APPENDIX D: PROJECT AGREEMENT NO. ER-WD-VIDOL-SKILLS FOR TODAY/ON-THE-JOB TRAINING PROGRAM

Project Name: Skills for Today/On-the-Job Training Program

An Agreement, by and between the VIRGIN ISLANDS HOUSING FINANCE AUTHORITY ("VIHFA" or "Grantee"), an independent instrumentality of the Government of the Virgin Islands, at 3320 Demarara Plaza, Suite 200, St. Thomas 00802, the VIRGIN ISLANDS DEPARTMENT OF LABOR ("VIDOL" or "Agency"), an Agency of the Government of the Virgin Islands, at 2318 Kronprindsens Gade, St. Thomas, USVI 00802, and herein jointly referred to as the "Parties" or "Virgin Islands Entities." This Agreement is conditioned upon and subject to VIDOL adherence to the requirements found in Subrecipient Agreement SA-DR-(DOL)-006-2019.

IT IS MUTUALLY AGREED AS FOLLOWS:

SECTION 1: SCOPE OF SERVICES
Activity: Skills for Today/On-the-Job Training Program

VIDOL seeks a contractor to provide varied employment opportunities for low to moderate income residents in the Territory by offering entry level training in high growth occupations based on current labor market information.

Project Target Area:
Territory-wide (St. Thomas-St. John and St. Croix districts)

SECTION 2: PROJECT SUMMARY

The project aims to train six hundred and twenty-five (625) individuals over a twenty-four month period; a portion of which includes employment for those participating in work-based learning.

Stages I and II, comprised of 400 individuals, will focus on the construction industry, because demand continues to be high and is expected to remain that way for the next three years. Many individuals working in this sector have little to no formal training and operate as helpers to skilled craftsmen. This training offers general knowledge to perform more proficiently on the work site in an entry level position, rather than as a helper, and for those who excel, an opportunity to build a career path in the construction trades industry.

Stage III, comprised of 225 individuals, opens opportunities to additional employment sectors also projected to continue growing over the next three years. In this stage, participants will be immersed in their selected field through real world experience as they work and learn simultaneously. Additionally, this stage will offer committed participants the opportunity to begin an apprenticeship. Stage III may run concurrently with Stage I to ensure all sectors are available at the same time.
Stage IV will include both pre and post training activities, as a requirement for all participants. In an effort to gain and retain employment, all participants must have access to the tools needed to be successful in the workplace.

The Virgin Islands Department of Labor will procure the services of a project management firm to successfully execute work-based learning strategies.

SECTION 3: NATIONAL OBJECTIVE

Low/Moderate Income Persons

SECTION 4: TERM OF AGREEMENT

The term of this Agreement is October 6, 2020 through March 31, 2023, but may be extended pursuant to a written amendment to this Agreement as authorized in the VIDOL Subrecipient Agreement SA-DR-(DOL)-006-2019. In any event, this Agreement shall cover the period that the Grantee has control over Community Development Block Grant Disaster Recovery funds.

SECTION 5: PROJECT BUDGET

Subject to the terms and conditions of this Agreement, VIHFA, as Grantee and administrator of the CDBG-DR Program, will make available to VIDOL disaster recovery funds up to the maximum amount of Ten Million Dollars ($10,000,000) (the "Grant Funds") for the purpose of funding a project management firm to execute work-based learning strategies once VIDOL is compliant with the terms and conditions of this Agreement and the Subrecipient Agreement. The Grant Funds must be expended by VIDOL within (6) six years of the date that the funds are obligated by HUD to VIHFA, unless an extension is hereinafter granted in writing by HUD or as approved by VIHFA.

VIDOL is required to ensure all contracts with VIDOL contractors clearly stipulate the period of performance or the date of completion. VIDOL will provide to VIHFA a performance narrative report, to be updated on a monthly basis as defined by VIHFA.

The total estimated budget for the project management services is $10,000,000; the CDBG-DR Tranche 1 and 2 allocation is $10,000,000. The funds allocated for VIDOL are intended for use only on project management services for work-based learning strategies for the territory.

Project Budget Summary:

Though the budget line items in Exhibit 1 are estimates, the total budget for Tranche 1 and 2 as described in Section 1 Scope of Services of this project shall not exceed $10,000,000.
VIDOL further agrees that it shall not deviate from this budget except with prior written approval from the Grantee. If changes to the budget are necessary, VIDOL shall complete and submit a Budget Revision form for the Grantee's approval.

A. Time of Payment: Payment shall be made upon receipt of reimbursement voucher or payment request sent to VIHFA.
   1. VIDOL shall submit a reimbursement voucher or payment request within 45 days of the Notice to Proceed,
   2. VIDOL shall submit reimbursement vouchers or payment requests on a monthly basis, and
   3. VIDOL shall submit supporting documentation for each line item reflected on the reimbursement voucher or payment request submitted (as outlined below in SECTION 6: DOCUMENTATION OF PROJECT COSTS AND OTHER FINANCIAL REPORTING). Such supporting documentation should be a part of the reimbursement or payment request.

B. Disbursement of Payment: The Grantee shall apply the funds under this Project Agreement in accordance with the Project Budget Summary and as reflected in the reimbursement request voucher(s) submitted by VIDOL.
   1. An updated detailed line item budget for all Agency internal or related costs must be submitted and approved by VIHFA prior to funds being released and drawn down.
   2. VIHFA will make direct payments to the Prime Contractor within 45 calendar days.

C. Budget Revisions: Any request for a line-item expense change shall be submitted in writing, shall specifically state the reasons for the requested increase and a justification for the corresponding decrease in other line-item(s). Any budget revisions must be necessary and meet Cost Reasonableness standards. All budget revisions and/or amendment requests will be reviewed and approved or denied.

SECTION 6: DOCUMENTATION OF PROJECT COSTS AND OTHER FINANCIAL REPORTING

All payments shall be made as progress payments for work performed. All project costs must be supported with source documentation, including purchase orders, invoices, cancelled checks, evidence of electronic payments, certified payroll and timesheet, etc. and submitted to VIHFA for review.

Prior to subsequent reimbursement requests, VIDOL must reconcile their financial records, identify any unspent funds or excess cash on hand; along with any earned interest from the unspent funds or excess cash on hand must be remitted to VIHFA immediately. These reconciliations must be available to VIHFA for review upon request.

Normal indirect cost rules apply. If an agency intends to charge indirect costs to the award, the project budget must clearly state the rate and distribution base intended to be used. If there is a Federally negotiated indirect cost rate, the agency must include the letter or other documentation from the cognizant agency showing the approved rate. Any changes to the indirect cost rate
must be submitted to VIHFA before utilization under this agreement.

SECTION 7: PERFORMANCE MEASURES/PROJECT MILESTONES

Conditions:
1. VIDOL must submit to VIHFA all CDBG-DR procurements for review and approval prior to solicitation and after for upload and advertisement on VIHFA’s website.
2. An updated detailed line item budget for all Agency internal or related costs, must be submitted and approved by VIHFA prior to funds being released and drawn down.

Deliverables:
1. Project Planning
   a. Organize, index, and maintain all project documentation
   b. Coordinate all activities required for Project Planning
2. Project Management Plan
   a. Produce and keep up to date a Project Management Plan (PMP)
      i. PMP will define the project’s baseline including assumptions, communications, decisions, scope, cost, procurement, and schedule
3. Project Schedules
   a. Maintain the project schedules through a master schedule to include subproject schedules as required
      i. Update project schedule weekly
4. Project Reporting
   a. Create and maintain a detailed record of project activities to include meeting facilitation, agenda development, meeting minutes, and other items to enable DOL or any external audit organization to evaluate work performed and decisions finalized.
   b. Produce ad hoc white papers and talking points for legislative hearings and other requested reporting
   c. Prepare and submit Weekly Status Reports that provide a thorough and detailed status of the projects and project schedules
5. Project Reports and Documentation
   a. Respond to requests for reports or information required by various federal or state related entities
6. Project Change Management
   a. Track major project changes in scope, cost, or time by utilizing an agreed upon change management/configuration management defined process
   b. Modify or update all project documentation appropriately to reflect the agreed upon change
7. Financial Management
   a. Collaborate with the DOL Fiscal team to oversee financial accounting and management of projects
8. Document Maintenance and Library
   a. Initiate, formalize, and complete a Document Control and Maintenance Plan to define how documents will be managed
   b. Include in the Document Control and Maintenance Plan the process of organizing, storing, protecting, revising, versioning and sharing documents.
9. Stakeholder Engagement
   a. Recruit trainees with the knowledge, skills, abilities, and perseverance to succeed in identified industries and occupations
   b. Conduct continuous monitoring of employers, trainers, and trainees to ensure training services align with and meet employer demands and individuals’ capabilities
Milestones:

<table>
<thead>
<tr>
<th>Milestones, Outcomes and Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I - Focus on Construction</strong></td>
</tr>
<tr>
<td>- NCCER Core Curriculum for all participants (400)</td>
</tr>
<tr>
<td>- NCCER Level 1 instruction in plumbing, electrical, masonry, carpentry for those with affinity in these areas based on aptitude and performance in Core Curriculum</td>
</tr>
<tr>
<td>- Placement at VIHFA worksites for work experience</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
</tr>
<tr>
<td>Successful completion of training for:</td>
</tr>
<tr>
<td>First cohort 100 participants</td>
</tr>
<tr>
<td>Second cohort of 100 Participants</td>
</tr>
<tr>
<td>Third cohort of 100 participants</td>
</tr>
<tr>
<td>Fourth cohort of 100 participants</td>
</tr>
<tr>
<td><strong>Phase II – Advancing the Leaders</strong></td>
</tr>
<tr>
<td>- Train individuals who excelled in Stage I NCCER Core and Level 1 instruction as supervisors and site leaders</td>
</tr>
<tr>
<td>- Training will combine direct classroom instruction (NCCER curriculum) plus six to eight months on-the-job training</td>
</tr>
<tr>
<td>Successful completion of advanced training in supervisory and management for:</td>
</tr>
<tr>
<td>First cohort of 50 participants (including OJT component)</td>
</tr>
<tr>
<td>Second cohort of 50 participants (including OJT component)</td>
</tr>
<tr>
<td><strong>Phase III – Expanding the Knowledge Base</strong></td>
</tr>
<tr>
<td>- Work-based learning (on-the-job training, customized training and apprenticeships) opportunities available to other Virgin Islands’ growth sectors – based on local LMI data: Hospitality, Marine, Administrative Services (government), Technology</td>
</tr>
<tr>
<td>Successful completion of work-based learning and apprenticeships for:</td>
</tr>
<tr>
<td>First cohort of 75 participants</td>
</tr>
<tr>
<td>Second cohort of 75 participants</td>
</tr>
<tr>
<td>Phase IV – Stabilizing the Workforce</td>
</tr>
<tr>
<td>-------------------------------------</td>
</tr>
<tr>
<td>- Intensive job readiness preparation to enter the workforce which include:</td>
</tr>
<tr>
<td>Life Skills training; Resume Development; Self-marketing tools; Building a Responsible Social Media presence; Networking; Interviewing; Working with Peers; Working with Management</td>
</tr>
</tbody>
</table>

**SECTION 8: CLOSE-OUT**

VIDOL obligations under this Agreement shall not end until all close-out requirements as set forth in 24 CFR 570.509 are completed. The terms of this Agreement shall remain in effect until the project has been closed-out.

Within thirty (30) days after the date of expiration of this Agreement, VIDOL shall submit all financial, performance and other reports required by this Agreement and Subrecipient Agreement SA-DR-(DOL)-006-2019 and in addition, will cooperate in any project audit.

Closeout of funds will not occur unless all requirements of 24 CFR 92.507 and any outstanding issues with a contractor / vendor and or subcontractor have been resolved to the satisfaction of VIHFA, and/or HUD.

**SECTION 9: INTEGRATED DOCUMENT**

This Agreement, along with Subrecipient Agreement SA-DR-(DOL)-006-2019 and any attachments, constitutes the entire agreement between the parties and both parties acknowledge that there are no other agreements, written or oral, that have not been fully set forth in the text of this Agreement.
SECTION 10: SEVERABILITY

The terms and provisions of this Agreement are severable. Unless the primary purpose of this Agreement would be frustrated, the invalidity or unenforceability of any term or provision of this Agreement shall not affect the validity or enforceability of any other term or provision of this Agreement. The Parties intend and request that any judicial or administrative authority that may deem any provision invalid, reform the provision, if possible, consistent with the intent and purposes of this Agreement, and if such a provision cannot be reformed, enforce this Agreement as set forth herein in the absence of such provision.
IN WITNESS WHEREOF, the parties intending to be legally bound hereby, caused these presents to be executed as of the day and date first above written.

WITNESSES:

Signature

WITNESSES:

Signature

GOVERNMENT OF THE VIRGIN ISLANDS

BY:  Gary Molloy, Commissioner
     Department of Labor

DATE: 10/08/2020

Reviewed for Legal Sufficiency:

Denise Rhymer, Esq.

Dated:  8th day of October, 2020

WITNESSES:

Signature

WITNESSES:

Signature

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

BY:  Daryl Griffith, Executive Director

DATE:  10/13/2020
Appendix D Project Agreement VIDOL final

Final Audit Report 2020-10-08

Created: 2020-10-08
By: 
Status: Signed
Transaction ID: CBJCHBACABAAACoaLPo09B7VoLQz9FGU2VoM6wJ5uP/Kn

"Appendix D Project Agreement VIDOL final" History

Document created by Melita Etienne [REDACTED] for signature
2020-10-08 - 2:35:11 PM GMT- IP address: 208.50.78.226

Document emailed to Cindy Richardson [REDACTED]
2020-10-08 - 2:38:44 PM GMT

Email viewed by Cindy Richardson [REDACTED]
2020-10-08 - 2:45:58 PM GMT- IP address: 104.47.66.126

Document e-signed by Cindy Richardson [REDACTED]
Signature Date: 2020-10-08 - 2:58:08 PM GMT - Time Source: server- IP address: 208.50.78.226

Agreement completed.
2020-10-08 - 2:59:08 PM GMT

Adobe Sign
### Project Budget Form

**Effective Date:**

**SECTION I - PROJECT INFORMATION**

<table>
<thead>
<tr>
<th>Subrecipient</th>
<th>VIRGIN ISLANDS DEPARTMENT OF LABOR</th>
<th>Project</th>
<th>Skills for Today On-the-Job Training Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Subrecipient Agreement Number:</td>
<td>SA-DR(DOL)-006-2019</td>
<td>Project Number:</td>
<td>To be assigned and communicated</td>
</tr>
</tbody>
</table>

(Complete the below detailed budget. Attach a second sheet if additional space detail is needed. Include the cost analysis when submitting the application.)

**SECTION II - BUDGET INFORMATION**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CDBG-DR BUDGET</th>
<th>OTHER SOURCES OF FUNDS</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Administration (<em>At the discretion of the grantee</em>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Program Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Cost (Direct)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Labor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Training Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing Exposures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Item E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Project Cost (Direct)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Cost (Activity Delivery Cost)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[2] Program Staff-New Part-time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe FICA + Workers Comp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Item B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Project Cost (Activity Delivery Cost)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td>$ 9,148,742.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indirect Cost

Planning

<table>
<thead>
<tr>
<th>Budget Item</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Planning Cost

<table>
<thead>
<tr>
<th>TOTAL</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 9,148,742.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Organizational Head Initials: **GM**

VIHFA Initials: **[Signature]**

Date: **09/21/2020**
November 4, 2020

Gary Molloy
Commissioner
Virgin Islands Department of Labor
4401 Sion Farm, Ste 1
Christiansted VI 00820

RE: Appendix H: Notice to Proceed, Skills for Today/On-the-Job Training Program

Dear Commissioner Molloy:

The Virgin Islands Department of Labor (VIDOL) is hereby officially authorized to solicit project management services to successfully execute work-based learning strategies. VIDOL must consult with the Virgin Islands Housing Finance Authority (VIHFA) upon receipt of the bids and selection of a firm. Additionally, VIDOL must submit to the VIHFA their procurement solicitation for upload and advertisement on VIHFA’s website.

As the representative of the distribution of the Community Development Block Grant-Disaster Recovery (CDBG-DR) funding through the U.S. Department of Housing and Urban Development (HUD) for the U.S. Virgin Islands, I am pleased to inform you that the amount awarded will not exceed $10,000,000. In addition, CDBG-DR funds may only be used by VIDOL to pay for or to reimburse costs incurred on or after the date of this Notice to Proceed.

I look forward to a very productive relationship with VIDOL for the recovery, resiliency and empowerment of communities within the Virgin Islands. If you have any questions, please contact Ms. Rochelle Benjamin, Economic Revitalization Senior Program Manager at (340) 777-4432.

Sincerely,

[Signature]

Daryl Griffith
Executive Director