PURCHASE AGREEMENT

This AGREEMENT (hereinafter referred to as the "Agreement,") is made this 31st day of August, 2020, in the Territory of the United States Virgin Islands, by and between the VIRGIN ISLANDS HOUSING FINANCE AUTHORITY, a body corporate and politic constituting a public corporation and autonomous governmental instrumentality of the Government of the Territory of the United States Virgin Islands, whose address is 3202 Demarara Plaza, Suite 200, St. Thomas, U.S. Virgin Islands 00802-6447 (hereinafter referred to as "VIHFA,") and UNIVERSAL BUSINESS SUPPLIES, INC. a corporation incorporated in the U.S. Virgin Islands, whose address is 8197 Sub Base, St. Thomas, U.S. Virgin Islands 00802 (hereinafter referred to as the "SELLER," or "CONTRACTOR,"). SELLER and the VIHFA may sometimes hereinafter be collectively referred to as the "Parties," and individually as a "Party."

WITNESSETH:

WHEREAS, on September 6, 2017 and on September 19, 2017 Hurricane(s) Irma and Maria (2017 disasters) had a devastating impact on the United States Virgin Islands and caused significant destruction to housing, infrastructure, and the economy; and

WHEREAS, as a result of the 2017 disasters, the VIHFA has also been designated as the lead agency for administering the Community Development Block Grant Disaster Recovery ("CDBG-DR,") which is authorized under the Additional Supplemental Appropriations for Disaster Relief Requirements Act of No. 2017, Public Law (P.L.) 115-56, and the Further Additional Supplemental Appropriations for Disaster Relief Requirements Act of 2018, P.L. 115-123; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) awarded $1,863,742,000.00 of CDBG-DR funds to the U.S. Virgin Islands in two separate tranches. On, February 2, 2018, the first $242,684,000 was announced for Tranche 1 and on April 10, 2018, an additional $ for Tranche 2; and

WHEREAS, under Public Law (P.L.) 115-56, and the Further Additional Supplemental Appropriations for Disaster Relief Requirements Act of 2018, P.L. 115-123, HUD the awarded CDBG-DR funds must be used for the purpose of assisting in addressing unmet needs from the 2017 disasters; and

WHEREAS, on February 27, 2020 the VIHFA issued a Request for Proposals, RFP 008-2020-DR-STT/STX to solicit proposals from qualified and licensed firms ("Respondents,") to purchase furniture for the St. Thomas CDBG-DR office; and

WHEREAS, the VIHFA desires to enter into an agreement with the SELLER to purchase office furniture and provide an office layout plan for the St. Thomas office and accepts the SELLER's proposal;

WHEREAS, the SELLER by its acceptance of the terms and conditions of this Agreement is willing and capable to provide the furniture and services contemplated under this Agreement and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and intending to be legally bound by this written instrument, the parties hereto do covenant and agree as follows:

Contractor's Initials: ________________________________  VIHFA Initials: ________________________________
I. GOODS TO BE PURCHASED:

The SELLER shall provide, or cause to be provided, the following services and furniture:

A. Furniture to include:
   1. Good quality items produced by major manufacturers that meet Occupational Safety and Health Administration (OSHA) standards and regulations;
   2. Compliance with specific building and fire code restrictions;
   3. Multiple options available including materials, finishes, designs, sizes, functions, etc.;
   4. Ergonomically designed and fully adjustable seating;
   5. Compliance and accessibility laws, where required;
   6. Standard and/or expedited shipping options and;
   7. Warranty.

B. Furniture Categories:
   1. Office Furniture

   Items shall include but not be limited to:
   • Office Cubicle Desk with modular components and accessories. Wall storage unit and file/drawer cabinet
   • Executive Cubicle with sliding doors

C. Dealer Services to include:
   1. Space planning, design and consultation capabilities such as furniture recommendations, field measurements, floor plans, office design layout, furniture adjustments and customization as needed per provided floorplan in Attachment 1.
   2. Cost assessments for all goods and services requested.
   3. User friendly and efficient order procedures.
   4. Providing products and services to the CDBG-DR-STT department at VIHFA.
   5. Lead time, shipment and delivery monitoring.
   6. Prompt resolution of shortages, damages or complaints to the satisfaction of VIHFA/CDBG-DR-STT.
   7. Handling damage claims and manufacturer’s errors.
   8. Providing applicable warranties and documentation.
   9. Providing a designated sales representative for the authority that exhibits a high level of professionalism and has knowledge about furniture in the categories provided above.
   10. Permitting direct rebate and incentive pricing from manufacturers for use of the authority.
   11. Provide work plan, schedule and all correspondence for submittal to VIHFA/CDBG-DR-STT.

D. Delivery and Installation to include:
   1. Coordinating shipping, delivery and installation dates with VIHFA/CDBG-DR-STT.
   2. Installing and assembling all furniture safely and appropriately.
   3. Providing installation follow-ups for adjustments, fine-tuning and touch-ups.

Seller’s Initials: VIHFA Initials:
5. Delivering furniture to the Authority in a timely and orderly fashion during normal business hours, Monday through Friday, 8:00 am – 5:00 pm unless otherwise agreed upon.

E. Cost Reduction/Increased Efficiency:
   1. Providing recommendations for cost reductions and process efficiencies in product offering, maintenance, delivery etc.

F. Additional Services may include:
   1. Consult with VIHFA/CDBG-DR-STT personnel for determining appropriate cabling, electrical routing, and layouts for furniture.
   2. Final cleanup – removal of all packing material from the site

2. PURCHASE PRICE:

   (a) The purchase price for the office furniture to be delivered under this agreement shall be in an amount not to exceed Thirty Thousand and Fifty Dollars ($30,050.00). SELLER shall submit its invoices for the furniture in conformity with Appendix A.

   (b) VIHFA’s performance and obligation to pay under this Agreement is contingent upon the availability of applicable disaster recovery funds. VIHFA shall be the final authority as to the availability of funds for this Agreement and as to what constitutes "applicable funding," to complete this Agreement. If any such funds are not made available for the Agreement purpose, such event will not constitute a default on VIHFA. VIHFA will notify SELLER in writing at the earliest possible time if funds are not appropriated or available. The cost for items purchased under this Agreement to be paid is not eligible for reimbursement from any other funding source.

   (c) It is expressly understood and agreed that in no event shall the amounts to be paid by the VIHFA to the SELLER under this Agreement exceed the purchase price as stated in Paragraph 3(a).

3. SHIPMENT AND DELIVERY TERMS:

   (a) SELLER will arrange for transport of the furniture, at SELLER’s expense, to VIHFA at the following delivery address: 3438 Kronprindsens Gade, GERS Complex 1st Floor, St. Thomas, U.S. Virgin Islands .

   (b) Shipment will be via delivered duty paid. Delivery to be made to 3438 Kronprindsens Gade, GERS Complex 1st Floor, St. Thomas, U.S. Virgin Islands.

   (c) SELLER will provide appropriate notification to VIHFA prior to shipment to enable VIHFA or a third-party inspection company of choice, to inspect the goods prior to shipment, if required.

Seller’s Initials: [Signature]  
VIHFA Initials: [Signature]
(d) SELLER will retain title to, and risk of loss for, the containers until they are delivered to VIHFA.

4. DELIVERY SCHEDULE:

(a) Time is of the essence in performing this Contract, and SELLER will ensure that the furniture is delivered to the delivery address no later than the six weeks after the execution of this agreement. Contractor/Seller will not be held responsible for delays from manufacturer due to production issues beyond seller’s control.

(b) A penalty of 5% will be charged for every week delayed, except as noted per Paragraph 4(a).

5. PACKAGING:

The containers must be properly packed to prevent damage of any kind and Packing must accompany the shipment to indicate contents of each shipment. Packages should be properly labeled to indicate Shipper’s name, Consignee and Purchase Order Number.

6. REPRESENTATIONS, WARRANTIES, AND COVENANTS BY SELLER:

The SELLER represents, warrants, and covenants as follows:

(a) SELLER is duly organized and existing and authorized, qualified and licensed to do business in the United States Virgin Islands.

(b) SELLER will remain in good standing and qualified to do business under the laws of the Territory, including maintenance of a valid V.I. business license.

(c) SELLER will not cease doing business, dissolve or otherwise dispose of all or substantially all of SELLER’s assets and will not voluntarily consolidate with or merge into any other entity or permit one or more other entities to consolidate with or merge into SELLER.

(d) SELLER has the power to execute, deliver and perform, and enter into the transactions contemplated by this Agreement, and has duly authorized the execution, delivery, and performance of this Agreement.

(e) The execution and delivery of this Agreement, the consummation of the transaction contemplated hereby and the fulfillment or compliance with the terms and conditions of this Agreement do not and will not conflict with or result in a breach of any of the terms, conditions, or provisions of any legal restrictions or any agreement or instrument to which the SELLER is now a party or by which SELLER is bound or constitute a default under any of the foregoing.

(f) No information, statement, or report furnished in writing by the SELLER in connection with the negotiation of, or performance under, this Agreement and the consummation
of the transactions contemplated hereby, contains any material misstatement of fact or omits to state a material fact that would make the information, statement or report misleading.

7. SELLER RESPONSIBILITY:

(a) SELLER shall supervise and direct the delivery and installation of furniture by its employees.

(b) SELLER shall be responsible for its performance and that of its Vendors.

Unless otherwise specified in this Agreement, the SELLER will provide for and/or pay for all labor, materials, equipment, tools, machinery, transportation, and other goods, facilities, and services necessary for the proper execution and completion of the work within its scope.

8. PAYMENT PROCESS:

a. Invoices shall be submitted per Appendix A.

b. Purchase price shall be invoiced per Appendix A. Full or partial payment will be made upon satisfactory delivery, installation, and acceptance of the furniture, and other services. VIHFA will notify SELLER of any disputes within fifteen (15) days.

c. All invoices and other necessary documents shall be sent to the attention of the following representative of VIHFA:

Daryl Griffith, Executive Director  
Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
Frederiksted, St. Croix U.S. Virgin Islands 00840-3912

d. Indemnification: Should the SELLER, after receipt of payment of invoices from the VIHFA fail to pay in a timely manner all persons who have fulfilled their obligations to perform labor and/or furnish materials pursuant to the work provided for herein, including by way of example SELLER's employees, and furnishers of furniture, then SELLER agrees to indemnify VIHFA for said payment(s). Timely payments from SELLER to its Vendors shall mean within three (3) business days of receiving payment from VIHFA.

9. DUTIES, TAXES CUSTOMS CLEARANCE

SELLER is responsible for paying all applicable sales, export and import duties and taxes, whether in country of origin or any transit country, and ensuring that all necessary licenses or customs clearances are obtained.

Seller's Initials: [Signature]  
VIHFA Initials: [Signature]
10. **RIGHT OF INSPECTION:**

VIHFA shall have the right to inspect the furniture on arrival and, within seven (7) business days after delivery, VIHFA must give notice to SELLER of any claim for damages on account of condition, quality or grade of furniture; and VIHFA must specify the basis of the claim in detail. The SELLER shall be provided fifteen (15) days to cure and/or address any claims.

11. **AMENDMENTS:**

The VIHFA may at any time with written notice to the SELLER, request changes within the scope of services of this Agreement. Such changes may include modifications, additions or expansion of the contracted services. VIHFA may also amend this Agreement to conform with federal, state, or local governmental guidelines, policies, and available funding amounts, or for other reasons.

The SELLER may submit to the VIHFA a request for a change in the scope of work under this Agreement. The SELLER will prepare a detailed written description of the change request and a proposed price of making such change. If the Authority does not agree with the need for the change or with its price, the Authority can decline its acceptance with no cost obligation incurred. If the Authority agrees to the change, the Authority will negotiate with the SELLER and agree to a firm fixed price for the change. The SELLER will not be authorized to proceed until a properly executed amendment is in place.

Amendments to this Agreement must be in writing and must be signed by a duly authorized representative of the parties to this Agreement. Such amendments shall not invalidate this Agreement, nor relieve or release the parties from their obligations under this Agreement.

12. **PROFESSIONAL STANDARDS:**

The SELLER will complete all work in accordance with standard practices in the industry and the work shall conform with any and all laws and regulations which apply to the goods to be delivered and work to be performed, whether or not explicitly covered in the Agreement. SELLER warrants that the furniture shall be fit for the purposes for which it is intended.

13. **ASSIGNMENT:**

The SELLER shall not sub-contract or assign any part of the services under this agreement without the prior written approval of VIHFA.

14. **NON-DISCRIMINATION:**

The SELLER shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such actions will include but shall not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Seller's Initials: [Signature]  
VIHFA Initials: [Signature]
15. RETENTION OF RECORDS:

All records shall be retained for a minimum of three (3) years from the termination or expiration of this Agreement, unless notified in writing to extend the retention period. Records shall be made available, without charge, for review within ten (10) days of a request by the VIHFA.

16. TERMINATION:

A. Termination/Suspension for Cause

Notwithstanding any other provision of this Agreement, the Authority may, after giving reasonable written notice specifying the effective date, may suspend or terminate this agreement in whole or in part if SELLER materially fails to comply with any material term of this agreement, which shall include, but not be limited, to the following:

i. The violation of any of the material terms or conditions of this Agreement

ii. The making of any material misrepresentation by the SELLER in the furnishing of any information to the VIHFA.

iii. Repeated failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and guidelines, policies or directives as may be applicable at any time;

iv. Failure, due to SELLER's negligence or willful misconduct, of SELLER to fulfill in a timely and proper manner the obligations under this Agreement;

B. Termination for Convenience

VIHFA may terminate this Agreement at any time by giving at least sixty (60) days prior written notice to the other Party. SELLER shall be entitled to payment for services performed and goods provided up to the date of termination contained within the notice, to the extent that the services have been satisfactorily performed and goods are accepted; plus reasonable termination and other costs incurred at the time of termination.

C. Termination Due to Unavailable Funding

The continuation of this Agreement is contingent upon the appropriation and release of disaster recovery funds to fulfill the requirements of this Agreement. Failure of the appropriate authorities to approve and provide an adequate budget to the VIHFA for fulfillment of the Agreement terms shall constitute reason for termination for convenience of the Agreement by either Party. SELLER shall be paid for all authorized services properly performed and goods provided prior to Termination plus reasonable termination and other costs incurred at the time of termination.

Seller's Initials: [Signature]          VIHFA Initials: [Signature]
17.  PROCEDURE FOR TERMINATION:

The VIHFA may terminate this Agreement by notifying the SELLER, in writing at least sixty (60) days before the delivery date upon which termination shall be effective. Upon termination and the effective date thereof, all charges incurred shall be paid by the Authority upon submission of an invoice by the SELLER.

18.  FORCE MAJEURE:

The SELLER shall not be held responsible for delay or default caused by fire, riot, acts of God, or war, if the event is beyond the SELLER’s reasonable control and the SELLER gives notice to the VIHFA immediately upon occurrence of the event causing the delay or default or which is reasonably expected to cause a delay or default. The Parties shall use reasonable efforts to eliminate or minimize the effect of such events on their respective duties under the Agreement. SELLER may be entitled to an equitable adjustment in schedules and unit prices in the foregoing circumstances.

19.  RISK OF LOSS:

The risk of loss from any casualty to the goods, regardless of the cause, shall be on the seller until the goods have been delivered and accepted by VIHFA.

20.  INDEMNIFICATION:

The SELLER shall indemnify, defend, and hold harmless VIHFA, its property, consultants, employees, and the funding agency harmless from and against all claims, damages, losses, and expenses, direct, indirect or consequential, arising out of or resulting from the SELLER’s services and delivery of goods, or otherwise caused in whole or in part by any negligent act or omission of the SELLER, any person or organization directly or indirectly employed by them to perform or furnish any of the services and goods to be delivered or anyone for whose acts any of them may be liable, regardless of the negligence of such party.

21.  FALSE CLAIMS:

The SELLER warrants that it shall not, with respect to this Agreement, make or present any false claim upon or against VIHFA. The SELLER acknowledges that making such a false, fictitious, or fraudulent claim is an offense under both the Virgin Islands and federal law.

22.  CONFLICT OF INTEREST:

Seller’s Initials:  

VIHFA Initials:  

[Signature]
The SELLER covenants that it has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to perform under this Agreement.

23. **WARRANTY OF NON-SOLICITATION:**

The SELLER expressly warrants that it has not employed any person to solicit or obtain this agreement on its behalf, or cause or procure the same to be obtained upon compensation in any way, contingent, in whole or in part, upon such procurement, and that it has not paid, or promised or agreed to pay to any person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by it hereunder; and that it has not, in estimating the agreement price demand, included any sum by reason of such brokerage, commission or percentage, and that all monies payable to it hereunder are free from obligation to any other person for services rendered, supposed to have been rendered, in the procurement of this agreement. Breach of this warranty shall give VIHFA the right to terminate this Agreement or, in its discretion, to deduct from the Purchase Cost.

24. **INDEPENDENT SELLER:**

The SELLER shall perform this Agreement as an independent SELLER and nothing herein contained shall be construed to be inconsistent with this relationship or status. The SELLER shall be responsible for the supervision of SELLER's employees, and authorized representatives, if any.

25. **LIABILITY OF OTHERS:**

Nothing in this Agreement shall be contained to impose any liability upon VIHFA, or to persons, firms, associations, or corporations engaged by the SELLER as servants, agents, independent SELLER, or in any other capacity whatsoever, or to make VIHFA liable to any such persons, firms, associations or corporation for the acts, omissions, responsibilities, obligations and taxes of SELLER of whatsoever nature, including but not limited to unemployment insurance and social security taxes for the SELLER, its servants, agents or independent SELLER.

26. **NOTICE:**

Any notices required or permits to be given under this Agreement shall be deemed sufficiently given or served if sent by certified mail, return receipt requested to the parties at the following addresses:

**VIHFA:**

Daryl Griffith, Executive Director  
Virgin Islands Housing Finance Authority  
3202 Demuvara Plaza, Suite 200  
St. Thomas, U.S. Virgin Islands 00802-6447  
Email: dgriffith@vihfa.gov

**With Copy To:**

Attn: Antoinette Fleming, Director  
VIHFA CDBG-DR Division

**Seller's Initials:**

**VIHFA Initials:**
3202 Demarara Plaza, Suite 200,  
St. Thomas, U.S. Virgin Islands 00802-6447  
E-mail: afleming@vihfa.gov

SELLER:  
Attn: Scott Barber  
Universal Business Supplies, Inc.  
8197 Sub Base  
St. Thomas, U.S. Virgin Islands  
Email: scbtt@ubsupplies.com

Either party may, by like notice, at any time and from time to time, designate different addresses to which notices shall be sent. Notices given in accordance with these provisions shall be deemed received when mailed.

27. TAXES:

SELLER is responsible for payment of all applicable federal and local territorial taxes, including any taxes of any out-of-state employees who are currently assigned to this project and are working within the Territory.

(a) GROSS RECEIPT TAXES: Title 33 V.I.C. Ch.3, §44, as amended¹, requires VIHFA, when making a payment under this Agreement, to deduct and withhold from such payments, gross receipts taxes as required by law at 33 Vic Section 43(a) for each payment for Work performed in the Virgin Islands. It is agreed between the Parties that for the purposes of complying with Title 33, Ch. 3, Section 44 of the Virgin Islands Code, VIHFA shall withhold and forward to the Virgin Islands Bureau of Internal Revenue ("VIBIR") such amount as required by the law at 33 Vic Section 43(a) or any amendments thereto.

(b) The SELLER agrees that the calculation and payment of gross receipts taxes shall be its sole responsibility. The Authority shall not be responsible in any way for any miscalculation, or additional assessments by the VIBIR resulting from Work performed under this Agreement. In the unlikely event any overpayment or underpayment is made to the VIBIR, the SELLER shall resolve such matter with VIBIR and inform the Authority of the resolution thereof.

28. FUND USE:

¹(a) The Government of the Virgin Islands, including its instrumentalities, agencies and public corporations, when making a payment as defined under subsection (b) of this section, to any person, partnership, firm, corporation, or other business association that is subject to the payment of gross receipts tax under the provisions of this title, shall deduct and withhold from such payment gross receipts tax equal to four percent of such payment. Such tax shall be paid to the Virgin Islands Bureau of Internal Revenue within ten days of the last day of the calendar month during which such tax was withheld from receipts to be provided by the Virgin Islands Bureau of Internal Revenue.

(b) For purposes of withholding under this section, "payment," is defined as the following:  
(1) any single payment of at least $30,000; and  
(2) any payment pursuant to a contract providing for a total expenditure of $225,000 or more.

Seller's Initials: [Signature]  
VIHFA Initials: [Signature]
SELLER agrees not to use proceeds from this Agreement to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law or is being considered by the Government of the U.S. Virgin Islands.

SELLER shall certify that they have complied with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and that they will not and have not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. SELLER shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award.

29. GOVERNING LAW AND VENUE:

This Agreement shall be governed by the laws of the United States Virgin Islands and venue for any action between the VIHFA and SELLER which relates to this Agreement shall be in the United States Virgin Islands.

30. SEVERABILITY:

If any provision(s) of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of the United States Virgin Islands, it shall be regarded as stricken and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

31. ENTIRE AGREEMENT:

This Agreement and any attachments thereto constitute the entire agreement between the parties hereto and all prior understandings or communications, written or oral, with respect to the project that is the subject of this Agreement are merged herein. In the event of a conflict or inconsistency between any of the Agreement Documents, the conflict or inconsistency shall be resolved by giving precedence in the following order:

1. This Agreement and all amendments; then
2. Exhibits and Attachments hereto; then
3. The RFP and any Addenda hereto; and then
4. Terms of SELLER’s proposal.

32. COUNTERPARTS:

This Agreement may be signed in counterparts, each of which will be deemed an original.

Seller’s Initials:  
VIHFA Initials:  

[Signature]
Reviewed for Legal Sufficiency:

Denise Rhymer, Esq.

Dated: 27th day of August, 2020

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:  

[Signatures]

SELLER:

UNIVERSAL BUSINESS SUPPLIES, INC.

NAME: Scott Barber, President
DATE: 9/24/2020

ACKNOWLEDGMENT

TERRITORY OF THE U.S. VIRGIN ISLANDS  
DISTRICT OF St. Thomas/St. John

On this 26th day of August, 2020, before me, the undersigned officer, personally appeared [signature], who acknowledged himself to be the person whose name is subscribed to the within trust agreement, being authorized to so do, executed the foregoing instrument for the purposes therein contained by signing the name of UNIVERSAL BUSINESS SUPPLIES, INC.

Seller's Initials: [Signature]  
VIHFA Initials: [Signature]
IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
Commission Expires: 10/25/2023

SELLER:

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Daryl Griffith, Executive Director
DATE: 8/31/2020

ACKNOWLEDGMENT

TERRITORY OF THE U. S. VIRGIN ISLANDS )
DISTRICT OF ST. CROIX ) ss:

On this 31st day of August, 2020, before me, the undersigned officer, personally appeared DARYL GRIFFITH, who acknowledged himself to be the Executive Director of the Virgin Islands Housing Finance Authority, being authorized to so do, executed the foregoing instrument for the purposes therein contained by signing the name of the Authority as Executive Director.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(SEAL)

Notary Public
Commission Expires: Commission Exp. October 19, 2022
LNP-38-18

Seller’s Initials: VIHFA Initials:
EXHIBITS AND ATTACHMENTS

Appendix A. Goods and Services to be Delivered and Purchase Price

Appendix B. HUD Provisions

Exhibit 1. Universal Business Supplies, Inc. Virgin Islands Business License

Exhibit 2. Insurance Certificates (Worker's Compensation & Liability Insurance)

Exhibit 3. Debarment and Suspension Certification

Seller's Initials: ____

VIHFA Initials: __________
### APPENDIX A: GOODS AND SERVICES TO BE DELIVERED AND PURCHASE PRICE

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>Vendors Suggested Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Cubicle Desk</td>
<td>Worksurface (cubicle) with modular components and accessories. Wall storage unit and file/drawer cabinet.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Executive Work Desk</td>
<td>Worksurface/Executive Desk Unit, Rectangular</td>
<td></td>
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<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$30,050.00</strong></td>
</tr>
</tbody>
</table>

Seller shall invoice for the items outlined above as follows, not to exceed the total amount per the Project Budget.

a) Section 1: Costs to be billed based on delivery of deliverables as outlined here:

**Liquidated Damages:** The Contractor shall pay to VIHFA, as liquidated damages, $100.00 for each calendar day that a required deliverable is late until deemed in compliance, subject to a maximum penalty of $5,000.00 per occurrence. Liquidated damages may be assessed at the sole discretion of VIHFA. For the purpose of calculating such liquidated damages, a grace period of thirty (30) days shall be observed and the contracts schedule shall be extended by any additional time or delays outside the control of the Contractor cause by an act of commission, omission or delay of VIHFA. VIHFA may deduct and retain out of the monies, which may become due hereunder the amount of any such liquidated damages, and in case the amount which may become due hereunder shall be less than the amount of the liquidated damages due to VIHFA, the Contractor shall be liable to pay the difference.

Seller's Initials: ___________________________  VIHFA Initials: ___________________________
APPENDIX B: HUD GENERAL PROVISIONS

("HUD RIDER")

The following terms and conditions apply to any contract for which any portion of the funding is derived from a grant made by the United States Department of Housing and Urban Development ("HUD"). In addition, Contractor/Subcontractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf.

1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

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

2. STATUTORY AND REGULATORY COMPLIANCE

Contractor/Subcontractor shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Disaster Relief Appropriations Act, 2017 (Pub. L. 115-56) and the Bipartisan Budget Act of 2018 ("BBA"), (Pub. L. 115-123), including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including the allowability of certain expenses.

3. BREACH OF CONTRACT TERMS

VIHFA reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this contract, in instances where the Contractor or any of its subcontractor violate or breach any contract term. If the Contractor or any of its subcontractor violate or breach any contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

4. REPORTING REQUIREMENTS

The Contractor/Subcontractor shall complete and submit all reports, in such form and according to such schedule, as may be required by VIHFA. The Contractor/Subcontractor shall cooperate with all VIHFA efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and 570.507.

5. ACCESS TO RECORDS

The Territory, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books,
documents, papers, and records of the Subcontractor which are related to this contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

6. MAINTENANCE/RETENTION OF RECORDS

All records connected with this contract will be maintained in a central location and will be maintained for a period of at least three (3) years following the date of final payment and close-out of all pending matters related to this contract.

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

The Contractor/Subcontractor will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and

(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

8. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

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

9. ENERGY EFFICIENCY

The Contractor/Subcontractor shall comply with mandatory standards and policies relating to energy efficiency issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

10. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Contractor/Subcontractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from

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11. **SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

The Contractor/Subcontractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall be excluded from participation in, or be subject to discrimination under any program or activity receiving federal financial assistance.

12. **SECTION 504 OF THE REHABILITATION ACT OF 1973**


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

13. **AGE DISCRIMINATION ACT OF 1975**

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

14. **DEBARMENT, SUSPENSION, AND INELIGIBILITY**

The Contractor/Subcontractor represents and warrants that it and its subcontractor are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. part 2424.

15. **CONFLICTS OF INTEREST**

The Contractor/Subcontractor shall notify VIHFA as soon as possible if this contract or any aspect related to the anticipated work under this contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (or 84.42, if applicable)). The Contractor/Subcontractor shall explain the actual or potential conflict in writing in detail so that the Territory is able to assess such actual or potential conflict. The Contractor/Subcontractor shall provide VIHFA any additional information necessary for VIHFA to fully assess and address such actual or potential conflict of interest. The Contractor/Subcontractor shall accept any reasonable conflict mitigation strategy employed by VIHFA, including but not limited to the use of an independent subcontract(s) to perform the portion of work that gives rise to the actual or potential conflict.

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16. **SUBCONTRACTING**

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

(i) Placing unreasonable requirements on firms in order for them to qualify to do business,

(ii) Requiring unnecessary experience and excessive bonding,

(iii) Noncompetitive pricing practices between firms or between affiliated companies,

(iv) Noncompetitive awards to consultants that are on retainer contracts,

(v) Organizational conflicts of interest,

(vi) Specifying only a *brand name* product instead of allowing an *equal* product to be offered and describing the performance of other relevant requirements of the procurement, and

(vii) Any arbitrary action in the procurement process.

The Contractor/Subcontractor represents to VIHFA that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this contract.

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

17. **ASSIGNABILITY**

The Contractor/Subcontractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of VIHFA.

18. **INDEMNIFICATION**

The Contractor/Subcontractor shall indemnify, defend, and hold harmless VIHFA and its agents and employees from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the Contractor/Subcontractor in the performance of the services called for in this contract.

19. **COPELAND "ANTI-KICKBACK ACT" (Applicable to all construction or repair contracts)**

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

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by subcontractor with such regulations and shall be responsible for the submission of affidavits
required of subcontractor thereunder except as the Secretary of Labor may specifically provide
for variations of or exemptions from the requirements thereof.

20.  CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

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

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

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

21.  DAVIS-BACON ACT

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

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

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

22.  TERMINATION FOR CAUSE (Applicable to contracts exceeding $10,000)

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

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23. **TERMINATION FOR CONVENIENCE** (Applicable to contracts exceeding $10,000)

VIHFA may terminate this contract at any time by giving at least thirty (30) days' notice in writing to the Contractor/Subcontract. If the contract is terminated by VIHFA as provided herein, the Contractor/Subcontractor will be paid for the time provided and expenses incurred up to the termination date.

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


**Equal Opportunity for Workers With Disabilities**

1. The Contractor/Subcontractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor/Subcontractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:

   i. Recruitment, advertising, and job application procedures;

   ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;

   iii. Rates of pay or any other form of compensation and changes in compensation;

   iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;

   v. Leaves of absence, sick leave, or any other leave;

   vi. Fringe benefits available by virtue of employment, whether or not administered by the Subcontractor;

   vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;

   viii. Activities sponsored by the Contractor including social or recreational programs; and

   ix. Any other term, condition, or privilege of employment.

2. The Contractor/Subcontractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

3. In the event of the Contractor/Subcontractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations,
and relevant orders of the Secretary of Labor issued pursuant to the act.

4. The Contractor/Subcontractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the Contractor/Subcontractor’s obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor/Subcontractor must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the Contractor/Subcontractor may have the notice read to a visually disabled individual or may lower the posted notice so that it might be read by a person in a wheelchair).

5. The Contractor/Subcontractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor/Subcontractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.

6. The Contractor/Subcontractor will include the provisions of this clause in every subcontract or purchase order in excess of $10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each Subcontractor or vendor. The Contractor/Subcontractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

25. EXECUTIVE ORDER 11246
(Applicable to construction contracts and subcontracts exceeding $10,000)


During the performance of this contract, the Contractor/Subcontractor agrees as follows:

A. The Contractor/Subcontractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor/Subcontractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. The Contractor/Subcontractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The Contractor/Subcontractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

Seller’s Initials: _______ VIHFA Initials: _______
C. The Contractor/Subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor/Subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

D. The Contractor/Subcontractor will send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers representative of the Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

E. The Contractor/Subcontractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

F. The Contractor/Subcontractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

G. In the event of the Contractor/Subcontractor's non-compliance with the non-discrimination clause of this contract or with any of such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the Contractor/Subcontractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

H. Contractor/Subcontractor shall incorporate the provisions of A through G above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such Contractor/Subcontractor. The Contractor/Subcontractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction by the contracting agency, the Contractor/Subcontractor may request the United States to enter into such litigation to protect the interests of the United States.

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

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

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

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

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

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

In addition to the foregoing requirements, all nonexempt Contractor and Subcontractor shall furnish to the owner, the following:

A. A stipulation by the Contractor and Subcontractor, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Part 15, as amended.

B. Agreement by the Subcontractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

C. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.

D. Agreement by the Contractor that he will include, or cause to be included, the criteria and requirements in paragraph (A) through (D) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.

28. **LOBBYING** (Applicable to contracts exceeding $100,000)

The Contractor/Subcontractor certifies, to the best of his or her knowledge and belief, that:

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VIHFA Initials:  

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor/Subcontractor shall complete and submit Standard Form-L11, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

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

29. BONDING REQUIREMENTS

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

The Contractor/Subcontractor shall comply with VIHFA bonding requirements, unless they have not been approved by HUD, in which case the Contractor/Subcontractor shall comply with the following minimum bonding requirements:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the Contractor/Subcontractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the Contractor/Subcontractor's obligations under such contract.

(3) A payment bond on the part of the Contractor/Subcontractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

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

A. The work to be performed under this contract is subject to the requirements of section 3 of

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VIHFA Initials: [Signature]
the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The Contractor/Subcontractor agrees to send to each labor organization or representative of workers with which the Contractor/Subcontractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the Subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Contractor will not subcontract with any subcontractor where Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.

E. The Contractor/Subcontractor will certify that any vacant employment positions, including training positions, that are filled: (1) after the Contractor/Subcontractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor/Subcontractor's obligations under 24 C.F.R. part 135.

F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

31. FAIR HOUSING ACT

Contractor/Subcontractor shall comply with the provisions of the Fair Housing Act of 1968 as amended. The act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status. The Equal Opportunity in Housing Act prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with Federal funds. Please visit http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11868.pdf for more information.

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32. **Federal Funding Accountability and Transparency Act (FFATA)**

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

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

33. **Procurement**

The Uniform Guidance procurement requirements (2 C.F.R. § Part 200, Subpart D) went into effect on July 1, 2018. These requirements are applicable to CDBG-DR funded projects, or as provided by 83 Federal Register 5844 VI A(1)(b)(2) permits a territory grantee to elect to follow its own procurement policy. These policies and procedures ensure that Federal dollars are spent fairly and encourage open competition at the best level of service and price. Standards for procurement of supplies, equipment, construction, engineering, architectural, consulting, and other professional services are outlined in Title 31, Chapter 23, Sections 231-251q or the Virgin Islands Code and Title 31, Chapter 23 of the Virgin Islands Regulations.

34. **Change Orders to Contracts**

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

35. **Environmental Review**

Every project undertaken with Federal funds, and all activities related to that project, is subject to the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as to the HUD environmental review regulations at 24 C.F.R. § Part 58- ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES. The primary purpose of this Act is to protect and enhance the quality of our natural environment. The HUD environmental review process must be completed before any Federal funds can be accessed for program-eligible activities.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites, and to develop procedures to ensure compliance with regulations pertaining to these factors. The HUD environmental review is designed to produce program-specific environmental review procedures in a program that can vary greatly in terms of scope of work.

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36. **Lead Based Paint**

All housing units assisted using CDBG-DR funds must comply with the regulations regarding lead-based paint found at 24 C.F.R. § 35- LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES.

37. **Environmental Review Record**

The Environmental Officer is responsible for maintaining a written record of the environmental review process. The ERR for all programs contains all the governmental review documents, public notices and written determinations or environmental findings required by 24 C.F.R. § 58- ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES as evidence of review, decision making and actions pertaining to a project of a recipient.

38. **Flood Insurance Requirements**

Grantees and subrecipients of Federal funding must ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found in the Flood Disaster Protection Act of 1973, 24 C.F.R. § 570.605- NATIONAL FLOOD INSURANCE PROGRAM and 24 C.F.R. § 570.202- ELIGIBLE REHABILITATION AND PRESERVATION ACTIVITIES.

39. **Duplication of Benefits**

CDBG-DR funding intends to address the unmet needs of a community. The funds are supplemental to primary forms of assistance, including private insurance and FEMA funds. To avoid duplicative assistance and potential de-obligation of funding, subrecipient must utilize all possible funding sources before applying CDBG-DR dollars to a project. CDBG-DR programs are typically implemented after temporary disaster assistance programs, such as FEMA Individual Assistance which are not intended to make someone whole.

The Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, 42 U.S.C. §5121 et seq., established the requirements for Duplication of Benefits (DOB) analysis.

40. **Anti-Fraud, Waste and Abuse Checks**

The Anti-Fraud, Waste and Abuse (AFWA) check is designed to identify discrepancies and risk-relevant issues in Applicant-provided information that may be indicative of fraud, waste, and/or abuse.

41. **Affirmatively Furthering Fair Housing**

The Fair Housing Act of 1968, as amended, 42 U.S.C. §3601, et seq., dictates that grantees are required to administer all programs and activities related to housing and urban development in a manner to affirmatively further the policies of the Fair Housing Act. Per the regulations of 24 C.F.R. § 570.601 and in accordance with Section 104(b)(2) of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. §§5301 et seq., for each community receiving a grant under Subpart D of this part, the certification that the grantee will affirmatively further fair housing shall specifically require the grantee to take meaningful actions to further the goals identified in the grantee’s Assessment of Fair Housing (AFH) plan, conducted in accordance with the requirements of 24 C.F.R. § §§5.150-5.180 (Affirmatively Furthering Fair Housing) and take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

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42. **Drug Free Workplace**

The Drug-Free Workplace Act of 1988, as amended, 41 U.S.C. §81, as implemented by 24 C.F.R. § Part 24 Subpart F. §§983.251-983.262, requires that any grantee other than an individual must certify that it will provide a drug-free workplace. Any grantee found in violation of the requirements of this act may be subject to suspension of payments under the grant, suspension or termination of the grant or suspension or debarment of the grantee. VIHFA guarantees compliance with this Act.

43. **Timely Distribution of Funds**

The Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (Appropriations Act), as amended, requires that funds provided under the Act be expended within two (2) years of the date that HUD obligates funds to a grantee unless otherwise authorized via waiver of this requirement by the Office of Management and Budget (OMB). The OMB waived the two (2) year expenditure requirement under 83 FR 40314; however, the provision to expend one hundred percent (100%) of the total allocation of CDBG-DR funds on eligible activities within six (6) years of HUD’s initial obligation of funds remains in effect. The six (6) year expenditure period commences with the initial obligation of funds provided under 83 FR 5844. Additionally, per 83 FR 5844, the provisions at 24 C.F.R. § 570.494 and 24 C.F.R. § 570.902, regarding timely distribution and expenditure of funds, are waived and an alternative requirement was established.

Furthermore, consistent with 31 U.S.C §1555 and OMB Circular No. A-11 (2017), if the Secretary of HUD or the President of the United States determines that the purposes for which the appropriation was made have been carried out and no disbursement has been made against the appropriation for two (2) consecutive fiscal years, any remaining unobligated balance shall be canceled and will be made unavailable for obligation or expenditure for any purpose.

44. **Property Management and Distribution**

Regulations governing property management and distribution of real property, equipment, financial obligations and return of un-obligated cash post program closeout can be found in 24 C.F.R. § 570.306, 2 C.F.R. § 200.310, 2 C.F.R. § 200.343 and 2 C.F.R. § 200.344(b). The standards of 24 C.F.R. § 570.506 apply to any real property under a CDBG award recipient’s control acquired or improved in whole or in part with CDBG-DR funds in excess of the simplified acquisition threshold, which is $250,000.00. The recipient may not change the use or planned use of the property without proper notification to affected citizens and allowable time for comment by them. If the property is not a building for general government conduct, the use of the property may be changed with citizen approval if it either meets one of the national objectives as defined in 24 C.F.R. § 570.208 or if not, the recipient may either retain or dispose of the property for the changed use if the recipient’s CDBG-DR program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG-DR funds for acquisition of, and improvements to, the property. Following such reimbursement, the property will no longer be subject to any CDBG requirements.

45. **Limited English Proficiency**

Executive Order No. 13166, signed on August 11, 2000, requires programs, subrecipients, Contractor/Subcontractor, and/or developers funded in whole or in part with CDBG-DR financial assistance to ensure fair and meaningful access to programs and services for families and individuals with Limited English Proficiency (LEP) and/or deaf/hard of hearing. Fair access is ensured through the implementation of a Language Assistance Plan (LAP), which includes non-English-based outreach, translation services of vital

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documents, free language assistance services, and staff training. Vital documents are defined as depending on the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

46. **Personally Identifiable Information**

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

47. **Uniform Relocation Act**

CDBG-DR funds are subject to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA or Uniform Act), as amended. 49 C.F.R. § Part 24 requires relocation assistance for lower-income individuals displaced as a result of the demolition or conversion of a lower-income dwelling and requires one-for-one replacement of lower-income units demolished or converted to other uses.

48. **Residential anti-displacement and relocation assistance plan**. Per Section 104(d) of the Housing and Community Development Act of 1974 § 42.325

(a) Certification.

(1) As part of its consolidated plan under 24 CFR part 91, the recipient must certify that it has in effect and is following a residential anti-displacement and relocation assistance plan.

(2) A unit of general local government receiving funds from the Territory must certify to the Territory that it has in effect and is following a residential anti-displacement and relocation assistance plan, and that it will minimize displacement of persons as a result of assisted activities. The Territory may require the unit of general local government to follow the Territory's plan or permit it to develop its own plan. A unit of general local government that develops its own plan must adopt the plan and make it public.

(b) Plan contents.

(1) The plan shall indicate the steps that will be taken consistent with other goals and objectives of the program, as provided in parts 92 and 570 of this title, to minimize the displacement of families and individuals from their homes and neighborhoods as a result of any assisted activities.

(2) The plan shall provide for relocation assistance in accordance with § 42.350.

(3) The plan shall provide one-for-one replacement units to the extent required by § 42.375.

49. **Complaints and Appeals**

Citizen comments on VIHFA's published Action Plan, any substantial amendments to the Action Plan, performance reports and/or other issues related to the general administration of CDBG-DR funds are welcomed throughout the duration of the grant. The Citizen Participation Plan is posted as a stand-alone document at [www.vihfa.gov](http://www.vihfa.gov). Complaints regarding fraud, waste, or abuse of government funds shall be addressed to the HUD Office of Inspector General Fraud Hotline by phone: 1-800-347-3735 or email: hotline@hudig.gov, or the Virgin Islands Inspector General’s Office at 340-774-3388 or access the hotline at [http://www.vilg.org/contract/hotline](http://www.vilg.org/contract/hotline).

50. **Monitoring**

As per CDBG regulation, 24 C.F.R. § 570.501(b), grantees of CDBG-DR funds are responsible for carrying out their programs to meet compliance with CDBG Program, statutory and regulatory requirements.

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including monitoring their project administrators, Contractor and Subcontractor. As such, throughout the application, planning, design, and implementation phase of the program, VIHFA will conduct internal monitoring of processes, procedures, policy, applications, planning, design, construction, and other applicable phases.

51. Procurement of Recovered Materials

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