



DEPARTMENT OF
HOUSING



CDBG-DR

RECAPTURE OF FUNDS POLICY

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PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR/MIT PROGRAMS
RECAPTURE OF FUNDS POLICY
VERSION CONTROL

VERSION NUMBER	DATE REVISED	DESCRIPTION OF REVISIONS
1	October 20, 2022	Original version
2	March 18, 2024	Revisions to eliminate Section 10 regarding Program-Based Reconsideration and/or Administrative Review from the Recapture of Funds process. Revisions to incorporate "Subrecipient" to the language of this Policy.

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1 Overview

The Puerto Rico Department of Housing (**PRDOH**), as grantee, is committed to the responsible management of Community Development Block Grant-Disaster Recovery (**CDBG-DR**) and Community Development Block Grant – Mitigation (**CDBG-MIT**) funds allocated by the U.S. Department of Housing and Urban Development (**HUD**) to address Puerto Rico's long-term recovery needs caused by Hurricanes Irma and María, both in September of 2017, and mitigation of identified future risks. In doing so, PRDOH has developed a comprehensive program portfolio consisting of Housing, Economic Recovery, Infrastructure, Planning, and Multisector Programs. It is vital for PRDOH to help rebuild families and communities, and generate a long-term investment in social capital, fortify the economy, and set the stage for stability and continuity in government modernization and efficiency. In the process of fulfilling those commitments with the citizens of Puerto Rico through the implementation of the established programs, PRDOH and its Subrecipients must ensure that CDBG-DR/MIT funds are: disbursed only to meet an unmet recovery need, not duplicative of benefits provided by other federal, state, local, and private sources, and not to exceed the necessary amount to complete a project or eligible activity.

The Recapture of Funds Policy (**Recapture Policy or Policy**) is established by PRDOH to provide uniform guidance and consistency to all CDBG-DR/MIT Program staff, Subrecipients, contractors, and Applicants or Beneficiaries on the process of recapturing funds.

2 Recapture of Funds Policy Statement

The Policy will apply to all CDBG-DR/MIT funded programs administered by PRDOH or its Subrecipients. Instances that may result in a revision of an award, which in turn may require repayment from Beneficiaries, Subrecipients, or any other participating entities, including occurrences of Duplication of Benefits (**DOB**); Scope of Work (**SOW**) changes; ineligibility determination; substantial program non-compliance; multiple awards are received from numerous programs; a voluntary withdrawal; error in payment; or overpayment. CDBG-DR/MIT funds must be utilized in accordance with rules and regulations as specified in applicable Federal Register notices, federal and local regulations, applicable Program Guidelines, Action Plans, Grant Agreements, or Subrecipient Agreements. All financial assistance provided by the Programs must be used and expended in compliance with the policy and regulation framework created by the CDBG-DR/MIT Program. Otherwise, repayment of funds may be required. Additionally, in line with the PRDOH Anti-fraud, Waste, Abuse or Mismanagement Policy (**AFWAM Policy**), any violation of the AFWAM Policy will also result in a repayment of CDBG-DR/MIT funds.¹

¹ The PRDOH CDBG-DR and CDBG-MIT AFWAM Policy is available in English and Spanish in the CDBG-DR/MIT website at <https://cdbg-dr.pr.gov/en/download/afwam-policy/> and <https://cdbg-dr.pr.gov/download/politica-afwam/>.

Furthermore, during the implementation phase in a CDBG-DR/MIT funded program, instances of repayment of funds may arise where a Subrecipient, contracting entity or Applicant must return all, or part of the funding awarded by a CDBG-DR/MIT Program. All project files must be regularly reviewed and reconciled by PRDOH and/or its Subrecipients to ensure all programs, projects, and activities comply with recordkeeping requirements of the CDBG-DR/MIT Program, and federal and local requirements and guidelines. Compliance with recordkeeping requirements is mandatory to ensure federal funds are expended: (1) appropriately on eligible activities and projects; (2) and in compliance with a National Objective.

3 Definitions

- **Applicant:** An individual or entity applying for any of the CDBG-DR/MIT Programs administered by PRDOH.
- **Beneficiary:** an eligible Applicant that benefits from CDBG-DR/MIT assisted activities, projects or programs.
- **Duplication of Benefit (DOB):** A duplication occurs when a person, household, business, or other entity receives disaster assistance from multiple sources for the same recovery purpose, and the total assistance received for that purpose is more than the total need. The amount of the DOB is the amount received in excess of the total need for the same purpose.²
- **Federal Emergency Management Agency (FEMA):** An agency of the United States Department of Homeland Security. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and State authorities.
- **Low-to-Moderate-Income (LMI):** Low to moderate income people are those having incomes not more than the "moderate-income" level (80% Area Median Family Income) set by the federal government for HUD assisted Housing Programs. This income standard changes from year to year and varies by household size, county, and the metropolitan statistical area.
- **Overpayment:** when an Applicant or entity receives more financial assistance for a project or activity than what they are eligible for.
- **Subrecipient:** Means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.³

² Federal Register Notice Vol. 84, No. 119 (June 20, 2019), 84 FR 28836.

³ 2 C.F.R. §200.1

4 Regulatory Framework

The Office of Management and Budget (**OMB**) cost principles requires any payment related to CDBG-DR/MIT funds to Beneficiaries or Subrecipients be **necessary and reasonable**;⁴ and prohibits Beneficiaries and Subrecipients from retaining excess funds not used for eligible, allowable, and approved costs. Additionally, providing a Beneficiary or entity with CDBG-DR/MIT funds in excess of the immediate cash requirements needed to carry out the purpose of the approved eligible activities, program or projects is also prohibited and can lead to the recapture of excess funds.⁵

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (42 U.S.C. § 5121 – 5207), as amended, (**Stafford Act**), and Federal Register Notices, Vol. 84, No. 119 (June 20, 2019), 84 FR 28836, and Vol. 76, No. 221 (November 16, 2011) 76 FR 71060, establish that CDBG-DR/MIT assistance may only be provided to the extent that it does not duplicate funding provided to a Beneficiary for the same recovery or mitigation purpose by other funding sources. When multiple sources of disaster assistance are used towards the same purpose or eligible activity, the CDBG-DR/MIT funds that were already disbursed for that same purpose must be recaptured to avoid a DOB occurrence. Please refer to the Duplication of Benefits Policy, found at <https://recuperacion.pr.gov/en/download/duplication-of-benefits-policy/> (English) and <https://recuperacion.pr.gov/download/politica-sobre-la-duplicacion-de-beneficios/> (Spanish), for further guidance related to Duplication of Benefits. In addition, further information regarding the Recapture of Funds process may be found in Program Guidelines or executed Subrecipient Agreements.

5 Repayment Circumstances

The following are the most common circumstances that may result in a revision to an award, which may call for repayment from a Beneficiary or a Subrecipient:

- DOB
- Reduction of the original amount of the grant award or financial assistance
- Substantial Program Non-Compliance
- Voluntary Withdrawal from a program by a Beneficiary, after funds have been disbursed, when applicable
- Suspension or Termination of a Subrecipient Agreement (SRA). Upon termination of an SRA, PRDOH retains the right to recover any improper expenditures. The Subrecipient must return any improper expenditures to PRDOH no later than **thirty (30) calendar days** after the date of termination of the SRA.
- Fraud

⁴ 2 C.F.R. § 200.403 (a).

⁵ 2 C.F.R. § 200.305 (b)(1)

- Erroneously awarded funds
- Overpayment

6 Requirements for Recapturing Funds

PRDOH will seek repayment of ineligible or unauthorized federal assistance received by a Subrecipient, entity, or Applicant, plus the cost of collection, to the fullest extent of the law. Efforts to collect ineligible or unauthorized federal assistance may include offsets, the use of private or public collection agencies, and any other legal remedies available to PRDOH. Findings related to ineligible or unauthorized CDBG-DR/MIT assistance determinations will be referred to credit reporting bureaus and other federal, state, or local agencies with jurisdictions related to ineligible or unauthorized assistance findings for suspension, debarment, or civil or criminal action to the fullest extent permitted by law.

6.1 Recapture of Erroneously Awarded Funds or because of Non-Compliance with Program Rules

If PRDOH disburses funds and subsequently determines that the disbursement was an error, the Beneficiary or Subrecipient must be contacted by an authorized PRDOH CDBG-DR/MIT Program representative to avoid further payments for the same activity. If the award is still open and subsequent funds will be drawn from it, the amount disbursed in error will be deducted from the next amount drawn. If the award is closed or no subsequent funds will be drawn, PRDOH will send a Letter of Requirement for Recapture of Funds to the Beneficiary or Subrecipient.

The following is a list of requirements and steps that must be taken to initiate and properly conduct the recapture of funds once it has been determined the assistance provided was ineligible or unauthorized. This refers to any loan, interest subsidy, grant, or portion thereof received by a recipient for which there was no regulatory authorization or for which the recipient was not eligible.⁶

Once a determination is made that a disbursement of funds to a Beneficiary or Subrecipient was ineligible or unauthorized, PRDOH must promptly send a Letter of Requirement for Recapture of Funds to the Subrecipient or Beneficiary. The notice must state that ineligible assistance was received, and inform the debtor of the consequences of failing to cooperate to resolve the debt. The Letter of Requirement for Recapture of Funds must specify the following:

- The basis for the indebtedness: detail the reason(s) that the assistance was determined to be ineligible or unauthorized;
- PRDOH's willingness to discuss alternative methods of payment;

⁶ See, 2 C.F.R. § 200.346; 2 C.F.R. § 200.339; and 2 C.F.R. § 200.208.

- The alternative methods of payments available to the debtor, if any;
- The date by which payment should be made to avoid late charges (i.e. interest, penalties, and administrative costs) and enforced collection;
- PRDOH's policies with respect to the use of credit bureaus, debt collection centers, and collection agencies;
- PRDOH's remedies to enforce payment of the debt, including assessment of interest, administrative costs and penalties, administrative garnishment, the use of collection agencies, and litigation;
- The name, address, and phone number of a contact person or office within PRDOH that the Beneficiary or Subrecipient may contact to resolve or discuss the issue.

6.2 Recapture of Ineligible Assistance Obtained by Fraud

If PRDOH provides funds in excess of the eligible assistance due to discrepancies in the information provided by the Beneficiary or Subrecipient, either intentionally or unintentionally, PRDOH may initiate a recapture of funds process and obtain repayment.⁷ For more information regarding fraudulent information or fraudulent use or waste of funds, please refer to the Anti-Fraud, Waste, Abuse, or Mismanagement Policy (**AFWAM Policy**) available in the CDBG-DR/MIT website at: <https://recuperacion.pr.gov/en/download/afwam-policy/> (English) and <https://recuperacion.pr.gov/en/download/afwam-policy/> (Spanish).

7 Uncollectible Debt, Choice not to Recapture or Compromise for Less than the Full Amount

Federal regulations allow for the recapture of the full amount of ineligible assistance or improper payments;⁸ but under certain circumstances, PRDOH may deem a debt uncollectible and settle for less than the full amount that is owed, or it may choose not to recapture funds.⁹ These determinations will always be made on a case-by-case basis and in compliance with applicable law and regulation. The following may be considered Uncollectible Debt at PRDOH's discretion:

- **Vulnerable Beneficiaries:** PRDOH may deem households at risk of recapture, where a Beneficiary and/or any of the co-beneficiaries is at least sixty-five (65) years old. A vulnerable population determination will be made by the specific

⁷ 24 C.F.R. 28.10(d) states that no proof of specific intent to defraud is required to establish liability.

⁸ Section 312, Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5155 (c), as well as Section 2, Payment Integrity Information Act of 2019, 31 U.S.C. § 3352(d)(5)(i)(ii).

⁹ 31 U.S.C. § 3711(a)(2) which states that the head of an executive, judicial, or legislative agency—may compromise a claim of the Government of not more than \$100,000 (excluding interest) or such higher amount as the Attorney General may from time to time prescribe that has not been referred to another executive or legislative agency for further collection action, except that only the Comptroller General may compromise a claim arising out of an exception the Comptroller General makes in the account of an accountable official. See, 31 C.F.R. § 902.1.

CDBG-DR/MIT Program on a case-by-case basis. These vulnerable populations may include Beneficiaries who have become homeless, Beneficiaries whose only income is federal or state assistance, and Beneficiaries with disabilities.¹⁰

- **Inability to pay:** the ability to pay may be determined based on an assessment of resources currently and prospectively available to the Beneficiary.¹¹

A compromise effected under these guidelines should be for an amount that bears a reasonable relation to the amount that can be recovered by enforced collection procedures, with regard to the exemptions available to the debtor and the time that collection will take.¹² To assess the merits of a compromise offer based in whole or in part on the debtor's inability to pay the full amount of a debt within a reasonable amount of time, PRDOH should obtain, when feasible and appropriate, a current financial statement from the debtor, executed under penalty of perjury, showing the debtor's assets, liabilities, income and expenses.¹³

When a debtor's financial statement is no feasible, PRDOH may also obtain credit reports or other financial information to assess compromise offers.¹⁴ Note that, PRDOH may obtain a consumer report as that term is defined in section 603 of the Fair Credit Reporting Act, 15 U.S.C. § 1681a, or comparable credit information on any person who is liable for the debt claim.¹⁵

The purpose of this is to assess the validity of a compromise offer, considering whether the debtor can pay the entire debt amount within a reasonable timeframe or not, either in whole or in part. Likewise, if there is significant doubt concerning PRDOH's ability to prove its case in court for the full amount claimed, either because of the legal issues involved or because of a bona fide dispute as to the facts. Then the amount accepted in compromise of such cases should fairly reflect the probabilities of successful prosecution

¹⁰ 31 C.F.R. § 902.2 (a) and (b) establish that: "(a) Agencies may compromise a debt if the Government cannot collect the full amount because: (1) The debtor is unable to pay the full amount in a reasonable time, as verified through credit reports or other financial information; (2) The Government is unable to collect the debt in full within a reasonable time by enforced collection proceedings; (3) The cost of collecting the debt does not justify the enforced collection of the full amount; or (4) There is significant doubt concerning the Government's ability to prove its case in court. (b) In determining the debtor's inability to pay, agencies should consider relevant factors such as the following: (1) Age and health of the debtor; (2) Present and potential income; (3) Inheritance prospects; (4) The possibility that assets have been concealed or improperly transferred by the debtor; and (5) The availability of assets or income that may be realized by enforced collection proceedings".

¹¹ 31 C.F.R. § 902.2 (c).

¹² 31 C.F.R. § 902.2 (c) (d).

¹³ 31 C.F.R. § 902.2 (g).

¹⁴ Id.

¹⁵ 31 U.S.C. § 3711(h)(1).

to judgment. With due regard given to the availability of witnesses and other evidentiary support for PRDOH's claim.¹⁶

PRDOH may also compromise a debt if the cost of collecting the debt does not justify the enforced collection of the full amount. The amount accepted in compromise in such cases may reflect an appropriate discount for the administrative and litigation costs of collection. With consideration given to the time it will take to effect collection. Collection costs may be a substantial factor in the settlement of small debts. In determining whether the cost of collecting justifies enforced collection of the full amount, PRDOH should consider whether continued collection of the debt, regardless of cost, is necessary to further an enforcement principle.¹⁷

PRDOH generally should not accept compromises payable in installments.¹⁸ This is not an advantageous form of compromise in terms of time and administrative expense. If, however, payment of a compromise in installments is necessary, a legally enforceable written agreement should be obtained from the debtor. Providing that, in the event of default, the full original principal balance of the debt prior to compromise, less sums paid thereon, is reinstated.¹⁹

In all appropriate instances, a compromise which is accepted by PRDOH, should be implemented by means of a mutual release included in the written agreement. In which the debtor is released from further non-tax liability on the compromised debt in consideration of payment in full of the compromise amount. PRDOH and its officials, past and present, should also be released and discharged from claims, and causes of action arising from the same transaction the debtor may have. In the event a mutual release is not executed when a debt is compromised, unless prohibited by law, the debtor is deemed to have waived any and all claims and causes of action against PRDOH and its officials related to the transaction giving rise to the compromised debt. All written agreements should reflect this provision.²⁰

PRDOH may compromise statutory penalties, forfeitures, or claims established as an aid to enforcement and to compel compliance, if the PRDOH's enforcement policy in terms of deterrence and securing compliance, present and future, will be adequately served by the PRDOH's acceptance of the sum to be agreed upon.²¹

¹⁶ 31 C.F.R. § 902.2 (e).

¹⁷ See, 31 C.F.R. § 902.2 (e).

¹⁸ 31 C.F.R. § 902.2 (f).

¹⁹ Id.

²⁰ 31 C.F.R. § 902.7.

²¹ 31 C.F.R. § 902.3.

When two or more debtors are jointly and severally liable, PRDOH should pursue collection activity against all debtors, as appropriate.²² PRDOH should not attempt to allocate the burden of payment between the debtors but should proceed to liquidate the indebtedness as quickly as possible.²³ PRDOH should ensure that a compromise written agreement with one debtor does not release PRDOH's claim against the remaining debtors.²⁴ The amount of a compromise with one debtor shall not be considered a precedent or binding in determining the amount that will be required from other debtors jointly and severally liable on the claim. The written compromise agreement should reflect this norm.²⁵

If a CDBG-DR/MIT Program or Subrecipient is uncertain whether to accept a firm, written, substantive compromise offer on a debt that is within the PRDOH's delegated compromise authority, it must refer the offer to CDBG-DR/MIT Legal Division accompanied by supporting data and particulars concerning the debt. The CDBG-DR/MIT Legal Division may act upon such an offer or return it to the CDBG-DR/MIT Program or Subrecipient with instructions and/or advice.²⁶

In all cases, PRDOH may not compromise a debt, or suspend or end a collection action on a claim or debt that appears to be fraudulent, false, or misrepresented by a party with an interest in the claim, or that is based on conduct in violation of the antitrust laws.²⁷ A compromise under these Guidelines is final and conclusive unless gotten by fraud, misrepresentation, presenting a false claim, or mutual mistake of fact.²⁸

PRDOH will provide Subrecipients with and use uniform procedures for periodic comparison of costs incurred and amounts collected that must be used to make a determination on whether to compromise or continue with recapture procedures for assistance deemed ineligible or unauthorized. In these standard procedures, data on costs and corresponding recovery rates for debts of different types and in various dollar ranges should be used to compare the cost effectiveness of alternative collection techniques. Establish guidelines with respect to points at which costs of further collection efforts are likely to exceed recoveries. Assist in evaluating offers in compromise, and establish minimum debt amounts below which collection efforts need not be taken.²⁹

7.1 Conditions which may allow PRDOH to forgo collection of ineligible or unauthorized

²² 31 C.F.R. § 902.4 (a).

²³ *Id.*

²⁴ 31 C.F.R. § 902.4 (b).

²⁵ *Id.*

²⁶ See, 31 C.F.R. § 902.5

²⁷ 31 U.S.C. § 3711(b)(1).

²⁸ 31 U.S.C. § 3711(c).

²⁹ 31 C.F.R. § 902.2 (a); 31 C.F.R. § 901.10.

assistance

Each of the following conditions must be met for PRDOH to forgo collection of any ineligible or unauthorized assistance that was received by a Beneficiary or a Subrecipient:

- A demand for recapture or repayment of the ineligible or unauthorized assistance was made;
- The ineligible or unauthorized assistance did not result from inaccurate or false information knowingly or fraudulently provided by the Beneficiary or the Subrecipient;
- PRDOH has determined that the Beneficiary or Subrecipient is unable to comply with the Demand for Payment,³⁰ but is otherwise willing and able to meet other requirements established by PRDOH;
- PRDOH has determined that it is in the best interest of HUD and PRDOH alike to forgo collection of the ineligible assistance because it would be too costly to pursue when compared to the amount of funds that could be reasonably recaptured by the effort.³¹

Likewise, PRDOH may terminate collection activity when:

1. They are unable to collect any substantial amount through its own efforts or through the efforts of others;
2. They are unable to locate the debtor;
3. Costs of collection are anticipated to exceed the amount recoverable;
4. The debt is legally without merit or enforcement of the debt is barred by any applicable statute of limitations;
5. The debt cannot be substantiated;
6. The debt against the debtor has been discharged in bankruptcy.³²

Before terminating collection activity, PRDOH should have considered and/or pursued all appropriate means of collection and determined, based upon the results of an analysis of the collection activity, that the debt is uncollectible. Termination of collection activity ceases active collection of the debt. The termination of collection activity does not preclude PRDOH from retaining a record of the account for purposes of:

1. Selling the debt;

³⁰ 31 C.F.R. § 901.2.

³¹ 31 U.S.C. § 3711(a)(3) states the following: (a) The head of an executive, judicial, or legislative agency— may suspend or end collection action on a claim referred to in clause (2) of this subsection when it appears that no person liable on the claim has the present or prospective ability to pay a significant amount of the claim or the cost of collecting the claim is likely to be more than the amount recovered....

³² 31 C.F.R. § 903.3.

2. Pursuing collection at a subsequent date in the event there is a change in the debtor's status or a new collection tool becomes available;
3. Offsetting against future income or assets not available at the time of termination of collection activity;
4. Screening future applicants for prior indebtedness.³³

In general, PRDOH shall terminate collection activity on a debt that has been discharged in bankruptcy, regardless of the amount. PRDOH may continue collection activity, however, subject to the provisions of the Bankruptcy Code, for any payments provided under a plan of reorganization. Offset and recoupment rights may survive the discharge of the debtor in bankruptcy and, under some circumstances, claims also may survive the discharge. For example, the claims of an agency which is a known creditor of a debtor may survive a discharge if the agency did not receive formal notice of the proceedings. PRDOH should seek legal advice from CDBG-DR/MIT Program's Legal Division if they believe they have claims or offsets that may survive the discharge of a debtor.³⁴

Consequently, when a bankruptcy petition has been filed with respect to a Beneficiary or a Subrecipient, in most cases the collection activity on a debt must be suspended, pursuant to the provisions of the U.S. Bankruptcy Code at 11 U.S.C. §§ 362, 1201, and 1301. Unless PRDOH can clearly establish the automatic stay has been lifted or is no longer in effect. In such cases, PRDOH should seek legal advice immediately from the CDBG-DR/MIT Program's Legal Division. Also, if legally permitted, take the necessary legal steps to ensure that no funds or money are paid by PRDOH to the debtor until relief from the automatic stay is obtained.³⁵

Discharge of indebtedness is distinct from termination or suspension of collection activity under *Standards for Suspending or Terminating Collection Activity* at 31 C.F.R. Part 903 and is governed by the U.S. Internal Revenue Code. When collection action on a debt is suspended or terminated, the debt remains delinquent and further collection action may be pursued at a later date in accordance with the standards set forth in 31 C.F.R. Part 903. When PRDOH discharges a debt in full or in part, further collection action is prohibited. Therefore, PRDOH should make the determination that collection action is no longer warranted before discharging a debt.³⁶ Before discharging a delinquent debt (also referred to as a close out of the debt), PRDOH shall take all appropriate steps to collect the debt in accordance with 31 U.S.C. 3711(g). Including, as applicable, administrative offset, tax refund offset, Federal salary offset, referral to U.S Department of the Treasury, U.S Department of the Treasury-designated debt collection centers or

³³ Id.

³⁴ 31 C.F.R. § 903.3 (c).

³⁵ 31 C.F.R. § 903.2.

³⁶ 31 C.F.R. § 903.5 (a).

private collection contractors, credit bureau reporting, wage garnishment, litigation, and foreclosure.³⁷

PRDOH shall promptly refer to the U.S. Department of Justice for litigation, debts on which aggressive collection activity has been taken in accordance with *Standards for the Administrative Collection of Claims* found at 31 C.F.R. Part 901 and that cannot be compromised. Also, on which collection activity cannot be suspended or terminated, in accordance with parts 902 and 903 of Chapter 31 of the Code of Federal Regulations.³⁸ Debts should be referred as early as possible consistent with the observance of the standards contained in parts 900–904 of Chapter 31 of the Code of Federal Regulations, and, in any event, well within the period for initiating timely lawsuits against the debtors. PRDOH shall make every effort to refer delinquent debts to the U.S. Department of Justice for litigation within one year of the date such debts last became delinquent.³⁹

7.2 Settlement

PRDOH may elect to accept a compromise settlement. Once a compromise amount is negotiated, the Beneficiary or the Subrecipient will pay in one installment. When necessary, on a case-by-case basis, a Beneficiary or a Subrecipient can be placed on an installment plan. The contract must include a clause stating that if the Beneficiary or the Subrecipient defaults, they will owe the entire amount of the ineligible assistance and not just the negotiated amount.

PRDOH, generally should not accept compromises payable in installments.⁴⁰ This is not an advantageous form of compromise in terms of time and administrative expense. If, however, payment of a compromise in installments is necessary, a legally enforceable written agreement should be obtained from the debtor. The written agreement should provide that, in the event of default, the full original principal balance of the debt prior to compromise, less sums paid thereon, will be reinstated.⁴¹

8 Repayment Phase

Once the Beneficiary or Subrecipient has received a Letter of Requirement for Recapture of Funds the Repayment Phase will begin. During this phase, the designated PRDOH representative of the CDBG-DR/MIT Program will assist the Beneficiary or Subrecipient on completing the necessary steps to pay their debt in full and in a timely manner. It is PRDOH's policy that all debt should be satisfied in its entirety as one lump sum amount. Nevertheless, under certain circumstances (See, Section 7: Uncollectible Debt, Choice not to Recapture or Settle for Less than Full Amount) the debt can be paid in installments

³⁷ Id.

³⁸ 31 C.F.R. § 904.1 (a).

³⁹ Id.

⁴⁰ 31 C.F.R. § 902.2 (f).

⁴¹ Id.

following a debt payment plan agreement between the Beneficiary or the Subrecipient and the CDBG-DR/MIT Program.

The Beneficiary or Subrecipient will have **fifteen (15) calendar days** from the Letter of Requirement for Recapture of Funds to return awarded funds. If funds have not been returned after **fifteen (15) calendar days**, applicants will be referred to the PRDOH CDBG-DR/MIT Legal Division for further action. PRDOH will monitor debt payments plans and/or compromise written agreements to ensure that Beneficiaries and Subrecipients are complying with the terms of the debt payment plan, and other provisions of the compromise written agreement. Additionally, PRDOH will monitor Beneficiaries' and Subrecipients' compliance with the debt payment plan and take all necessary, cost reasonable measures to collect in full the total amount of the debt or compromised debt.

9 Recaptured Funds

All funds recovered according to this Policy will be tracked in the financial system used by PRDOH to manage the CDBG-DR/MIT grants. This platform, Yardi Voyager (**Yardi**), is a web-based, fully integrated end-to-end platform used to manage operations, accounting, and reports. These funds will be returned to the CDBG-DR/MIT account or U.S. Treasury if the CDBG-DR/MIT grant has been closed out.

END OF POLICY.