntarily and intentionally disavows its contractual duties in a manner that is overt and without question a relinquishment of said contractual duties.
- D. 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 CONTRACTOR a **thirty (30) calendar days'** 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 CONTRACTOR shall immediately discontinue all services affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. 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.
- E. Suspension:** The PRDOH may suspend this Agreement in whole or in part at any time for the PRDOH's convenience. The PRDOH shall give the CONTRACTOR **five (5) business days'** written notice of such suspension. Upon receipt of said notice the CONTRACTOR shall immediately discontinue all Services affected.
- F. Immediate Termination:** In the event the CONTRACTOR is subjected to a criminal or civil action, suit, proceeding, inquiry or court of applicable jurisdiction, or any governmental agency, or the CONTRACTOR 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 CONTRACTOR of this Agreement or the CONTRACTOR 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, the PRDOH shall have the right to the immediate termination 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

EGM
EGM

WRR
WRR

Agreement pursuant to Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico.

G. Period of Transition: Upon termination of this Agreement, and for **ninety (90) consecutive calendar days** thereafter (the Transition Period), CONTRACTOR agrees to make himself available to assist the PRDOH with the transition of services assigned to CONTRACTOR by the PRDOH. CONTRACTOR 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 CONTRACTOR 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.

EGM
EGM

WORR
WORR

XIII. PENALTIES AND LIQUIDATED DAMAGES

A. Penalties

1. In the event the CONTRACTOR is determined to have engaged in any proscribed conduct or otherwise is in default as to any applicable term, condition, or requirement of this Agreement, at any time following the Effective Date of the Agreement, the CONTRACTOR agrees that PRDOH may impose sanctions against the CONTRACTOR for any default in accordance with **Attachment B** and **Attachment D** and this Section. Refer to all required provisions set forth at 2 C.F.R. § 200.326 and 24 C.F.R. § 570.489(g), if applicable, and the Contract and Subrecipient Agreement Manual, Section 2, Subsection 2.4.1(a), as found in the CDBG-DR/MIT Website (www.cdbg-dr.pr.gov) which is herein included and made an integral part of this Agreement, as it may be updated from time to time.
2. If the CONTRACTOR fails to comply with federal statutes, regulations or the terms and conditions of the Agreement, PRDOH may take one or more of the following actions:
 - i. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR.
 - ii. Disallow all or part of the cost of the activity or action not in compliance.
 - iii. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. part 180.
 - iv. Withhold further Federal awards for the project or program.
 - v. Take other remedies that may be legally available.

B. Liquidated damages

The CONTRACTOR shall pay to PRDOH, as liquidated damages, **one hundred dollars (\$100.00)** for each calendar day that any task deliverable required is late until deemed in compliance subject to a maximum of **five thousand dollars (\$5,000.00)** established in this Contract between PRDOH and the CONTRACTOR, in accordance with **Attachment B** and **Attachment D**. Said sum, in view of the difficulty of accurately ascertaining the loss which PRDOH will suffer by reason of delay in the completion of the Work hereunder, is hereby fixed and agreed as the liquidated damages that PRDOH will suffer by reason of such delay. Liquidated

damages received hereunder are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRDOH's right to indemnification, or the CONTRACTOR's obligation to indemnify the PRDOH pursuant to this Contract, or to any other remedy provided for in this Contract or by Law. Liquidated damages may be assessed at the sole discretion of PRDOH. For the purpose of applying and calculating such liquidated damages, a grace period of **ten (10) business days** shall be observed. The PRDOH may deduct and retain out of the monies which may become due hereunder, the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the amount of liquidated damages due to the PRDOH per the formula above, the CONTRACTOR shall be liable to pay the difference.

EGM
EGM

XIV. LIABILITY

In no event, the PRDOH shall be liable for any indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, incurred by either party or any third party, whether in an action in contract or tort, even if the other party or any person has been advised of the possibility of such damages. Third parties operating under this program, with their agency, will have their own general civil and criminal liability imposed by law towards the PRDOH, the CONTRACTOR and any citizen.

WORR
WORR

The CONTRACTOR shall carry the insurances as are required by law (if applicable), as set forth below. The CONTRACTOR shall furnish PRDOH certificates of insurance.

XV. INSURANCE

A. Required Coverage

The CONTRACTOR 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 Insurance Requirements, attached hereto and made an integral part hereof as **Attachment E**. The CONTRACTOR shall meet all other insurance requirements as may be imposed by PRDOH from time to time.

Upon the execution of this Agreement, the CONTRACTOR shall furnish PRDOH with original and two (2) certified copies of the insurance policies described in **Attachment E** 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 CONTRACTOR 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 CONTRACTOR 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 Agreement.

B. Endorsements

Each insurance policy maintained by the CONTRACTOR 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 CONTRACTOR 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.

EGM
EGM

WORR
WORR

C. Related Requirements

The CONTRACTOR shall furnish original Certificates of Insurance evidencing the required coverage to be in force on the Effective Date of 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. THE REQUIRED DOCUMENTATION MUST BE RECEIVED PRIOR TO THE CONTRATOR COMMENCING WORK. NO CONTRACTOR 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-DR/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 CONTRACTOR and will charge back all cost to the CONTRACTOR; (2) all payments due the CONTRACTOR will be held until the CONTRACTOR has complied with the Agreement; and/or (3) The CONTRACTOR 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 in compliance with 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 CONTRACTOR shall require all subcontractors or consultants 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. The CONTRACTOR 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 CONTRACTOR expressly understands and agrees that whenever the CONTRACTOR 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 CONTRACTOR under this Agreement.

XVI. HOLD HARMLESS

The CONTRACTOR and its affiliates, its successors and assignees will indemnify the PRDOH from any damages and/or losses arising out of any breach of this Agreement by the CONTRACTOR or against personal injuries or property damage resulting from any act of negligence or omission by the CONTRACTOR and its affiliates in connection with this Agreement.

XVII. 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 CONTRACTOR shall be liable to the other party for nonperformance during the conditions created by such event. The party claiming Force Majeure shall exercise due diligence to prevent, eliminate, or overcome such Force Majeure event where it is possible to do so and shall resume performance at the earliest possible date.

The CONTRACTOR shall notify the PRDOH in writing as soon as possible, but in any event within **ten (10) business days** of the occurrence of the Force Majeure event and describe in reasonable detail the nature of the Force Majeure event, how the non-performance or delay relates to or arises from the Force Majeure event, its anticipated duration and any action taken to minimize its effect. The CONTRACTOR may be entitled to reasonable adjustments in schedule, among other measures, in the foregoing circumstances. If non-performance continues for more than **thirty (30) days**, without reasonable justification, the PRDOH may terminate this Agreement immediately upon written notification to the Contractor.

XVIII. CONFLICTS OF INTEREST

The CONTRACTOR shall comply with the ethics requirements set forth herein and warrant that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of the work under a PRDOH contract and CONTRACTOR'S organizational, financial, contractual or other interest are such that:

- a) Award of the Agreement may result in an unfair competitive advantage; or
- b) The CONTRACTOR's objectivity in performing the contract work may be impaired.

The CONTRACTOR agrees that if after award he or she discovers an organizational conflict of interest with respect to this Agreement, it shall make an immediate (within the next **seventy-two (72) hours**) and full disclosure in writing to the Contracting Officer, which shall include a description of the action, which the CONTRACTOR has taken or intends to take to eliminate or neutralize the conflict. The CONTRACTOR will disclose the details of any existing or future contract to provide services to third parties participating or for the purpose to participate in disaster recovery programs or projects in Puerto Rico. The PRDOH may, however, terminate the Agreement for the convenience of PRDOH if it would be in its best interest.

In the event the CONTRACTOR was aware of an organizational conflict of interest before the award of this Agreement and did not disclose the conflict to the Contracting Officer, the PRDOH may terminate the Agreement for default.

EGM
EGM

WORR
WORR

The provisions of this clause shall be included in all subcontracts and/or consulting agreements wherein the work to be performed is similar to the services provided by the CONTRACTOR. The CONTRACTOR shall include in such subcontracts and consulting agreements any necessary provision to eliminate or neutralize conflicts of interest.

XIX. INDEPENDENT CONTRACTOR

The relationship of the CONTRACTOR to PRDOH shall be that of an independent CONTRACTOR rendering professional services. Neither the CONTRACTOR nor any personnel of the CONTRACTOR shall have any authority to execute contracts or make commitments on behalf of PRDOH. Nothing contained herein shall be deemed to create the relationship of employer/employee, principal/agent, joint venture or partner between the CONTRACTOR and PRDOH. Further, the CONTRACTOR recognizes that in view of its status as an independent CONTRACTOR, neither it nor its employees or subcontractors will be entitled to participate in or receive any fringe benefits normally granted to PRDOH employees under such programs, including, but not limited to, worker's compensation, voluntary disability, travel accident insurance, medical/dental insurance, life insurance, long-term disability, holiday pay, sick pay, salary continuation pay, leaves of absence (paid or unpaid), pension plan and savings plan.

The CONTRACTOR shall have exclusive control over its employees and subcontractors (and the CONTRACTOR's employees and subcontractors are herein, collectively, referred to as the "CONTRACTOR Personnel"), its labor and employee relations and its policies relating to wages, hours, working conditions and other employment conditions. The CONTRACTOR has the exclusive right to hire, transfer, suspend, lay off, recall, promote, discipline, discharge and adjust grievances with its CONTRACTOR Personnel. The CONTRACTOR is solely responsible for all salaries and other compensation of its CONTRACTOR Personnel who provide Services.

The CONTRACTOR is solely responsible for making all deductions and withholdings from its employees' salaries and other compensation and paying all contributions, taxes and assessments, including union payments. The CONTRACTOR shall be responsible for and shall defend, indemnify and hold harmless PRDOH, and its agents, officers, directors, employees, representatives, CONTRACTOR's, successors and assigns against all costs, expenses and liabilities, including without limitation reasonably prudent attorneys' fees relative to the situation, in connection with the CONTRACTOR's employment and/or hiring of any CONTRACTOR Personnel providing any of the Services, including without limitation: (i) payment when due of wages and benefits, (ii) withholding of all payroll taxes, including but not limited to, unemployment insurance, workers' compensation, FICA and FUTA, (iii) compliance with the Immigration Reform Control Act, and (iv) compliance with any other applicable laws relating to employment of any CONTRACTOR Personnel of, and/or hiring by, CONTRACTOR in connection with the Services.

XX. NOTICES

All notices required or permitted to be given under the Agreement shall be in writing, and shall be deemed given when delivered by hand or sent by registered or certified mail, return receipt requested, to the address as follows:

To: PRDOH

William O. Rodríguez Rodríguez, Esq.
Secretary
Puerto Rico Department of Housing
606 Barbosa Ave.
Juan C. Cordero Dávila Bldg.
San Juan, PR 00918

EGM
EGM

WRR
WRR

To: CONTRACTOR

Edgar E. González Milán, Esq., LLM
President
González Law Service, P.S.C.
Villa Hucar A-5 Calle Hucar
San Juan, PR 00926

XXI. THIRD PARTIES

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action of a third party against either the PRDOH or the CONTRACTOR.

EGM
EGM

XXII. SUBCONTRACTS

A. General: All subcontracts shall contain the applicable provisions described in **Attachment F** (HUD General Provisions), as well as applicable provisions set forth in 2 C.F.R. § 200.101. The PRDOH shall review subcontracts as part of the compliance, monitoring, and oversight process performed by PRDOH or upon request.

B. Specific Requirements: All subcontracts shall contain provisions specifying:

- i. That the work performed by the subcontractor be in accordance with the applicable terms of this Agreement between the PRDOH and CONTRACTOR;
- ii. That nothing contained in such subcontract agreement shall impair the rights of the PRDOH;
- iii. That nothing contained herein, or under this Agreement will create any contractual relation between the subcontractor and the PRDOH;
- iv. That the subcontractor specifically agrees to be bound by the confidentiality provision regarding Personal Identifiable Information set forth in this Agreement;
- v. That CONTRACTOR will be responsible for ensuring all subcontract work is performed consistent with federal and state regulations and/or policies to be eligible for reimbursement of the approved work; and
- vi. All Federal flow down provisions are included in the subcontract agreement per Federal guidelines.

C. Monitoring: CONTRACTOR shall diligently monitor all subcontracted services. If CONTRACTOR discovers any areas of noncompliance, CONTRACTOR shall provide the PRDOH summarized written reports supported with documented evidence of corrective action.

D. Content: CONTRACTOR shall cause all the applicable provisions of this Agreement to be included in, and made a part of, any subcontract executed in the performance of this Agreement.

E. Notification: CONTRACTOR shall notify and provide a copy of any and all subcontracts related to this Agreement and CDBG-DR/MIT funds to the Contract Administration Area of the PRDOH CDBG-DR/MIT Legal Division within **three (3) business days** of its execution.

WORR
WORR

XXIII. CERTIFICATION OF COMPLIANCE WITH LEGAL REQUIREMENTS

Given that the Agreement involves funds for which HUD is the oversight agency, the CONTRACTOR agrees to carry out its obligations under this Agreement in compliance with all the requirements described in **Attachment F** (HUD General Provisions), **Attachment G** (Contractor Certification Requirement) and following provisions:

A. Compliance with Executive Order No. 24: Pursuant to Executive Order No.24 of June 18, 1991, the CONTRACTOR certifies and guarantees that at the signing of this Agreement it has filed all the necessary and required income tax returns to the Government of Puerto Rico for the last **five (5) years**. The CONTRACTOR further certifies that it has complied and is current with the payment of any and all income taxes that are, or were due, to the Government of Puerto Rico. The CONTRACTOR shall hand out, to the satisfaction of the PRDOH and whenever requested by the PRDOH during the term of this Agreement, the necessary documentation to support its compliance of this clause. The CONTRACTOR will be given a specific amount of time by the PRDOH to produce said documents. During the term of this Agreement, the CONTRACTOR agrees to pay and/or to remain current with any repayment plan agreed to by the CONTRACTOR with the Government of Puerto Rico.

EGM
EGM

WRR
WRR

B. Compliance with Executive Order 52: Pursuant to Executive Order No. 52 of August 28, 1992, amending Executive Order No.1991-24, the CONTRACTOR certifies and warrants that it has made all payments required for unemployment benefits, workmen's compensation and social security for chauffeurs, whichever is applicable, or that in lieu thereof, has subscribed a payment plan in connection with any such unpaid items and is in full compliance with the terms thereof. The CONTRACTOR accepts and acknowledges its responsibility for requiring and obtaining a similar warranty and certification from each and every CONTRACTOR and subcontractor whose service the CONTRACTOR has secured in connection with the services to be rendered under this Agreement and shall forward evidence to PRDOH as to its compliance with this requirement.

C. Compliance with Circular Letter No. 1300-16-16 of the Puerto Rico Department of Treasury: The CONTRACTOR accepts and acknowledges its responsibility of acquiring the certifications required in the Puerto Rico Department of Treasury Circular Letter No. 1300-16-16 issued on January 19, 2016. All certifications must be submitted during their term of validity, in accordance with applicable laws. Certifications expired or issued more than **sixty (60) calendar days** prior to the contract date will not be accepted. The last payment to be made under the contract will only be issued if the 'Debt Certifications' by the Puerto Rico Department of Treasury indicate that the CONTRACTOR has no debt with the Department of Treasury. The CONTRACTOR agrees to cancel any debt that cannot be clarified with the Department of the Treasury through a withholding made by PRDOH from the payments to which it is entitled to receive under the contract.

D. Social Security and Income Tax Retentions: The CONTRACTOR will be responsible for rendering and paying the Federal Social Security and Income Tax Contributions for any amount owed as a result of the income from this Agreement.

E. Government of Puerto Rico Municipal Tax Collection Center (CRIM, for its Spanish acronym): The CONTRACTOR certifies and guarantees that at the signing of this Agreement it has no current debt with regards to property taxes that may be registered with the Government of Puerto Rico's Municipal Tax Collection Center. The CONTRACTOR further certifies to be current with the payment of any and all property

taxes that are or were due to the Government of Puerto Rico. The CONTRACTOR shall hand out, to the satisfaction of the PRDOH and whenever requested by the PRDOH during the term of this Agreement, the necessary documentation to support its compliance of this clause. The CONTRACTOR will deliver upon request any documentation requested under this clause as per request of PRDOH. During the Term of this Agreement, the CONTRACTOR agrees to pay and/or to remain current with any repayment plan agreed to by the CONTRACTOR with the Government of Puerto Rico with regards to its property taxes.

F. Income Tax Withholding: The PRDOH shall retain the corresponding amount from all payments made to the CONTRACTOR, as required by the Puerto Rico Internal Revenue Code. The PRDOH will advance such withholdings to the Government of Puerto Rico's Treasury Department (known in Spanish as *Departamento de Hacienda del Gobierno de Puerto Rico*). The PRDOH will adjust such withholdings provided the CONTRACTOR produces satisfactory evidence of partial or total exemption from withholding.

EGM
EGM

WORR
WORR

G. Compliance with Act No. 45 of April 18, 1935, as amended, 11 LPRA § 1, et seq.: The CONTRACTOR certifies and guarantees that at the signing of this Agreement has valid insurance issued by the State Insurance Fund Corporation (CFSE, for its Spanish Acronym), as established by Act No. 45, *supra*, known as the "Puerto Rico Workers' Accident Compensation Act".

H. Government of Puerto Rico's Agency for the Collection of Child Support (ASUME, for its Spanish acronym): The CONTRACTOR certifies and guarantees that at the signing of this Agreement that the CONTRACTOR nor any of its Partners, if applicable, have any debt or outstanding debt collection legal procedures with regards to child support payments that may be registered with the Government of Puerto Rico's Child Support Administration. The CONTRACTOR hereby certifies that it is a limited liability company organized and existing in good standing under the laws of the Government of Puerto Rico. The CONTRACTOR shall present, to the satisfaction of PRDOH, the necessary documentation to substantiate the same. The CONTRACTOR will be given a specific amount of time by PRDOH to deliver said documents.

I. Compliance with Act No. 168-2000, as amended, 8 LPRA § 711, et seq.: The CONTRACTOR is in full compliance with Act No. 168-2000, as amended, known as "Act for the Improvement of Elderly Support of Puerto Rico."

J. Compliance with Act No. 1-2012, as amended, 3 LPRA § 1854, et seq.: The PRDOH and the CONTRACTOR hereby certify that in signing this Agreement they are in compliance with Act No. 1-2012, as amended, known as the "Puerto Rico Government Ethics Act of 2011", in connection with the possibility of a conflict of interest.

K. Clause of Governmental Ethics Certification of Absence of Conflict of Interests - The CONTRACTOR certifies that: (1) No public servant of this executive agency has a pecuniary interest in this contract, purchase or commercial transaction. (2) No public servant of this executive agency has requested me or accepted from me, directly or indirectly, for him (her), for any member of his family unit or for any person, gifts, bonuses, favors, services, donations, loans or anything else of monetary value. (3) No public servant (s) requested or accepted any good of economic value, linked to this transaction, from any person of my entity as payment for performing the duties and responsibilities of their employment. (4) No public servant has requested from me, directly or indirectly, for him (her), for any member of her family unit, or for any other

person, business or entity, some of economic value, including gifts, loans, promises, favors or services in exchange for the performance of said public servant is influenced in my favor or of my entity. (5) I have no kinship relationship, within the fourth degree of consanguinity and second by affinity, with any public servant who has the power to influence and participate in the institutional decisions of this executive agency.

L. Ethics. CONTRACTOR also acknowledges receipt and agrees to obey the Anticorruption Code for the New Puerto Rico known in Spanish as "Código Anticorrupción para el Nuevo Puerto Rico".

M. Non-Conviction. The CONTRACTOR certifies that it has not been convicted nor accused of a felony or misdemeanor against the government, public faith and function, or that involves public property or funds, either federal or local in origin. Furthermore, CONTRACTOR also certifies that:

1. It has not been convicted, nor has pleaded guilty at a state or federal bar, in any jurisdiction of the United States of America, of crimes consisting of fraud, embezzlement or misappropriation of public funds, as stated in Act No. 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, which prohibits the award of Offers or government contracts to those convicted of fraud, misappropriation of public fund.
2. It understands and accepts that any guilty plea or conviction for any of the crimes specified in Article 3 of said Act, will also result in the immediate cancellation of any contracts in force at the time of conviction, between the undersigned and whichever Government Agencies, Instrumentalities, Public Corporations, Municipalities and the Legislative or Judicial Branches.
3. It declares under oath the above mentioned in conformity with what is established as in Act No. 2 of January 2, 2018, as amended, known as the "Anti-Corruption Code for the New Puerto Rico", which prohibits awarding Offers for government contracts, to those convicted of fraud, embezzlement or misappropriation of public funds.
4. The CONTRACTOR represents and guarantees that none of its employees, officials or agents have been convicted of a felony or misdemeanor as described in this sub-section. Moreover, the CONTRACTOR agrees to notify PRDOH should any employee, official, or agent is convicted of a felony or misdemeanor as described in this sub-section after the date of this Agreement. Said notice shall be made within **ten (10) business days** from the time of the conviction.

N. Other payments or compensation: The CONTRACTOR certifies that it does not receive payment or compensation for regular services rendered as an official or public employee to another government entity, agency, public corporation or municipality, and knows the ethical standards of his profession and assumes responsibility for his actions.

O. Consequences of Non-Compliance: The CONTRACTOR expressly agrees that the conditions outlined throughout this Section are essential requirements of this Agreement; thus, should any one of these representations, warrants, and certifications be incorrect, inaccurate or misleading, in whole or in part, there shall be sufficient cause for PRDOH to render this Agreement null and void and the CONTRACTOR reimburse to PRDOH all money received under this Agreement.

EGM
EGM

WRR
WRR

P. Non-Conflict of Interest Certification: The CONTRACTOR shall comply with **Attachment H** (Non-Conflict of Interest Certification), attached herein and made an integral part of this Agreement, which outlines several situations that may reasonably be considered as conflicts of interest. The aforementioned certification aids PRDOH, in its role as grantee, to identify, evaluate, disclose and manage apparent potential, or actual conflicts of interest related to CDBG-DR and CDBG-MIT-funded projects, activities, and/or operations.

XXIV. ACT NO. 18 OF OCTOBER 30, 1975, as amended, 2 L.P.R.A. §§ 97-98

The parties to this Agreement agree that its effective date will be subject to the due registration and remittance to the Office of the Comptroller of Puerto Rico. No rendering or consideration subject matter of this Agreement will be required before its registration at the Office of the Comptroller of Puerto Rico pursuant to Act No. 18 of October 30, 1975, as amended. The CONTRACTOR will be responsible for ensuring that this Agreement has been registered before the rendering of services by requesting a copy of the registered Agreement with its proper number and date of registry. No services under this Agreement will continue to be delivered after its effective date unless at the expiration date, an amendment signed by both parties and duly registered exists. No services performed in violation of this provision will be paid. The party violating this clause will be doing so without any legal authority, this action will be deemed as *ultra vires*.

EGM
EGM

WORR
WORR

XXV. MEMORANDUM NO. 2021-003; CIRCULAR LETTER 001-2021 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARÍA DE LA GOBERNACIÓN) & THE OFFICE OF MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO)

A. Interagency Services Clause: Both contracting parties acknowledge and agree that services retained may be provided to any entity of the Executive Branch with which the contracting entity makes an interagency agreement or by direct provision of the Office of the Chief of Staff of the Governor (*Secretaría de la Gobernación*). These services will be performed under the same terms and conditions in terms of hours of work and compensation set forth in this Agreement. For purposes of this clause, the term "Executive Branch entity" includes all agencies of the Government of Puerto Rico, as well as public instrumentalities and corporations and the Office of the Governor.

B. Termination Clause: The Chief of Staff (*Secretario de la Gobernación*) of the Governor shall have the power to terminate this Agreement at any time.

C. Contract Review Policy of the Financial Supervision and Administration Board for Puerto Rico: The parties acknowledge that the CONTRACTOR has submitted the certification entitled "Contractor Certification Requirement" required in accordance with the Contract Review Policy of the Financial Oversight and Management Board (**FOMB**) for Puerto Rico, effective as of November 6, 2017, as amended on October 30, 2020, signed by the Contractor's Executive Director (or another official with an equivalent position or authority to issue such certifications). A signed copy of the "Contractor's Certification Requirement" is included as **Attachment G** to this contract.

XXVI. MEMORANDUM NO. 2021-029; CIRCULAR LETTER NO. 013-2021 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARÍA DE LA GOBERNACIÓN) & THE OFFICE OF MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO):

- A.** The PRDOH certifies that the CONTRACTOR was selected as the provider of the services described in this Agreement, pursuant to Executive Order No. 2021-029.
- B.** The Parties certify that they acknowledge the provisions stated in Executive Order No. 2021-029 and CC 013-2021. Any failure to comply with the requirements set forth in Executive Order No. 2021-029 and CC 013-2021 will result in the termination of this Agreement.
- C.** The CONTRACTOR certifies that it has informed PRDOH of any current contractual relationship with any government entities of the Government of Puerto Rico. Accordingly, the CONTRACTOR certifies that it is in a contractual relationship with the following entities of the Government of Puerto Rico: State Fund Insurance (CFSE), Automobile Accident Compensation (ACAA), Child Support Administration (ASUME), Public Safety Department (DSP), University of Puerto Rico (Bayamón Campus), Municipality of Naranjito, Municipality of Las Piedras, Municipality of Humacao, and Municipality of Bayamón. The CONTRACTOR also certifies that said entities are all the entities of the Government of Puerto Rico with which they maintain a contractual relationship. In addition, the CONTRACTOR recognizes and accepts that omitting any information regarding any current contractual relationship with any governmental entity could result in the termination of this agreement if so, required by PRDOH.
- D.** The CONTRACTOR certifies that it has informed the PRDOH whether or not the entity is a public corporation whose shares are exchanged in a stock exchange properly regulated. In the event that the CONTRACTOR certifies that it is not a public corporation that exchanges shares in a stock change, the CONTRACTOR certifies it has completed the applicable certification as stated in CC-013-2021.

XXVII. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, & EXECUTIVE ORDERS

The CONTRACTOR acknowledges that HUD financial assistance will be used to fund the Agreement only. Also, the CONTRACTOR shall comply with all applicable Federal, state and local laws, rules, regulations, and policies relating to CDBG-DR/MIT and CDBG Program services. This includes without limitation, applicable Federal Registers; 2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Housing and Community Development Act of 1974; 24 C.F.R. part 570 Community Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. Part 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. Also, the CONTRACTOR shall comply, without limitation, with those set forth in **Attachment F** and in compliance with all the requirements described in **Attachment G**.

XXVIII. CDBG-DR/MIT POLICIES AND PROCEDURES

In addition to what is established in this Agreement, the CONTRACTOR shall comply with all CDBG-DR/MIT program specific and general policies and procedures, including, but not limited to, the Contract and Subrecipient Agreement Manual, OS&H Guideline, MWBE Policy, Procurement Manual for the CDBG-DR/MIT Program, URA & ADP Guidelines, Cross Cutting Guidelines, AFWAM Policy, Section 3 Policy, Personally Identifiable Information, Confidentiality, and Nondisclosure Policy and Conflict of Interest and Standards of Conduct Policy, as found in the CDBG-DR/MIT Website (www.cdbg-dr.pr.gov), which are herein included and made an integral part of this Agreement, as

EGM
EGM

WRR
WRR

they may be updated from time to time, and reporting requirements as established by the PRDOH.

XXIX. SECTION 3 CLAUSE

A. The work to be performed under this contract 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 contract 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 contract, the parties to this contract certify that they are under no contractual or other impediments that would prevent them from complying with the part 75 regulations.

C. The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONTRACTOR'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 the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; 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 CONTRACTOR 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 contractor will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 75.

E. The CONTRACTOR acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contraction requirements of 24 CFR 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

F. The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled (1) after the CONTRACTOR is selected but before the contract 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 CONTRACTOR'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 contract 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 contract. 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

EGM
EGM

WORR
WORR

contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract 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).

I. The CONTRACTOR 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.

EGM
EGM

XXX.BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352

WRR
WRR

The CONTRACTOR certifies, to the best of his or her knowledge, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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.
- B. 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 undersigned shall complete and submit Standard Forms-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The CONTRACTOR 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 sub recipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). The CONTRACTOR acknowledges that 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. The CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

XXXI.EQUAL OPPORTUNITY

- A. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or national origin. The CONTRACTOR will take affirmative action to ensure

that applicants 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. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- B.** The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- C.** When applicable, the CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONTRACTOR's commitments under this Section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D.** The CONTRACTOR will comply with all provisions of Exec. Order No. 11246 of September 24, 1965, as amended by Exec. Order No. 11375 of October 13, 1967, and as supplemented by the rules, regulations, and relevant orders of the United States Secretary of Labor.
- E.** The CONTRACTOR will furnish all information and reports required by Exec. Order No. 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F.** In the event of the CONTRACTOR's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Exec. Order No. 11246 of September 24, 1965, as amended, and such other sanctions as may be imposed and remedies invoked as provided in Exec. Order No. 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G.** The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (F) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Exec. Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the CONTRACTOR may

EGM
EGM

WRR
WRR

request the United States to enter into such litigation to protect the interests of the United States.

XXXII.SOLID WASTE DISPOSAL ACT

1) In the performance of this contract, the CONTRACTOR shall make maximum use of products containing recovered materials that are Environmental Protection Agency (**EPA**)- designated items unless the product cannot be acquired:

- a. Competitively within a timeframe providing for compliance with the contract performance schedule;
- b. Meeting contract performance requirements; or
- c. At a reasonable price.

2) Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines website, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

e
3) CONTRACTOR must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include:

- a. procuring only items designated in guidelines of the EPA at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds ten thousand dollars (\$10,000) or the value of the quantity acquired during the preceding fiscal year exceeded ten thousand dollars (\$10,000);
- b. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- c. establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XXXIII. DRUG FREE WORKPLACE

The CONTRACTOR should establish procedures and policies to promote a Drug-Free workplace. Further, the CONTRACTOR should notify all employees of its policy for maintaining a Drug-Free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. Further, the CONTRACTOR shall notify the PRDOH if any of its employees are convicted of a criminal drug offense in the workplace no later than **ten (10) days** after such conviction.

XXXIV.SUSPENSION AND DEBARMENT

- A.** This Agreement is a covered transaction for purposes of 2 C.F.R. part 180 and 2 C.F.R. part 2424. As such, the CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. §180.940) or disqualified (defined at 2 C.F.R. §180.935).
- B.** The CONTRACTOR must comply with 2 C.F.R. part 180, subpart C, and 2 C.F.R. part 2424, and must include a requirement to comply with these regulations in any lower-tier covered transaction it enters into.
- C.** This certification is a material representation of fact relied upon by PRDOH. If it is later determined that the CONTRACTOR did not comply with 2 C.F.R. part 180, subpart C and 2 C.F.R. part 2424, in addition to remedies available to PRDOH, the

EGM
EGM

WORR
WORR

Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

- D. The CONTRACTOR agrees to comply with the requirements of 2 C.F.R. part 180, subpart C and 2 C.F.R. part 2424, while this Agreement is valid. The CONTRACTOR further agrees to include a provision requiring such compliance in its lower-tier covered transactions.

XXXV. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

The CONTRACTOR certifies that it is cleared and eligible for award of a contract and is not suspended, debarred, or on a HUD-imposed limited denial of participation. Subsequently, the CONTRACTOR must be registered in the System for Award Management (**SAM**) and shall maintain its registration active during contract performance and through final payment. The CONTRACTOR is responsible during performance and through final payment for the accuracy and completeness of the data within SAM. Failure to maintain registration in SAM may impact obligations and payments under this Agreement.

EGM
EGM

WORR
WORR

XXXVI. NO OBLIGATION BY THE FEDERAL GOVERNMENT

The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, CONTRACTOR, or any other party pertaining to any matter resulting from the Agreement.

XXXVII. PROGRAM FRAUD & FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The CONTRACTOR acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the CONTRACTOR's actions pertaining to this Agreement.

XXXVIII. BANKRUPTCY

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

XXXIX. ENTIRE AGREEMENT

This Agreement and all its attachments represent the entire and integrated agreement between PRDOH and the CONTRACTOR and supersede all prior negotiations, representations, agreements, and/or understandings of any kind. This Agreement may be amended only by a written document signed by both PRDOH and the CONTRACTOR.

XL. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if written and signed by both parties, and its authorized representatives. Those amendments shall make specific reference to this Agreement, comply with programmatic policies, procedures, and guidelines. Such amendments shall not invalidate this Agreement, nor relieve or release the Parties from their obligations under this Agreement.

However, PRDOH reserves the right to notify in writing to CONTRACTOR 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.

XLI. BINDING EFFECT

This Agreement shall be binding upon and shall inure to the benefit of PRDOH and the CONTRACTOR, their successors and assigns.

The CONTRACTOR shall not assign this Agreement, in whole or in part, without the prior written consent of PRDOH, and any attempted assignment not in accordance herewith shall be null and void and of no force or effect.

XLII. ASSIGNMENT OF RIGHTS

The rights of each party hereunder are personal to that party and may not be assigned or otherwise transferred to any other person, contractor, corporation, or other entity without the prior, express, and written consent of the other party.

XLIII. NON-WAIVER

The failure or delay of either party to insist upon the performance of and/or the compliance with any of the terms and conditions of this Agreement shall not be construed as a waiver of such terms and conditions or the right to enforce compliance with such terms and conditions.

XLIV. ORDER OF PRECEDENCE

In the event of an inconsistency in this Agreement or if a conflict occurs between this Agreement and any Attachment, Appendix, Exhibit, or Schedule, unless otherwise specifically stated in those documents, the order of precedence shall be: Federal laws, regulations, and policies applicable to this Agreement, this Contract and the HUD General Provisions (Attachment F), the Scope of Work (Attachment B), the Compensation Schedule (Attachment C), and lastly, the CONTRACTOR's proposal (Attachment A).

XLV. GOVERNING LAW JURISDICTION

This Agreement shall be governed by, interpreted, and enforced in accordance with the laws of the Government of Puerto Rico and any applicable federal laws 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, Superior Court of San Juan, Puerto Rico.

XLVI. 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 **at least fifteen (15) business days prior to the effective date** of the consolidation or merger. The notice shall include, but not limited to, a

EGM
EGM

WORR
WORR

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 **at least fifteen (15) business 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. Dissolution

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 **at least fifteen (15) business 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.

EGM
EGM

WORR
WORR

XLVII. HEADINGS

The titles to the paragraphs of this Agreement are solely for reference purposes and the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

XLVIII. FEDERAL FUNDING

The fulfillment of this Agreement 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/MIT Program, and any other applicable laws. Further, CONTRACTOR acknowledges that all funds are subject to recapture and repayment for non-compliance.

EGM
EGM

WORR
WORR

XLIX. RECAPTURE OF FUNDS

PRDOH may recapture payments it makes to CONTRACTOR 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. CONTRACTOR must refund such recaptured payments within **thirty (30) business days** after the PRDOH issues notice of recapture to CONTRACTOR.

L. OVERPAYMENT

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

LI. SEVERABILITY

If any provision of this Agreement shall operate or would prospectively operate to invalidate the Agreement in whole or in part, then such provision only shall be deemed severed and the remainder of the Agreement shall remain operative and in full effect.

LII. COUNTERPARTS

This Agreement 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) calendar days** of execution by the other party, this Agreement shall be null and void.

LIII.SURVIVAL OF TERMS AND CONDITIONS

The terms and conditions of this Agreement 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/MIT and state funding, recapture of CDBG-DR/MIT and/or state funds, overpayment of CDBG-DR/MIT 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, merger,

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**

GONZÁLEZ LAW SERVICE, P.S.C.

EGM
EGM

William O. Rodríguez Rodríguez
William O. Rodríguez Rodríguez (Mar 28, 2023 16:27 EDT)

William O. Rodríguez Rodríguez, Esq.
Secretary

Edgar Efraín González Milán
Edgar Efraín González Milán (Mar 27, 2023 17:13 EDT)

Edgar E. González Milán, Esq., LLM
President

WORR
WORR

GONZÁLEZ LAW SERVICE, PSC

PO BOX 2882 GUAYNABO PR 00970 · 787-579-8338
GONZALEZMILAN@GMAIL.COM


DEAR MELISSA ALMODOVAR SUAREZ, ESQ.
PROCUREMENT DIRECTOR
CDBG-DR & CDBG-MT,

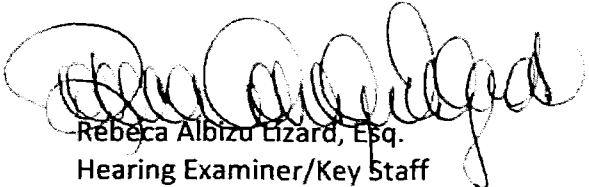
EGM
EGM

In Gonzalez Law Service, PSC, our staff is committed to providing the services at the price and schedule proposed. The present document includes the required documentation, qualifications and competencies for González Law Service, PSC, staff for the formal bidding of:

WRR
WRR

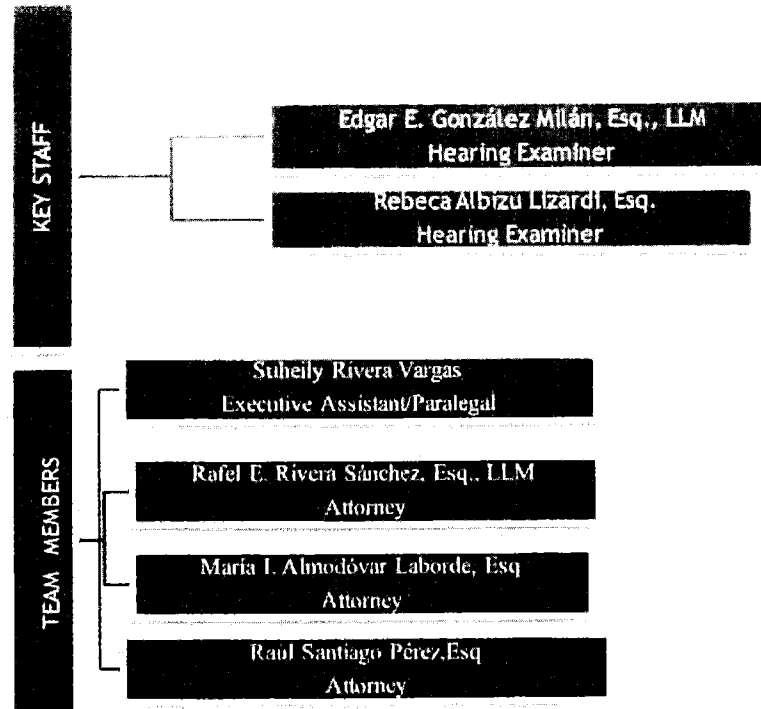
HEARING EXAMINER SERVICES PROPOSAL
COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION
PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DRMIT-RFP-2022-10


Edgar E. González Milán, Esq., LLM
President
Hearing Examiner/Key staff


Rebeca Albizu Lizard, Esq.
Hearing Examiner/Key Staff

Submitted November 15, 2022

ORGANIZATIONAL CHART



Handwritten signature or initials in the bottom right corner.

WMA


HEARING
EXAMINER
SERVICES
PROPOSAL

CDBG-DRMIT-RFP- 2022-10

EGM
EGM

WORR
WORR

González Law Service, P.S.C.



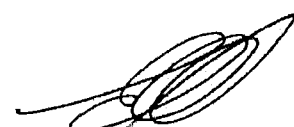
González Law Service, PSC
Guaynabo, Puerto Rico

To Melissa Almodóvar Suárez, Esq
Procurement Director
CDBG-DR & CDBG-MIT

HEARING EXAMINER SERVICES PROPOSAL
COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION
PUERTO RICO DEPARTMENT OF HOUSING
CDBD-DRMIT-RFP-2022-10

Any questions, or comments, feel free to reach out.

Cordially,



Edgar E. Gonzalez Milan, Esq.; LLM
President
Gonzalez Law Service, P.S.C.
Tax Id- 66-0871021
PO Box 2882,
Guaynabo, PR 00970
Tel. 787-579-8338
787-587-3712
Submitted November 15,2022

EGM
EGM

WORR
WORR

Dear Mrs. Almodovar:

Greetings. It is for us a pleasure to present our professional services proposal for hearing examiner services for the CDBG-DR Program.

González Law Service provides qualified legal counseling, notary, and hearing examiners services, with more than 25 years of knowledge and experience in administrative procedures. Such knowledge and experiences include, but are not limited to:

EGM
EGM

WORR
WORR

- Knowledge of state and federal law, rules, and guidelines. Our firm has worked counseling, mayors, local legislatures, senators, and representatives, as well as CDBG, CDBD-DR, WIA and WIOA funded programs in different municipalities and agencies in Puerto Rico, as counsels and hearing examiners.
- Ability to make recommendations based on current laws, regulations, and procedures. Our firm has held a contract under the CDBG-DR funds and different municipalities to work as a Hearing Officer during the Administrative Review process.
- Conduct and investigation of a public or private hearing to review and decide claims regarding issues such as social program eligibility, housing, human resources, environmental protection, and enforcement of health and safety regulations.
- Provide a fair, impartial, and independent fact-finding and decision-making service.
- Research and analyze laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions.
- Prepare written opinions, resolutions, determinations, and recommendations.
- Review and evaluate data on documents.

- Recommend the acceptance or rejection of claims or compromise settlements according to laws, regulations, policies, and precedent decisions.
- Authorize payment of valid claims and determine method of payment.
- Conduct studies of appeals procedures in field agencies to ensure adherence to legal requirements and to facilitate determination of cases.
- Ability to read, interpret and explain complex factual and legal issues including procedure and reference materials.
- Have strong communication and negotiation skills.
- Ability to control hearing proceedings, including but not limited to: ruling on evidence, objections, creating a complete record, facilitating settlements and memorializing agreements.
- Also, ability to analyze evidence and write a thorough recommendation.

EGM
EGM

WORR
WORR

Since October 2020, Gonzalez Law Service, PSC has held contract with the Housing Department, giving support as Hearing Examiners. We have worked on over 600 Administrative reviews for Programs funded by CDBG-DR.

Several of our team members previously held positions or contracts in government agencies such as the Office of the Commissioner of Municipal Affairs, and the House of Representative of Puerto Rico, Senate, Municipalities, Department of Housing, Department of Labor and Federally Funded local programs. Two of our attorneys spent almost 10 years in management positions developing and administering Local Workforce Programs, such as Workforce Investment Act, Workforce Innovation and Opportunity Act, Job Training Partnership Act, and American Recovery and Reinvestment Act; with responsibilities that included grant management, monitoring and oversight, consulting, program planning, development of procedures and program policies, preparation of grant proposals, budget,

acquisitions, cost estimating, and hearing examiners. Our founder has been a legislative consultant, involved in the drafting of several laws and legislation regarding the housing development and immunity for hearing examiners in Puerto Rico.

Our attorneys have many years of experience working in various areas within the CDBG program and as hearing officers, including the Department of Housing, CDBG-DR Program. Also, as hearing examiners, our firm have the following additional experience:

EGM
EGM

Office of the Commissioner for Municipal Affairs (1998-1999) - Examining Officer in cases of disciplinary sanctions of employees and member of the appellate committee of adjudication of proposals of the CDBG program.

WORR
WORR

- Municipalities of Guaynabo, Cataño, Vieques, Juncos, Naranjito, Humacao; University of Puerto Rico, Bayamón Campus (2005 to present): Examining Officer in cases of disciplinary sanctions of employees and member of the Appeals Committee of the Municipal Police.

As a hearing officer our attorneys:

- performed pre-hearing procedures (review case files, research state & federal statutes, issue subpoenas, and prepare motions).
- Conduct hearings in which parties were afforded the opportunity to pursue or defend their rights under applicable law.
- Prepared and issued decisions and interlocutory orders
- File, record, and schedule activities to resolve the issues within 30 days of the date the aggrieved party appealed.
- Among the most important functions performed there were the evaluation of human resources files, analysis of facts and applicable law to verify if disciplinary sanctions are applied to employees, preside over hearings or administrative hearings, evaluation of

the evidence presented, drafting of recommendations on disciplinary sanctions and legal opinions to the appointing authority, drafting of adjudicative resolutions of hearings before our consideration, among other related functions.

- Worked remotely

EGM
EGM

WORR
WORR

GONZALEZ LAW SERVICE, PSC

Company Profile

González Law Service, P.S.C., was established in December 2016, is a multi-faceted firm that provides comprehensive services tailored specifically for the needs and challenges of local, state and federal government agencies, legislatures, private sector associations, corporations and individuals.

EGM
EGM

Our services include interpretations, analysis and opinions of the law, regulations, and guidance letters. Our legal team has over 30 years of legal experience and expertise in diverse areas of the law, grants management, hearing examiners and administrative procedures, monitoring and oversight experience in federally funded and local programs.

WRR
WRR

Our attorneys have excellent written, verbal and interpersonal communication skills, with a proven track record of forging relationships among clients and demonstrated ability to exercise good judgment when applying law to specific facts. They are skilled researchers who also excel at computer based and non-computer-based and technical research. González Law Service, P.S.C., team has experience in case management, investigation, case development/preparation, litigation, hearing examiner's services, case analysis, and client advisory matters, as well as legal opinions on diverse areas of law. We provide, among other services, professional consulting and assistance in drafting contracts, agreements, MOU's, regulations, deeds, and dispute resolutions, in administrative area construction, real state, mortgage, legal, administrative, regulatory analysis/compliance in the aforementioned matters of law.

With our combined experience, González Law Service, PSC, assist our clients to create and administer their long-term vision of every federally funded grant program, as well as financial, commercial, and service different industry clients in a diversity of tasks. We will ensure accuracy, timeliness, and completion of all tasks assigned.

requirements and to facilitate determination of cases.

The above list is not meant to be all-inclusive, and we stand ready to respond to other needs as identified and requested by the Department of Housing, and the Government of

49

GONZALEZ LAW SERVICE, PSC

Company Profile

González Law Service, P.S.C., was established in December 2016, is a multi-faceted firm that provides comprehensive services tailored specifically for the needs and challenges of local, state and federal government agencies, legislatures, private sector associations, corporations and individuals.

Our services include interpretations, analysis and opinions of the law, regulations, and guidance letters. Our legal team has over 30 years of legal experience and expertise in diverse areas of the law, grants management, hearing examiners and administrative procedures, monitoring and oversight experience in federally funded and local programs.

Our attorneys have excellent written, verbal and interpersonal communication skills, with a proven track record of forging relationships among clients and demonstrated ability to exercise good judgment when applying law to specific facts. They are skilled researchers who also excel at computer based and non-computer-based and technical research. González Law Service, P.S.C., team has experience in case management, investigation, case development/preparation, litigation, hearing examiner's services, case analysis, and client advisory matters, as well as legal opinions on diverse areas of law. We provide, among other services, professional consulting and assistance in drafting contracts, agreements, MOU's, regulations, deeds, and dispute resolutions, in administrative area construction, real state, mortgage, legal, administrative, regulatory analysis/compliance in the aforementioned matters of law.

With our combined experience, González Law Service, PSC, assist our clients to create and administer their long-term vision of every federally funded grant program, as well as financial, commercial, and service different industry clients in a diversity of tasks. We will ensure accuracy, timeliness, and completion of all tasks assigned.

EGM
EGM

WORR
WORR

Our practice is led by top-tier consultants with deep industry experience who do the work and deliver insightful, practical recommendations. González Law Service team combines specific governmental knowledge with broad legal experience to offer focused, client-centered services. We strive to understand the unique needs of clients. We think about the complex issues facing the public sector and develop relevant, timely, and sustainable solutions for our clients.

We advise and represent government entities, municipalities, government contractors, private individuals and entities on open meetings and public records laws, including handling litigation related to public records and “Sunshine” disputes. We assist government entities, and those acting on their behalf, with matters regarding compliance with open government requirements, and also advise private individuals and entities on the applicability of public records law to materials they submit to governmental and quasi-governmental bodies, obtaining access to public records, and applicable exemptions under both open meeting and public records laws. Among other services, we work with both government officials and private entities providing legal opinions on issues relating to interpretation of state and federal guidelines, as well as policy issues. We identify legal risks in decision making, investigate the legal effect of any contracting issue, demonstrate policy compliance. Our vast experience as examining officer, equal employment opportunity officer, monitoring director as well as legal counselor for different federally funded programs allow us to offer supporting arguments for legal determinations.

Our attorneys have extraordinary insights into the Request of Letter of Interest (RLI) and Request for Proposal (RFP) processes used by most state, local and quasi-governmental entities in Puerto Rico.

EGM
EGM

WORR
WORR

SCOPE OF SERVICES

González Law Service, PSC offers Hearing Examiner Services, that includes but is not limited to the following:

- Research and analyze laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions.
- Prepare written opinions and decisions.
- Review and evaluate data on documents.
- Determine the existence and amount of liability according to current laws, administrative and judicial precedents, and available evidence.
- Explain to claimants how they can appeal rulings that go against them.
- Rule on exceptions, motions, and admissibility of evidence.
- Confer with individuals or organizations involved in cases to obtain relevant information.
- Issue subpoenas and administer oaths in preparation for formal hearings.
- Monitor and direct the activities of trials and hearings to ensure that they are conducted fairly and that courts administer justice while safeguarding the legal rights of all involved parties.
- Recommend the acceptance or rejection of claims or compromise settlements according to laws, regulations, policies, and precedent decisions.
- Conduct hearings to review and decide claims regarding issues such as social program eligibility, environmental protection, and enforcement of health and safety regulations.
- Authorize payment of valid claims and determine method of payment.
- Conduct studies of appeals procedures in field agencies to ensure adherence to legal requirements and to facilitate determination of cases.

The above list is not meant to be all-inclusive, and we stand ready to respond to other needs as identified and requested by the Department of Housing, and the Government of

EGM
EGM

WORR
WORR

EGM

Puerto Rico. González Law Service, PSC, looks forward to entering an engagement with the Department of Housing of Puerto Rico to achieve the successful outcomes required to meet the objectives of a more secure and resilient future for the people of the Island. We hope that our participation will add significant value in the Government's efforts to meet the many challenges Puerto Rico faces to recover from natural disasters that have occurred or may arise.

A. STAFF

EGM
EGM

González Law Service, PSC will provide two Hearing Officers as well as three attorneys in order to comply with contractual duties the following resources:

WORR
WORR

- Two (2) Hearing Officers who will analyze complex legal issues and regulations to assure project feasibility and success to the CDBG-DR programs. Will provide any form of legal advice. They will be responsible to hold, and preside over as Hearing Officer the administrative hearing, as well as review and approve any recommendation referred to the hearing officers, assist in presentations to legal postures to decision making authorities as well as interpret management policies, among other duties.

- Three (3) Attorneys, who will research information and have knowledge of the decision, ordinances, and statutes of the matters under review; assist in the preparation and drafting of documents, legal opinions and memoranda; selects, summarize and comply comparative data; identify types of record keeping systems and types of legal records relevant to the legal opinion; research and analyze legal documents; supervise legal assistants and develops recommendations and justifications for the attorney in charge of the legal opinion.

The above list of duties or responsibilities is not meant to be inclusive and we stand ready to other needs as identified and requested by the CDBG-DR program or the DOHPR agency.

- One (1) Paralegal, who will research information, assist in the preparation and drafting of documents, and maintain the record keeping system.

The above list of duties or responsibilities is not meant to be inclusive, and we stand ready to other needs as identified and requested by the CDBG-DR program of the DOHPR agency.

All our resources are expected to be involved and available during the complete term of the contract. If we are selected, we will be committed to making the program the number one priority of our company.

EGM
EGM

WORR
WORR

B. RESOURCES

- Edgar E. González Milán, Esq., LL.M.
President, González Law Service, P.S.C.

Attorney González Milán was admitted to the legal profession in February, 1997, after finishing his studies at the University of Puerto Rico, School of Law. With experience in legal counseling to local and state governments, his practice is in the Administrative Law field. He worked as Auxiliar Commissioner of Legal Counseling at the Office of the Commissioner of Municipal Affairs until the year 2000. As part of his duties, he given legal advice to Mayors, Legislators and municipal employees about applicable local, state and federal laws, and issues like Human Resources, Budget and Finance, Hearing Examiner Officer, contracts, procurement and federal funds, especially the Community Development Block Grant (CDBG). Also, he works as administrative officer of compliance with the HUD Local Plans for the non-entitlement local governments.

After that, in 2000 works at the Workforce Investment Act's Local Area Guaynabo-Toa Baja Consortium, as Executive Director. As part of his duties, he was the administrator of the

federal funds (35 million dollars in 5 years), responsible for the correct investment of the WIA Training Program funds and the 110 employees in a central and four district offices. Also, he was in charge of the monitories and audit process, supervising the local area fiscal agent, property inventory and acquisitions process. Under his tenure, the Local Area obtains 100% in Administration Excellence, awarded by Puerto Rico's Comptroller Office.

Since 2005 González Milán has been working in the private sector as legal advisor, litigation, hearing officer and notary. Some of his clients have been the Municipalities of Guaynabo, Bayamón, Cataño, Naranjito, Las Piedras, Juncos, Vega Alta, Corozal, Humacao and Vieques. Also, he gave legal advisory to Puerto Rico's Municipal Legislators Federation and WIOA Local Area and its WIOA Local Board and Proposal's Evaluation Committee.

EGM
EGM

In addition to the mentioned, in our firm he gives legal counseling to the Puerto Rico Senate, particular to the Majority Whip Honorable Carmelo Ríos. Other clients include Government Agencies (State Insurance Workers Fund, Puerto Rico Automobile and Accident Compensation Administration, Department of Housing, state Child Support Administration, Public Security Department of Puerto Rico); Special Corporation for the Fine Arts of the Municipality of Guaynabo and Transportation Museum (Non-Profit Organizations), and small business.

WORR
WORR

In 2019, he finished his Judicial Studies and Ethics Master's in Law (LL.M.), at the University of Puerto Rico, School of Law.

Since 2020, has been providing Hearing Examiners services throughout the CDBG-DR funds for the Puerto Rico's Department of Housing, and other governmental agencies and municipalities, especially in the Human Resources area. Has experience presiding over hearings, evaluating, and analyzing documentation, writing orders, resolutions, and recommendations, and solving controversies.

- 
- Rebeca M. Albizu Lizardi, Esq.

Attorney Albizu Lizardi was admitted to the legal profession in 2015, after finishing her studies at the Interamerican University, School of Law. With experience in legal counseling to local and state governments, her practice is in the Administrative, Civil Law, Property Law and case litigation; has a bachelor's degree in Business Administration with a major in Marketing, and an overall experience in grants management.

Since 2009, was appointed as the Coordinator of the Guaynabo Toa Baja's Local Area's Satellite Office.

In 2012 she was promoted to work as the Local Area's Monitor and Equal Employment Opportunity Officer. As part of her duties, she investigated activities of subrecipients that received WIA/WIOA Title I financial assistance to make sure that are they were not violating their non-discrimination and equal opportunity obligations; provided technical assistance and guidance to contractors with regards the established rules, regulation and procedures specially in relation to labor laws; conducted equal opportunity data analysis for all activities in the American Job Center, including but not limited to sub-recipients of WIA/WIOA section 188 such as: Wagner Peyser; TANF; TAA; Job Corps; Summer Youth Programs; OJT; Work Experience/Internships, and eligible training providers; monitored and assisted participants to ensure compliance with program rules, regulations and procedures; provided guidance and counseling over equal employment and opportunities laws to participants and employees; prepared a variety of weekly reports and case notes of equal opportunity grievances and complaints; and respond promptly to grievances and complaints in order to comply with the established procedures and corrective actions.

After that in 2017, worked as Oversight and Equal Employment Director in the Workforce Investment Act's Local Area Guaynabo-Toa Baja Consortium. Her main responsibilities were to Investigate internal complaints of alleged discrimination, meet with people involved in equal opportunity complaints in order to verify information, summarize findings, and provided

EGM
EGM

WORR
WORR

recommendations for corrective action when appropriate; monitor and evaluate compliance with equal opportunity laws, guidelines, and policies to ensure that employment practices and contracting arrangements gave equal opportunity without regards to race, religion, color, national origin, sex, age, or disability; evaluate information to determine compliance with federal standards; handled complaints, settled disputes and resolved grievances or conflicts; compiled and submitted reports related to complaints, hiring statistics, and diversity information as required by management, state, local, and federal regulatory agencies. Also, she served as the recipient's liaison with State WIA/WIOA EO Officer and trained local staff on equal opportunity topics and issues.

EGM
EGM

Ms. Albizu, assisted the Executive Director in drafting policies and procedures and establishing compliance, responding to audit findings, government inquiries, and cost disallowances, among others. Advised on programmatic requirements, options, and obligations; interpreting and applying federal statutes, regulations, and guidance, including Super circular/Omni circular; developing and implementing self-assessment and compliance programs; and counseling on governance requirements and best practices. Lead seminars and training on issues from cost allocation and time and effort reporting to governance and program monitoring.

WORR
WORR

As grant writer, she was commissioned to identify new funding opportunities for the program. She prepared grant proposals, researched, write, and coordinated all of the grant's application processes.

Conducted program quality reviews to evaluate the quality of services provided to the client community. Conducted compliance reviews to oversee compliance with statutory and regulatory requirements as well as restrictions that accompany their funding.

Since 2016 Albizu is working in the private sector as legal advisor, litigation and notary. She gives legal advice and orientation in Criminal Law, Torts and Damages, and Insurance Claims including extrajudicial claims and filing cases in Puerto Rico State Courts. Worked as a

44

sub-contractor with la Corporación Proyecto enlace del Caño Martín Peña, granting title deeds to the families relocating to enable the dredging of the tidal channel.

Since 2020, has been providing Hearing Examiners services throughout the CDBG-DR funds for Puerto Rico's Department of Housing. Has experience presiding over hearings, evaluating, and analyzing documentation, writing orders and recommendations, and solving controversies.

- María Isabel Almodóvar Laborde, Esq.

María Isabel Almodóvar Laborde has over 25 years of experience. She has a bachelor's degree in Business Administration with a concentration in Accounting from the University of Puerto Rico, Rio Piedras Campus in 1993 and completed her Juris Doctor at Interamerican University of Puerto Rico, School of Law in 1997. She was admitted to practice in the Commonwealth of Puerto Rico from March 1998; in the United States Court of Appeals for the First Circuit from November 1998; and in the U. S. District Court for the District of P.R. from September 2002, and Public Notary from March 1998.

She began his legal career in 1998 at the Office of Youth Affairs, Office of the Governor of Puerto Rico, where provided legal advice on issues related to youth, analyzed the pieces of legislation and appeared at the Capitol-related hearings of youth. After that, and until August 1999, she worked at the University of Puerto Rico, Rio Piedras Campus, as Compliance Officer for Equality of Employment Opportunity and Affirmative Action in the Office of the Rector, making the reports required by the Federal Government for the approval of the Affirmative Plan of the University. In August 1999 until August 2006, she became part of the Division of Tax and Debtor Affairs to the State of the Department of Justice, where she advised and litigated large-scale cases, and which resulted in large revenues for the public treasury. In September 2006, she was transferred to the Legal Division at the Department of the Treasury

EGM
EGM

WRR
WRR

68

of Puerto Rico, where she worked as a lawyer and notary of the Department and served as liaison between the Department of the Treasury and the Department of Justice at the court.

From 2009 until the present, she maintains his private practice in the civil and notary area, where she has represented government agencies, municipalities, private companies and individuals, among which is the Municipality of Yauco, Adjuntas, Canóvanas, Yabucoa, Humacao, Corporación de Desarrollo Económico y Vivienda de Vieques, among others,

Also, she has served and continues to serve as an examining officer in different government agencies, such as the Treasury Department of Puerto Rico, Oficina de la Procuradora de las Mujeres, and municipalities, where she handles high profile cases. As a part of its functions as an examining officer to resolve the controversies presented for its consideration, she receives and examines the evidence or available information, conducts hearings, and prepare and enter orders and resolution, thereof.

EGM
EGM

WORR
WORR

- Rafael E. Rivera Sánchez, Esq., LL.M

Attorney Rafael E. Rivera Sánchez specializes in advising, litigating cases at both the state and federal jurisdictions, and has served as Official Examiner in governmental agencies and municipalities with 20 years of professional experience in the legal field. The professional objectives of the Rivera Sánchez, Esq. focus on finding practical and efficient alternatives that help resolve conflicts in an economical and customer-beneficial way. Attorney Rivera Sánchez counts on a master's degree in Trial's Litigation from Temple University.

- Raúl Santiago Pérez, Esq.

The Atty. Raúl Santiago Pérez has specialized in matters related to work and advice for government agencies, central government corporations, municipalities, and private entities. In the area of consulting and litigation, for the last 28 years, he has represented government agencies and municipalities in cases of labor law, tax matters, collection of municipal licenses,

LSP

special construction taxes and excise taxes, tort, breach of contract, obligations and contracts, collection of money, declaratory judgments, environmental law, extraordinary resources (Commandments), Mandamus, Declaratory Judgment, violation of civil rights, federal funds, among others. In addition, he has full experience in proceedings related to contentious-administrative proceedings and matters on investigative processes and cases where he has served as an Examining Officer.

The experience of attorney Santiago includes work experiences, legal and factual investigation, contract development, legal opinions, forensic practice, appellate practice, and negotiations to protect the client's best interests.

One of the main specialties is in the Law of Autonomous Municipalities. He was hired in 2002 to draft all the amendments to Law 81 of August 30, 1991, known as the Law of Autonomous Municipalities. He also worked on developing almost all the amendments in this regard from 2002 to the present day. In August 2020, He was part of the Committee in charge of creating the new Municipal Code of Puerto Rico, which became Law Number 107-2020.

Municipal human resources have been one of the areas of specialty or expertise. The atty. Santiago has vast experience as an Examining Officer and an Investigating Officer in the areas of Human Resources, Arbitration, Access Controls, Public Obstacles, Unemployment, and other modalities.

It also provides guidance, training, and education to employees of the Office of Human Resources in maintaining and monitoring the adopted regulations.

attorney Santiago has authored several books on Municipal Regulations for the area of Human Resources, namely "Law and Regulations Applicable to Municipal Personnel" and "Legal Manual for the Use and Management of New Technology in Municipalities" for the Office of Municipal Affairs (OCAM). Attorney Santiago has been legal counsel to the Puerto Rico Department of Labor and Human Resources for the past 20 years. He also holds the Office of Administration and Transformation of Human Resources certification and authorization for the development and preparation of any by-law or other regulation for any agency or municipality of the Government of Puerto Rico. He has also worked as an official investigator

EGM
EGM

WORR
WORR

LSP

or examiner for the past 20 years in Human Resources procedures in the Department of Labor, municipalities, and government agencies.

Other relevant experience:

- Has served as a regional entity of some Florida State Chambers of Commerce, such as their legal representatives and financial advisors. It also has a law office in the Dominican Republic.
- Legal experience in labor and government cases in federal and civil courts and administrative proceedings.
- Experience in the development and use of federal funds and legislation. Human resources experience for the Government of Puerto Rico and municipalities that serve as official examiners and work with classification laws, compensation plans, and regulatory procedures.
- Legal advice on revenue and expenditure decisions of municipal governments, also on infrastructure financing through the use of operating income and loans, as well as charges to developers and public-private partnerships.
- Planning and preparation of documents required by federal, state and municipal entities for compliance, distribution, and allocation of funds for government and private clients.
- Planning and preparation of budget documents, specific advice on issues related to expenditures at the local level and accountability of expenditure and revenue decisions, including the municipal budget process and financial management.
- Legal advice and preparation of regulatory documents for the Municipal Auction Board, among others.
- Preparation of reports of corrective action plans of the Comptroller's Office and follow-up of these.

EGM
EGM

WORR
WORR

- Preparation of Resolutions and Regulations for Municipal entities, as well as the defense of these before the Legislative Assembly and the Municipal Legislature.
- Legal advice on the development of processes and policies through which the Government improves the economic, political, and social welfare of its people.
- Formulation of federal, state, and local policies and stakeholders to ensure that legislative funding and policy initiatives reflect the needs of our clients.
- Understanding of the statutory provisions and standards of practice in reorganization and insolvency laws.
- Legal advice on development:
 - 1) written standards of ethical conduct in the workplace.
 - 2) experience in standards training.
 - 3) company resources that provide advice on ethical issues.
 - 4) a means of reporting potential violations confidentially or anonymously.
 - 5) evaluations of ethical conduct performance; and
 - 6) systems for disciplining offenders.
- Drafting of government contracts, administration of labor disputes, including grievance procedures, Individual labor rights, Discrimination, Complex trade secret and non-competition disputes, restructuring of labor relations matters, Labor litigation and appeals, Mediation and arbitration, Union organizing, Certification petitions and elections, Collective bargaining, Merger consultation requirements, Federal compliance and Training and education.
- Extensive experience in litigation, arbitration and dispute resolution in administrative/public and regulatory matters, antitrust and competition litigation, banking and financial litigation, commercial litigation, construction litigation, corporate investigations, environmental litigation, and labor and labor litigation.

EGM
EGM

WORR
WORR

SPECIFIC TASKS

- Conduct Administrative Hearings - Conducts administrative hearings for a variety of matters related to CDBG-DR Programs, applying relevant federal, State, and local Law.
- Analyze the documents and determinations before holding the hearing and eventually find the aspect to be considered in them.
- Receive, consider, and examine testimony and exhibit related to matters before our consideration. Collect, examine and dispute that brought as evidence by applicants, witnesses, and authorized representative of the applicant and other programs personnel.
- Determine the admissibility of the record of the additional evidence submitted by the parties.
- Listen to the recordings of the hearings, review the evidence submitted by the parties to the dispute and examine the data in accordance with the law and procedure that regulates the CDBGDR program.
- Apply the law to articulate set up facts, including the corresponding conclusions or recommendations.
- Evaluate the determination of waivers from low pump, state, and federal statutory requirements as necessary.
- Recommend appropriate measures to avoid noncompliance with policies under the CDBG-DR programs. Assist in the recommendation of immediate determination of the decision-making authority before assuming legal postures.
- Stays informed of applicable federal and state compliance legislation, legislative trends, and applicable regulation in relation to federal funds.
- Consider statutory requirements and guidelines in making determination.
- Enter findings, conclusions and recommendations on matters referred to the Hearing Examiner by the PRDOH. Assist in the recommendation of permanent determinations.
- Prepare a case record, writing orders, resolutions, and recommendations.
- Monthly reports on the status of the cases under consideration.

EGM
EGM

WORR
WORR

- Prepare reports for the PRDOH regarding matters heard.

DELIVERABLES

González Law Service, P.S.C. will perform the services procured in a timely manner, including as key deliverables the following:

- Holds, presides over, and records administrative hearings of cases related to all CDBG-DR Programs.
- Analyzes the documents and determinations before holding the hearings and identifies the aspects to be considered in them.
- Collect, examine, and dispute data brought as evidence by the applicants, witnesses, and authorized representatives of the applicant and other program personnel.
- Determine the admissibility of the record of the additional evidence submitted by the parties.
- Listen to the recordings of the hearings that he/she presides over, review the evidence submitted by the parties to the dispute and examine the data in accordance with the law and procedure that regulates the CDBG-DR Program
- Prepares minutes and draft resolutions for the hearings he/she holds and submits them to the Secretary together with the evidence gathered for the final decision.
- Assist in the recommendation of immediate determinations to decision-making authorities before assuming legal postures.
- Identify policy compliance common to similar projects or services.
- Assist in the recommendation of permanent determinations.
- Monthly Reports of the status of the cases under his/her consideration.

EGM
EGM

WORR
WORR

44

CONCLUSION

González Law Service, PSC, respectfully submits this proposal for review by the Department of Housing of Puerto Rico, specifically the CDBG-DR program. We look forward to the opportunity of working together with the PRDOH and CDBG-DR in achieving their future goals with outstanding performance.



Edgar E. González Milán, Esq.

President

González Law Service, P.S.C.

EGM
EGM

WORR
WORR

PROPOSED PLAN OF ACTION

For the past two years González Law Service, PSC, has been contracted by the Puerto Rico Department of Housing as the Hearing Examiners to look over the administrative reviews requested by the applicants for CDBG-DR programs under the Department. We have worked over 600 cases with positive results that include individuals and corporations. This program has helped the reconstruction of Puerto Rico after Hurricanes Irma & Maria. Recently our contract was extended to include more cases and conduct more hearings for the applicants.

Some of the challenges we've encountered are:

- Lack of Computer & Technology access for the applicants, especially after the COVID-19 Pandemic
- problems with the island electrical system which affects both parties
- Lack of procedural and legal knowledge of the applicants

EGM
EGM

Successes:

- Our intervention has given the opportunity to the applicants to complete their process for the program and have success in some cases in receiving the CDBG-DR funds.
- At the end of the review process the applicants have a better understanding of the process and requirements of the program
- Safer and dignified housing for the people who got affected by the hurricanes Irma and Maria

WORR
WORR

As a hearing officer our attorneys:

- Performed pre-hearing procedures (review case files, research state & federal statutes, issue subpoenas, and prepare motions).
- Conduct hearings in which parties were afforded the opportunity to pursue or defend their rights under applicable law.
- Prepared and issued decisions and interlocutory orders
- File, record, and schedule activities to resolve the issues within 30 days of the date the aggrieved party appealed.
- Preside over hearings or administrative hearings, receive, consider, and examines testimony and exhibits related to matters before our consideration.
- Evaluates documental evidence presented, drafts recommendations and legal opinions to the appointing authority, drafting of adjudicative resolutions of hearings before our consideration, among other related functions.
- Worked remotely.
- Analyze, interpret, and apply local, state, and federal statutory and regulatory matters

- WJ
- Apply the law to a particular set of facts, including drafting and submitting the corresponding recommendations to Puerto Rico's Housing Department Secretary.
 - Considers statutory requirements and guidelines in making determinations

Staffing:

Our legal practice possesses the ability to retain the necessary staff, as well as to maintain the expected service levels throughout the life of the Program. We will provide the necessary reports to ensure accuracy of the work being performed of our hearing examiners and staff. Gonzalez Law Service, PSC has six (6) different attorneys with more than five (5) years of experience drafting documentation, researching, with knowledge of the law, regulations and jurisprudence who can be used as back up in case of illness, turnover, or other loss of personnel.

EGM
EGM

Capacity:

González Law Service, has proven throughout the past two years to have the capacity and the level of commitment to handle in a timely matter the workload given by the PRDOH as Hearing Examiners in the Administrative review process. We currently hold the Hearing Examiner contract, with over 600 cases appointed.

WJRR
WJRR

Our staff in Gonzalez Law Service, PSC law firm, is fully available and with a high level of commitment to accomplish this project with success. At this moment, our firm is committed with a similar CDBG-DR Hearing Officer contract and has the availability of three back-up hearing examiners with experience and ready to execute immediately in case of illness, turnover or other loss of personnel. Also, we can contract additional personnel if necessary.

- Edgar Efraín González Milán, Esq., LL.M. / Full Commitment and Available
- Rebeca Mailil Albizu Lizardi, Esq. / Full Commitment and Available
- María Isabel Almodóvar Laborde, Esq. / Back Up Hearing Examiner
- Rafael E. Rivera Sánchez Esq., LL.M. / Back Up Hearing Examiner
- Raul Santiago Pérez, Esq. / Back Up Hearing Examiner

Our firm will accommodate the additional workload of this contract with work distribution between our five lawyers & a law clerk, with high priority for PRDOH tasks. Two of our lawyers will be assigned to chair hearings and writing. Our other legal personnel will be assigned to law investigation and writing of legal documentation like, but not limited to Orders and Recommendations to the Secretary as well as to evaluate the determination and applicability of waivers from local, state, and federal statutory requirements, as necessary; recommend appropriate measures to avoid noncompliance with policies under the CDBG-DR and CDBG-MIT

[Handwritten mark]

Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, stay informed of applicable federal and state compliance legislation, legislative trends, and applicable regulations in relation to federal funds, and to consider statutory requirements and guidelines in making determinations.

As stated in the RFP instructions and Scope of Work, our firm shall be responsible for completing the activities outlined in this Scope of Services and assist PRDOH by providing additional resources to accomplish assignments authorized by the PRDOH. Also, we will ensure the accuracy, timeliness, and completion of all tasks assigned under the contract, to provide the services described herein. González Law Firm, PSC, will have emergency coverage should the need of an emergency or urgent change, adding or contracting additional professional personnel if needed. Our Administrative Assistant will enter findings, conclusions, and recommendations on matters referred to the Hearing Examiner by the PRDOH, prepare a case record, report for PRDOH regarding matters heard and will prepare minutes and issues orders for the hearings he/she holds and submits them to the Secretary together with the evidence gathered for the final decision.

EGM
EGM

WORR
WORR



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

ATTACHMENT B
SCOPE OF SERVICES
Request for Proposals
Hearing Examiner Services
Community Development Block Grant – Disaster Recovery
Community Development Block Grant –Mitigation
Puerto Rico Department of Housing
CDBG-DRMIT-RFP-2022-10

1. Introduction and Overview

The Puerto Rico Department of Housing (**PRDOH**) is issuing this Request for Proposals (**RFP**) for the acquisition of Hearing Examiner Services under the Community Development Block Grant for Disaster Recovery (**CDBG-DR**) and Community Development Block Grant- Mitigation (**CDBG-MIT**) Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and any other federal allocations. This document defines the tasks, requirements and responsibilities that the Selected Proposer(s) must perform under this RFP. PRDOH seeks to select Puerto Rico-licensed Attorneys-at-Law or law firms with experience providing hearing examiners services.

EGM
EGM

WRR
WRR

The Selected Proposer(s) will support the PRDOH with the Hearing Examiners Services of the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and any other future federal funds allocations. The PRDOH reserves the right to retain the Hearing Examiners Services internally and/or for PRDOH partners, contractors and/or subrecipients. A detailed description of the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, is included in the Action Plans approved by the U.S. Department of Housing and Urban Development (**HUD**) available at [Action Plan - CDBG \(pr.gov\)](#).

The PRDOH anticipates awarding the contract for a period of two (2) years. The PRDOH may, at its sole discretion, extend the contract term for one (1) additional year upon mutual written agreement of the parties. If additional CDBG-DR, CDBG-MIT, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements, or other federal funds are allocated to Puerto Rico during the life of the contract, the staff may be assigned to work on those future federal grants awarded. There is no guarantee of a minimum level of services that may be requested by the PRDOH under this contract.

The Selected Proposer(s) will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The Scope of Services presented is based on circumstances existing at the time the RFP is released. The PRDOH reserves the right to modify or delete the requirements and tasks listed, and if appropriate, add additional requirements and tasks prior to and during the term of the contemplated contract. Therefore, we encourage careful analysis of the requirements of this document.

The Selected Proposer must guarantee the costs for Hearing Examiners Services, during the complete term of the contract.

2. PRDOH's Reservation of Rights

The PRDOH reserves the right, without limitations, to:

- (i) Reject any or all Proposals, waive any informality in the RFP process, or terminate the RFP process at any time if deemed to be in its best interests.
- (ii) Reject and not consider any Proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete Proposals and/or Proposals offering alternate or non-requested services.
- (iii) Cancel this solicitation and reissue the RFP or another version of it, if it deems that doing so is in the best interest of the Public Interest.
- (iv) PRDOH shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.
- (v) To reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to, if:
 - a. Funding is not available.
 - b. Legal restrictions are placed upon the expenditure of monies for this category.
 - c. PRDOH's requirements in good faith change after the award of the contract.
- (vi) Make an award to more than one Proposer based on ratings.
- (vii) To require additional information from all Proposers to determine responsibility levels.
- (viii) To contact any individuals, entities, or organizations that have had a business relationship with the Proposer. Even though they were included in the reference section of the RFP submittal.
- (ix) In the event any resulting contract is prematurely terminated due to nonperformance; noncompliance with PRDOH's policies and procedures and/or withdrawal by the Contractor, PRDOH reserves the right to:
 - a. seek monetary restitution (to include but not limited to withholding of monies owed or the execution of the payment and performance bond) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date.
- (x) Amend the contract(s) of the Selected Proposer(s) to, among others, extend its original duration, as further explained in the RFP, or to extend the scale of its scope to include work under subsequent CDBG-DR and CDBG-MIT action plans, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, as related to the services requested herein, or to reduce the scale of its scope to decrease work as a consequence of underperformance or inexcusable delays related to the services requested herein.
- (xi) To contract with one or more Qualified Proposers as a result of this RFP or to cancel this RFP.
- (xii) To negotiate any price from the awarded Proposer(s) in response to a specific order under this solicitation.

EGM
EGM

WORR
WORR

The Proposer shall be responsible for completing the activities outlined in this Scope of Services. The Selected Proposer shall assist PRDOH by providing additional resources to accomplish assignments authorized by the PRDOH.

The PRDOH reserves the right to, at any time during the ensuing contract period, and without penalty to the Selected Proposer(s) contracted as a result of this RFP, conduct additional competitive solicitations to obtain additional Hearing Examiner Services when, in the opinion of the Contracting Officer, it is the best interests of the PRDOH to do so.

3. Staff, Services, and Tasks

This section details the Hearing Examiner tasks that the Selected Proposer must perform in order to support the PRDOH in the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and any other future federal funds allocations. The Selected Proposer will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The Scope of Services presented is based on circumstances existing at the time the RFP is released.

The purpose of this RFP is to support the PRDOH in Hearing Examiner Services for all CDBG-DR and/or CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and any other future federal funds allocations.

3.1. Staff Experience and Qualifications

The Proposer should provide detailed information about the experience, capacity, and qualifications of the Proposer's key staff to be assigned including degrees, certifications, licenses, and years of relevant experience. Proposer shall specifically identify people currently employed by the Proposer who will serve as key staff. This includes the Proposer's own staff and staff from any subcontractors to be used. The Proposer should demonstrate that its staff (and/or subcontractor's staff) meet the desired requirements listed below and have the necessary experience and knowledge to successfully implement and perform the tasks and services.

The Proposer shall have or will secure, at its own expense, all personnel required in performing the services under a Hearing Examiner Services contract. PRDOH expects the Selected Proposer to provide competent and fully qualified staff that are authorized or permitted under federal, state and local law to perform the Scope of Services under this contract. The PRDOH reserves the right to request the removal of any staff not performing to standard. No personnel may be assigned to the resulting contract without the written consent of the PRDOH.

3.2. Organizational and Staffing Plan

Proposer shall submit to the PRDOH an initial organizational chart detailing the identity of each person (whether employed by Proposer or a subcontractor) who shall perform any of the services required. The Proposer's organization and staffing plan shall specifically include the required number of personnel, role, and responsibilities of each person on the project, name of the resource or subcontractor, resume or professional information, their planned level of effort, their anticipated duration of involvement, and their on-site

EGM
EGM

WORR
WORR

availability. The Proposer should demonstrate their ability to adequately staff and scale to maintain agreed upon service levels throughout the life of the contract.

The following table provides an overview of the personnel that the PRDOH considers mandatory, but not limited to, and describes the requirements and responsibilities of each position, thus providing the structure of the staff that the Proposer(s) must recruit at the time of the contract, if awarded, to provide the services described herein. The Proposer should also have emergency coverage should the need of an emergency or urgent change be required of the below resources.

Table 1: Key Staff

Key Staff	Requirements for the Position
Hearing Examiner	<ul style="list-style-type: none"> + Must have a Juris Doctor. + Must have five (5) years of experience practicing law in the local and federal forums. + Must have one (1) year experience as hearing examiner, hearing officer, or administrative judge. + Experience in private law firm, in-house corporate office, and/or governmental agency. + Knowledge in Government affairs and regulations. + Knowledge in governmental contracts and procurements. + Knowledge of HUD regulations; specifically, CDBG-DR and CDBG-MIT regulations, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio. + Must be a licensed Attorney at Law in good standing with the Supreme Court of Puerto Rico. + Must be fluent in the English and Spanish languages.

EGM
EGM

WRR
WRR

4. Tasks

The PRDOH and/or its Designee reserves the right to retain all or some of the Hearing Examiner Services internally and to select more than one (1) Proposer. In the event that more than one (1) Proposer is selected, it is expected that all Selected Proposer(s) can carry out all tasks described in this section. Tasks may be modified in accordance with the PRDOH's needs and development. The following is a non-exhaustive list of the services the Selected Proposer(s) could be performing:

Task 1: Hearing Examiner Services

Hourly rate

The following are the tasks/services that shall be performed by the Selected Proposer(s). In order for the services to be provided effectively and in compliance with the objectives and requirements of the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, it is necessary that the Proposer(s) perform, at minimum, the following tasks:

- Conducts administrative hearings for a variety of matters related to CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, applying relevant federal, State, and local law.
- Receives, considers, and examines testimony and exhibits related to matters before his/her consideration.

- Analyze, interpret and apply local, state, and federal statutory and regulatory matters, including but not limited to:
 - CDBG-DR and CDBG-MIT, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements, guidelines and policy issues;
 - Federal and state procurement policies and regulations;
 - Federal and state contracting laws, policies, and regulations;
 - Low-income housing;
 - Infrastructure matters;
 - Ethics and compliance.
- Evaluates the application and determination of:
 - Requests for waivers from local, state, and federal statutory requirements;
 - Compliance by PRDOH with CDBG-DR and CDBG-MIT, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements, regulations;
 - Procurement processes;
 - NOFA processes;
 - Program-based reconsiderations
 - Appeals.
- Applies the law to a particular set of facts, including drafting and submitting the corresponding conclusions and/or recommendations to the PRDOH Secretary.
- Evaluates the determination and applicability of waivers from local, state, and federal statutory requirements, as necessary.
- Recommends appropriate measures to avoid noncompliance with policies under the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio.
- Stays informed of applicable federal and state compliance legislation, legislative trends, and applicable regulations in relation to federal funds.
- Considers statutory requirements and guidelines in making determinations.
- Enters findings, conclusions, and recommendations on matters referred to the Hearing Examiner by the PRDOH.
- Prepares a case record.
- Prepares reports for PRDOH regarding matters heard.

EGM
EGM

WORR
WORR

The Proposer shall assist the PRDOH in the proper management of information regarding compliance under the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio. The Proposer shall be capable to evaluate cases in matters related to state and federal regulations that apply to CDBG, CDBG-DR, CDBG-MIT, CDBG-DR Earthquakes, CDBG-DR Electrical System Enhancements, Fair Housing Act, URA,¹ Section 3, Abuse, Fraud, Waste, and Mismanagement, Conflict of Interest, procurement process review, real estate, land use, construction, property, environmental law issues, compliance and liability, duplication of benefits, insurance, negotiation of contracts, leases, bankruptcy, foreclosure and related issues, among others.

PRDOH will occasionally require the availability of the Proposer for short or immediate consideration.

¹ Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 et seq.

The Proposer shall be bound by a strict code of ethics to preserve and protect both the established federal laws, rules, and regulations pertaining to CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and the rights of individuals.

5. Key Deliverables

The Selected Proposer(s) shall perform certain services and tasks in order to support PRDOH in the execution of the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio. At a minimum, the key deliverables to be produced through this RFP shall include such items as:

- Holds, presides over, and records administrative hearings of cases related to all CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio.
- Analyzes the pertaining documents and determinations before holding the hearings and identifies the aspects to be considered in them.
- Collect, examine, and dispute data brought as evidence by the applicants, witnesses, and authorized representatives of the applicant and other program personnel.
- Determine the admissibility of the evidence submitted by the parties.
- Listen to the recordings of the hearings that he/she presides over, review the evidence submitted by the parties to the dispute and examine the data in accordance with the law and procedure that regulates the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio.
- Review and analyze case files and draft recommendations with facts and conclusions based on evidence included in the case file.
- Prepares minutes and issues orders for the hearings he/she holds and submits them to the Secretary together with the evidence gathered for the final decision.
- Assist in the recommendation of immediate determinations to decision-making authorities before assuming legal postures.
- Identify policy compliance common to similar projects or services.
- Assist in the recommendation of permanent determinations.
- Monthly Reports of the status of the cases under his/her consideration.

6. Response Requirements

In response to this solicitation, Proposers should return the entire completed Proposal Submission package. Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in quite detail to permit the PRDOH to conduct a meaningful evaluation of the qualifications. However, overly elaborate responses are not requested or desired.

7. SAM Registry

The Proposers must be registered in the System for Award Management (**SAM**) at the time of the Proposal submission or initiate the registration process right after the Proposal submission. For more information about SAM, go to [SAM.gov](https://www.sam.gov) | Home. Awards will only be issued to entities

EGM
EGM

WORR
WORR

that are cleared and not ineligible for award of a contract due to suspension, debarment, or HUD imposed limited denial of participation.

NOTE: FALSE OR MISLEADING STATEMENTS REGARDING STAFF QUALIFICATIONS OR PRIOR PROJECTS WILL RESULTS IN THE DISQUALIFICATION OF THE RESPONSE AND CANCELLATION OF ANY RESULTING PURCHASE ORDER OR CONTRACT IF DISCOVERED AFTER AWARD.

END OF SCOPE OF SERVICES

EGM
EGM

WORR
WORR



COMPENSATION SCHEDULE
González Law Service, P.S.C.
Hearing Examiner Services
Request for Proposals No. CDBG-DRMIT-RFP-2022-10

The following section contains cost information that considers the quantity of resources, maximum hours, and rate per hour provided by the Hearing Examiner Services through their Price Form in compliance with the Request for Proposals (RFP) CDBG-DRMIT-RFP-2022-10.

Table 1- González Law Service, P.S.C.

Staff Position	Qty. of Resources	Max. Hours Per Month	Rate Per Hour	Estimated Monthly Cost
Hearing Examiner	2	192	\$160.00	\$30,720.00
Total Cost Per Month				\$30,720.00
Total Cost Per 12 Months				\$368,640.00
Total Cost for 24 Months - Staffing				\$737,280.00
Total Cost of Services for 24 Months				\$737,280.00

EGM
EGM

WRR
WRR

The following Price Form notes will apply to all recommended distribution mentioned above.

1. **Estimated Qty. of Resources** represents the estimated quantity of personnel to be employed by each key position. Should not be interpreted as a cap on the allowed quantity of staff.
2. **Max. Hours Per Month Per Resource** represents the estimated quantity of monthly hours to be employed by each key position. Should not be interpreted as a cap on the allowed level of effort per position.
3. **Rate Per Hour** includes overhead, profit, royalties, reimbursements, travel, fringe benefits, taxes, as well as any other additional fees and administrative costs applicable to the services
4. **Estimated Monthly Cost Per Position** represents the estimated cost of positions based on the Estimated Quantity of Resources and the Estimated Hours Per Month Per Resource in the cost form. Should not be interpreted as a cap of costs or hours that may be invoiced for a specific position. Invoicing shall be based on the actual needs of resources for the services requested by the PRDOH.
5. Services will be provided according to the existing need in alignment with the Scope of Services and never exceeding the allowable funds for these services.
6. PRDOH reserves the right to establish an hourly cost cap per each Subtask described in Scope of Services.
7. PRDOH reserves the right to award to one or more Proposers.
8. Services contracted through this RFP will be available in a tiered manner, as per the funding allocation from HUD. Additional service may be contracted or added through amendments, as funds become available.

END OF COMPENSATION SCHEDULE



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

ATTACHMENT D

PERFORMANCE REQUIREMENTS

Performance requirements included in this document will apply to the CONTRACTOR and any subcontractor, according to the Agreement.

I. Tasks Assignments

The CONTRACTOR shall support the PRDOH with the Hearing Examiners Services of the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and any other future federal funds allocations. The PRDOH reserves the right to retain the Hearing Examiners Services internally and/or for PRDOH partners, contractors, and/or subrecipients. A detailed description of the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, is included in the Action Plans approved by HUD available at Action Plan - CDBG (pr.gov). The CONTRACTOR will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this Agreement.

The Agreement will be based on specific task orders requested by the PRDOH. The CONTRACTOR's key personnel must be able to accommodate the services on an as-needed basis. The information listed in Sections 3, 4, and 5 of **Attachment B** (Scope of Services) of this Agreement, serves as a guide of potential services, tasks, and deliverables that might be requested by the PRDOH and expected from the CONTRACTOR to deliver.

The scope of the CONTRACTOR's services consists, among others, of conducting adjudicative proceedings on matters within the scope of the jurisdiction of the PRDOH and the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio, and resolving conflicts or disputes arising therefrom. The CONTRACTOR must comply with the responsibility of providing a fair, impartial, and independent fact-finding and decision-making service with the CDBG-DR and CDBG-MIT Programs, including CDBG-DR Earthquakes and CDBG-DR Electrical System Enhancements Programs Portfolio. In general, the hearing examiner services to be provided may include conducting administrative hearings, the analysis, interpretation, and application of local, state, and federal statutory and regulatory matters, making determinations and recommendations, as well as findings and conclusions, and preparing case records and reports to the PRDOH.

EGM
EGM

WORR
WORR

The due date for the completion of each task will depend on its nature. The timeframe for conducting administrative hearings and delivering written determinations after a matter has been evaluated will be as established on Act No. 38 of June 30, 2017, as amended, 3 LPRA § 9601, *et seq.*, known as the "Commonwealth of Puerto Rico Uniform Administrative Procedures Act" and Regulation No. 4953, "Regulation to regulate the Formal Adjudication Process in the Department of Housing and Related Agencies", as may be amended or superseded from time to time.

In the event that the term of the Agreement between the CONTRACTOR and PRDOH expires after the CONTRACTOR has held an administrative hearing but before issuing a final decision regarding the subject matter, the CONTRACTOR must issue the corresponding decision in accordance with the terms and conditions of this Agreement. In such cases, the CONTRACTOR shall be entitled only to be compensated for the work carried out for that purpose, at the hourly rate agreed upon in this Agreement.

EGM
EGM

II. Monthly Reports

The CONTRACTOR must prepare and submit monthly reports to PRDOH detailing the status of all cases, including a calendar of scheduled hearings for the following month.

WORR
WORR

III. Staff Requirements and Tasks Performance

The CONTRACTOR shall ensure, at its expense, all personnel required for the proper performance of the services and tasks requested under the Agreement. The CONTRACTOR shall have competent and fully qualified staff that are authorized or permitted under federal, state, and local law to perform the Scope of Services under this Agreement. The PRDOH reserves the right to request the removal of any staff not performing to standard. No personnel may be assigned to perform services under the Agreement without the written consent of the PRDOH.

The CONTRACTOR shall observe the precepts and principles of excellence and honesty that cover the legal profession, as stated in the "Puerto Rico Canons of Professional Ethics", 4 LPRA App. IX, as amended, adopted by the Supreme Court of the Commonwealth of Puerto Rico, in addition to the norms or canons of ethics of the association or college of which the CONTRACTOR is a member.

IV. Meetings

The PRDOH may schedule periodic meetings with the CONTRACTOR to discuss task status, compliance with contract terms, and timely completion of the required tasks, among other matters. The PRDOH may require the presence (or attendance) of any CONTRACTOR or subcontractor official whenever deemed necessary, as well as the production of any relevant document or piece of information.

V. Liquidated Damages

The CONTRACTOR shall pay to PRDOH, as liquidated damages, **ONE HUNDRED DOLLARS (\$100.00)** for each calendar day that any task deliverable required is late until deemed in compliance subject to a maximum of **FIVE THOUSAND DOLLARS (\$5,000.00)** established in this Agreement between PRDOH and the CONTRACTOR, in accordance with **Attachment B** (Scope of Services) and this **Attachment D** (Performance Requirements). Said sum, in view of the difficulty of accurately ascertaining the loss which PRDOH will suffer by reason of delay in the completion of the Work hereunder, is hereby fixed and agreed as the liquidated damages that PRDOH will suffer by reason of such delay. Liquidated damages received hereunder are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRDOH's right to indemnification, or the CONTRACTOR's obligation to indemnify the PRDOH pursuant to this Agreement, or to any other remedy provided for in this Agreement or by Law. Liquidated damages may be assessed at the sole discretion of PRDOH. For the purpose of applying and calculating such liquidated damages, a grace period of **ten (10) business days** shall be observed. The PRDOH may deduct and retain out of the monies which may become due hereunder, the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the amount of liquidated damages due to the PRDOH per the formula above, the CONTRACTOR shall be liable to pay the difference.

EGM
EGM

WRR
WRR

END OF DOCUMENT



**Insurance Requirements
Request for Proposal
Hearing Examiner Services
Community Development Block Grant – Disaster Recovery
Community Development Block Grant – Mitigation
Puerto Rico Department of Housing
Contract Division
CDBG-DRMIT-RFP-2022-10**

**SPECIAL INSURANCE AND BONDING SPECIFICATIONS
FOR PROFESSIONAL SERVICES**

EGM
EGM

WRR
WRR

A. The successful proposer 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 proposer addressed to the State Insurance Fund.

2. **(X) Commercial General Liability (Broad Form) including the following insurance coverage**

COVERAGE	LIMIT
I. Commercial General Liability:	
• Each Occurrence	\$1,000,000
• General Aggregate	\$2,000,000
• Products & Complete Operations	\$1,000,000
• Personal Injury & Advertising	\$1,000,000
• Fire Damage	\$100,000 (Any one Fire)
• Medical Expense	\$5,000(Any one person)
II. Employer's Liability Stop Gap:	
• Bodily Injury by Accident Each Employee	\$1,000,000
Each Accident	\$1,000,000

Insurance Requirements
Request for Proposal
Hearing Examiner Services
Community Development Block Grant – Disaster Recovery
Community Development Block Grant – Mitigation
Puerto Rico Department of Housing
Contract Division
CDBG-DRMIT-RFP-2022-10

COVERAGE	LIMIT
<ul style="list-style-type: none"> • Bodily Injury by Disease 	
Each Employee	\$1,000,000
Each Accident	\$1,000,000

3. (X) Automobile Liability Form including the following insurance coverages

LIMIT
<ul style="list-style-type: none"> • Auto Liability - \$1,000,000 • Physical Damages - \$1,000,000 • Medical Payments - \$ 10,000
The Commercial Auto cover must be applied to the following symbols:
<ul style="list-style-type: none"> • Liability Coverage -1 • Physical Damages – 2 and 8 • Hired – Borrowed Auto – 8 • Non-Owned Auto Liability – 9

4. (X) Professional Liability and/or Errors & Omissions Policy

(X) A. Risk, interest, location and limits

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

(X) A.2 Limit:

- (X) each occurrence \$1,000,000
- (X) Aggregate \$3,000,000
- (X) Deductible \$ 5,000

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

5. (X) Umbrella

Limit - \$1,000,000

6. (X) The policies to be obtained must contain the following endorsements including as additional insured the **Puerto Rico Department of Housing**

EGM
EGM

WORR
WORR

Insurance Requirements
Request for Proposal
Hearing Examiner Services
Community Development Block Grant – Disaster Recovery
Community Development Block Grant – Mitigation
Puerto Rico Department of Housing
Contract Division
CDBG-DRMIT-RFP-2022-10

(*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

7. (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:

1. 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.

EGM
EGM

WORR
WORR

Insurance Requirements
Request for Proposal
Hearing Examiner Services
Community Development Block Grant – Disaster Recovery
Community Development Block Grant – Mitigation
Puerto Rico Department of Housing
Contract Division
CDBG-DRMIT-RFP-2022-10

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.

EGM
EGM

WORR
WORR

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

The successful proposer, as the prime contractor, has the duty to require each of the subcontractors 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, we emphasize that prior to commencing work or receiving written notice to proceed with such work, or being authorized to commence work, the successful prime contractor has the responsibility to provide the ***PRDOH** with evidence to the effect that all insurance and/or bonds required under the special conditions duly approved by the Contract Division of the ***PRDOH**.

All insurance policies shall remain in effect for the entire contractual period, so that with 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

Insurance Requirements
Request for Proposal
Hearing Examiner Services
Community Development Block Grant – Disaster Recovery
Community Development Block Grant – Mitigation
Puerto Rico Department of Housing
Contract Division
CDBG-DRMIT-RFP-2022-10__

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.

EGM
EGM

D. 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.

WORR
WORR

***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:
Hearing Examiner Services

August 24, 2022
Date

Candice M. Noriega Morales
Candice M. Noriega Morales
Contract Compliance Specialist
CDBG-DR/MIT Programs



ATTACHMENT F

HUD GENERAL PROVISIONS

Given that the Contract 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 Contract. In addition, Contractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <https://www.hudexchange.info/resource/2490/hud-form-4010-federal-labor-standards-provisions/>.

The CONTRACTOR shall include these terms and conditions in all subcontracts or purchase orders directly servicing the Contract.

EGM
EGM

These general provisions may be updated from time to time. It is the sole responsibility of the CONTRACTOR 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.

WORR
WORR

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 Contract shall be deemed to be inserted herein and the Contract 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 Contract shall forthwith be physically amended to make such insertion or correction.

2. STATUTORY AND REGULATORY COMPLIANCE

CONTRACTOR shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by: the Continuing Appropriations Act, 2018, and Supplemental Appropriations for Disaster Relief Requirements, 2017 (**Pub. L. 115-56**) approved on September 8, 2017, as amended; the Bipartisan Budget Act of 2018 (**Pub. L. 115-123**) approved on February 9, 2018, as amended; the Additional Supplemental Appropriations for Disaster Relief Act, 2019, (**Pub. L. 116-20**) approved on June 6, 2019, as amended; as well as 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 CONTRACT TERMS

The Puerto Rico Department of Housing (**PRDOH**) reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this Contract, in instances where the CONTRACTOR or any of its subcontractors violate or breach any Contract term. If the CONTRACTOR or any of its subcontractors violate or breach any Contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the Contract 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 CONTRACTOR shall complete and submit all reports, in such form and according to such schedule, as may be required by PRDOH and/or the Government of Puerto Rico. The CONTRACTOR 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 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and § 570.507, when applicable.

EGM
EGM

WRR
WRR

5. 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 CONTRACTOR which are related to this Contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

6. MAINTENANCE/RETENTION OF RECORDS

All records (files, data, work product) connected with this Contract will be turned over to PRDOH following the Agreement termination to be maintained for the remainder of the grant and post grant closeout.

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

The CONTRACTOR 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 CONTRACTOR shall file Form HUD 2516 (Contract and Subcontract Activity) with the PRDOH on a quarterly basis.

EGM
EGM

8. 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.

WORR
WORR

9. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Proposer will comply with the provisions of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timelines of program services, aids or benefits that they provide or the manner in which they provide them. This prohibition applies to intentional discrimination as well as to procedures, criteria or methods of administration that appear neutral but have a discriminatory effect on individuals because of their race, color, or national origin. Policies and practices that have such an effect must be eliminated unless a recipient can show that they were necessary to achieve a legitimate nondiscriminatory objective.

10. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The CONTRACTOR shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds 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 funds made available under this title. Section 109 further provides

that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

11. SECTION 504 OF THE REHABILITATION ACT OF 1973

The CONTRACTOR shall comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations.

The CONTRACTOR agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

EGM
EGM

12. AGE DISCRIMINATION ACT OF 1975

The CONTRACTOR shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under, any program or activity receiving Federal financial assistance.

WORR
WORR

13. DEBARMENT, SUSPENSION, AND INELIGIBILITY

The CONTRACTOR 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.

14. CONFLICTS OF INTEREST

The CONTRACTOR shall notify the PRDOH as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as defined at 24 C.F.R. §578.95; 24 C.F.R. §570.489(g) and (h); and 24 C.F.R. §570.611, if applicable). The CONTRACTOR 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 CONTRACTOR shall provide the PRDOH any additional information necessary to fully assess and address such actual or potential conflict of interest. The CONTRACTOR shall accept any reasonable 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.

15. SUBCONTRACTING

When subcontracting, the CONTRACTOR 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.

EGM
EGM

WRR
WRR

The CONTRACTOR 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 Contract.

The CONTRACTOR 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.

16. ASSIGNABILITY

The CONTRACTOR 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.

17. INDEMNIFICATION

The CONTRACTOR shall indemnify, defend, and hold harmless the Government of Puerto Rico and PRDOH, its agents and employees, from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the CONTRACTOR in the performance of the services called for in this Contract.

18. COPELAND "ANTI-KICKBACK" ACT

(Applicable to all construction or repair contracts)

Salaries of personnel performing work under this Contract 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 CONTRACTOR 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.

19. 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 CONTRACTOR shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

EGM
EGM

WRR
WRR

All laborers and mechanics employed by CONTRACTORS 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 CONTRACTORS and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

20. DAVIS-BACON ACT

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

The CONTRACTOR shall comply with the Davis Bacon Act (40 U.S.C. §§ 3141, *et seq.*) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by CONTRACTORS or subcontractors, including employees of other governments, on construction work assisted under this Contract, 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 CONTRACTOR shall submit Form HUD 4710 (Semi-Annual labor Standards Enforcement Report) to PRDOH.

21. TERMINATION FOR CAUSE

(Applicable to contracts exceeding \$10,000)

If, through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner his or her obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this Contract, the PRDOH shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR 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 CONTRACTOR under this Agreement shall, at the option of the PRDOH, become the PRDOH's property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONTRACTOR 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 CONTRACTOR, and the Government of Puerto Rico and/or PRDOH may withhold any payments to the CONTRACTOR 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 CONTRACTOR is determined.

EGM
EGM

WRR
WRR

22. TERMINATION FOR CONVENIENCE

(Applicable to contracts exceeding \$10,000)

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

23. SECTION 503 OF THE REHABILITATION ACT OF 1973

(Applicable to contracts exceeding \$10,000)

The CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR;
- (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 CONTRACTOR including social or recreational programs; and
- (ix) Any other term, condition, or privilege of employment.

EGM
EGM

WORR
WORR

- 2) The CONTRACTOR 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 CONTRACTOR'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 CONTRACTOR 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 CONTRACTOR'S obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The CONTRACTOR must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the CONTRACTOR 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 CONTRACTOR will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR 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.

24. EQUAL EMPLOYMENT OPPORTUNITY

(Applicable to construction contracts and subcontracts exceeding \$10,000)

The CONTRACTOR 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 CONTRACTOR agrees as follows:

- 1) The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR 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 CONTRACTOR shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The CONTRACTOR shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3) The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

EGM
EGM

WORR
WORR

- 4) The CONTRACTOR 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 CONTRACTOR'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 CONTRACTOR will comply with all provisions of Exec. Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 6) The CONTRACTOR will furnish all information and reports required by Exec. Order No. 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 CONTRACTOR'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 CONTRACTOR 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 Exec. Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- 8) CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

EGM
EGM

WORR
WORR

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

The CONTRACTOR 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 CONTRACTOR 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.

EGM
EGM

WORR
WORR

The CONTRACTOR 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).

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

CLEAN AIR ACT

- 1)--The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- 2)--The CONTRACTOR agrees to report each violation to the PRDOH and understands and agrees that the PRDOH will, in turn, report each violation as required to assure notification to the Government of Puerto Rico, HUD, and the appropriate Environmental Protection Agency Regional Office.

- 3)--The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

WATER POLLUTION CONTROL ACT

- 1)--The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251, *et seq.*

- 2)--The CONTRACTOR agrees to report each violation to the PRDOH and understands and agrees that the PRDOH will, in turn, report each violation as required to assure notification to the Government of Puerto Rico, HUD, and the appropriate Environmental Protection Agency Regional Office.

EGM
EGM

- 3)--The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

WORR
WORR

The CONTRACTOR and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 7401 *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 5 C.F.R. Part 919 Subpart E and 24 C.F.R. Part 58 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 CONTRACTOR 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. Part 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (**EPA**) pursuant to 24 C.F.R. Part 58, as amended.
- 2) Agreement by the CONTRACTOR to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 7414) 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 CONTRACTOR 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 CONTRACTOR will take such action as the government may direct as a means of enforcing such provisions.

EGM
EGM

27. ANTI-LOBBYING (Applicable to contracts exceeding \$100,000)

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

WORR
WORR

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, 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.
- 2) 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 CONTRACTOR shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- 3) The CONTRACTOR 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.

28. BONDING REQUIREMENTS

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

The CONTRACTOR shall comply with Puerto Rico bonding requirements, unless they have not been approved by HUD, in which case the CONTRACTOR 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 CONTRACTOR for one hundred percent (100%) of the Agreement price. A "performance bond" is one executed in connection with a contract to secure the fulfillment of all the CONTRACTOR's obligations under such contract.
- 3) A payment bond on the part of the CONTRACTOR 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 the law of all persons supplying labor and material in the execution of the work provided for in the contract.

29. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (As required by applicable thresholds)

- 1) 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.

EGM
EGM

WORR
WORR

- 2) 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.
- 3) The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONTRACTOR'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.
- 4) The CONTRACTOR 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 CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 75.
- 5) The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled: (1) after the CONTRACTOR is selected but before the contract 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 CONTRACTOR's obligations under 24 C.F.R. Part 75.
- 6) 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.
- 7) 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

EGM
EGM

WORR
WORR

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).

- 8) For contracts exceeding \$100,000, the CONTRACTOR shall submit Form HUD 60002 (Section 3 Summary Report) to PRDOH on a quarterly basis, notwithstanding the annual reporting requirement set forth in that form's instructions.

30. FAIR HOUSING ACT

CONTRACTOR 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, handicap 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.

EGM
EGM

WORR
WORR

31. ENERGY POLICY AND CONSERVATION ACT

CONTRACTOR 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.*).

32. HATCH ACT

CONTRACTOR agrees to comply with mandatory standards and policies relating to Hatch Act, Public Law 76-252, as amended.

The Hatch Act applies to political activities of certain state and local employees. As a Puerto Rico Department of Housing CONTRACTOR, 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 CONTRACTOR 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.

33. 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.

34. PERSONNEL

The CONTRACTOR 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 CONTRACTOR 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 Contract.

EGM
EGM

WORR
WORR

35. WITHHOLDING OF WAGES

If in the performance of this Agreement, there is any underpayment of wages by the CONTRACTOR or by any subcontractor thereunder, the PRDOH may withhold from the CONTRACTOR 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 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 CONTRACTOR or subcontractor to the respective employees to whom they are due.

36. 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 Contract shall be promptly reported in writing by the CONTRACTOR to the PRDOH for the latter's decision, which shall be final with respect thereto.

37. 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.

38. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY AND OTHERS

The CONTRACTOR 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 CONTRACTOR 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 municipality 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 municipality, or subcontract arising therefore or connected therewith.

EGM
EGM

WORR
WORR

The CONTRACTOR 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 year thereafter.

39. 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.

40. INTEREST OF CONTRACTOR

The CONTRACTOR 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 CONTRACTOR further agrees that no person having any such interest shall be employed in the performance of this Agreement.

41. POLITICAL ACTIVITY

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

42. RELIGIOUS ACTIVITY

The CONTRACTOR 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.

43. FLOOD DISASTER PROTECTION ACT OF 1973

The CONTRACTOR 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.

44. LEAD BASED PAINT

The CONTRACTOR 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.

EGM
EGM

45. VALUE ENGINEERING

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

The CONTRACTOR 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 24 C.F.R. § 200.318(g).

WRR
WRR

46. 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. Contractors 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.

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

The CONTRACTOR 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.

EGM
EGM

WORR
WORR

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.

CONTRACTORS 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.

48. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The Federal Funding Accountability and Transparency Act of 2006 (**FFATA**), as amended, was signed with the intent of reducing wasteful government spending and providing citizens with the ability to hold the government accountable for spending decisions. 2 C.F.R. § Part 170 outlines the requirements of recipients' in reporting information on subawards and executive total compensation under FFATA legislation. Any non-Federal entity that receives or administers Federal financial assistance in the form of grants, loans, loan guarantees, subsidies, insurance, food commodities, direct appropriations, assessed and voluntary contributions; and/or other financial assistance transactions that authorize the non-Federal entities' expenditure of Federal fund, is subject to these requirements.

Prime contract awardees and prime grant awardees are required to report against subcontracts and subgrants awarded in the FFATA Subaward Reporting System (FSRS), the reporting tool for Federal prime awardees. This information reported will then be displayed on a public and searchable website: www.USASpending.gov.

33. PROCUREMENT

The Uniform Guidance procurement requirements (2 C.F.R. § Part 200, Subpart D) went into effect on July 1, 2018. These requirements are applicable to CDBG-DR funded projects, or as provided by 83 Federal Register 5844 VI A(1)(b)(2) permits a state grantee to elect to follow its own procurement policy. These policies and procedures ensure that Federal dollars are spent fairly and encourage open competition at the best level of service and price.

EGM
EGM

34. CHANGE ORDERS TO CONTRACTS

Change orders are issued when the initial agreed-upon pricing or work to be completed requires modification. First, the CONTRACTOR must complete a Change Order Request Form. This form and supporting documentation must be delivered to the PRDOH for review. Each change order must have a cost analysis. Once the Project Manager approves the change order, it is returned to the contractor for execution. Change orders are only invoiced on the final draw and categorized as "change orders." The amount listed on the invoice must match the previously approved amount and must be cost-reasonable. The PRDOH is responsible for verifying cost reasonableness. Verification documentation for cost reasonableness becomes an attachment to the change order.

WORR
WORR

45. LIMITED ENGLISH PROFICIENCY

Executive Order No. 13166, signed on August 11, 2000, requires programs, subrecipients, contractors, subcontractors, and/or developers funded in whole or in part with CDBG-DR financial assistance to ensure fair and meaningful access to programs and services for families and individuals with Limited English Proficiency (**LEP**) and/or deaf/hard of hearing. Fair access is ensured through the implementation of a Language Assistance Plan (**LAP**), which includes non-English-based outreach, translation services of vital documents, free language assistance services, and staff training. Vital documents are defined as depending on the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

46. PERSONALLY IDENTIFIABLE INFORMATION

In accordance with 2 C.F.R. § 200.303, regarding internal controls of a non-Federal entity, a grantee must guarantee the protection of all Personally Identifiable Information (PII) obtained. The program will enact necessary measures to ensure PII of all applicants is safeguarded as to avoid release of private information. If a contractor or employee should experience any loss or potential loss of PII, the program shall be notified immediately of the breach or potential breach.

51. PROCUREMENT OF RECOVERED MATERIALS

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (**EPA**) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

EGM
EGM

WORR
WORR

END OF DOCUMENT



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

ATTACHMENT G

CONTRACTOR CERTIFICATION REQUIREMENT

GONZÁLEZ LAW SERVICE, P.S.C.

I. Contractor (or Subrecipient) Certification Requirement:

1. The expected subcontractor(s) in connection with the contract¹ is (are) the following:

1. Albizu & Albizu, LLC- Legal services including Research, analyze, Hearing Examiner Services and writing of legal documents and drafts of recommendations as per requested.

2. Lcda. María I. Almodóvar Laborde; Legal services including Research, analyze, hearing examiner services and writing of legal documents and drafts of recommendations as per requested.

\$2,000.00 monthly approximately.

2. Neither the Contractor (or subrecipient) nor any of its owners², partners, directors, officials, or employees, has agreed to share or give a percentage of the contractor's (or subrecipient's) compensation under the contract³ to, or otherwise compensate, any third party, whether directly or indirectly, in connection with the procurement, negotiation, execution or performance of the contract.

3. To the best knowledge of the signatory (after due investigation), no person has unduly intervened in the procurement, negotiation, or execution of the contract, for its own benefit or that of a third person, in contravention of applicable law.

4. To the best knowledge of the signatory (after due investigation), no person has: (i) offered, paid, or promised to pay money to; (ii) offered, given, or promised to give anything of value to; or (iii) otherwise influenced any public official or employee with the purpose of securing any advantages, privileges or favors for

¹ As used herein, the term "contract" is inclusive of any amendments, modifications, or extensions.

² For purposes of this Certification, a contractor's "owner" shall mean any person or entity with more than a ten percent (10%) ownership interest in the Contractor.

³ As used herein, the term "contract" is inclusive of any amendments, modifications, or extensions.

EGM
EGM

WORR
WORR

the benefit of such person in connection with the contract (such as the execution of a subcontract with the Contractor, beneficial treatment under the contract, or the written or unwritten promise of a gift, favor, or other monetary or non-monetary benefit).

5. Neither the Contractor (or subrecipient), nor any of its owners, partners, directors, officials, or employees or, to the best of its knowledge (after due investigation), its representatives or sub-contractors, has required, directly or indirectly, from third persons to take any action with the purpose of influencing any public official or employee in connection with the procurement, negotiation, or execution of the contract, in contravention of applicable law.
6. In compliance with Executive Order No. 2021-029 and CC 013-2021, the Contractor certifies as of the date hereof, that it is in a contractual relationship with the following entities of the Government of Puerto Rico: State Fund Insurance, Automobile Accident Compensation Corporation (ACAA), Child Support Administration (ASUME), Public Safety Department (DSP), University of Puerto Rico Bayamon Campus, Municipality of Naranjito, Municipality of Las Piedras, Municipality of Humacao, Municipality of Bayamon

_____.⁴ The Contractor also certifies that said entities are all the entities of the Government of Puerto Rico with which they maintain a contractual relationship. In addition, the Contractor recognizes and accepts that omitting any information regarding any current contractual relationship with any governmental entity could result in the termination of this agreement if so, required by PRDOH.

7. Any incorrect, incomplete, or false statement made by the contractor's (or subrecipient's) representative as part of this certification shall cause the nullity of the proposed contract and the contractor (or subrecipient) must reimburse immediately to the Commonwealth any amounts, payments or benefits received from the Commonwealth under the proposed contract.

The above certifications shall be signed under penalty of perjury by the Chief Executive Officer (or equivalent highest rank officer) in the following form:

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

By: Edgar E. González Milán

Position: President

Signature: _____

Date: 03-20-2023

⁴ The Contractor is required to disclose the names of the entities of the Government of Puerto Rico with whom it has contracts until the Agreement is signed.



ATTACHMENT H NON-CONFLICT OF INTEREST CERTIFICATION

GONZÁLEZ LAW SERVICE, P.S.C.

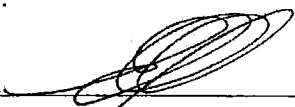
The CONTRACTOR certifies that:

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

EGM
EGM

WRR
WRR

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



Signature

03-20-2023

Date

Edgar Gonzalez Milan

Printed Name

President

Position











González Law Services, P.S.C. Agreement

Final Audit Report

2023-03-28

Created:	2023-03-27
By:	Radames Comas Segarra (rcomas@vivienda.pr.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4IMAYYlyHZelO3hKIU0C21-YIWgaaHa

"González Law Services, P.S.C. Agreement" History

-  Document created by Radames Comas Segarra (rcomas@vivienda.pr.gov)
2023-03-27 - 8:55:55 PM GMT
-  Document emailed to gonzalezmilan@gmail.com for signature
2023-03-27 - 8:58:59 PM GMT
-  Email viewed by gonzalezmilan@gmail.com
2023-03-27 - 9:00:44 PM GMT
-  Signer gonzalezmilan@gmail.com entered name at signing as Edgar Efraín González Milán
2023-03-27 - 9:13:30 PM GMT
-  Document e-signed by Edgar Efraín González Milán (gonzalezmilan@gmail.com)
Signature Date: 2023-03-27 - 9:13:32 PM GMT - Time Source: server
-  Document emailed to w.rodriguez@vivienda.pr.gov for signature
2023-03-27 - 9:13:36 PM GMT
-  Email viewed by w.rodriguez@vivienda.pr.gov
2023-03-28 - 8:25:00 PM GMT
-  Signer w.rodriguez@vivienda.pr.gov entered name at signing as William O. Rodríguez Rodríguez
2023-03-28 - 8:27:30 PM GMT
-  Document e-signed by William O. Rodríguez Rodríguez (w.rodriguez@vivienda.pr.gov)
Signature Date: 2023-03-28 - 8:27:32 PM GMT - Time Source: server
-  Agreement completed.
2023-03-28 - 8:27:32 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.