CDBG-DR INFRASTRUCTURE LOCAL MATCH PROGRAM
CHAT
• Please submit any technical issues via Zoom Chat box
• Send messages directly to Host (Keva Muller)
• Host will work with you directly to resolve any issues

QUESTIONS / COMMENTS
• Can also be submitted via Chat box
• Send to Host or directly to specific Presenter
OBJECTIVE

To educate and inform Sub-Grantees (Applicants) about the Local Match program, its participants, what is required, and the processes.
Keva Muller, Communications Manager (VIHFA)
Mario Leonard, DR Infrastructure Senior Manager (VIHFA)
Sue Southon, Senior Technical Specialist (ICF)
Bonnilyn Thomas, Compliance Manager (ODR)
Denise Rhymer, Legal Counsel-DR (VIHFA)
Kyora Veira, Environmental Manager (VIHFA)
Terrence Hammons, Technical Support (CFACTS)
William Rotert, Technical Support (CFACTS)
Monifa Evans, DR Accountant (VIHFA)
AGENDA

• Welcome / General Info  Keva Muller, Communications Manager
• Overview of CDBG-DR FEMA match Program  Mario Leonard, Sr. Program Manager
• Overview of CDBG-DR Program Requirements  Sue Southon, ICF
• ODR and VITEMA-PA Roles & Responsibilities  Bonnilyn Thomas, ODR
• VITEMA Sub Recipient Agreement / Procurement  Denise Rhymer, Legal Counsel
• Environmental Review  Kyora Viera, Environmental Manager
• Davis Bacon / Section 3  Terrance Hammons / William Rotert, CFACTS
• Match Application Process/ Project Eligibility/ Application  Mario Leonard, Sr. Program Manager
• Payment Processing  Monifa Evans, DR Accountant
Hurricanes Irma and Maria had a devastating impact on the U. S. Virgin Islands, resulting in $10.76 billion in total estimated damages.

- 85% of households damaged
- 95% of Territory without power
- 90% without connectivity
- Airport and port closures
- Healthcare Facilities in need of reconstruction
- Repairs needed for almost all public schools
The two back-to-back Category 5 storms in September 2017—Hurricanes Irma and Maria—caused significant destruction to housing, infrastructure, and the economy.

HUD’s Community Development Block Grant Disaster Recovery (CDBG-DR) provides funding for unmet needs after Federal Emergency Management Agency (FEMA) funds, insurance, and other federal or private sources are accounted for, with a focus on the needs of low- and moderate-income residents and businesses.

This money is managed by the U.S. Virgin Islands Housing Finance Authority (VIHFA) and spending is prioritized in programs designed through the U.S Virgin Islands Community Development Block Grant Disaster Recovery Action Plan. This plan proposes a portfolio of programs to address unmet housing, public service, infrastructure, and economic needs.

CDBG-DR funds are intended by HUD to address:
• Unmet needs in housing, infrastructure, and economic revitalization from the 2017 hurricanes.
• Mitigation activities to protect the Territory from the damage of future events.
For most federal programs, there is a requirement for local government participation. The non-federal cost share is designed to meet that need.
## HUD - LOCAL SHARE

<table>
<thead>
<tr>
<th>SECTOR</th>
<th>Revised Allocation Tranche 1</th>
<th>Revised Allocation Tranche 2</th>
<th>Tranche 2A</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Federal Share (Match) for Disaster Recovery</td>
<td>$21,741,337</td>
<td>$345,099,223</td>
<td>$50,909,440</td>
<td>$417,750,000</td>
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<tr>
<td>Infrastructure Repair and Resilience</td>
<td>$22,984,200</td>
<td>$37,765,800</td>
<td></td>
<td>$60,750,000</td>
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<tr>
<td>Electrical Power Systems Enhancement and Improvement</td>
<td>$95,903,330</td>
<td></td>
<td></td>
<td>$95,903,330</td>
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</tbody>
</table>
A Sub-Grantee (Applicant) is an entity that is provided CDBG-DR funds by VIHFA for their use in carrying out agreed-upon, eligible activities including autonomous and semi-autonomous governmental agencies, other governmental agencies and non-profit organizations. Sub-Grantees are not Developers or Contractors.

- Local Match applicants receive funding through FEMA (Federal Share) and local match through CDBG-DR Funds
- Applicants must demonstrate existence of unmet need
CDBG-DR PROGRAM REQUIREMENTS
VIHFA is the Grantee for the CDBG-DR program which is governed by:

- **HUD Regulations:**
  - 24 CFR Part 570

- **2 CFR Part 200**

- **Federal Register Notices** - for waivers and alternative requirements
CDBG-DR Eligibility:

- Meet a national objective (LMI, Urgent Need, Slum & blight elimination)
- Be an eligible activity under CDBG-DR (not always the same as FEMA)
- Have a tie back to the disaster
CDBG-DR PROGRAM OVERVIEW

CDBG - DR Compliance:

➢ Undertake a Duplication of Benefits analysis (Stafford Act)

➢ Undertake environmental review (Part 58, can adopt FEMA’s ER)

➢ Comply with all procurement requirements 2 CFR 200.318-326
  ➢ Free and open competition
  ➢ Cost analysis in advance of bid

➢ Comply with Section 3 requirements (including specific contract language in all procurement documents and all construction-related contracts)

➢ Must comply with Labor Standards/ Davis Bacon (including certified payrolls and wage determination in advance of procurement)
All CDBG-DR funded activities MUST comply with the following (continued):

➢ Meet MBE/DBE/WBE requirements

➢ Meet Uniform Relocation Act requirements (if applicable)

➢ Incorporate required provisions in ALL contracts:
  ➢ Period of performance
  ➢ Performance benchmarks/metrics
  ➢ Liquidated damages clause

Projects must meet ALL of these requirements to be eligible for match!
70% of CDBG-DR funding must benefit low and moderate income. This is not a requirement for FEMA funds.

This requirement can be satisfied in one of three ways:

- Individuals = LMI
- Area benefit = LMA
- Housing = LMH
- Job creation or retention = LMJ
AGENCY ROLES FOR CDBG-DR
ODR’s Role in Disaster Recovery

- **Project Development & Obligation**
  - Ensure Funding is Obligated and Sufficient

- **Project Execution**
  - Ensure solicitations are issued and scope of work developed as soon as possible

- **Drawdown Funds**
  - Ensure agencies prioritize the drawdown of available funding and submit documentation timely

- **Address Challenges**
  - Engage Federal Partners
The procedure is as follows:

1. Notify the ODR of intent to prepare a solicitation as soon as funds have been identified and submit final draft of the solicitation for review to info@usviodr.com.

   Subject: Solicitation Intent-Agency Name/Project/PW

2. The ODR will provide feedback on the draft solicitation and any necessary technical assistance within 5 business days.

3. Once approved by the Department of Property & Procurement or your respective procurement department, submit the finalized ad to info@usviodr.com.

   Subject: FINAL Solicitation-Agency Name/Project/Solicitation Number

4. In addition to your advertisement of the solicitation, ODR will place the solicitation on www.usviodr.com and other applicable platforms to assist in the procurement of qualified respondents. This also champions the territory’s efforts to be transparent and promote competitive bidding.

ODR continues to applaud our local and federal partners as we navigate the dynamic systems necessary to ensure that the territory’s recovery is conducted and completed within the parameters of all federal guidelines and systems.
## Agency Oversight

<table>
<thead>
<tr>
<th>Task</th>
<th>ODR</th>
<th>VITEMA- PA</th>
<th>Agency</th>
<th>VIHFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Scope of Work</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Draft RFP, IFB</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Review Procurement Documents</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Document Solicitation</td>
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<tr>
<td>Conduct Cost Analysis</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Select Contractor (Evaluation of Responses)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Verify Contractor (SAMs)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Contract Compliance Review</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Submit Reimbursement Requests</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Review Reimbursement Submissions &amp; Documentation</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Public Assistance (PA) Checklist Review

- The VITEMA-PA Procurement Document Request Checklist requires the Sub-recipient to provide the following information:
  - Draft Contract
  - Supporting Documentation
  - RFP / Solicitation
  - Scope of Work
  - Cost / Price Reasonableness Analysis
  - RFP Responses
  - Evidence Bidder is in Good Standing
  - Other Relevant Information
  - Contact Information
VIHFA / VITEMA

- Outlines respective roles and responsibilities of each agency
- VITEMA: Administers the FEMA federal funds (Appendix H)
- VIHFA: Administers the CDBG-DR funds (10% Match)

Subgrantees

- Match Application (Appendix D)
- Payment Requirements (Appendix E)
- Monthly Performance Report (Appendix F)
- Records Requirements (Appendix G)
- Notice of Approval (Appendix I)
- Budget (Paragraph 4 pg. 7 of SA)
- Labor Standards (Paragraph 10 pg. 11 of SA)
- Liquidated Damages (Paragraph 16 pg. 13 of SA)
PROCUREMENT STANDARDS
“The Storybook”
(Paragraph 9, pg. 10 of SA)

- Existing procurement policies
- RFP package issued
- Documentation regarding posting of the RFP
- Internal independent cost estimate
- Evaluation criteria
- Copies of responses to the RFP
- Names of evaluation team
- Evaluation and scoring records
- Letters of Award and Non-Award
- Contract with pricing information/penalty
- Addenda/extensions issued and supporting cost estimates
- Copies of correspondence with bidders
Funding is at risk of de-obligation and repayment if procurements are not compliant with applicable laws and regulations.

Area of interest during HUD and HUD Office of Inspector General audits.

There has been a history of procurements that do not meet the required standards and have resulted in recommendation of de-obligation of funds.

Subject to additional rules and regulations as a result of federal funding, which may require additional procedures and documentation.
CROSS-CUTTING FEDERAL REQUIREMENTS
HUD RIDER - Must be included in all VITEMA Subgrantee Agreements

Cross Cutting Requirements

- Environmental Review
- Flood Insurance
- Davis Bacon Labor Standards
- Section 3
- FFATA (Federal Funding Accountability and Transparency Act)
- Procurement
- Lead Based Paint
- Fair Housing
- Relocation & Acquisition
- Accessibility
- Equal Opportunity
Overview

An environmental review must be performed before any funds, regardless of source, are committed to a project.

Documentation of the environmental review should be maintained in the environmental review record. This record contains the description of all activities that are part of the project and an evaluation of the effects of the project on the human environment and vice versa.
Adoption of another agency’s environmental review. In accordance with the Appropriations Act, grant recipients of Federal funds that use such funds to supplement Federal assistance provided under sections 402, 403, 404, 406, 407, or 502 of the Stafford Act may adopt, without review or public comment, any environmental review, approval, or permit performed by a Federal agency, and such adoption shall satisfy the responsibilities of the recipient with respect to such environmental review, approval, or permit that is required by the HCD Act.

The grant recipient must notify HUD in writing of its decision to adopt another agency’s environmental review. The grant recipient must retain a copy of the review in the grantee’s environmental records.
VIHFA Subrecipient Orientation
Crosscutting Federal Requirements

Hosted by Corporate F.A.C.T.S. Inc.
Terrance Hammons / William Rotert
Crosscutting Federal Requirements

Goal: Provide Overview of Two Key Federal Rules. We Are Not Trying to Make You an Expert on All of These Requirements.
Crosscutting Federal Requirements

- Key Federal Crosscutting Rules
  - Labor Standards (Davis-Bacon)
  - Project Area Hiring (Section 3)
Crosscutting Federal Requirements

Do These Rules Apply to Me?

- **Labor Standards (Davis-Bacon)**
  - **Yes** If Construction Contract of More than $2,000
  - **No** If No Construction or Residential Rehab of Structures with Less than 8 Units

- **Project Area Hiring (Section 3)**
  - **Yes** If Grantee Uses More than $200,000 in Housing Construction, Demolition, Rehabilitation or Public Construction
  - **Yes** If Contractor Spends More than $100,000 in Construction
Crosscutting Federal Requirements

Reminders

- If You are a Subrecipient, All Federal Rules Apply to You Because You Are an Extension of the Grantee
- You Must Obtain Latest Wage Rates, Include Them in All Covered Contracts, Monitor to Assure Compliance and Report to VIHFA.
Crosscutting Federal Requirements

- Labor Standards
  - Three Key Federal Laws
    - Davis-Bacon Act
      - Applies to Construction Contracts of $2,000 or More (SF Housing Rehab Excluded)
      - Payment of Prevailing Federal Wage Rates
    - Copeland Anti-Kickback Act
      - Workers Paid Weekly
      - Only Permissible Salary Deductions (No Contractor Kickbacks)
      - Maintain & Submit Payrolls for Review & Restitution If Necessary
    - Contract Hours & Safety Standards Act
      - Applies to Contracts Over $100,000
      - Requires Overtime Pay
Triggered for infrastructure construction projects with value greater than $2,000 and housing projects with more than 8 units.

9/27/18 Date applies to other Relevant Federal Regulations

<table>
<thead>
<tr>
<th>Project Scenario</th>
<th>Description of project scenario (Match)</th>
<th>Davis Bacon and Related Acts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An activity started and was completed prior to the execution of the Grant Agreement.</td>
<td>Davis Bacon does not apply (Exempt)</td>
</tr>
<tr>
<td>2</td>
<td>An activity started prior to the execution of the DR Grant Agreement and continue beyond 9/27/2018</td>
<td>Davis Bacon Applies</td>
</tr>
<tr>
<td>3</td>
<td>Contractor is on retainer from prior to the disaster, work was completed after the execution of the Grant Agreement; or work is still on going</td>
<td>Davis Bacon Applies</td>
</tr>
<tr>
<td>4</td>
<td>An activity started after the execution of the Grant Agreement and was completed prior to the execution of VITEMA MOU/Sub-recipient Agreement.</td>
<td>Davis Bacon Applies</td>
</tr>
<tr>
<td>5</td>
<td>An activity started upon issuance of the Notice to Proceed</td>
<td>Davis Bacon Applies</td>
</tr>
</tbody>
</table>
Crosscutting Federal Requirements

Section 3

- Ensure Employment Opportunities to "Greatest Extent Feasible" for Local Area Residents and Businesses (Vicinity Hiring)
- Not Race or Gender Specific
- Not Entitlement or Override of Federal Procurement Rules
- Not Optional. It Is the Law.
- Requires Affirmative Outreach
Crosscutting Federal Requirements

Section 3
- Section 3 Resident
  - Public Housing Resident or Resident of Metro Area/Non-Metro County and Is Lower-Income
  - Residents Can Self-Certify
- Section 3 Business
  - 51% or More Owned by Section 3 Residents or 30% of Staff Are Section 3 Residents
  - Can Self-Certify
Crosscutting Federal Requirements

- Goals (Safe Harbor)
  - Annual Reporting to HUD
  - Employment
    - 30% of New Hires
  - Contracting
    - 10% of Total of All Covered Contracts
Crosscutting Federal Requirements

- Am I in Compliance with All These Rules?! 
  - Check Your Contract or Subrecipient Agreement, Especially the Scope of Services and Any Performance Measures 
  - Do a Self-Review Using the HUD CPD Monitoring Handbook 
    - [https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2)
Crosscutting Federal Requirements

For Additional Information, Contact:

- Terrance Hammons
  - Corporate FACTS
  - 901-691-1672

- HUD Exchange
  - Welcome to HUD Exchange - HUD Exchange
THE MATCH APPLICATION PROCESS
**MATCH APPLICATION PROCESS**

**LOCAL MATCH APPLICATION**

**REQUIRED DOCUMENTS**

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTATION</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>FINANCIAL SUMMARY</td>
</tr>
<tr>
<td>2</td>
<td>INVOICES / PAYMENT REQUEST FORM</td>
</tr>
<tr>
<td>3</td>
<td>PROCUREMENT (RFP, CONTRACT)</td>
</tr>
<tr>
<td>4</td>
<td>SECTION 3 WORKPLAN &amp; RELATED INFORMATION</td>
</tr>
<tr>
<td>5</td>
<td>DAVIS BACON WEEKLY PAYROLL (FORM WH347)</td>
</tr>
<tr>
<td>6</td>
<td>OTHER AS APPLICABLE</td>
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</table>

**PRE APPLICATIONS**

<table>
<thead>
<tr>
<th>LIST OF OBLIGATED PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST OF NON-OBLIGATED PROJECTS</td>
</tr>
</tbody>
</table>

**APPLICATION**

<table>
<thead>
<tr>
<th>MATCH APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD RIDER</td>
</tr>
<tr>
<td>FEMA PROJECT WORKSHEET</td>
</tr>
<tr>
<td>FEMA ENVIRONMENTAL RECORD</td>
</tr>
<tr>
<td>DUPLICATION OF BENEFITS</td>
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</tbody>
</table>
MATCH APPLICATION PROCESS

PRE-APPLICATION: OBLIGATED PROJECTS

TO BE SUBMITTED IN EXCEL FORMAT
**PRE-APPLICATION: NON-OBLIGATED PROJECTS**

**TO BE SUBMITTED IN EXCEL FORMAT**

<table>
<thead>
<tr>
<th>CONTACT INFO</th>
<th>PW NUMBER</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

**NON-OBLIGATED PROJECTS**

- **COST SHARE**
- **CURRENT STATUS**
- **SUMMARY TOTALS**
GENERAL DESCRIPTION FORM INSTRUCTIONS

Until the appropriate box at the top of the form to indicate whether this is the original application or an amended application is marked, the original application must be submitted each time there is a change to the project. Please enter the amendment number that corresponds to each change. If there are no changes to the original application, no amended application is required.

1. In the Applicant Name box indicates the name of the person(s) who will be responsible for the application.

2. In the Project Name box indicates the name of the project as it appears in the final application.

3. In the Architectural Engineering Firm box indicate the name, address, phone number, and email address of the architectural engineering firm that is involved in planning the project for the property of the property that is listed on the application.

4. In the Environmental Firm box indicates the name, address, phone number, and email address of the environmental firm for the project that is listed on the application.

5. Obligated Project Only. You must indicate for the FTA’s obligated project, in which they are administering the funds. The description shall give the entire story of the proposed project that will enable the FTA to make an informed decision as to the eligibility and the overall feasibility of the project. Please respond to any questions in this section that pertain to the proposed project as a section of the application. You must enter “N/A.”

6. Project Description. Provide a concise description of the project that you are requesting funds. The description should cover the entire story of the proposed project that will enable the FTA to make an informed decision on the eligibility and the overall feasibility of the project. Please respond to any questions in this section that pertain to the proposed project as a section of the application.

7. A Eligibility. Please note that the FTA’s obligated project must be a T&I to be the Eligible Activity and meet National Objectives (see below).

8. Eligible Activities. Select the appropriate eligible activity that your proposed project will fall under. Most CDBG-DR appropriated funds must be used for activities related to disaster-related public infrastructure and facilities. The activity must be CDBG-DR eligible or follow the same criteria as a CDBG-DR-eligible activity.

9. Environmental Documentation. Please note that for projects that will be funded as part of the Environmental Review process, a formal Environmental Impact Statement (EIS) or Environmental Assessment (EA) will be required. The applicant is responsible for ensuring that the EIS or EA is completed.

10. National Objectives. These objectives are designed to ensure that disaster recovery activities are consistent with broader national recovery objectives. These objectives are designed to ensure that disaster recovery activities are consistent with broader national recovery objectives.

11. Community Development Block Grant Program. Applicable to all projects that are funded as part of the Community Development Block Grant Program. The applicant is responsible for ensuring that the project is consistent with the program's goals and objectives.

12. Notice to Applicants: This notice is intended to provide guidance to applicants on the eligibility of proposed projects.

13. Federal Assistance. The applicant must ensure that the project meets all federal funding requirements and is consistent with federal regulations.

14. Application Approval. The application must be submitted to the appropriate agency for review and approval. A final decision will be made based on the completed application.

Note: The applicant must submit the completed application and the project budget to the appropriate agency. An application that is approved by the appropriate agency is required.
Virgin Islands Housing Finance Authority
Community Development Block Grant – Disaster Recovery (CDBG-DR) Program

CDBG-DR
Local Match for Federal Disaster Application Form

Agency Name:

PW Number:

Obligated Date:

Application Date:

Community Development Block Grant – Disaster Recovery Office

2420 King Street

GECS Complex, 1st Floor

St. Thomas, VT 00802

Phone (340) 777-1415

100 Layren Complex, Suite 4

Frederikens, VI 00840

Fax (340) 777-1415

Version 1.2

September 4, 2020
1. In the **Applicant Name** box indicate the entity’s name (ex: *Virgin Islands Housing Finance Authority*), the person in the applicant’s office to be contacted regarding this application, address, phone numbers of the entity requesting funds and contact person, and e-mail address of contact person.

2. In the **Project Name** box indicate the name of the project (ex: *Building of Low/Mod Rental Units*).

3. In the **Architectural/Engineering Firm** box indicate the name, address, phone number and e-mail address of the architectural/engineering firm for this project if one was hired by the applicant. Projects will not be considered. Submit one project per application. Please submit one project per application.

4. In the **Environmental Firm** box indicate the name, address, phone number and e-mail address of the environmental firm for this project if one was hired by the applicant.

5. **Obligated Projects Only.** Enter information for the FEMA obligated project which is under administration by the Virgin Islands Territorial Emergency Management Agency (VITEMA). Unobligated projects will not be considered. Submit one project per application. Please submit one project per application.
6 a/b Project Description. Provide a concise description of the project for which you are requesting funds. The description should tell the entire story of the proposed project that will enable VIHFA to make a sound decision on the eligibility of the project. Please respond to as many questions as possible that pertains to the proposed project in this section. If the question does not apply to the project, please enter “N/A”.

This information should not deviate from the FEMA Scope of Work.
7. Eligibility.

HUD funded projects must have a Tie to the Disaster, be an Eligible Activity and meet a National Objective (see below).

c. In the National Objective box indicate which national objective will be addressed by the project.
b. Eligible Activities.
Select the appropriate eligible activity that your proposed project will fall under.

Most CDBG-DR appropriations require funds to be used for necessary expenses for activities related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas.

<table>
<thead>
<tr>
<th>b. Eligible Activities:</th>
<th></th>
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<tbody>
<tr>
<td>In order to be eligible for funding, a proposal must include one or more of the activities described in Title 24 Section 570.200 to 570.209 of the Code of Federal Regulations. Select from the list below the activity that proposed project entails.</td>
<td></td>
</tr>
<tr>
<td>- Acquisition of real property 201(a)</td>
<td>- Special Economic Development Activities 201(c); 303</td>
</tr>
<tr>
<td>- Disposal 201(b)</td>
<td>- Microenterprise Assistance 201(b)</td>
</tr>
<tr>
<td>- Public Facilities and Improvements 201(c)</td>
<td>- Miscellaneous Other Activities 201(g), (h), (i), (j)</td>
</tr>
<tr>
<td>- Clearance and Remediation 201(d)</td>
<td>- Rehabilitation and Preservation 201(a), (b), (c), (d), (e), (f)</td>
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<tr>
<td>- Public Services 201(e)</td>
<td>- Planning Activities 201(a)</td>
</tr>
<tr>
<td>- Immediate Assistance 201(f)</td>
<td>- General management, oversight and coordination 201(a)</td>
</tr>
<tr>
<td>- Relocation 201(f)</td>
<td>- Public Information 201(b)</td>
</tr>
<tr>
<td>- Loss of Rental Income 201(j)</td>
<td>- Fair Housing Activities 201(c)</td>
</tr>
<tr>
<td>- Private-Owned Utilities 201(j)</td>
<td>- Indirect Costs 201(i)</td>
</tr>
<tr>
<td>- Construction of Housing 201(m)</td>
<td>- Submission of applications for federal programs 201(f)</td>
</tr>
<tr>
<td>- Homeownership Assistance 201(n)</td>
<td>- Administrative expenses to facilitate housing 201(g)</td>
</tr>
<tr>
<td></td>
<td>- Section 17 of the U.S. Housing Act of 1937 200(b)</td>
</tr>
</tbody>
</table>

The activity must be CDBG eligible or allowed via a waiver, address a disaster-related impact in a Presidential declared county, and meet a national objective.

Disaster related activities are those that demonstrate (1) a logical connection to the disaster, and (2) how the activity will contribute to long-term recovery. Note: Grantees must determine what documentation is sufficient and reasonable to show how activities respond to a disaster-related impact.
c. National Objectives to be addressed (check one).
In order to be eligible for CDBG-DR funding, a project must meet at least one of the national objectives outlined in Title 24, Section 570.208 of the Code of Federal Regulations. Select from below the national objective(s) to be met by this project.

- Activities Benefiting Low/Moderate Income Persons.
  - Area benefits to all residents of low to moderate income in a particular area. (Note: This selection is applicable only if the project will be located in a neighborhood or census tract where more than 51% of the persons or households qualify as low to moderate income. Please refer to the census maps attached at the end of the application)
  - Limited Clientele. Limited to a specific group of persons and at least 51% of them qualify as low to moderate income.
  - Housing activities. An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households.
  - Job creation or retention activities. An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low- and moderate-income persons.

- Prevention/Elimination of Slums or Blight including historic restoration to remove conditions that threaten health and safety. Please note that the designation of areas of “slum and blight” must have been established by local law.

- Urgent Need. Activity designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the subrecipient is unable to finance the activity on its own, and that other sources of funding are not available.

- None (Planning, Capacity Building, Administrative)
d. Environmental Requirements. ALL HUD funded project must go through an environmental review. This was explained earlier by Ms. Viera, Environmental Manager.
A FEMA approved EHP Environmental Review must accompany each application
While an applicant may be subject to all compliance areas, the compliance areas that present the challenges to program recipients in the past and require additional attention to detail include the Federal cross-cutting requirements. For a comprehensive understanding of the CDBG-DR and federal cross-cutting requirements, please refer to Appendix A. VIHFA will provide technical assistance upon request. Failure to comply fully with the CDBG-DR and federal cross-cutting requirements may result in the project being ineligible and/or a recapture of funds. In addition, Contractor/Subcontractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at https://www.hud.gov/sites/documents/4010.PDF.


<table>
<thead>
<tr>
<th>SMALL AND MINORITY FIRMS, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS</th>
<th>SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968</th>
<th>ENVIRONMENTAL REVIEW</th>
<th>ALL PROJECTS</th>
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<tr>
<th>DUPLICATION OF BENEFITS</th>
<th>DAVIS-BACON ACT</th>
<th>UNIFORM RELOCATION ACT</th>
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<tbody>
<tr>
<td>ALL PROJECTS</td>
<td>9/27/2018</td>
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<tr>
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<th>CHANGE ORDERS TO CONTRACTS</th>
<th>PROCUREMENT</th>
<th>ALL PROJECTS</th>
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<td>ALL PROJECTS</td>
<td>ALL PROJECTS</td>
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<tr>
<td>1. <strong>PROVISIONS REQUIRED BY LAW DEEMED INSERTED</strong></td>
<td>11. <strong>SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974</strong></td>
<td>32. <strong>FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)</strong></td>
<td>42. <strong>DRUG FREE WORKPLACE</strong></td>
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<tr>
<td><strong>2. STATUTORY AND REGULATORY COMPLIANCE</strong></td>
<td><strong>13. AGE DISCRIMINATION ACT OF 1975</strong></td>
<td><strong>23. TERMINATION FOR CONVENIENCE</strong></td>
<td><strong>33. PROCUREMENT</strong></td>
</tr>
<tr>
<td><strong>3. BREACH OF CONTRACT TERMS</strong></td>
<td><strong>14. DEBARMENT, SUSPENSION, AND INELIGIBILITY</strong></td>
<td><strong>24. SECTION 503 OF THE REHABILITATION ACT OF 1973</strong></td>
<td><strong>44. PROPERTY MANAGEMENT AND DISTRIBUTION</strong></td>
</tr>
<tr>
<td><strong>4. REPORTING REQUIREMENTS</strong></td>
<td><strong>15. CONFLICTS OF INTEREST</strong></td>
<td><strong>25. EXECUTIVE ORDER 11246</strong></td>
<td><strong>12. SECTION 504 OF THE REHABILITATION ACT OF 1973</strong></td>
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<tr>
<td><strong>5. ACCESS TO RECORDS</strong></td>
<td><strong>16. SUBCONTRACTING</strong></td>
<td><strong>26. CERTIFICATION OF NONSEGREGATED FACILITIES</strong></td>
<td><strong>36. LEAD BASED PAINT</strong></td>
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<tr>
<td><strong>6. MAINTENANCE/RETENTION OF RECORDS</strong></td>
<td><strong>17. ASSIGNABILITY</strong></td>
<td><strong>27. CERTIFICATION OF COMPLIANCE WITH CLEAN AIR AND WATER ACTS</strong></td>
<td><strong>22. TERMINATION FOR CAUSE</strong></td>
</tr>
<tr>
<td><strong>7. SMALL &amp; MINORITY FIRMS – M/WBE</strong></td>
<td><strong>18. INDEMNIFICATION</strong></td>
<td><strong>28. LOBBYING</strong></td>
<td><strong>48. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN</strong></td>
</tr>
<tr>
<td><strong>8. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT</strong></td>
<td><strong>19. COPELAND “ANTI-KICKBACK” ACT</strong></td>
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<td><strong>49. COMPLAINTS AND APPEALS</strong></td>
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<tr>
<td><strong>9. ENERGY EFFICIENCY</strong></td>
<td><strong>20. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT</strong></td>
<td></td>
<td><strong>50. MONITORING</strong></td>
</tr>
<tr>
<td><strong>10. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964</strong></td>
<td><strong>21. DAVIS BACON</strong></td>
<td><strong>31. FAIR HOUSING ACT</strong></td>
<td><strong>41. AFFIRMATIVELY FURTHERING FAIR HOUSING</strong></td>
</tr>
<tr>
<td><strong>11. AGE DISCRIMINATION ACT OF 1975</strong></td>
<td><strong>23. TERMINATION FOR CONVENIENCE</strong></td>
<td><strong>33. PROCUREMENT</strong></td>
<td><strong>51. PROCUREMENT OF RECOVERED MATERIALS</strong></td>
</tr>
</tbody>
</table>
9. Integrated Document

This Application, along with Subrecipient Agreement No. ________________, and any attachments, constitutes the entire agreement between _______________________(Agency), VIHFA and VITEMA (parties) and the parties acknowledge that there are no other agreements, written or oral, that have not been fully set forth in the text of this Agreement.

AS PART OF THE AGREEMENT, ALL APPLICATIONS MUST BE SENT TO VITEMA FOR SUBRECIPIENT APPROVAL AND SIGNATURE BEFORE THEY ARE SENT TO VIHFA FOR HUD REVIEW AND APPROVAL. YOU CAN COPY ME AT mleonard@vihfa.gov at the same time.
Indicate the total dollar amount of Project Funds expected from each funding source. Round all amounts to the nearest dollar. The TOTAL Funds should equal the total cost and cannot exceed the total FEMA approved project cost.

**Directions. General Information.** **FEDERAL AWARD DESCRIPTION:** Enter a brief description of the project.

**TOTAL PROJECT COST:** Enter the total cost of the project; **FEDERAL SHARE:** Enter the amount of Federal contribution; **LOCAL COST SHARE:** Enter the required local share.

**Budget.** **SUBAWARD:** List the items to be paid; **TOTAL PROJECT COST:** Enter the cost per item; **FEDERAL SHARE:** Enter the Federal share; **LOCAL COST SHARE:** Enter the Local Cost Share; **SOURCES:** Enter the source of the funds.
**AUTHORIZATION**

I, the undersigned, hereby authorize the YVHEA or CDC to determine that any funds were expended by the Applicant for unapproved or ineligible purposes or any expenditures constitute disfavored costs in any other way, then YVHEA or CDC may order repayment of the same. The Applicant shall receive the disbursement amount in YVHEA within thirty (30) days of written notice of the disbursement.

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I agree to voluntarily disclose to the above budget in the utilization of funds. I certify that no penalty of a project that: (1) the information provided in the Community Development Block Grant Disaster Recovery Project application is true and correct as of this date and that any material or negligent misrepresentation may result in civil liability, including monetary damages, and/or in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Sec. 800, et seq., and (2) the property will not be used for any illegal or prohibited purposes or use.

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<tr>
<th>Organizational Head</th>
<th>Signature</th>
<th>Date</th>
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<td>First Name and Official Title</td>
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**Reviewed and Verified by YVHEA Organizational Head**

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<th>Organizational Head</th>
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**YVHEA CDBG-DR User Only**

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**Reviewed by Environmental**

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**Reviewed by CDBG-DR Senior Manager:**

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<th>Organizational Head</th>
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**Reviewed by CDBG-DR Finance Director:**

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<th>Organizational Head</th>
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**Approved: Rejected by CDBG-DR Director:**

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**Reviewed by CDBG-DR Program Officer:**

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**Approved: Rejected by YVHEA Executive Director:**

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<tr>
<th>Organizational Head</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>First Name and Official Title</td>
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</table>
OTHER FUNDS SUPPLEMENTAL DOCUMENTATION

Some projects may cost more than is available under the approved VIHFA action plan programs. The applicant may propose to use other funds in conjunction with the CDBG-DR funds. These other funds must be identified and must be available and ready to spend. If these funds involve loans or grants from other local, federal, or private sources, the monies must have already been awarded. To substantiate the immediate availability of the other funds, one of the following items of supporting documentation will be required:

1. A letter and adopted resolution from the local governing body stating the specific source, amount, and location of local cash;

2. A line of credit letter from a financial institution such as a bank stating the amount available as a loan;

3. Specific evidence of funds to be received from a tax or bond election that has already passed; or

4. A letter from another funding agency stating that the funds have been awarded and are currently available for expenditure.

Note: Attach the supporting documentation to the application.
MATCH APPLICATION PROCESS

ACTIVITY BENEFICIARY FORM INSTRUCTIONS

Objective: The Activity Beneficiary Form reports information for actual beneficiaries of submitted CDEG-DM activities.

1. Mark the appropriate check box for all activities (Planned or Subcontracted) and enter the name of the Contractor or Subcontractor.

2. Enter the Subrecipient Project ID assigned by USDA CDEG-DM.

3. Enter Activity Name assigned by USDA CDEG-DM.

PART I - BENEFICIARY DEMOGRAPHIC INFORMATION

A. Based upon the location of the project, enter the number and percentage of individuals benefiting by income level.

B. Enter the data source(s) (e.g., HUD American Community Survey, household survey) and any additional information describing how the beneficiaries were determined.

PART II - AREA INFORMATION (if the activity is an area benefit activity, enter this Part II area blank)

A. Enter whether the project is target area or community wide and the census block groups of the project area. Please list each census tract(s) and block group(s) that define the area, separating each census tract with a “;”. Please continue on another page of necessary. This information should be determined using the 2010 Census data attached at the end of this document.

B. Enter the exact location of the geographical center of the project by identifying the latitude and longitude numbers. This information may have been actually reported on the supplemental information pages in the approved project application.

PART II - DIRECT BENEFIT DEMOGRAPHIC INFORMATION (if the activity is an area wide benefit, leave this Part II area blank)

A. Enter the total individuals who will benefit by race and ethnicity and by income level. This total for LMI is any person 80% or below the area median income and those LMI are 87% or higher of the area median income. The LMI and Non-LMI total should equal the population total in Part I.A.

Race and ethnicity are independent of each other and should be counted separately. For instance, if the activity served 20 White persons, 12 of which are of Hispanic/Latino ethnicity and 5 of which are of Hispanic/Latino ethnicity, the information to be added into Part A: Race and Ethnicity, 1 White should be 20 for Total and 1 for Hispanic Letter.

B. Enter female-headed households for those LMI (80% or below area median income) and those above LMI (above 80% area median income).

PROJECT MAPS

A map or maps that delineate the following areas for each target area must be included in the application package.

1. Existing Conditions Map: Provide a detailed map of the existing improvements. The map should delineate such items as the location of project and/or site of improvements, elevated water tanks, source lines, valves, location of treatment plants, etc.

2. Proposed Improvements Map: Provide a detailed map showing the location of project, sites, etc. of the proposed improvement.

3. Census tracts and/or block groups (by number) and/or logical record numbers.

4. Location of concentration of low- and moderate-income persons, showing number and percent by census tracts and/or block groups and/or logical record number.

5. Boundaries of areas in which the activities will be conducted.

6. The specific location of each activity.

Note: The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information above can be displayed on such a map; or, to easily demonstrate the difference between the existing and proposed.
### VIHFA COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY ACTIVITY BENEFICIARY FORM

**PART I - BENEFICIARY ECONOMIC INFORMATION**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Low Income Population Less than or equal to 50% Area Median Income</td>
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<td></td>
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<tr>
<td>Very Low Income Population (Below 30%) or Total Persons Below 30% Area Median Income</td>
<td></td>
<td></td>
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<tr>
<td>Total Number of Persons Over 65% Area Median Income</td>
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<td></td>
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<tr>
<td>Total Population</td>
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**PART II - AREA INFORMATION**

- **Target Areas**: Community/Zone
- List Census Tract(s) and/or Block Group(s):

**PART III - DIRECT BENEFIT DEMOGRAPHIC INFORMATION**

<table>
<thead>
<tr>
<th>Race and Ethnicity</th>
<th>Total</th>
<th>Low Income</th>
<th>Non-Low Income</th>
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<tbody>
<tr>
<td>White</td>
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<tr>
<td>Black/African American</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Asian</td>
<td></td>
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<tr>
<td>American Indian/Alaska Native</td>
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<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
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<tr>
<td>American Indian/Alaska Native and Other</td>
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<td>Asian and White</td>
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<tr>
<td>Other multiracial</td>
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<tr>
<td>Hispanic</td>
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**Total Persons**

Organizational Head Initials: ____________  VIHFA Initials: ____________
FINALLY, SO AFTER ALL THAT, YOU’RE ASKING WHEN AND HOW DO WE GET PAID?

FIRST YOU MUST TELL US WHO IS YOUR DELEGATION OF AUTHORITY. THESE FORMS WILL BE SENT TO YOU ALONG WITH YOUR APPLICATION AND WILL BE LOCATED ON OUR WEBSITE. THIS WILL HELP US TO SET UP YOUR PROJECTS ON DRGR. MS EVANS WILL CONTINUE WITH THE PAYMENT PROCESS.
THE PAYMENT PROCESS
Request Types

1. Reimbursement to Sub-Grantees (Applicants)
   - All Applicants are eligible for this request type
   - Requires proof of prior payment to include copies of bank statements

2. Funds to Applicants to make vendor payments
   - Based on Capacity Assessment (Low risk determination)

3. Direct vendor payment request
   - Based on Capacity Assessment (Medium to high-risk determination)

4. Payroll cost reimbursement
   - All Applicants are eligible for this request type if cost was budgeted and approved in project budget
   - Note: Only one type should be on each request and MUST be accompanied by certified timesheets.
Forms Required

- **Vendor Set Up Form**
  - Needed for the Sub-Grantees (Applicants) and for each vendor to whom direct payments will be made
  - Applicants and vendors require a DUNS# and NAICS Code #
  - Evidence that a SAMS check has been performed (print page, date and sign)
  - For any changes, a new Vendor Set Up Form is required, indicating the information that needs to be changed
  - Must show approval by an authorized individual identified in Match and Project agreements

- **IRS W-9 Form or equivalent (Needed yearly)**

- **Payment Request Coversheet (Required on each submission)**
- **Payment Request Form (Required on each submission)**

Submit to: drawrequestcdbgdr@vihfa.gov
ATTACH A COPY OF IRS FORM W-9 OR ITS EQUIVALENT TO THIS REQUEST IF YOU HAVE NOT ALREADY DONE SO. A COPY OF THE W-9 FORM SHOULD BE SUBMITTED BY DECEMBER 31 OF EACH CALENDAR YEAR. PLEASE PROVIDE A COPY OF YOUR CURRENT BUSINESS LICENSE.

SECTION 2: BUSINESS INFORMATION

Business Name:
Employer Identification Number (EIN):
DUNS Number:

Please attach a copy of IRS Form W-9 or its equivalent to this request if you did not already do so. A copy of the W-9 form should be submitted by December 31 of each calendar year. Also provide a copy of your current business license.

SECTION 3: PAYMENT SOURCE

Select Payment Type Preference:
- Check
- Electronic Payment Transfer / Wire Transfer (This method is selected, please provide information on next page)

General Instructions

Form 9-9 is used to register all service-related entities and to provide information about the parties involved in the transaction.

In addition to the information required on this form, you may also be required to provide a social security number or other personal identification number as required by the receiving party or other applicable laws.

The information provided on this form will be used to verify the identity of the service-related entity and to ensure compliance with applicable laws and regulations.

Any information provided on this form is considered confidential and will not be shared with any unauthorized parties.

By completing and submitting this form, you are certifying that all information provided is true, correct, and complete to the best of your knowledge.

Thank you for your cooperation in completing this form. We appreciate your business and look forward to serving you in the future.
Community Development Block Grant Program

Action Plan
https://cdbgdr.vihfa.gov/library/action-plan/

Infrastructure Program
https://cdbgdr.vihfa.gov/programs/infrastructure/
Virgin Islands Housing & Finance Authority
- 3438 Kronpindsens Gade | GERS Complex, 1st Floor
- www.vihfa.gov

Mario Leonard
Sr. Infrastructure Manager
- (340) 777-4432 ext. 4231
- mleonard@vihfa.gov

Jamila Haynes
Compliance Director
- (340) 777-4432 x 4224
- jhaynes@vihfa.gov

Denise Rhymer
Legal Counsel (DR)
- (340) 777-4432 ext. 4226
- drhymer@vihfa.gov

Cherise Tucker
DR Finance Director
- (340) 777-4432 ext. 4225
- ctucker@vihfa.gov

Kyora Veira
Environmental Manager
- (340) 777-4432 x 3253
- kveira@vihfa.gov