

UNITED STATES VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

PUBLIC AND AFFORDABLE HOUSING DEVELOPMENT PROGRAM POLICIES AND PROCEDURES

VERSION: 3.0

November 15, 2021

Prepared by:

Virgin Islands Housing Finance Authority - CDBG-DR Program Division



The policies stated in this manual are current as of November 15, 2021. This Manual represents the current version of the Virgin Islands Housing Finance Authority's (VIHFA) policies which shall provide general guidance for the operation of the Public and Affordable Housing Development program. All manuals will be reviewed periodically and will be updated. Therefore, you are strongly urged to visit our website www.vihfa.gov/disaster-recovery to ensure that you have the latest version.

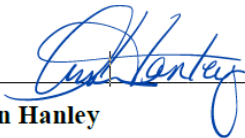
SUBJECT: Public and Affordable Housing Development Program Policies	
Version Number	3.0
Revised Date	November 15, 2021
Effective Date	November 15, 2021
APPROVALS:	
 _____ Ann Hanley CDBG-DR Director of Programs	_____ 11/16/21 Date

Table 1: Public and Affordable Housing Development Program Revision History

VERSION NUMBER	DATE REVISED	DESCRIPTION
VERSION 1 (DRAFT)	2/26/19	Public and Affordable Housing Development Program Policies and Procedures
		Updated to reflect VIHFA as developer in Option 1.
	3/21/19	Updated to remove Option 2 and Option 3. These options will be included when additional funding is made available.
	4/14/19	Incorporated comments from HUD TA and Housing Authority. Addressed outstanding issues.
VERSION 1	6/3/19	Version 1 Final Draft
VERSION 2	3/1/2020	<ul style="list-style-type: none"> • Incorporated bonding and insurance requirements • Defined and added additional floodway language • Inserted Subrecipient definition • Removed VIHA Acronym and Definition • Inserted definitions for Carryover Allocation • Inserted definition for Final Cost Certificate • Inserted definition for Low Income Homing Tax Credit (LIHTC) • Inserted definition for Reservation Certificate

- Inserted Definition for Ten Percent Cost Certificate
- Inserted Eligible Applicants section
- Removed maximum award cap for housing projects is \$10,000,000
- Removed 4.6 Professional Fees
- Removed 4.7 Builder’s fee
- Removed 4.8 Engineering Fees
- Removed 4.9 Architects’ Fees
- Removed 4.10 Developer Fees
Removed 4.10.1 Deferred Developer’s Fees
- Removed 4.11 Consulting Fees
- Removed 4.12 Soft Cost Contingency
- 4.13 Syndication Costs
- 4.14 Removed Assessment of Long-Term Feasibility /Viability
- Removed 4.19 Debt Service Coverage Ratio
- Removed 5.1 Eligible Implementing Entities and to Eligible Applicants
- Changed 5.4 from Eligibility Criteria to Project Eligibility
- Removed 5.5 Affordability Period and merged with Program Overview 3.0
- Removed 5.7 Project Selection and moved it to 3.11
- Updated 3.9 to include unit cap of \$250,000.00.
- 6.14 heading changed from Conversion to Permanent Financing to Documents Required Upon Completion of Construction

- Section 1.0 – Edited Policy
- Section 2.3 – Added definition of Program Income
- Section 3.2 – Changed total allocation to \$81,500,000.00

VERSION 2.1

12/17/2020

- Section 3.4 – Added Urgent Need
- Section 3.7 – Changed 2019 to 2020
- Section 3.9 – Changed Maximum Award to 400,000.00
- Section 4.2 – Reduced appraisal required submission to 1 instead of 2
- Section 5.7 – Changed per unit cap to 400,000.00
- Section 5.9 – Added language related to Program Income

VERSION 2.2 2/23/2021

- Section 3.2 – Total Allocation \$81,500,00
- Section 3.4 – Add developer requirements for National Objective source documentation
- Section 3.9 – Change “Deed of Trust” to “Mortgage”
- Section 5.13.1 – Developer Loan Closing Requirements updated
- Section 6.13 – Validation of Development Costs & Inspections

VERSION 3.0 11/15/2021

- Appendix A- Added CDBG-DR Application Underwriting Guide
- Appendix B-Added Multi-family Project File Checklist
- Appendix C- Added Duplication of Benefits Questionnaire

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1.0: Introduction

As result of the damages sustained in Hurricanes Irma and Maria, the U.S. Virgin Islands (Territory) received an allocation of Community Development Block Grant Disaster Recovery (CDBG-DR) funds which is administered by the Virgin Islands Housing Finance Authority (VIHFA). The Territory has allocated \$72,000,000 from tranches 1 and 2 to the Public and Affordable Housing Development Program. This program seeks to redevelop and create new affordable rental housing stock including subsidized and mixed-income rental units. Eligible development activities include development of low- income and mixed-income housing units through infill construction of new housing units, and substantial rehabilitation of multi-family residential or commercial properties that include vacant or uninhabitable dwellings. These activities will result in more rental housing, including mixed-use properties, being available to low- and moderate-income households.

The program will incentivize the replacement of affordable housing units damaged in the storms and development of new multi-family rental housing for low- and moderate-income households, including project-based subsidized housing and other public housing units. While low-income housing stock remains an urgent priority, mixed-income housing is also needed throughout the Territory, given the unmet need for rental units across the full spectrum of citizens, from households typically supported by Low-Income Housing Tax Credit (LIHTC) housing (e.g. those with incomes at or below 60% of the area's median incomes, or AMI), households with incomes that make them ineligible for LIHTC tax credit units (e.g. households with incomes between 60% - 80 % of AMI) and tenants that can afford market rate units. VIHFA defines affordable rent as rental costs (rent plus utilities) that do not exceed 30% of a renter's income. VIHFA uses the U.S. Department of Housing and Urban Development (HUD)-defined fair market rents as a basis to determine affordable rent caps. This policy document explains the structure of the Public and Affordable Housing Development Program, outlines project funding eligibility criteria, and describes compliance criteria required through the mandatory affordability period.

2.0: Policy

2.1: Version Policy

Version history is tracked in the table on the title page, with notes regarding version changes. The dates of each publication are also tracked in this table. The first version of this document is 1.0.

Substantive changes within this document that reflect a policy change will result in the issuance of a new version 2.0, an increase in the primary version number. Future policy changes will result in additional revision and the issuance of a new primary version number.

Non-substantive changes such as minor wording and editing, or clarification of existing policy that do not affect the interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number. Such changes would result in a version number such as 2.1, 2.2, etc.

2.2: Policy Change Control Board

Policy review and changes for the USVI Public and Affordable Housing Development Program (Program) are considered through a change control process. When policy clarifications, additions, or deletions are needed to more precisely define the rules by which the Program will operate, Program staff will submit a Policy Change Request Form or a Request for Decision Form for internal review by the Policy Change Control Board (PCCB). Within the PCCB, two members will separately perform a review to verify that all relevant information and any supporting documentation are included in the request. Upon PCCB concurrence by these two members that the request raises a policy issue, rather than a process issue, the Policy Change Request Form or Request for Decision is forwarded to the Policy Change Control Board for consideration. The requests are compiled and brought before the entire PCCB for a final policy change determination.

The PCCB is composed of the Special Council for Disaster Recovery, the Senior Policy Manager, Senior Housing Manager, Public and Affordable Housing Program Manager and at least one Subject Matter Expert, and other program staff members representing Program leadership as needed.

The PCCB meets bi-weekly, as needed, to consider all pending requests but may meet as frequently as necessary to consider critical policy decisions. The schedule for PCCB meetings is expected to move to a lower frequency as the Program matures.

2.3: Definitions

Affordable rent: Rental housing costs, including utilities, that is no more than 30 percent of a low- to moderate-income household's gross (pre-tax) income. For properties that do not receive rental assistance, the maximum rents will be set according to the guidelines of the Low-Income Housing Tax Credit program.

Affordable unit: A housing unit in which the total rental expenses (including utilities) does not exceed does not exceed 30 percent of a low- to moderate- income household's (pre-tax) income for rental housing units where the tenant receives rental assistance. For units where the tenant does not receive rental assistance, units that are set at rates not greater than the amount as defined in an "Affordable rent" definition in this section.

Affordability Period: The minimum period the rents for units will be required to remain "affordable" for low- and moderate-income households, based on the amount of CDBG-DR assistance, the activity (new construction or rehabilitation), and the number of housing units in the project. The Affordability Period restrictions will be enforced through recorded deed restrictions, covenants, or other similar mechanisms.

Area Median Income (AMI): Calculated annual income limits based on HUD-estimated median family income with adjustments based on family size used for demonstrating LMI beneficiaries in the program. This calculation may also be referred to as Area Median Family Income (AMFI) in other program documents.

Beneficiary: The recipient deriving advantage from CDBG-DR funding. This includes household members of units created or rehabilitated with CDBG-DR funding, or any other public or private funding.

Builder/Contractor: (Used interchangeably) A person who contracts to construct or repair houses and or supervises building operations associated with projects involving the development or rehabilitation of residential housing units, including mixed-use projects. **Carryover Allocation:** a document issued by a state housing credit agency (VIHFA) that extends the amount of time that is allowed for a 9% competitive LIHTC project to be placed in service.

Choice Limiting Action: The commitment of CDBG-DR funds through Acquisition (which includes executing a Purchase Agreement or Sales Contract), **and/or any** physical actions a developer, contractor, or any other entity (including the seller) takes on a property prior to the issuance of an Authority to Use Grant Funds by HUD or the VIHFA Certifying Officer.

Common Area Under Roof: The total area under the common roof that is primarily interior, conditioned space, and for single-story homes is equal to the footprint of the house. The term is also synonymous with the eligible area. Exterior spaces, such as detached porches and garages, are not considered eligible areas.

Cost Reasonableness Requirements: The Cost Principles established in 2 CFR Part 200, Subpart E, to determine costs are necessary, reasonable, allowable, and allocable to the project.

Damage Assessment: A report resulting from an inspection of the housing unit to document damage from the event. The assessment, conducted by a certified or licensed inspector, is required to document storm-related property damage specifically and clearly via photographic evidence and detailed narratives. Damage assessments must include final cost of repair estimates according to local code, an assessment of cost-effectiveness of each recommended activity (reconstruction or rehabilitation), mold remediation and assistance needed to bring the home up to code at completion.

Davis-Bacon Act of 1931 (40 USC Part 3141 et seq.) and Related Acts: A group of approximately 60 federal statutes that requires that each contract over \$2,000 for the construction or repair of federally funded projects to contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. Under the provisions of the Act, Contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates. If a construction project is funded or assisted under more than one federal statute, the Davis-Bacon prevailing wage provision may apply to the whole project if any of the applicable statutes requires payment of Davis-Bacon wage rates. This applies to the rehabilitation and reconstruction of residential property if not less than 8 units.¹

Demolition: The clearance and proper disposal of dilapidated building and improvements debris.

Developers: Private individuals and entities, including profit making and nonprofit organizations, which acquire properties to construct or rehabilitate, for the creation of residential units, for either rental or resale purposes. CDBG programs consider a developer a beneficiary. A community-based organization carrying out a project can be a developer. A Public Housing Authority cannot be a developer, although affiliated legal entities of Public Housing Authorities may act as part of an ownership entity. Developers must have site control (ownership or lease in some cases) and must plan, obtain permits, and manage the project from start to finish, assuming part of the risk of the project. A developer does not just serve as a contractor.

Development Partners: Any entity involved in the reconstruction or rehabilitation of affordable housing units, including subrecipient departments or agencies, for-profit or non-profit organizations, construction contractors or other entities or individuals hired to carry-out any actions on a CDBG-DR funded housing project.

Duplication of Benefits: The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG-DR funding with respect to any part of a loss resulting from a major disaster as to which he/she has already received financial assistance under any other program or from insurance or any other source. A Duplication of Benefit is an amount determined by the Program that may result in the reduction of an award value.

Environmental Review: The process of reviewing a project and its potential environmental impacts to determine whether it meets federal and territorial environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Every project's impact must be examined (the extent of the examination varies due to the actions that will be undertaken); every project must be in compliance with the National Environmental Policy Act (NEPA) and other applicable Territorial and federal environmental laws.

FEMA: The Federal Emergency Management Agency, located within the U. S. Department of Homeland Security, is responsible for coordinating the federal government's response to natural and manmade disasters.

FEMA-Designated High-Risk Area: Areas designated by FEMA as vulnerable to significant wind and/or storm surge damage and areas located in the 100-year flood zones. These areas will be identified during the environmental review process for each participating jurisdiction.

Final Cost Certification: A report of the total actual costs incurred by the Developer in the delivery of a Development. This will assist VIHFA in determining certain development costs and the amount of subsidy to be allocated to the Development.

Form 8609: An IRS Low-Income Housing Credit Allocation and Certification. Owners of residential low-income rental buildings are allowed a low-income housing credit for each qualified building over a 10-year credit period. A separate Form 8609 must be issued for each building in a multiple building project.

Flood Hazard Area: Areas designated by FEMA as having risk of flooding.

Flood Insurance: The Flood Disaster Protection Act of 1973 (42 U.S.C. 4012a) requires that projects receiving federal assistance and located in an area identified by FEMA as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). To be able to purchase flood insurance, the community must be participating in the NFIP. If the community is not participating in the NFIP, federal assistance cannot be used in those areas.

Floodplain: FEMA designates floodplains as geographic zones subject to varying levels of flood risk. Each zone reflects the severity or type of potential flooding in the area.

- “100-year floodplain” – the geographical area defined by FEMA as having one percent chance of being inundated by a flooding event in any given year.
- “500-year floodplain” – the geographical area defined by FEMA as having a 0.2 percent change of being inundated by a flooding event in any given year.

Floodway: (Also known as the “Regulatory Floodway”) it is the portion of the Floodplain effective in carrying flow where flood hazard is generally the greatest, and water velocity is the highest. In the Floodway, fill or other development is likely to divert flow and contribute to increased water depths during a flood. Ideally, Floodways should be undeveloped areas that can accommodate flood flows with minimal risk.

Household: A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of an individual, a single family, two or more families living together, or any other group of related or unrelated persons who share living arrangements. For housing activities, the test of meeting the LMI National Objective is based on the LMI of the household.

Housing Choice Voucher (HCV): The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. In HCV programs, a housing subsidy is paid to the landlord directly by the Public Housing Authorities on behalf of the participating family.

Housing Quality Standards (HQS): Defines “standard housing” and establishes the minimum quality criteria necessary for the health and safety of households occupying the program rental housing units.

Individual Mitigation Measures (IMM): Activities designed to mitigate and/or reduce risk beyond the pre-disaster condition of a housing unit when the activities are above and beyond federal, Territory, or local units, and the payment of flood insurance are not IMM activities. Examples of IMM activities include elevation above the base flood elevation level, or the addition of storm shutters, disaster proof windows, roof straps, etc., and if those improvements are not required to comply with local code and did not exist on the housing unit prior to the disaster

damage.

LIHTC: a federal tax incentive that encourages private sector investors, developers and lenders to finance, construct and operate affordable housing pursuant to Section 42(h)(4) of the Code.

Low- and Moderate-Income (LMI) National Objective: Activities which benefit households whose total annual gross income does not exceed 80% of Area Median Income (AMI), adjusted for family size.

Low- and Moderate-Income Housing (LMH): A sub-set of the LMI National Objective identified as having a low- to moderate-income “housing” benefit, which is used when the eligible activity involves the creation or rehabilitation of residential housing units.

Major/Severe Damages: \$8,000 or more of FEMA inspected real property damage or 1 foot or more of flood water on the first floor.

Mitigation: Improvements made to reduce the possibility of property damage, personal and commercial hardship, as well as long lasting monetary burdens. For example, creating a flood mitigation program such as an acquisition of at-risk flood-prone property/housing, and elevation of housing in high-risk floodplains are two visible and effective mitigation projects that can be taken to make residents and communities safe in the face of natural disasters.

Not Suitable for Rehabilitation: The VIHFA defines properties as “not suitable for rehabilitation” for the Public and Affordable Housing Development Program when:

- Structures are considered “beyond rehabilitation,” do not meet the Program’s rehabilitation standards, and/or federal or Territory code requirements, and shall be deemed not suitable for rehabilitation, as determined by the Program and consistent with Program guidelines.
- Residential properties have experienced repetitive losses under FEMA’s National Flood Insurance Program (NIFP).
- Residential properties that are in FEMA-designated flood hazard areas, and the owner previously received Federal Assistance (personal, commercial, or residential) for the subject property and failed to obtain and maintain flood insurance for the property.

Personally, Identifiable Information (PII): Defined in OMB M-07-16 as “...information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.”

Project Based Subsidy: CDBG-DR assistance to a public housing complex, in which low- to moderate-income households may receive assistance only if they agree to live at the particular public housing project.

Program Income: gross income received by a developer or a subrecipient under a grant that was directly generated by the grant -supported activity from the use of CDBG-DR funds.

Rehabilitation: Repair or reconstruction necessary for the restoration of storm-damaged housing units in the impacted areas to applicable construction codes and standards.

Reservation Certificate: An agreement binding upon the Owner, and all successors in interest to the Owner as owners of the Project, as to the allocation of Low-Income Housing Tax Credit authority to the building(s) in the Project, subject to compliance by the Owner with the requirements of Section 42 of the Code and the additional requirements of VIHFA CDBG-DR.

Section 3: Section 3 is a provision of the Housing and Urban Development Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. CDBG-DR recipients must, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low-income residents in connection with projects and activities in their neighborhoods.

Single Asset Entity: A separate legal entity (owner entity) that is required for projects that are awarded Low Income Housing Tax Credits (LIHTC). Typically made up of a general partner (who manages the project day to day) and a limited partner who provides equity for project development in exchange for tax credits. Public housing entities may serve in the general partner role.

Special Needs and Vulnerable Populations: Special needs individuals are any persons with specific needs, including persons with disabilities; vulnerable populations are seniors, special needs individuals, including those with disabilities, and the homeless.

Subrecipients: A Non-Federal entity that receives a subaward to carry out part of a Federal program (2 CFR 200). Public or private nonprofit agency, authority or organization, or a for-profit entity authorized under 570.201(o), receiving CDBG funds from the recipient or another sub-recipient to undertake activities eligible for assistance under 24 CFR 570.4500. A subrecipient is not an entity that is a beneficiary of such program 2 CFR 200.93 that independently administer a program on behalf of a grant recipient.

Subrogation Agreement: An agreement executed by the Program beneficiary agreeing to repay any duplicative assistance if the beneficiary later receives other assistance for the same purpose as disaster recovery funds already received.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would be equal to or exceed 50 percent of the market value of the structure before the damage occurred (44 CFR 59.1).

Surplus Cash: For the fiscal year period ending prior to the annual installment date, the sum of gross rent revenues (less rental taxes and tenant security deposits) and other income received from the operations of the project including amounts withheld from security deposits returned to

tenants, less (a) annual accrued debt service for approved permanent senior loan(s); (b) actual operating expenses (including but not limited to utilities, supplies, repair and maintenance costs, property taxes, property management fees, insurance escrows and reserves and amounts deposited in any replacement reserve account) and excluding allowed or allowable depreciation and amortization, and (c) payments of an asset management fee pursuant to an Asset Management Services Agreement as required in a Low Income Housing Tax Credit (LIHTC) project. Specifically excluded expenses include any payments or disbursement to the project owner and/or borrower of funds, tax credit adjustors, depreciation, amortization, payments pursuant to developer guarantees or any payments on deferred developer fees. Surplus cash will be calculated based on an audited annual cash flow analysis report for the fiscal year period ending prior to the annual installment date.

Ten-percent Cost Certificate: If a project is not placed in service by the end of the calendar year in which the LIHTC allocation was received, the project must qualify for a carryover allocation.

Uniform Relocation Assistance: The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended (Title 49 CFR Part 24) (42 U.S.C. 4601 et seq.) (URA): Applies to all acquisitions of real property or displacements of persons resulting from federal or federally assisted program projects. URA's objective is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects. For the purposes of these guidelines, URA mostly applies to residential displacements in involuntary (49 CFR Subpart B) and acquisition or multifamily damaged/occupied activities that require the relocation of tenants.

Urgent Need (UN) National Objective: An urgent need that exists because conditions pose serious and immediate threat to the health or welfare of the community; the existing conditions are recent or recently became urgent; and the subrecipient cannot finance the activities on its own because other funding sources are not available. Subrecipients or the Territory must document how each program and/or activity funded der this category responds to a disaster-related impact. See 24 CFR 570.208(c).

Virgin Islands Housing Finance Authority (VIHFA): VIHFA is the Grantee for HUD's Community Development Block Grant-Disaster Recovery (CDBG-DR) funding. VIHFA will retain day to day administrative management and oversight of CDBG-DR activities and will be responsible for establishing and maintaining financial accountability for CDBG-DR funds, compliance with CDBG-DR requirements and establishing and maintaining project files and records. VIHFA will also be a subrecipient within this program.

2.4: Acronyms

ACOP	Admissions and Continued Occupancy Policy
AMI	Area Median Income
CDBG	Community Development Block Grant
CDBG-DR	Community Development Block Grant - Disaster Recovery
CFR	Code of Federal Regulations
CPD	Community Planning and Development
DBRA	Davis-Bacon and the Related Acts
DOB	Duplication of Benefits
DOL	Department of Labor
ECR	Estimated Cost of Repair
FEMA	Federal Emergency Management Agency
HCDA	Housing and Community Development Act
HCV	Housing Choice Vouchers
HQS	Housing Quality Standards
HUD	US Department of Housing and Urban Development
IMM	Individual Mitigation Measures
LLC	Limited Liability Corporation
LIHTC	Low Income Housing Tax Credits
LMA	Low- and Moderate-Income Area

LMH	Low- and Moderate-Income Housing
LMI	Low- and Moderate-Income
MBE	Minority-owned Business Enterprise
MWBE	Minority- and Women-owned Business Enterprises
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
OMB	Office of Management and Budget
PCCB	Policy Change Control Board
PII	Personally Identifiable Information
RFI	Request for Information
RFP	Request for Proposals
RFQ	Request for Qualifications
SFHA	Special Flood Hazard Area
UN	Urgent Need
URA	Uniform Relocation Act
USC	United States Code
USVI	United States Virgin Islands
WBE	Women-owned Business Enterprise
VIHFA	Virgin Islands Housing Finance Authority

3.0: Program Overview

This Program seeks to repair, redevelop, and recreate new affordable rental housing units, including units in subsidized and mixed-income rental developments. This will enable the development of rental housing which prevents concentrations of poverty. These efforts will increase the supply of affordable housing available to low- and moderate-income households through the repair, rehabilitation, and development of affordable and mixed-use rental housing, including acquisition, demolition, rehabilitation, and new construction, as it pertains to the development of project-based subsidized and affordable units.

This policy manual focuses on the Public and Affordable Housing Development program. The Action Plan considered two alternative solutions for creating and maintaining affordable rental housing in the Territory – an Owner-Occupied Rental Infill program and a Redevelopment of Vacant Properties into Mixed-Use Developments program. The Owner-Occupied Rental Infill solution would offer homeowners (those with the necessary existing infrastructure in place) the opportunity to build rental units as infill development. The Rehabilitation of Vacant Properties into Mixed-use Developments solution would support neighborhood revitalization by partially subsidizing the cost of rehabilitating vacant properties into mixed-use residential and commercial developments (of up to 4 rental units). Further information about the Owner-Occupied Rental Infill and/or Rehabilitation of Vacant Properties into Mixed-use Developments programs may be found in the Virgin Islands Disaster Recovery Action Plan (<https://www.vihfa.gov/disaster-recovery/action-plan>), and program policies and procedures will be released if additional funding becomes available.

3.1: Public & Affordable Housing Development

The Public and Affordable and Housing Development Program provides financing assistance for costs associated with hurricane repairs, acquisition, and new construction or substantial rehabilitation of larger affordable rental housing projects. The Program seeks to leverage other public and private affordable housing financing sources, including tax-exempt bonds, conventional private debt, federal and Territory Low-Income Housing Tax Credits, Historic Tax Credits, Territory housing capital funds, and other sources.

The Program supports the preservation of governmentally assisted affordable housing developments, as well as the development of new affordable housing, to address the rental housing shortage and help revitalize hard hit communities. Projects selected for assistance will primarily serve LMI residents, including special needs and other vulnerable populations through the acquisition, demolition, rehabilitation, and new construction. The Program may also assist mixed-income projects where most units are reserved for occupancy by persons of LMI and for which developers are able to leverage other funding to support non-LMI units.

Assistance is provided for rehabilitation, reconstruction, and new construction of housing after accounting for all federal, local and/or private sources of disaster-related assistance, including but not limited to, property owners and/or flood insurance proceeds. VIHFA, Subrecipients and Developers may, for their respective portfolios and at their sole discretion, change the properties to be redeveloped or add additional sites to be developed by their Development Partner(s).

3.2: Total Allocation

Total Allocation: \$81,500,000.00

3.3: Tie to the Storm

All projects must respond to an identified Hurricane Irma or Maria disaster related impact and documentation supporting this tie back must be maintained in the project files.

3.4: National Objective

All projects must result in affordable housing units primarily occupied by LMI persons, Urgent Need and Preventing or Eliminating Slums or Blight., The CDBG-DR funding provided to the project will qualify under the Low- to Moderate-Income Housing, LMH or Urgent Need.

The Program will obtain written commitments and source documentation from the Subrecipient or Developer to document that a minimum of fifty-one percent (51%) or more of the housing units will be rented to LMH tenants. The number of LMH tenants will be calculated as proportional to the CDBG-DR investment into the project. Tenant Income is verified at initial lease, and annually thereafter for all tenants of the LMH units, through the Affordability Period.

3.5: Eligible Activities

Eligible activities include the rehabilitation and new construction of affordable housing, and are described listed below:

- Acquisition of Real Property (HCDA Section 105(a)(1)).
- Public Facilities and Improvements (HCDA Section 105(a)(2)).
- Clearance, Rehabilitation, Reconstruction and Construction of Buildings (including Housing) (HCDA Section 105(a)(4)).
- Public Services (HCDA Section 105(a)(8)).

Developers must meet program minimum property standards; and may exceed the minimum property standards, if project costs funded by the Program meet cost reasonableness requirements. Upgrades above minimum property standards must be paid for with private funds.

Program funds may be used for:

- Acquisition, site preparation, construction, and related soft costs (including environmental health hazard mitigation costs) required for the new construction or rehabilitation of affordable housing developments. (Acquisition is not eligible as a stand-alone activity.) Site work may be an allowable construction cost to the extent it is necessary to render the residential units decent, safe, and sanitary. Site work includes grading and excavation, as well as installation of the septic and infiltration systems, utilities and other ancillary

residential structures and improvements.

- In projects combining residential and non-residential uses, Program funds may only be used for eligible costs attributable to the residential component of the project.
- Reimbursement of eligible repair/replacement costs, acquisition, capital costs and related soft costs (including environmental health hazard mitigation costs), associated with the new construction or rehabilitation of affordable housing developments related to the repair of disaster-impacted property.
- When practical and warranted, reimbursement for cost of mitigating future damage (including elevation when practicable and cost effective) for properties located within a 100- year floodplain.
- “Gap financing” for Low Income Housing Tax Credit projects to reduce debt service and increase long term viability.
- Assistance for cost-effective mitigation activities including but not limited to:
 - The replacement of disaster-impacted non-luxury residential appliances.
 - Elevation of substantially damaged properties located within the 100-year floodplain:
 - If elevating, the structure must be elevated to at least two (2) feet above the Base Flood Elevation or to a level dictated by the local building authority, whichever is higher.
 - Elevation of electrical systems and components.
 - Securing of fuel tanks.
 - Use of flood resistant building materials below base flood elevation.
 - Installation of flood vents.
 - Installation of backflow valves (only if structure is elevated).
 - Installation of roof strapping (only if structure is elevated).

3.6: Ineligible Activities

Activities are ineligible for CDBG-DR funding if the activity:

- Does not respond to an identified Hurricane Irma or Maria disaster-related impact.
- Is restricted in the Public Laws appropriating the CDBG-DR funds (Public Laws 115-56 and 115-123) or in the Housing and Urban Development Block Grant Disaster Recovery

Federal Register Notices (Docket numbers FR-6066-N-01, FR-6109-N-01 and FR-6136-N-01).

- Is a prohibited activity in the Public Laws or Federal Register notice(s) authorizing CDBG-DR.
- Is ineligible according to CDBG Program requirements (and a waiver has not been granted).
- Fails to meet an appropriate national objective.

3.7: Eligible Applicants

Eligible applicants include governmental and non- governmental entities and owners of multi-family housing rental development dedicated for low-and moderate-income households.

Owners shall be any individual, joint venture, partnership, limited partnership, trust, corporation, limited liability company, other legal entity, or any combination thereof which meets the requirements below:

- a. Be organized on a for-profit, including limited profit, or nonprofit basis, and
- b. Must demonstrate experience relevant to owning and developing affordable rental housing through evidencing current capacity (including financial resources, an office and payroll), and one or both of the following:
 1. Successful prior ownership and development of affordable rental housing, or
 2. Employment of a staff with demonstrated experience owning and developing affordable rental housing.

If the Owner entity is a joint venture and qualifies as an eligible Applicant Owner under a) and b) above based on the experience of only one joint venture partner, that partner must have a controlling interest in the joint venture and a substantial and continued role in the Project's ongoing operations, as evidenced in the documents governing the joint venture.

3.8: Estimated Start and End Dates

Construction and/or rehabilitation will occur between 2020 through 2023, and /or as detailed in the CDBG-DR Action Plan and Amendments.

3.9: Geographic Area(s) Served

The geographic areas served will be within the Territory of the U.S. Virgin Islands.

3.10: Maximum Award

A per unit cap of up to \$400,000.00 has been identified; however, there may be circumstances where additional costs may be incurred and will be reviewed against cost reasonableness and resiliency measures on a case-by-case basis. Awards will be in the form of a loan; however, in some instances a loan will be the required structure for financing rental development. If this is the case, the terms of the loan may be forgivable.

To direct sufficient levels of assistance to those most in need, especially low- to moderate-income and minority households, a higher overall dollar cap amount may be applied to those properties that provide a significant number of units designated for Very Low Income (VLI) households (whose incomes do not exceed 30% AMI), special needs, and other vulnerable populations, or include Low Income Housing Tax Credits which do not allow households above 80% AMI, in instances where income averaging as permitted under the rules of the LIHTC program is part of the plan of finance for the project.

Projects that combine other sources of financing (local, federal, and private) will be evaluated to ensure that no more CDBG-DR funding than is necessary to ensure successful development of the affordable housing units. Documentation demonstrating that other available financing sources have been maximized, resulting in the lowest amount of CDBG-DR funding necessary to assure project feasibility.

4.0: Funding Sources

To incentivize the development of this stock, the Territory will provide financing appropriate to the project. Multi-family rental development of eight (8) units or more will be required to adhere to Davis Bacon requirements. Assistance will be provided as one of the following structures:

4.1: Loans

4.1.1: Amortized Loans

- Requires repayment (annually).
- Interest rate will range from zero percent (0%) to rates that will typically be lower than market lending rates (interest rates will be determined by cash flow projections and will be negotiated with the implementing agency), plus allowable fees.
- A Mortgage will be secured for the length of the Affordability Period, or the term of the loan, whichever is longer.

4.1.2 Deferred Payment Loans

- Loan terms can be from ten (10) – twenty (20) years, or at the sale or transfer of the property.
- Interest rate will range from zero percent (0%) to rates that will typically be lower than market lending rates (interest rates will be determined by cash flow projections and will

be negotiated with the implementing agency, plus allowable fees.

- A Mortgage will be secured for the length of the Affordability Period, or the term of the loan, whichever is longer.

4.1.3 Forgivable Loans

- Loan forgiveness may occur at one point in time (at the end of the affordability) or forgiven incrementally over time.
- A Mortgage will be secured for the length of the Affordability Period, or the term of the loan, whichever is longer.

4.1.4 Non-Interest-Bearing Loans

- Loan terms vary and will be negotiated with the Grantee.
- Interest rate is zero percent (0%).
- The principal is paid back on a regular basis (annually), but no interest is charged.
- A Mortgage will be secured for the length of the Affordability Period, or the term of the loan, whichever is longer.

4.1.5 Surplus Cash Loans

- If full amortization is not feasible due to limited cash flow, funds shall be repaid from an agreed upon percentage split of surplus cash on an annual or bi-annual basis. Borrowers must provide an Annual Cash Flow Analysis Report that demonstrates the calculation and accrual of applicable surplus cash funds.

4.2 Grants

- Provided with no requirement or expectation for repayment.
- Most used for projects with special needs populations.
- A Mortgage will be secured for the length of the Affordability Period, or the term of the grant, whichever is longer.

5.0: Federal Labor Standards

Every CDBG-DR project with a construction contract, regardless if it is for construction or rehabilitation of **eight (8) or more** CDBG-DR-assisted units is required to comply with all of the following federal labor standards: the Davis Bacon and Related Acts (DBRA), the Copeland “Anti-Kickback” Act (the Anti-Kickback Act), the Contract Work Hours and Safety Standards

Act, as amended (CWHSSA), and the Fair Labor Standards Act of 1938, as amended (FLSA). The term “CDBG-DR Assisted Unit” means the housing units developed with the assistance of CDBG-DR funds, including non-construction related assistance such as land acquisition or down payment assistance.

The Davis-Bacon and Related Acts, published in Chapter 3, section 276(a) 7 et seq. of U.S.C. Title 40 ensures that mechanics and labors employed in construction work under federally assisted contracts are paid wages and fringe benefits equal to those that prevail in the locality where the work is performed. According to the Department of Labor (DOL) regulations, the term mechanics and laborers “includes at least those workers whose duties are manual or physical in nature (including those workers who use tools or who are performing the work of a trade), as distinguished from mental or managerial...” The term does not apply to workers whose duties are primarily administrative, executive, or clerical, rather than manual.

Federal prevailing wages must be paid on CDBG-DR projects involving site development, construction, and rehabilitation where there are 8 or more CDGR-DR assisted units.

6.0: Project Selection Process

The Territory will ensure that there is no Duplication of Benefits and will follow the guidance for proper documentation. There will be an application process for project selection based on the priorities identified and Subrecipient Agreements used as deemed necessary.

VIHFA CDBG-DR Division will work with all subrecipients and developers to develop Project Scope and Budget Proposals for each of the entities’ projects. Developers will be selected through a competitive process that involves free and open completion. If selected through competition for LIHTC, the developer will be considered to have been procured through competitive process and the LIHTC application will form the basis for evaluation and subsidy layering analysis. VIHFA will review the projects according to Program priorities and criteria for funding. Eligible and feasible projects submitted through this process are reviewed by VIHFA CDBG-DR Division for available funding. Should there be additional funding for additional phases, as described in the Action Plan or Amendments, the priorities may be expanded.

Projects will be selected from the VIHFA project lists, and no competitive criteria is required. Should there be additional funding available, competitive criteria for future phases will be developed based on the Territory’s needs at the time.

7.0: Program Commitments

The minimum Affordability Period for rehabilitation projects is fifteen (15) years; new construction projects require a minimum of twenty (20) years Affordability. These reviews will occur at different stages, depending on the project’s development funding.

Affordability Period restrictions will be enforced through recorded deed restrictions, covenants, or other similar mechanisms. Other financing sources may impose long-term affordability restrictions, enforceable by Regulatory Agreement or similar binding agreement. The CDBG-DR

Affordability Period may run concurrent to other funding source affordability periods. The Program retains responsibility for monitoring compliance with occupancy requirement throughout the regulatory period.

Non-LIHTC projects will be reviewed and assessed prior to commitment of CDBG-DR funds, and again at the time of permanent loan closing occurs.

For LIHTC projects that include VI CDBG-DR commitments, the program will require proof that the reviews have been conducted, as required by Section 42 of the Internal Revenue Code. These supporting documents include:

1. LIHTC Application
2. Reservation Certificate
3. Cost reasonableness analysis
4. Conforming proformas for development and operations consistent with underwriting guidelines
5. Carry Over Allocation
6. Ten percent cost (10%) Certification, and
7. Final cost certification
8. Form 8609

The CDBG-DR program offers subrecipients/developers the opportunity to obtain gap financing to construct LIHTC developments. This program strives to utilize prudent underwriting guidelines that reflect analysis of the following credit factors:

- Capacity of the income from the business to service the debt.
- Value and quality of the collateral

7.0.1: Capacity of the Income from the Business to Service the Debt

Capacity of the income from the business to adequately service the debt is defined as the debt service coverage ratio. The **debt service coverage ratio (DSCR)**, also known as "debt coverage ratio," (DCR) is the ratio of the cash available for debt servicing to interest, principal, and lease payments.

Net operating income: total income minus vacancy and all operating expenses

Debt Service: total amount of interest and principal paid on loans throughout the year.

Debt service coverage ratio: Net operating income divided by the annual debt service.

The primary source of repayment on the loan is documented by a review of the 15-year operating proforma. These reflect expectations for the borrower's performance over a reasonable range of future conditions, rather than overly optimistic or pessimistic projections.

The VIHFA will require a DSCR of 1.15 for the first two years of operation. All projects must be underwritten to a minimum debt service coverage ratio (DSCR) of 1.0 – 1.20 in the first year of stabilized operations. Upon review of the economic circumstances, VIHFA may consider the funding of a long-term feasibility reserve capitalized out of limited partner equity proceeds to as a means to meet the DSCR requirement. The DSCR will be calculated including all non-discretionary debt service payments. Project must reflect a 1.0 Debt Coverage Ratio (DCR) for the period of debt service or affordability period (rehabilitation requires fifteen (15) years; reconstruction requires twenty (20) years), whichever is longer.

7.0.2: Submission Requirements

In accordance with VIHFA's Disaster Recovery Action Plan incorporating Amendment 1, approved by HUD and effective March 1, 2019, qualified Subrecipients and Developers can receive funds from the Community Development Block Grant - Disaster Recovery ("CDBG-DR") program.

In order to obtain such funding, Subrecipients and Developers are required to submit an application to CDBG-DR, along with written responses to any deficiency letter issued by CDBG-DR, all written attachments, addenda, and amendments pertaining to the application. Upon the approval of the application, CDBG-DR issues a Project Specific Award Agreement to the Subrecipient or Developer; subject to certain Special conditions, to wit, a metes and bounds Survey and any easements, and General Conditions such as Project financing, evidence of site control, and compliance with certain continuing commitments contained in the CDBG-DR Regulatory Agreement.

CDBG-DR shall provide Gap Financing loans to Developers, and Gap Financing grants to Subrecipients. To secure the financing provided by CDBG-DR (the "Gap Financing Loan" or "Gap Financing Grant"), the Subrecipient or Developer shall execute and deliver to the VIHFA certain documents to the CDBG-DR program.

At Closing, Subrecipients shall deliver the following documents to CDBG-DR:

- A. CDBG-DR Leasehold Mortgage (Construction Security Interest) Assignment of Leases and Rents and Security Agreement and any Addenda thereto (the "Leasehold Mortgage"). The Leasehold Mortgage will be recorded against the Property in the Office of the Recorder of Deeds and shall be subordinate to a construction loan for the construction of improvements on the Property and a permanent loan obtained by the Subrecipient to finance such improvements after completion.

- i. CDBG-DR Gap Financing Loan Agreement. The CDBG-DR reserves the right to

assign interest rates when required for financing and shall be enforceable for a term of 15 years for rehab and 20 years for new construction (the “CDBG-DR Loan”);

- ii. CDBG-DR Multi Family Gap Financing Note. All Grants will be assigned an interest rate of 0%. The Repayment of the Grant shall be made in the event of the sale or refinancing of the Property;
 - iii. CDBG-DR Agreement of Proposed Guarantor;
 - iv. CDBG-DR Guarantor Certificate Regarding Financial Statements;
 - v. CDBG-DR Regulatory Agreement (15 or 20 years minimum);
 - vi. CDBG-DR Performance and Completion Guaranty;
- B. At Closing, Developers shall deliver the following documents to CDBG-DR:
- i. CDBG-DR Leasehold Mortgage (Construction Security Interest) Assignment of Leases and Rents and Security Agreement and any Addenda thereto (the “Leasehold Mortgage”). The Leasehold Mortgage will be recorded against the Property in the Office of the Recorder of Deeds and shall be subordinate to a construction loan for the construction of improvements on the Property and a permanent loan obtained by the Developer to finance such improvements after completion.
 - ii. CDBG-DR Gap Financing Loan Agreement. The CDBG-DR reserves the right to assign interest rates when required for financing and shall be enforceable for a term of Ten (10) years (the “CDBG-DR Loan”);
 - iii. CDBG-DR Multi Family Gap Financing Note. All Grants will be assigned an interest rate of 0%. The Repayment of the Grant shall be made in the event of the sale or refinancing of the Property.

7.1: Evaluation of Project Development Costs

VIHFA has established minimum underwriting standards for evaluation of project development costs for all applicants. The purpose of the underwriting standard is to ensure that:

- Project costs are reasonable;
- All sources of project financing are committed;
- To the extent practicable, CDBG-DR funds are not substituted for non-Federal financial support;
- The project is financially feasible;

- To the extent practicable, the return on the Developer’s equity investment will not be unreasonably high; and
- To the extent practicable, CDBG-DR funds are disbursed on a pro-rata basis with other finances obligated to the project.

Where required, VIHFA will also consider more stringent underwriting requirements imposed by other lenders, equity providers, or the credit enhancer. Requests for use of alternative standards other than those established by VIHFA must be supported by written explanation and appropriate documentation. The use of the VIHFA maximum cost limits or any alternate standards for determining reasonableness of the development costs of the proposed project is at the sole discretion of VIHFA.

If VIHFA determines that the cost of the project as presented is not reasonable using VIHFA's cost standards or the alternative standards at the time of initial application review, the CDBG- DR award will be reduced by the amount determined unreasonable.

The following standards will be applied to specific cost items. Even if the specific line item is not being paid with LIHTC equity or VIHFA CDBG-DR funds, any excessive cost, regardless of the source of financing, increases the gap and affects the public subsidy needed by a transaction. As a result, VIHFA reserves the right to require any applicant to provide a justification of any development cost line item.

7.2: Acquisition

In all cases and regardless of which proposed funding source will pay for the acquisition price, an appraisal will be used to assess the reasonableness of the acquisition price in the project budget. The applicant shall pay all appraisal cost associated with the project and obtain an appraisal from a certified appraisal company. However, VIHFA, in its sole discretion, may accept an appraisal that is required by another lender and prepared by an independent professional appraiser for that lender. For transactions involving acquisition costs, VIHFA may, as a condition of a reservation, the intended purchaser must confirm that the planned acquisition conforms with acquisition and implementing regulations at 49 CFR part 24, except where waivers or alternative requirements are provided for in this Notice. The acquisition price is defined as the consideration offered for the transfer of title and legal ownership.

For purposes of this section, the acquisition price does not include Reasonable and necessary soft costs related to the acquisition, such as legal expenses associated with zoning, title expenses, relocation costs, and engineering fees; or off-site improvements, such as extensions of infrastructure necessary to prepare the site for its intended use, provided that the absence of such improvements is clearly noted and accounted for within the appraisal’s estimate of “asis” value.

For purposes of this section, an Arms-Length Transaction is one between parties made freely and independently of each other, and without a special relationship such as family relationship, other business relationship, or the existence of a controlling interest between the parties. In contrast, a Related Party Transaction includes one between parties where familial, business, controlling

interests, or other close ties exist prior to the transaction.

In general, the acquisition price must meet the following requirements:

- In the case of an Arms-Length Transaction, the acquisition price must be less than or equal to the “as is” appraised value of the property.
- In the case of a transaction involving a change of use, the acquisition price must not exceed the lesser of the “as is” appraised value or the “as completed” appraised value based on the project’s projected end use.
- In the case of a Related Party Transaction where the property was acquired less than two (2) years before the application date, the acquisition price must not exceed the lesser of the “as is” appraised value or the applicant’s original acquisition price plus carrying costs acceptable to VIHFA.
- In the case of a Related Party Transaction where the property was acquired two or more years before the application date, the acquisition price does not exceed the “as is” appraised value of the property.
- Any portion of the acquisition price more than the "as is" value may not be financed or reimbursed by CDBG-DR or other project sources, may not be used in calculating the developer fee, and may not be reimbursed from cost savings at final closing. The excess must be paid with non-project sources such as proceeds of the developer fee.

Exceptions to the acquisition price standards may be submitted to VIHFA on a case-by-case basis. Waivers to the acquisition price limitations will be in VIHFA’s sole discretion, and VIHFA expects the approval of such excess acquisition prices to be extremely limited.

7.3: Construction Hard Costs

VIHFA must be given the opportunity to review the development plans and to comment on the project design.

Construction hard costs are the actual costs of constructing or rehabilitating housing. These costs include the following:

- (1) For new construction projects, costs to meet the new construction standards set forth by VIHFA, to incorporate principles of sustainability, including water and energy efficiency, resilience, which will mitigate the impact of future disasters;
- (2) For rehabilitation, costs to meet the property standards for rehabilitation standards set forth by VIHFA; as required by HUD, to incorporate principles of sustainability, including water and energy efficiency, resilience, which will mitigate the impact of future disasters, and
- (3) For both new construction and rehabilitation projects, costs:

- (i) To demolish existing structures;
 - (ii) To make utility connections including off-site connections from the property line to the adjacent street; and
 - (iii) To make improvements to the project site that are in keeping with improvements of surrounding, standard projects. Site improvements may include on-site roads and sewer and water lines necessary to the development of the project. The project site is the property, owned by the project owner, upon which the project is located.
 - (iv) Under 83 FR 5844, all new construction or substantial rehabilitation projects must include installation of broadband infrastructure.
- (4) For both new construction and rehabilitation of multifamily rental housing projects, costs to construct or rehabilitate laundry and community facilities that are located within the same building as the housing, and which are for the use of the project residents and their guests.
- (5) Costs to make utility connections or to make improvements to the project site may be eligible in connection with acquisition of standard housing.

7.4: Construction Hard Cost Contingency

Construction hard cost contingencies will be limited to the following:

- All new construction projects shall have a construction hard cost contingency line item of no more than five percent (5%) of total construction hard costs, including general requirements, builder profit and overhead.
- Rehabilitation and adaptive reuse projects may include a hard cost contingency line item not to exceed ten percent (10%) of total hard costs with the proper justification.

7.5: Maximum Rents

Rents for units designated as affordable may not exceed the limits of the most restrictive funding source. Applications that anticipate the use of project-based rental assistance must show a breakdown of the actual rent to be paid by tenants and the estimated rental subsidy that will be received by the project owner. Rents must allow for a reasonable affordability window so that tenants below the maximum income for targeted units are not paying a disproportionate percentage of their income for rent (i.e., more than thirty percent (30%) for general occupancy projects or thirty percent (35%) for elderly projects). For purposes of the CDBG-DR, maximum unit rents (inclusive of tenant paid utilities) may not exceed thirty percent (30%) of the imputed gross income limit applicable to each unit based on an assumption of one and one-half (1.5) persons per bedroom for units with one or more bedrooms and one (1) person per bedroom for efficiency or Single Room Occupancy (SRO) units. For example, the maximum rent calculation

for a two-bedroom unit targeted to households at forty percent (40%) the area median income would be calculated by dividing forty percent (40%) of the area median income for a three (3) person household by twelve (12) and multiplying by thirty percent (30%). For units restricted to elderly households, the imputed household size may not exceed three (3) persons regardless of the number of bedrooms. For example, in a non-age restricted unit, the rent for a three- bedroom unit would be based on an assumption of a four and one-half (4.5)-person household, but if designated as an elderly unit the maximum rent must be calculated based on a household of three (3) people. Area Median Income charts, including adjustments for household size, are published annually by HUD, and posted by VIHFA. The current charts can be accessed on VIHFA's website at: www.huduser.gov.

7.6: Vacancy Rate

All projects will be underwritten with a minimum vacancy rate of five percent (5%).

7.7: Operating Expenses

Annual operating expenses, including all real estate taxes and replacement reserves, shall be not less than an amount determined to be reasonable and necessary by VIHFA. For projects with funds from the U.S. Department of Agriculture Rural Development (USDARD), the operating expenses will be based upon the current USDARD approved operating budget.

In evaluating the long-term viability of the project, VIHFA requires that operating expenses (including property taxes) must be projected to increase by not less than three percent (3%) annually.

The proposed management agent (or management staff if there is an identity of interest) must sign a statement (to be submitted with the full application) agreeing that the operating expense projections are reasonable.

7.8: Reserves

7.8.1: Rent-up Reserves

All project budgets must include provision for deposit of a reasonable amount per unit for rent-up reserve. The amount must be established based on the projected rent-up time considering the market and target population, but in no event shall be less than \$300 per unit. These funds must be available to the management agent to pay rent-up expenses incurred in excess of rent-up expenses budgeted and approved. The funds are to be deposited in a separate bank account and evidence of such transaction provided to the Agency ninety (90) days prior to the expected placed in-service date. All funds remaining in the rent-up reserve at the time the project reaches ninety-three (93%) occupancy must be transferred to the project replacement reserve account.

Tax-exempt bond projects may apply for a waiver from this requirement. For those projects receiving RD loan funds, the two percent (2%) initial operating and maintenance capital established by RD will be considered the required rent-up reserve deposit.

7.8.2: Replacement Reserves

All project budgets must include provision for deposit of a certain minimum amount per unit per year in the replacement reserves deposits. All new construction projects must budget replacement reserves of a minimum of \$300 per unit per year. Rehabilitation and adaptive reuse projects must budget replacement reserves of \$350 per unit per year. The replacement reserve must be capitalized from the project's operations, escalating by three percent (3%) annually.

In both types of renovation projects mentioned above, the Agency reserves the right to increase the required amount of annual replacement reserves if the Agency determines such an increase is warranted after a detailed review of the project's physical needs assessment. For those projects receiving RD loan funds, the required funding of the replacement reserve will be established, administered, and approved by RD.

VIHFA reserves the right, in its sole discretion, to require a capital needs assessment (CNA) prepared by a qualified third party from applicants. Replacement reserve deposits must be adequate to support the project as determined by the CNA. Additionally, VIHFA reserves the right, in its sole discretion, to require a new CNA every five to ten years and adjust the replacement reserves deposits based upon such new assessment, if necessary.

7.8.3: Operating Reserves

As part of the development budget, each project (except those receiving loan funds from RD) must establish an operating reserve equal to the greater of a \$1,500 per unit or six months of underwritten operating expenses, debt service payments, and required deposits to reserves. At a minimum, capitalized operating reserves must remain in place at this level until the project has achieved a minimum 1.15 debt service coverage ratio, economic break-even operations for one complete fiscal year as confirmed by the project's annual audit, and reached and sustained ninety percent (90%) occupancy for twelve (12) consecutive months. In the discretion of VIHFA, the operating reserve may be reduced over the next three (3) years to not less than three months of underwritten operating expenses, debt service payments, and required deposits to reserves provided the project continues to achieve economic break-even operations and sustains ninety percent (90%) occupancy. Upon release, operating reserves generally may be used to pay any outstanding deferred developer's fee, reduce any CDBG-DR loan, fund other reserves, fund project betterments, or otherwise be applied as approved by VIHFA. The operating reserve must be maintained for the duration of the extended use period.

The operating reserve can be funded by deferring the developer fees of the project. If this method is utilized, the deferred amounts owed to the developer can only be repaid from cash flow if all required replacement reserve deposits have been made.

7.9: Investor Services Fees

Investor services fees must be paid from net cash flow and not be calculated into the minimum debt coverage ratio.

8.0: Program Administration

VIHFA will administer and oversee all activities and expenditures in connection with the CDBG-DR funds. VIHFA employees, along with contractors procured to aid VIHFA staff, will ensure that the activities undertaken meet all program requirements, including: the disaster threshold, eligibility, national objective, compliance, fair housing, labor standards, nondiscrimination, environmental regulations, and procurement regulations.

VIHFA will monitor the activities in accordance with HUD, CDBG-DR and VIHFA monitoring and compliance requirements so that each activity funded will meet the disaster threshold and one of HUD's national objectives, with emphasis on eligible activities achieving the rehabilitation or reconstruction of affordable housing units primarily benefiting low- and moderate-income persons.

8.1: Virgin Islands Housing Finance Authority Role as Grantee

VIHFA, as the HUD CDBG-DR grantee, will retain administrative management and compliance oversight responsibilities of all CDBG-DR activities and will establish and maintain financial accountability for CDBG-DR funds, compliance with CDBG-DR requirements and establish and maintain project files and records. VIHFA CDBG-DR will also provide technical assistance to developers when applicable, conduct eligibility and feasibility reviews, and conduct project underwriting.

VIHFA is responsible for ensuring compliance with CDBG-DR statutory, regulatory, and programmatic requirements including but not limited to the following:

- Compliance with National Objectives and eligible activities,
- Duplication of Benefits (DOB) review,
- Davis-Bacon compliance and monitoring,
- National Environmental Protection Act (NEPA) compliance,
- HUD Section 3 Compliance

- Uniform Relocation Act Compliance,
- Federal Fair Housing / EEO,
- Program income, and
- Americans with Disabilities (ADA) compliance, as applicable and Section 504 compliance.

8.2: Program Marketing

VIHFA CDBG-DR Division will fund VIHFA, subrecipients, management agencies developer projects after reviewing for eligibility and feasibility. If additional funding becomes available, a Notice of Funding Availability would be published in local printed media and VIHFA's websites.

8.3: Project Eligibility

To be eligible for assistance, projects must:

- Be located in the USVI;
- Demonstrate a tangible connection to addressing a recovery need arising from the disaster. Evidence such as FEMA report on damage to housing stock in the project's market area, indications that the storm exacerbated a shortage of housing in the area served by the project, local government statements that the project meets a housing or economic recovery need arising from the storm and similar documentation demonstrate tie-back to the storm(s); and
- Provide housing primarily for Low- and Moderate-Income persons.

8.4: Relocation

A CDBG-DR assisted project that includes acquisition of real property must include the costs of relocation in the project scope and budget. See the requirements in section 3.18.4 Cross-Cutting Federal Requirements Tenant Protection Under Uniform Relocation Act (URA) below.

8.5: Technical Assistance and Review of Project Scope and Budget

Subrecipients and developers will be provided Technical Assistance throughout the implementation process, including through project initial rent-up. Technical Assistance sessions may include:

- Review of the project description, recovery rationale, budget including source and use of funds and operating budget for review.
- Discussion of VIHFA staff review project readiness and alignment with program policies

and priorities.

- CDBG-DR program eligibility requirements, including “tie-back” to the storm and green building requirements
- Cross-cutting federal requirements for compliance with Davis-Bacon, Uniform Relocation Act (URA), Section 3, Fair Housing. These requirements are described in further detail later in this policy manual.

8.6: Pre-Award Verifications

Applicants are responsible for providing truthful, accurate and complete applications to the Program. However, prior to making an award, the Program is responsible for reviewing each project file to verify all information is complete, applicant eligibility is verified, and all benefit calculations are completed correctly.

8.7: Award Calculation for Project Scope and Budget Proposals

CDBG-DR is the funding of last resort and cannot be used to replace other available funding. As such, CDBG-DR is considered as “gap-filler” financing and awards will be the minimum amount of financing necessary to reduce the project’s debt service and to ensure long term project viability.

This process assures that CDBG-DR funds are only used to fund the projects' unmet need after all other sources of financing are committed. Each project Scope and Budget Proposal will be reviewed, along with source documentation, evidencing total project financing. This strategy leverages a significant number of other sources of capital subsidy to support and promote high quality, construction-ready projects that may advance one of the specific housing priorities of the Territory.

A per unit cap of up to \$400,000.00 has been identified; however, there may be circumstances where additional costs may be incurred and will be reviewed against cost reasonableness and resiliency measures on a case-by-case basis. The unmet need is the financing gap identified in the project underwriting, less any assistance classified as duplicative in the Duplication of Benefits review.

Project Scope and Budget Proposals must demonstrate that the rent proceeds or other funding sources will allow for adequate resources to meet capital needs for the length of the affordability period.

8.8: Evaluation of Projects

VIHFA will review the projects for:

- Tie to the storm
- CDBG-DR eligibility
- Meet LMI National Objective
- Duplication of Benefits
- Cost Reasonableness

8.9: Duplication of Benefits (DOB)

Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (42 U.S.C.§5155) prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster for which he has received financial assistance under any other program or from insurance or any other source. In accordance with the Stafford Act, Disaster Recovery funds issued through the Department of Housing and Urban Development’s CDBG-DR program may not be used for any costs for which other disaster recovery assistance was previously provided for the same purpose.

As mandated by law, all projects receiving CDBG-DR funding must undergo an analysis of duplication of benefits to ensure no funds have been or will be received for the same purpose as the intended CDBG-DR grant. This Program provides “gap financing” to qualified affordable housing Development Partners to finance construction of new affordable housing in storm-impacted communities or rehabilitate existing properties. All projects will be underwritten to these Program standards. Developers must disclose all sources of funding for project finance in accordance with the following list of potential sources of funding that may result in a duplication of benefits.

Generally, financial assistance received from any other source that is provided **for the same purpose** as the CBDG-DR funds is considered a Duplication of Benefit (DOB). The Territory’s policy is in accordance with HUD’s guidance on duplication of benefits; details for preventing Duplication of Benefits can be found in the VIHFA General Administrative Policy.

The Program must consider the total assistance available to the Developer for the project. This includes all benefits, including cash, insurance proceeds, grants from FEMA, SBA loans, as well as any other assistance received by the applicant from other local, Territory or federal programs, or private or nonprofit charities. Developers should pay special attention to the following potential sources of benefits:

- National Flood Insurance Program (NFIP): Insurance proceeds received must be disclosed by the project owner and/or Subrecipient.
- Private Insurance: All insurance proceeds received must be disclosed by the Developer.

Where necessary, the Program will look for “undeclared” insurance benefits as well as confirming those disclosed by the project owner and/or Subrecipient.

- FEMA: FEMA proceeds received must be disclosed by the project owner and/or Subrecipient.
- Other: Funds received from other sources must be disclosed by the project owner and/or Subrecipient and verified by the Program. Examples include nonprofits, other governmental agencies, and social groups.

CDBG-DR funds cannot supplant other funding; project budget, sources and uses documents will be reviewed to ensure an appropriate amount of CDBG-DR assistance. All Applicants are required to report all assistance reasonably anticipated. Reasonably anticipated funds include assistance that has been awarded, but has not yet been received, as well as funding the Developer anticipates will be making an application. If excessive funds are reported or identified, the CDG-DR funds will be the funding source reduced.

All applicants requesting CDBG-DR funding will be required, as a condition of funding to sign a Subrogation Agreement with HFA.

8.10: Program Income

All collection of payments for CDBG-DR funds disbursed as interim loans shall be considered Program Income and maintained by VIHFA CDBG-DR under the direction of VIHFA. These are to include loan payments – inclusive of principal and interest – from the Developer, as well as any loan or grant repayments because of program noncompliance. To the maximum extent feasible, program income shall be used or distributed before additional withdrawals from the U.S. Treasury are made, in accordance with 83 FR 5844. VIHFA CDBG- DR will establish an independent, no-interest bearing account for program income received from the Program. Program income activity shall be reported VIHFA CDBG-DR Financial Division. Program income does not include any operating income generated by the project after any loans funded through CDBG-DR funds are repaid, and the Project is occupied.

8.11: Project Funding and Disbursement

CDBG-DR funds may be available at either Grant or Permanent Loan closing, in which not only CDBG-DR, but all funds needed to complete the project will be documented as available. Closing may not take place until title clearance has been obtained. Any required flood and other applicable insurance will be confirmed at the closing.

Each development project will be registered as a separate activity in HUD’s Disaster Recovery Grant Reporting System (DRGR) and CDBG-DR funds will be drawn down accordingly. All expenses for which reimbursement is being sought must be provided, as required by VIHFA’s financial management policies. Acceptable documentation includes but is not limited to invoices,

receipts, evidence of payment (if appropriate), engineer/architect cost certification, as well as other items, such as inspection reports, based on the expense.

8.12: Subrecipient Agreements

VIHFA will enter a Subrecipient Agreement with subrecipients which will include the following federal requirements including, but not limited to those listed below:

- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold);
- Termination for cause and for convenience by the grantee or subrecipient including how it will be affected and the basis for settlement. (All contracts that exceed \$10,000);
- Compliance with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts that exceed \$10,000 by grantees and their contractors or subrecipients);
- Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair);
- Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts exceeding \$2,000 awarded by subrecipients, grantees and subrecipients when required by Federal grant program legislation);
- Compliance 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 CFR part 5). (Construction contracts awarded by grantees and subrecipients exceeding of \$2,000, and more than \$2,500 for other contracts which involve the employment of mechanics or laborers);
- Compliance with Sections 503 and 504 of The Rehabilitation Act of 1973 (29 U.S.C 794) as supplemented by Department of Labor regulations (41 CFR Part 60-741 and 24 CFR 8);
- Compliance with Uniform Relocation Act;
- Notice of awarding agency requirements and regulations pertaining to reporting;
- Access by the grantee, the subrecipient, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books,

documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and

- Transcriptions;
- Retention of all required records for three years after grantees or subrecipients make final payments and all other pending matters are closed;
- Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts more than \$100,000);
- Mandatory standards and policies relating to energy efficiency which are contained in the territorial energy conservation plan issued in compliance with the Energy Policy and Conservation Act (U.S.C. 6201).
- Subrogation agreement, subrogation is the process by which duplicative assistance received by the Development Partner after receiving CDBG-DR funding is remitted to the Program to avoid a duplication of benefit.

8.13: Developer/Loan Agreement Provisions

The agreements and legal documents with the developer or contractor, will include all the performance and compliance requirements for each project, including but not limited to:

- Project budget,
- Development and operating pro forma covering the affordability period fifteen (15) years for rehabilitation; twenty (20) years for new construction),
- Project description, number of units, unit type, design, construction standards,
- Unit breakdown,
- Rent schedule,
- Affordability requirements,
- Lease requirements,
- Tenant selection criteria,
- Compliance with Territory and local tenant-landlord laws,
- Conditions for faith-based organizations,
- Lead-Based Paint requirements,
- Fair housing and equal opportunity provisions,

- Fund disbursement,
- Record keeping and reporting provisions,
- Enforcement provisions,
- Procedures for securing rent increases,
- Debarment checks,
- Federal Financial Accountability and Transparency Act reporting
- Procedures for requesting withdrawal from reserves, and
- Compliance requirements, including the monitoring checklist that will be used, and building procured.

8.14: Construction Monitoring

Applicants shall be responsible for the selection of their project construction contractors financed under the Program. Monitoring project construction and occupancy will also be the responsibility of the applicant.

VIHFA CDBG-DR will monitor all projects for compliance under this program, which includes:

- Overall management systems,
- All required contract provisions (i.e., period of performance, specific milestones/deliverables, and liquidated damages provisions)
- Financial management,
- Eligible costs,
- Cost allowability,
- Cost allocation,
- Construction management,
- Bond requirements,
- Written agreements deadlines, milestones, or other requirements,
- Property standards,
- Relocation,
- Labor standards,

- Production outcomes,
- Construction contracts,
- Reporting,
- Initial and ongoing occupancy,
- Requirements for properties located in a special flood hazard area and
- Requirements as outlined in Subrecipient Agreement.

Specifically, VIHFA will provide oversight to the construction through progress inspections for payments as well as periodic quality reviews.

Throughout the duration of the construction, the subrecipients and developer shall comply with all restrictions, covenants, and easements affecting the Premises, Developer’s Interest in the Premises, or the Improvements and cause the satisfaction of all material conditions of the agreement.

To monitor construction progress, VIHFA CDBG-DR, and its representatives, shall be granted access during normal business hours, to enter the construction site to perform the following activities, as deemed necessary:

- Inspect improvements and all materials to be used in the construction;
- Examine all available detailed Plans;
- Compliance with all applicable cross-cutting regulations and program guidelines; and
- Any other activities VIHFA CDBG-DR deems necessary to the success of the Project.

Until the Date of Conversion to permanent financing, the Developer shall submit monthly reports to VIHFA CDBG-DR indicating the status of completion of the Improvements compared to estimates, and such other information as VIHFA CDBG-DR may reasonably request. The reports shall be delivered in an acceptable form and substance to VIHFA CDBG- DR.

8.15: Developer Loan Closing Requirements

This section sets forth the responsibilities and obligations that the Developer must meet to enter into a binding CDBG-DR Agreement with VIHFA CDBG-DR. All existing LIHTC projects under this Program may be required to submit an addendum to their CDBG-DR application that identifies changes (as applicable) since the date of submission. The addendum may include, but is not limited to, a revised development funding plan and proforma accounting for the costs and timeline of implementing the CDBG-DR requirements, an updated design and plan specifications (as applicable), and other documentation as requested by VIHFA CDBG-DR. At the discretion of VIHFA CDBG-DR, CDBG-DR funding will be made available to pay for the eligible costs related to the update of the design to meet the CDBG-DR design requirements. In addition, the following certificates must be submitted for the CDBG-DR Agreement to be considered complete: _____

- Certificate of Filing of the Developer's Income Tax Returns for the past two (2) years
- Certificate of Filing of the Debt stating its tax status with Virgin Islands Internal Revenue Bureau of Good Standing or Authorization to Do Business in the Virgin Islands.

If any of the above certifications are incorrect for any cause attributable to the Developer, VIHFA CDBG-DR shall have just cause for terminating the CDBG-DR Agreement immediately. The following documentation must be received and accepted by VIHFA CDBG-DR prior to the execution of the CDBG-DR Agreement:

- a) As it pertains to construction, the following will have been received: Approved Plans by all pertinent Governmental Authorities with the improvements as shown by the Plans in compliance with all applicable zoning and construction laws, ordinances, and regulations.
- b) A Construction Contract that satisfactorily provides for the construction of the Improvements;
- c) Evidence that all roads and utilities necessary for the full utilization of the Improvements for their intended purposes have been completed or are contemplated within the Improvements or the presently installed and proposed roads and utilities are sufficient for the full utilization of the Improvements for their intended purpose; and
- d) That the construction of the Improvements theretofore performed, if any, was performed in accordance with the Plans and will be finished along with all necessary roads and utilities on or before the Construction Completion Date.
- e) Financial Statements for the prior two years of the Developer, and/or Owner, and any other financial documents and/or data deemed reasonably required by VIHFA CDBG-DR;
- f) Evidence of payment and performance bonds and labor and materials payment bonds, each for penal sums equal to the amount of the Construction Contract, each naming VIHFA CDBG-DR and VIHFA as co-obligees, with a company having a rating of A or better and a financial size of V or better with Best Rating Service and acceptable to VIHFA CDBG-DR, the Workmen's Compensation Fund and other insurance policies (together with evidence of the payment of premiums) required hereunder and/or under any other Loan Document;
- g) Copy of the Construction Contract and a copy of the Developer's agreement with the Developer's Architect certified by the Developer;
- h) The Project Cost Statement / Development Proforma;
- i) The terms and conditions of such agreements must be acceptable to VIHFA CDBG-DR.
- j) A copy of the public instrument (deed, lease agreement, sales contract, option agreement,

among others) relating to the Developer's acquisition of the Developer's Interest in the Premises and all documents related therewith;

- k) The Developer must provide evidence that it has met all conditions defined in its LIHTC-Operating Agreement as of the date of the Initial Advance with respect to ensuring that the Capital Contributions have been compiled with to the extent possible;
- l) Environmental Review, which includes the Approved Request for Release of Funds (RROF) and Finding of No Significant Impact (FONSI), if applicable.
- m) Copies of any inspection and/or test records and reports made by or for the Developer's Architects;
- n) A construction schedule for the Improvements;
- o) A progress schedule showing the interval of time over which each item of Direct Cost and Indirect Cost is projected to be incurred and paid, as well as a breakdown of all Direct Costs to be incurred for the construction of the Improvements; and
- p) Evidence of compliance with CDBG-DR funding requirements, including but not limited to, adherence to, at least, one Green Building Standard, and the inclusion of Broadband Infrastructure requirements.
- q) The following items must be received and reviewed by VIHFA CDBG-DR's Legal Counsel prior to the execution of the CDBG-DR Agreement:
- r) The Loan Documents and any other document reasonably required by VIHFA CDBG-DR;
- s) Evidence of payment for a Title Insurance policy;
- t) Evidence that all taxes and other levies imposed upon the Premises or on the Developer's Interest in the Premises and/or improvements are fully paid and current;
- u) Copies of all applicable authorizations as determined by VIHFA CDBG-DR or VIHFA CDBG-DR's Counsel (on behalf of VI HFA CDBG-DR):
 - i. Plot plan and subdivision approvals;
 - ii. Zoning variances;
 - iii. Sewer, building, flood, and all permits required for construction, use, occupancy, and operation of Premises;
- v) Agreements from Developer's Architects and the Contractors, including but not limited to, design agreement(s), construction contract agreement(s);
- w) A survey of the Premises certified by a civil engineer or surveyor acceptable to VIHFA CDBG-DR and the Title Insurer showing:

- i. The paid title insurance policy must be equal to the Mortgage and issued by the Title Insurer. The Title Insurer shall insure the Mortgage to be a valid First or Second lien on the Mortgaged Property free and clear of all defects, liens, claims and encumbrances and shall contain reference to a survey.
 - ii. The location of the perimeter of the Premises by courses and distances;
 - iii. All easements, rights-of-way, and utility lines referred to in the title policy required by the agreement or which i. or cross the Premises;
 - iv. The lines of the streets abutting the Premises and the width thereof, and any established building lines;
 - v. Encroachments and the extent thereof upon the Premises;
 - vi. The Improvements to the extent constructed, and the relationship of the Improvements by distances to the perimeter of the Premises, established building lines and street lines; and
 - vii. If the Premises are described as being on a filed map, a legend relating the survey to said map;
- x) Copy of the operating agreement of the Developer, as amended, and a copy of the organization documents of the Managing Member of the Developer, and the appropriate legal authorizations of Developer issued by the Virgin Islands Government and/or the state of incorporation (to the extent required); and
 - y) An opinion of Developer's counsel covering, among other matters, the organization and existence of the Developer, the power of the Developer to enter into the Loan Documents and to perform all transactions contemplated by the agreements referred to therein, and the due execution, validity, and enforceability of the Loan Documents, Note(s), Security Agreement and all other documents and instruments pertaining to the Loan.

It is the responsibility of the Developer to ensure that the applicable Building Codes are applied and permits obtained through the Department of Planning and Natural Resources.

8.16: Construction Management

The Developer should include the following provisions as part of the Construction Contract with the Contractor:

- a) the Contractor will deliver to VIHFA CDBG-DR copies of all major subcontracts, Change Orders, and any other contract, purchase order, or subcontract covering labor, materials, equipment, or furnishings to or for the Improvements; and
- b) the names of all persons and/or entities with whom the Contractor contracts for the construction of the Improvements or the furnishings of labor or materials.

- c) Lien release shall be submitted with each request for reimbursement that includes construction or rehabilitation costs.

Further, the Developer shall acknowledge that Ten percent (10%) from each construction payment will be withheld, and that said retainage will be paid subject to the terms of the CDBG-DR Agreement and the Construction Contract. All such subcontractors to be utilized by the Contractor in the development and construction of the Improvements shall be reasonably acceptable to VIHFA CDBG-DR.

- Receipt of the Use Permit for the Improvements and the release from the bonding company that issued the Bonds.
- Written recommendation by the VIHFA CDBG-DR's Inspector confirming that:
 - o construction of the Improvements has been completed;
 - o all necessary utilities and roads have been finished and made available for use;
 - o receipt of satisfactory evidence of the approval and issuance of permits by all Governmental Authorities of the Improvements in their entirety for permanent occupancy; and of the contemplated uses thereof, to the extent any such approval is a condition of the lawful use and occupancy thereof;
 - o If requested by VIHFA CDBG-DR, a current final "as built" or "completion" survey of the Premises, certified to VIHFA CDBG-DR and the Title Insurer, showing the completed Improvements;
 - o Architect's certificate, confirming that the Improvements have been completed substantially in accordance with the Plans and acknowledging payment in full for the Architect's services;
 - o Developer's certificate, accepting the Improvements as completed;
 - o Final releases of payment from all persons who supplied material services, labor or materials for the Improvements and certificates from the Contractor and the subcontractors acknowledging such payments, including an affidavit; and
 - o Such other evidence or documents as VIHFA CDBG-DR may deem reasonably necessary.

8.17: Documents Required upon Completion of Construction

Upon completion of the funded project, the Subrecipient or Developer will provide the following documents to CDBG-DR:

Required Documents:

- All required Program Eligibility Documents or any updates thereto;

- Certificate of Occupancy;
- Certificate of Completion;
- Elevation Certificate (if elevated)
- Proof that project was completed according to the applicable Green Building Standard selected in the application and/or commitment letter; which may consist of documentation from construction monitor or project architect,
- Update title;
- Satisfactory indication that all compliance obligations including Fair Housing, Davis Bacon, Section 3, Section 504 and M/WBE are up to date,
- Copies of all Program approved change orders;
- Final cost certification
- Permits as required and applicable.

9.0: Lease Compliance and Monitoring

9.1 Determining Tenant Eligibility

The executed subrecipient and/or grant agreement defines the number of affordable housing units that must be included in the project. The Developer and any subsequent project owners must ensure that all tenants of the affordable housing units, both at initial lease up and throughout the project's Affordability Period, meet income and other eligibility requirements.

Property owners or management firms will report project compliance at initial lease up and on an annual basis for a minimum term of the Affordability Period. Reporting will be submitted to the agency that executed the agreement. The Subrecipient/Developer will report project compliance to VIHFA for any Public and Affordable Housing projects where they implemented the CDBG-DR activity. VIHFA Housing and Compliance and Monitoring managers will confirm that each project has leased the number of affordable housing units required in the executed grant agreement to LMI households throughout the Affordability Period.

Project owners of projects where VIHFA implemented the CDBG-DR activity will be required to report project compliance at initial lease up and on an annual basis for a minimum term of the Affordability Period.

Compliance monitoring of initial project rent-up monitoring will include but is not limited to

the review of tenant eligibility and income documentation, rent rolls, project budgets and financial records.

9.2 Monitoring Plan

VIHFA is responsible for all oversight and compliance for all activities funded with CDBG-DR, regardless of the entity undertaking the implementation of the activity.

Although the CDBG-DR funding has a six-year expenditure deadline of six (6) years (from signing of the initial grant agreement, or September 24, 2018), VIHFA has compliance responsibilities throughout the term of the HUD grant through closeout, and for long-term compliance of the Subrecipient/Developer projects throughout each project's Affordability Period.

VIHFA must ensure compliance with applicable regulations, which include but are not limited to: record keeping, overall administration, financial management, environmental compliance, citizen participation, conflict of interest, procurement, Davis-Bacon Labor Standards, housing qualify standards, affordability period compliance, production outcomes, written agreement milestones and requirements, cost allocability, cost allowability, duplication of benefit, civil rights regulations (Minority and Women's Business Enterprise, Section 3, Fair Housing, Limited English Proficiency, and American with Disabilities Act), property acquisition and management, displacement, relocation, requirements for properties located in a special flood hazard area, and unit replacement.

The CDBG-DR Program has established a Monitoring Plan to ensure that all programs and projects comply with applicable federal, Territory, and local regulations and effectively fulfill the goals set forth in the Action Plan and the Action Plan Amendments.

The Monitoring Plan serves to identify risks, deficiencies, and remedies relating to VIHFA directly administered programs, administrative and financial management, and programs administered via VIHFA subrecipients/developers. The Monitoring Plan seeks to accomplish the following objectives:

1. Determine if a subrecipient is carrying out its obligations, and its activities as described in the Action Plan for CDBG-DR assistance and its related grant or subrecipient agreement.
2. Determine if a subrecipient is carrying out its activities in a timely manner, in accordance with the schedule included in the subrecipient agreement.
3. Determine if a subrecipient is charging costs to the project that are eligible under applicable laws and CDBG-DR requirements, and reasonable considering the services or products delivered.
4. Determine if a subrecipient is conducting its activities with adequate control over program and financial performance, and in a way that minimizes opportunities for waste, mismanagement, fraud, and abuse.

5. Assess if the subrecipient has a continuing capacity to carry out the approved project, as well as future grants for which it may apply.
6. Identify potential problem areas and to assist the subrecipients in complying with applicable laws and regulations.
7. Assist subrecipients in resolving compliance problems through discussion, negotiation, and technical assistance (TA) and training.
8. Provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by grantee/subrecipients, and not repeated.
9. Comply with the federal monitoring requirements of 24 CFR 570.501(b) and with 2 CFR 200, as applicable.
10. Determine if any conflicts of interest exist in the operation of the CDBG-DR program per 24 CFR 570.611.

Applicants will be required to conduct long term compliance reviews on the units with reports submitted to VIHFA CDBG-DR. These reviews will include, but not be limited to documentation covering:

- Evidence that required records are maintained to demonstrate compliance with applicable regulations.
- Annual rent rolls and income certifications for all tenants in affordable units.
- Annual inspection reports for HQS requirements of all units.

10.0: Cross Cutting Federal Requirements

Implementation Partners are subject to the Cross-Cutting Federal Requirements described herein. These include compliance with the Uniform Relocation Act, Davis-Bacon and Related Acts, Minority- and Women-Owned Business Enterprises contracting provisions, Section 3, Fair Housing, Equal Employment Opportunity, and environmental requirements of the National Environmental Protection Act.

10.1: Tenant Protection Under Uniform Relocation Act (URA)

Subrecipients must assure that the Uniform Relocation Act requirements have been followed and that both displaced occupants and any current occupants of the project are identified. These occupants are entitled to advisory services, in the form of notices and counseling, moving and/or storage expenses, and coverage of all displacement costs for temporary or permanent relocation pursuant to formula and applicable Federal Register notices. The program will monitor displaced and current tenants and maintain records from the inception of the project. Failure to do so can lead to unexpected and substantial costs and work later. Full details for CDBG-DR URA Policy are in the VIHFA General Administration Manual.

10.2: Fair Housing

Development Partners are subject to VIHFA's Affirmative Fair Marketing requirements and will be required to provide a marketing plan and report on compliance in accordance with the VIHFA's policy. The Affirmative Marketing Plan must follow applicable Fair Housing laws and demonstrate how the applicant will affirmatively further fair housing.

10.3: Section 504

Section 504 of the **Rehabilitation Act of 1973**, Pub. L. No. 93-112, 87 Stat. 394 (Sept. 26, 1973), codified at 29 U.S.C. § 701 et seq. prohibits discrimination. The Act requires that any alterations of multifamily (5+ units) rental projects, a minimum of 5 percent (5%) of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments. An additional two percent (2%) of the dwelling units (but at a minimum, not less than one unit) must be accessible to individuals with sensory impairments (i.e., hearing or vision impairments).

In buildings with five (5) or more dwelling units and at least one elevator, all dwelling units and all public/common use areas are subject to Section 504 requirements. In buildings with five (5) or more dwelling units and no elevator, all ground floor units and public and common use areas are subject to Section 504 requirements.

For new construction, Section 504 applies only to Projects that include 5 or more units. Projects with five (5) or more units must be designed and constructed to be readily "accessible" to and usable by persons with disabilities (including the common areas). "Accessible," when used with respect to the design, construction, or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps.

A fifteen (15) or more units Project, with rehabilitation costs that are seventy-five percent (75%) or more of the replacement cost of the completed facility, is considered substantial rehabilitation. In this case, a minimum of five percent (5) of the dwelling units in the Project (but not less than one unit) must be accessible to individuals with mobility impairments, and an additional two percent (2%), at a minimum (but not less than one unit), must be accessible to individuals with sensory impairments.

10.4: Davis-Bacon and Related Acts / Labor Standards

Prevailing wage rates and compliance requirements will apply to all developments with eight (8) or more units where more than \$2,000 CDBG-DR funds are expended on construction. DBRA requires the payment of locally prevailing wages and fringe benefits to laborers and mechanics for on-site construction, alteration, or repair (including painting and decorating) of public buildings or public works on federally funded or assisted contracts more than \$2,000. See Federal Requirements, which includes [Federal Labor Standards Provisions](#). All

Development Partners must account for prevailing wage in their Project Proposal. Locally prevailing wages are determined for specific employee classifications by the US Department of Labor (DOL) and made available to the public as “wage decisions”.

10.5: Minority-and Women-Owned Businesses (WMBEs)

All Development Partners are required to comply with Article 15-A of the Executive Law, which promotes the participation of minority- and women-owned businesses (MWBEs) in contracting opportunities.

10.6: Section 3

Awardee shall comply with 12 U.S.C. 1701u and its regulations (“Section 3”). In compliance with Section 3, the CDBG-DR Program will require Subrecipients to establish training, employment, contracting and other economic opportunities arising from HUD funding. The requirements of Section 3 apply to recipients of HUD funding for Section 3 covered project(s) in which the amount of the assistance is more than \$200,000. Contractors and Subcontractors are also subject to Section 3’s requirements when performing any type of activity on Section 3 covered projects for which the amount of funding is more than \$200,000 and the contract or subcontract exceeds \$100,000.

If these thresholds are met, the Section 3 requirements apply to the entire project or activity that is funded with Section 3 covered assistance, regardless of whether the Section 3 activity is fully or partially funded with Section 3 covered funds.

If a Subrecipient receives Section 3 covered housing construction or infrastructure or economic revitalization assistance more than \$200,000, but no individual contract exceeds \$100,000, Section 3 requirements will only apply to the recipient (e.g., hiring and training goals).

When Section 3 is triggered by the thresholds mentioned above, all parties must attempt, to the “greatest extent feasible,” to meet the minimum numerical goals as follows:

- At least thirty percent (30%) of all new hires must be Section 3 Residents; and
- At least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for housing rehabilitation, construction, and other public construction should be awarded to eligible Section 3 Business Concerns; and,
- At least three percent (3%) of the total dollar amount of all Section 3 covered non-construction (e.g., professional services) contracts should be awarded to eligible Section 3 Business Concerns.

Section 3 language must be included in all construction contracts over \$100,000.

10.7: Environmental Review

CDBG-DR funding from HUD is contingent on compliance with the National Environmental Policy Act (NEPA) and related environmental and historic preservation legislation and

executive orders. All projects are also subject to historical review by the Office of Historic Preservation.

All projects using CDBG-DR funding must undergo some level of environmental review, depending on activity and project scope. All awards will be considered conditional and no choice limiting actions can be taken until the environmental review is complete.

11.0: Green Building Standards

All reconstruction and new construction of residential buildings and substantially damaged homes must adhere to Green Building Checklist, or another Green Building standard approved by HUD. Repair of buildings must follow guidelines in the HUD CPD Green Building Retrofit Checklist or another Green Building standard approved by HUD.

12.0: Bonding Requirements

For construction and facility improvement contracts exceeding \$500,000 the Contractor/Subcontractor must comply with, at minimum:

- 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’s/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.

13.0: Insurance Requirements

Contractors/Subcontractors must maintain liability insurance for protection against claims for damages because of bodily injury or death, claims for damages, to property which may arise out of or result from the Contractor’s c under a contract whether such operations be by the Contractor or by any Subcontractor or anyone directly or indirectly employed by any of them. This amount shall be in the amount as determined by the VIHFA’s Procurement Policy. Contractor shall present the Agency with a certificate of such insurance. Additionally, Contractor is required to carry Workers’ Compensation insurance.

Property owners are required for carrying enough physical and liability insurance coverage to fully protect the CDBG-DR program asset throughout the period of affordability or loan, whichever is longer, with VIHFA listed as a lienholder on all policies. When the project is placed into service, hazard insurance coverage for the whole property with replacement cost coverage, including all buildings, project contents and revenues during the affordability period or loan, whichever is longer.

13.1: Flood Insurance

Flood insurance must be maintained in perpetuity whenever the property is in a Special Flood Hazard Area. All property coverage must name VIHFA as a Lenders Loss Payee for projects and as an Additional Insured for all liability coverages: Bodily Injury, Property Damage and Personal and Advertising Injury. VIHFA must be specifically named on liability endorsement as Additional Insured – Designated Person or Organization, or equivalent form. Property and liability insurance policies, as well as any required separate flood insurance policy, must be with a company that has an A. M. Best Key Rating Guide financial strength rating of A- or better, and a financial size of class VII or better. The insurance carrier’s A. M. Best Rating may be verified at: <http://www.ambest.com>.

13.1.1: Floodplain, Floodway and Coastal High Hazard Area Policy

Executive Order 11988 – Floodplain Management requires Federal activities to avoid impacts to floodplains and to avoid direct and indirect support of floodplain development to the extent practicable. Furthermore, no HUD assistance may be approved for use in a floodway except in very limited cases of functionally dependent uses such as dam, marina, port facility, waterfront park and many types of bridges. All Project Subrecipients must comply with these federal regulations. For more information refer to HUD Guidance.

13.1.2: Flood Insurance Policy

Development Partners that receive any assistance from the Program and the property is located within the “100-year” floodplain then the owner is required by federal regulation to maintain flood insurance in perpetuity and, in the event of a transfer of property, the owner is required, on or before the date of transfer, to notify the transferee in writing in the documents evidencing the transfer of ownership of the property, of the requirements to obtain and maintain flood insurance in perpetuity. If a transferor fails to provide notice as described above, the transferor shall be held liable. The requirement to obtain and maintain flood insurance is included the Loan Agreement and Mortgage documents executed at closing.

As per Federal regulations, if an owner previously received Federal Assistance for the subject property – personal, commercial, or residential – and failed to obtain and maintain flood insurance then the owner is ineligible to receive assistance from CDBG-DR. For more information refer to Section 582 of the National Flood Insurance Reform Act of 1994 (42 U.S.C.5154a).

14.0: Validation of Development Costs and Inspections

Once a project is determined to be eligible and is selected for participation in the Program the VIHFA Construction Contractor and subcontractors - will work with existing plans or the A/E firm to determine/verify the cost to construct the rental unit(s).

15.0: Environment Assets

15.1: Lead-Based Paint Risk Assessment

Based on the determination that the home was constructed prior to 1978 and in accordance with 24 CFR 35.930(a), paint on all surfaces will be presumed to be regulated. In accordance with 24 CFR 35.930(d) for residential properties receiving more than \$25,000 per unit in Rehabilitation Assistance per the HUD definition, the program will abate all lead-based paint hazards (soil-lead and dust-lead) and deteriorated paint identified during the Lead (Pb) Risk Assessment as required by the Lead Safe Housing Rules. A Lead (Pb) Risk Assessment is required to identify hazards in all target housing properties that are determined feasible for rehabilitation, including the interior/exterior surfaces of the damaged unit and in common areas that service the unit. Projects receiving reconstruction are not required to be tested for lead hazards. Lead (Pb) Risk Assessments must be done by a permitted risk assessor. Homes determined to contain lead-based paint will be subject to the clearance testing requirements of the HUD Regulations.

15.2: Mold Assessment and Remediation

Mold assessment consists of visual assessment only, performed by the Construction Manager or Inspector. Mold assessment and/or testing of the existing structure are not performed on reconstruction projects. If a visual inspection reveals the presence of mold, additional testing via collection of bulk, swab and air samples is not necessary, unless recommended by the assessor or requested by the homeowner and agreed to by the Construction Manager. Testing for mold should always be performed by a qualified person. The qualified person shall be trained industrial hygienist or an indoor air quality/environmental professional. Testing services will only be provided to homeowners who have signed their grant award and are in the Rehabilitation Program Managed Option.

Visual inspection is the most important initial step in identifying a possible mold problem and in determining remedial strategies. The extent of any water damage and mold growth should be visually assessed and the affected building materials identified. Visual inspection should also include observations of hidden areas where damages may be present, such as crawl spaces, attics, and behind wallboard to the extent feasible without destructive testing or removal of apparently undamaged building materials.

Remediation: Currently there are no governmental standards pertaining to acceptable levels of indoor airborne mold spores and structures. Mold is present everywhere in the environment.

For all projects, identified moisture sources should be eliminated prior to further remediation.

Post remediation dehumidification may be necessary to dry the remaining structural framing materials prior to any rehabilitation. In cases where this occurs the Construction managers will incorporate the cost into the ECR. Areas where mold was or is identified as part of the ISI, the Walk Through or construction will be required to be remediated by the builders. Materials harboring mold will be cleaned or replace.

15.3: Asbestos Survey Requirement

In accordance with Federal and Territory laws and regulations, a qualified asbestos inspector must perform a comprehensive building asbestos survey that is based on a thorough inspection to identify the location and condition of asbestos containing materials (ACMS) throughout any structures. When present, small amounts of drywall, mud, floor time, mastic, etc. will be collected for sampling. Every effort will be made to collect the required samples in the lest destructive manner possible. Presumed asbestos containing materials (PACM) will be documented and recorded.

Proper removal and disposal of ACMs will be included in the ECR. ACMs which are friable, or which will be disturbed or removed by renovation or demolition must be removed and disposed in accordance with Federal and Territory regulations by firms and individuals properly licensed for the work. If asbestos should become apparent once construction begins, procedures align with Territory and local abatement procedures as well as HUD and the Environmental Protection Agency (EPA) will be followed. The builder will be responsible to retain a qualified asbestos inspector to assess suspected ACMs to be disturbed and identified after execution of the contract. Costs for additional assessment and/or removal will be handled as a change order to the builder. All asbestos abatement shall be done in accordance with EPA requirements for air pollution prevention and OSHA requirements for worker protection. The builder shall provide the Construction Manager with a copy of the *Asbestos Waste Disposal Manifest* for all ACMs removed from the site, as a condition precedent to final payment.

15.4: Environmental Inspection Request and Clearance

Projects that involve any Choice Limiting Actions will not be eligible for CDBG-DR funding. See Environmental Policy and Procedures for details on the environmental review process, including timing for actions.

16.0: Contractual Requirements

All contracts are required to contain the following provisions, pursuant to 2 CFR Part 200:

- Period of performance;
- Milestones or deliverables; and
- Liquidated damages.

17.0: Record Keeping and Reporting

All applicants shall comply with 24 C.F.R. Part 5.2, Compliance with the Privacy Act, which requires the safeguarding of personally identifiable information (PII) by:

- Minimizing the use of PII on program documents and records.
- Providing access to PII only to those who require it for official business.
- Securing PII appropriately for paper or electronic forms.
- Training for data security and compliance with the Privacy Act will be provided to all employees and contractors as part of their onboarding process.

In accordance with HUD regulations, as a grantee and recipient of CDBG-DR funds, VIHFA follows the records retention as cited in 2 CFR Part 200.333-337, which includes financial records, supporting documents, statistical records and all other pertinent records are maintained for five years after closeout of the grant between HUD and VIHFA. VIHFA established requirements in its sub-recipient and contractor agreements for compliance with all HUD cross cutting requirements outlined in 2 CFR 200: Appendix II, including record keeping requirements. Records such as grant agreements, subrecipient agreements and other legal documents enforcing provisions of long-term affordability shall be maintained for five (5) years after the termination of the compliance period.

Additional information regarding Records retention, how the program will manage Personally Identifiable Information (PII), and file security, please refer to VIHFA Recordkeeping and Reporting Policy.

APPENDIX

Appendix A - Virgin Islands Housing Finance Authority CDBG-DR Application Underwriting Guide

The Virgin Islands Housing Finance Authority (VIHFA) is the recipient of grant funds from the U.S. Department of Housing and Urban Development made available to address the rental housing needs of the Territory that resulted from hurricanes Irma and Maria. The costs associated with repairing storm damaged properties and constructing new rental housing are extensive and may require accessing funds from multiple sources including but not limited to HUD CDBG-DR resources, tax credit equity that results from the Low-Income Housing Tax Credit Program (LIHTC), FEMA, other federal, Territory, foundation, and private resources.

Purpose of Underwriting Guide:

Applications

Applications for CDBG-DR resources have been generated in conjunction with the competitive application cycles for Low Income Housing Tax Credits, and the recipients to date are referenced in the CDBG-DR action plan. In addition, it is anticipated that a separate Request for Proposals (RFP) for CDBG-DR funds, CDBG-MIT funds, or an allocation of tax-exempt bond cap will be announced periodically as resources become available.

For all projects requesting CDBG-DR funds from VIHFA, the sponsor shall ensure that the project complies with all applicable federal statutory and regulatory requirements including, but not limited to, environmental review, fair housing, Uniform Relocation Act, Section 3 of the Housing and Urban Development Act of 1968 compliance, compliance with the Davis-Bacon Act as well as all other labor Standards provisions, and equal opportunity requirements and compliance with the Office of Management and Budget (“OMB”) Circular A-87, program income, and other CDBG-DR financial requirements, including:

- Projects that receive CDBG-DR assistance from VIHFA will be required to maintain flood and property insurance on an ongoing basis.
- Non-duplication of Benefits: CDBG-DR amounts will be approved only after other sources of funding, including other storm-related assistance, have been identified and documented.
- Tenant Relocation: Requirements of the federal Uniform Relocation Act will be followed where a rental project is occupied at the time of application for CDBG-DR assistance.

Application Submission

The application must be submitted on the form provided by VIHFA (**CDBG-DR Application**). If a separate application has been submitted to VIHFA for an allocation of LIHTCs, that application should also be reviewed for consistency with the information submitted in the CDBG-DR application.

One individual or validly existing entity must be identified as the Applicant. The Applicant shall execute the application on behalf of the project. An entity may be one of the following:

- a) corporation (including non-profit corporations and/or government affiliated organization)
- b) limited partnership, or
- c) limited liability company.

The application in its original form must be duly executed by an authorized representative of the Applicant.

The application shall include the following:

- The names and addresses of the organization, sponsor, and development group
- Documentation, in the form of a letter from the IRS, of the 501(c)(3) or 501(c)(4) status of the owner, sponsor, or developer, as applicable.
- A legal description of the physical location/address of the proposed project
- A description of the project type - i.e., whether acquisition/rehabilitation or new construction, as well as an itemization of the proposed financing to include information on the tax-exempt status of such financing; whether the property is to be exempt from paying real estate taxes and if so the current tax paying status of the project
- Evidence that the zoning for the site(s) on which the project will be located allows for the proposed use(s). Site plans submitted with the application must show that the project will have the proper number of parking spaces, that it will be located on a paved road, that the property is not landlocked and has a legal easement, and the proper right of ways have been granted, if applicable. If the proposed project location is not zoned appropriately at the time of application, the Applicant must provide a detailed description of the process to obtain zoning approval for the property. The disbursement of CDBG-DR funds shall be conditioned on the approval of zoning for the property.
- The number of project units and the number of units to be set-aside for low- and moderate-income tenants as well as the anticipated rents to be charged for the respective number of bedrooms of the rental units (1 BR, 2 BR, 3 BR, etc.)
- The proposed schedule for acquisition, rehabilitation, or construction
- Certification that all required permits, consents, or authorizations have been or can be obtained
- Documentation of construction financing commitment or a letter of intent sufficient to assure completion of the development within the specified time frame

- A proposed schedule of rents for the rental units in the property, including those to be rented to low- and moderate-income households
- 15-year project pro forma budgets. If a syndication firm is providing equity for a LIHTC property, the form of proforma used by such firm may be submitted provided that the information included is similar to the model proforma linked below at:

https://www.google.com/search?q=HUD+multifamily+rental+g+proforma&rlz=1C1CHBF_enUS820US820&oq=HUD+multifamily+rental+g+proforma&aqs=chrome..69i57j0i333l3.23390j0j4&sourceid=chrome&ie=UTF-8

CDBG-DR Specific Requirements:

- Compliance with National Objectives and eligible activities,
- Duplication of Benefits (DOB) review,
- Davis-Bacon compliance and monitoring,
- National Environmental Protection Act (NEPA) compliance,
- HUD Section 3 compliance,
- Uniform Relocation Act Compliance,
- Federal Fair Housing / EEO,
- Americans with Disabilities (ADA) compliance, as applicable and Section 504 compliance.

Appraisal

An independent appraisal, which conforms to the Uniform Standards of Professional Appraisal Practice (USPAP) shall be utilized to determine project valuation for both the site and building. Where applicable, the value of the federal low-income housing tax credit must be provided. Regardless of whether the project has received a tax abatement, the appraisal will also provide the most recent tax assessment on the property.

Market Study

A market study or a supply and demand analysis is generally included in the appraisal, and for the purpose of the allocation of CDBG-DR funds generally will refer to the appraisal for market applicable market absorption information. Under certain circumstances, VIHFA may require a more detailed market study to determine the overall vacancy rates, absorption periods, penetration rates, rental comparable, marketing plan, and budget.

Underwriting Standards

Consistent with its obligations under the grant, CDBG-DR allocations may not exceed what is reasonable and necessary for financial feasibility. This requirement is also consistent with the best practices promoted by the National Council of State Housing Agencies in the allocation of LIHTCs. In so doing, VIHFA must balance the efficient use of resources with the need to develop housing that is viable and sustainable for the compliance period.

Timing Of Underwriting Reviews

VIHFA will review a project's feasibility at two separate stages as required in the allocation of CDBG-DR funds, and the review will include a "duplication of benefits" review as is required as a condition of the HUD grant funds. The review includes: 1) at the time of initial application / prior to the closing of the CDBG-DR loan funds, 2) upon completion of construction and upon submission of a cost certification report from an independent CPA firm.

Projects without project-based Section 8 assistance that are subject to federal subsidy layering requirements under §911 of the Housing and Community Development Act of 1992 will be reviewed by both by VIHFA and HUD. Additionally, projects with project-based housing choice vouchers must comply with the standards in the HUD Administrative Guidelines: Subsidy Layering Review for Proposed Section 8 Project-Based Voucher Housing Assistance Payments Contracts, as published in the Federal Register, February 28, 2020. For projects relying upon project-based rental assistance for financial feasibility – If the project-based rental assistance ends due to events outside the owner's control, any rent and income restrictions on the property that the owner agreed to will revert to the 50% or 60% AMI level as selected by the owner.

Evaluation Of Project Financing

- a) For projects proposing private permanent debt financing, a letter of intent is required from each lender. The letter shall be on the official letterhead of the lender and shall be signed and dated by a duly authorized representative of the lender. The letter must clearly state the term of the permanent loan (must be at least fifteen (15) years), the way the interest rate will be indexed and the current rate at the time of the letter, the amortization period, any prepayment penalties, anticipated security interest in the property and lien position. The interest rate must be fixed, and no balloon payments may be due for the first fifteen years.
- b) For projects proposing public permanent financing, binding commitments are required to be submitted by the time of a loan commitment. A binding commitment is defined as a letter, resolution, or binding contract from a governmental entity – e.g., HUD, USDA, FEMA, etc. The letter must clearly state the term of the permanent loan (must be at least fifteen (15) years), the way the interest rate will be indexed and the current rate at the time of the letter, the amortization period, any prepayment penalties, anticipated security interest

in the property and lien position. The interest rate must be fixed, and no balloon payments may be due for the first fifteen years after project completion. Where funds are being provided by a local governmental entity, the letter must specifically identify the source of the proposed funding (e.g., HOME, housing trust fund).

- c) The applicant shall also provide a letter from a construction lender documenting the proposed loan amount, interest rate, term, and any applicable fees (e.g., origination, construction inspection, etc.)
- d) Consistent with CDBG-DR and industry best practices, VIHFA limits the award of LIHTC and other locally awarded resources to the funding gap necessary to make a transaction viable.

Evaluation of Project Development Cost

VIHFA has established underwriting standards for evaluation of project development costs. Where required, VIHFA will also consider more stringent underwriting requirements imposed by other lenders, equity providers, or the credit enhancer. Requests for use of alternative standards other than those established by VIHFA must be supported by written explanation and appropriate documentation.

If VIHFA determines that the cost of the project as presented is not reasonable using VIHFA's cost standards or the alternative standards at the time of initial application review, the project will not be recommended for an allocation of CDBG-DR funds.

The following standards will be applied to specific cost items. Even if the specific line item is not being paid with LIHTC equity or VIHFA funds, any excessive cost, regardless of the source of financing, increases the gap and affects the public subsidy needed by a transaction. As a result, VIHFA reserves the right to require any applicant to provide a justification of any development cost line item.

Acquisition

In all cases and regardless of which proposed funding source will pay for the acquisition price, an appraisal will be used to assess the reasonableness of the acquisition price in the project budget. VIHFA, in its sole discretion, may accept an appraisal that is required by another lender and prepared by an independent professional appraiser for that lender. For LIHTC transactions involving acquisition credits, VIHFA may, as a condition of a reservation, and at its discretion, request an opinion from an independent CPA or tax attorney confirming that the planned acquisition conforms with §42(d)(2)(B) of the Code (i.e., the Ten-Year Rule). The acquisition price is defined as the consideration offered for the transfer of title and legal ownership.

For purposes of this section, the acquisition price does not include reasonable and necessary soft costs related to the acquisition, such as legal expenses associated with zoning, title expenses, relocation costs, and engineering fees; or off-site improvements, such as extensions of infrastructure necessary to prepare the site for its intended use, provided that the absence of such improvements is clearly noted and accounted for within the appraisal's estimate of "as is" value.

For purposes of this section, an Arms-Length Transaction is one between parties made freely and independently of each other, and without a special relationship such as family relationship, other business relationship, or the existence of a controlling interest between the parties. In contrast, a related party transaction includes one between parties where familial, business, controlling interests, or other close ties exist prior to the transaction.

In general, the acquisition price must meet the following requirements:

- a) In the case of an arms-length transaction, the acquisition price must be less than or equal to the "as is" appraised value of the property. In the case of a transaction involving a change of use, the acquisition price must not exceed the lesser of the "as is" appraised value or the "as completed" appraised value based on the project's projected end use. In the case of a related party transaction where the property was acquired less than two years before the application date, the acquisition price must not exceed the lesser of the "as is" appraised value or the applicant's original acquisition price plus carrying costs acceptable to VIHFA. In the case of a related party transaction where the property was acquired two or more years before the application date, the acquisition price does not exceed the "as is" appraised value of the property.
- b) Any portion of the acquisition price more than the "as is" value may not be financed or reimbursed by other project sources, may not be used in calculating the developer fee, and may not be reimbursed from cost savings at final closing. The excess must be paid with non-project sources such as proceeds of the developer fee.
- c) Exceptions to the acquisition price standards may be submitted to VIHFA on a case-by-case basis. Waivers to the acquisition price limitations will be in VIHFA's sole discretion, and VIHFA expects the approval of such excess acquisition prices to be extremely limited.

Construction (Hard) Costs

VIHFA intends to review the development plans and may comment on the project design and the construction costs proposed. An independent third-party professional may be engaged by VIHFA to assist in the evaluation of the projects that are submitted for an allocation of CDBG-DR funds. VIHFA will also refer to historical data for VIHFA assisted properties as a benchmark for costs in the evaluation of proposed properties.

Hard Cost Contingency

All new construction projects shall have a hard cost contingency line item of NO MORE THAN five percent (5%) of total hard costs, including general requirements, builder profit and overhead. Rehabilitation and adaptive reuse projects may include a hard cost contingency line item of up to ten percent (10%) of total hard costs.

VIHFA will evaluate waiver requests for reasonableness on a case-by-case basis to determine compliance with the threshold requirements, which may include factors such as large, complex projects involving relocation or substantial rehabilitation.

Professional Fees

Applicants may request waivers to the professional fee limitations described below for small projects (those with up to forty (40) units) and/or projects that require specialized consultants or services. Waivers must be requested in writing and will be granted at the sole discretion of VIHFA and upon a determination that the increased costs are necessary and reasonable given unique features of the proposed project.

Subject to the further definitions and restrictions below, the following limits on professional fees will apply to all projects:

Summary of Professional Fee Limitations		
	Large Projects (> 40 units)	Small Projects (< 40 units)
Builder's Fees—Aggregate limit % Of net construction costs	New construction: 16% Rehabilitation: 17%	19%
Builder's Profit		6%
Builder's Overhead		2%
General Requirements		6%
Civil Engineering % Of net construction costs	5%	7%
Architect—Design % Of construction contract	3%-6%	3%-7%
Architect—Administration % Of construction contract	2%-4%	2%-5%
Developer Fee % Of aggregate basis	10-15%	

Engineering Fees

The allowable civil engineer's fee for projects of more than forty (40) units may not exceed 5% of Net Construction Costs. For projects of forty (40) units or less, the civil engineering fee may

not exceed 7% of Net Construction Costs.

Architects' Fees

For projects of more than forty (40) units, the allowable architect's fee for project design may range from 3% to 6% of the construction contract amount; for architectural administration, the allowable fee may range from 2% to 4%. For projects of forty (40) units or less, the architect's fee may not exceed 7% for design and 5% for administration. Notwithstanding the amount calculated above, in no case shall the architects' fees, including design and inspection fees, exceed four percent (4%) of the total hard costs plus general requirements, overhead, profit and construction contingency. This amount does not include engineering costs.

Deferred Developers Fees

Developer fees can be deferred to cover a gap in funding sources if:

- a) the entire amount will be paid within fifteen years and meets the standards required by the IRS to stay in basis,
- b) the deferred portion does not exceed fifty percent (50%) of the total amount as of the full application, and
- c) payment projections do not negatively impact the operation of the project.

VIHFA will determine whether each of these criteria has been met.

Nonprofit organizations must include a resolution from the Board of Directors allowing such a deferred payment obligation to the project. The developer may not charge interest on the deferred amount more than the long-term AFR.

Consulting Fees

Consulting fees shall be paid by the developer out of the Developer fee.

Soft Cost Contingency

The application may include up to the greater of \$500 per unit or \$50,000 in additional contingency to cover overruns in any project development cost. To the extent this amount is not used for cost overruns, it may be taken as additional developer fee.

Syndication Costs

For projects seeking LIHTC awards, the projected net equity from syndication should be based on current market conditions. Syndication and partnership fees are not included in the project budget. Bridge loan interest typically incurred by the syndicator to enable an up-front payment of equity should not be charged to the project directly but be reflected in the net payment of equity. Equity should be based on tax credits to be used by the investor(s), excluding those allocated to the principals unless these entities are making an equity contribution in exchange for the tax credits.

VIHFA will require a Letter of Intent from a syndication firm to be submitted during the loan underwriting period, and an equity closing prior to the disbursement of CDBG-DR funds.

Assessment of long-term feasibility/viability

VIHFA has established underwriting standards for operating expenses, vacancy rates, increases in operating costs and expenses, project income, the debt service coverage ratio, operating reserves, and replacement reserves to be used when determining the feasibility of a project over the compliance period. If VIHFA determines that the project is not financially feasible using VIHFA's standards or the alternative standards at the time of initial application review, the project will not be eligible for an allocation of CDBG-DR funds.

Where required, VIHFA will also consider more stringent underwriting requirements imposed by other lenders, equity providers, or the credit enhancer.

Maximum Rents

Low-income units in a project must be rent restricted as required by the most restrictive funding source. Applications that anticipate the use of project-based rental assistance must show a breakdown of the actual rent to be paid by tenants and the estimated rental subsidy that will be received by the project owner. In all cases, the appraisal and/or market study must demonstrate the proposed rents are achievable. Rents must allow for a reasonable affordability window so that tenants below the maximum income for targeted units are not paying a disproportionate percentage of their income for rent. For purposes of the LIHTC, maximum unit rents (inclusive of tenant paid utilities) may not exceed 30% of the imputed gross income limit applicable to each unit based on an assumption of 1.5 persons per bedroom for units with one or more bedrooms and 1.0 persons per bedroom for efficiency or Single Room Occupancy (SRO) units. For example, the maximum rent calculation for a two-bedroom unit targeted to households at 40% the area median income would be calculated by dividing 40% of the area median income for a three (3) person household by twelve (12) and multiplying by 30%. For units restricted to elderly households, the imputed household size may not exceed three persons regardless of the number of bedrooms. For example, in a non-age restricted unit, the rent for a three-bedroom unit would be based on a 4.5-person household, but if designated as an elderly unit the maximum rent must be calculated based on a

household of three people. Area Median Income charts, including adjustments for household size, are published annually by HUD, and posted by VIHFA.

In evaluating the long-term viability of the project, VIHFA requires that rents and other revenue from the project be projected to increase by no more than 2% annually.

Vacancy Rate

All projects will be underwritten with a minimum vacancy rate of 5%. Additionally, the appraisal must fully support the proposed vacancy level. VIHFA reserves the right to reject as infeasible any project that requires a vacancy rate of 10% or more.

Operating Expenses

Annual operating expenses, including all real estate taxes but excluding replacement reserve deposits and debt service, shall be evaluated for existing properties upon evaluation operating data for a minimum of the three most recent years of operations. The operating budget for to be constructed developments will be evaluated based on historical data for similar VIHFA rental housing developments as well as information included in the appraisal for the property.

For projects with RD loans, the operating expenses will be based upon the current RD approved operating budget.

In evaluating the long-term viability of the project, VIHFA requires that operating expenses (including property taxes) must be projected to increase by not less than 3% annually.

Reserves

Rent-up Reserves

All project budgets must include provision for deposit of a reasonable amount per unit for rent-up reserve. The amount must be established based on the projected rent-up time considering the market and target population, but in no event shall be less than \$300 per unit. These funds must be available to the management agent to pay rent-up expenses incurred more than rent-up expenses budgeted for as specified in the proforma. The funds are to be deposited in a separate bank account and evidence of such transaction provided to the Agency ninety (90) days prior to the expected placed in-service date. All funds remaining in the rent-up reserve at the time the project reaches ninety-three (93%) occupancy must be transferred to the project replacement reserve account.

Note: For those projects receiving loan funds from RD, the 2% initial operating and maintenance capital established by RD will be considered the required rent-up reserve deposit.

Replacement Reserves

All project budgets must include a provision for the deposit of a certain minimum amount per unit per year in reserves for replacement (RFR) deposits. All new construction projects must budget replacement reserves of a minimum of \$300 per unit per year. Rehabilitation and adaptive reuse projects must budget replacement reserves of \$350 per unit per year. The replacement reserve must be capitalized from the project's operations, escalating by three (3%) percent annually.

In both types of renovation projects mentioned above, the Agency reserves the right to increase the required amount of annual replacement reserves if the Agency determines such an increase is warranted after a detailed review of the project's physical needs assessment. For those projects receiving RD loan funds, the required funding of the replacement reserve will be established, administered, and approved by RD.

VIHFA reserves the right, in its sole discretion, to require a capital needs assessment (CNA) prepared by a qualified third party. Replacement reserve deposits must be adequate to support the project as determined by the CNA. Additionally, VIHFA reserves the right, in its sole discretion, to require a new CNA every five to ten years and adjust RFR deposits based upon such new assessment, if necessary.

Operating Reserves

As part of the development budget, each project (except those receiving loan funds from RD) must establish an operating reserve equal to the greater of a) \$1,500 per unit or six months of underwritten operating expenses, debt service payments, and required deposits to reserves. At a minimum, capitalized operating reserves must remain in place at this level until the project has achieved a minimum 1.15 debt service coverage ratio, economic break-even operations for one complete fiscal year as confirmed by the project's annual audit, and reached and sustained 90% occupancy for twelve (12) consecutive months. In the discretion of VIHFA, the operating reserve may be reduced over the next three (3) years to not less than three months of underwritten operating expenses, debt service payments, and required deposits to reserves provided the project continues to achieve economic break-even operations and sustains 90% occupancy. Upon release, operating reserves generally may be used to pay any outstanding deferred developer's fee, reduce any Territory loan, fund other reserves, fund project betterments, or otherwise be applied as approved by VIHFA. The operating reserve must be maintained for the duration of the extended use period.

The operating reserve can be funded by deferring the developer fees of the project. If this method is utilized, the deferred amounts owed to the developer can only be repaid from cash flow if all required replacement reserve deposits have been made. For tax credit projects with no loan financing, the operating reserve can be capitalized by an equity pay in up to one year after certificate of occupancy is received. This will be monitored by the Agency.

Debt Service Coverage Ratio

All projects must be underwritten to a minimum debt service coverage ratio (DSCR) of 1.15 – 1.20 in the first year of stabilized operations. The DSCR will be calculated including all obligatory debt service payments.

Suspended and Debarred Contractors

As a condition of using CDBG-DR funds, VIHFA is required to confirm that developers and construction contractors that receive federal funds are not suspended or disbarred. As such as part of the underwriting process VIHFA will confirm the status of the principals of developers and contractors have not been suspended or disbarred from receiving federal funds on the federal registry referenced below:

<https://www.gsa.gov/policy-regulations/policy/acquisition-policy/office-of-acquisition-policy/gsa-acq-policy-integrity-workforce/suspension-debarment-division/suspension-debarment/frequently-asked-questions-suspension-debarment#Q3>

Subsidy Layering Review

The VIHFA will perform a subsidy layering review, to evaluate the project to determine that the level of profit or return on a developer’s investment and related costs of a project is reasonable and necessary. The review will verify that expenses for each project are eligible and that all profit and investments are reasonable and in compliance with the defined criteria. In determining reasonable and necessary cost, VIHFA will review costs of similar developments financed by VIHFA and/or the U.S. Department of Housing and Urban Development (HUD), and review Xactimate, R.S. Means and/or other sources of construction cost and related data. Adjustments to the costs approved may be made by VIHFA as determined appropriate based on the post disaster costs evident in the Territory.

Pro-forma statements submitted to the program will be reviewed by the program based on the analysis described above, which will include recommended sources and uses of funds, as well as projected operating income for the term of affordability. These will include the amount of Low-Income Housing Tax Credits (LIHTC) that a project could receive if applicable, the amount of permanent financing based on the established parameters, governmental subsidies, capital contributions, CDBG-DR funds, and any other funds identified from other federal, state, or private programs.

The purpose of the underwriting review will be to ensure that:

1. Project costs are reasonable and necessary.
2. All sources of project financing are committed
3. To the extent practicable, assure that CDBG-DR funds are not substituted for non-Federal financial support
4. The project is financially feasible.

5. To the extent practicable, CDBG-DR funds are disbursed on a pro-rata basis with other financial resources obligated to the project.

Contents of Subsidy Layering Analysis

Document Review

At a minimum, the following documents must be reviewed:

- Sources and uses statement (development budget)
- Operating proforma projected for a 15-year period

Operating Proforma – Areas of Review:

- Income (rents)
- Operating expenses
- Project feasibility/trending
- Debt service
- Assumptions for cash flow and tax benefits
- Compare to cost control and safe harbor underwriting standards

Sources and Uses Statement – Areas of Review:

- Reasonableness of costs and fees
- Eligibility of costs
- Project feasibility
- Rates of return for developer
- Long term financial sustainability and reserves

Documents for Subsidy Layering Review:

The following documents must be submitted to VIHFA for Subsidy Layering Reviews:

- Project description including project as a whole and for PBV assisted component
- Sources and Uses of Funds Statement including details, terms, and conditions

- Narrative detailing each funding sources
- Commitment letters for debt, subsidy, and LIHTC equity, as applicable
- Third party appraisals
- Stabilized operating proforma over a 15-year period
- Tax Credit Allocation Letter
- Historic tax credits, as applicable
- Mortgage loans from private sector lenders
- Bridge Loans
- Projected-based voucher gross rent amounts with commitment letter from PHA if applicable

Timing of Subsidy Layering Reviews

Subsidy layering analysis will be completed at various points during the application review:

Initial Application/Prior to Application Approval

To receive program approval, the project must be financially feasible for the affordability period utilizing the underwriting standards in the review of the pro forma prior to the approval of the application.

VIHFA will review the sources and uses of funds and the total financing planned for the project to ensure that the committed funding sources do not exceed the amount necessary for the project to be financially feasible during the affordability period. VIHFA will review sources of duplication of benefits information, including available data feeds that identify sources of FEMA, SBA, and/or privately funded assistance designed to help rehabilitate properties in the Territory.

Upon Completion of Construction

Upon completion of construction and upon receipt of a cost certification report for properties financed using CDBG-DR funds through a Public and Affordable Housing assisted initiatives, VIHFA will complete second subsidy layering and duplication of benefits analysis to determine if additional funds have been received by a developer since the date of the first subsidy layering analysis. That analysis will also include a review of available data feeds that identify sources of FEMA, SBA, and/or privately funded assistance designed to help rehabilitate properties in the Territory.

Post Construction Completion

The closing documentation includes a subrogation provision that requires that a developer / owner that obtains insurance and/or other sources of funds after the completion of construction and the review that occurs at that time to notify VIHFA of such assistance that may duplicate the CDBG-DR resources made available to a project. The developer /owner is at risk of serious penalties if they do not adhere to the subrogation provisions required as part of the CDBG-DR assistance.

Appendix B – CDBG-DR Multifamily Project File Checklist

Detailed below is a Multifamily Project File Checklist used in the review of CDBG-DR Applications. The checklist is for information purposes and is subject to modification at the sole discretion of VIHFA.

Attachment A - CDBG DR Multifamily Project File Checklist- - September 24, 2021				
Item #	ITEM	STATUS/PROGRESS	LEAD	FOLLOW-UP/NOTE
Application Documents				
1	CDBG-DR Application			
2	LIHTC Application or 4% Bond Application			
3	Proforma (development budget, unit mix, sources and uses)			
4	Letter of Intent (LOIs) and or Commitment letters from Banks, Tax Credit equity provider, other grants			
5	Rent Schedule and Utility Allowances			
6	Duplication of Benefits Analysis if applicable with supporting docs (CDBG-DR), including:			
7	SBA Assistance			
8	NFIP / FEMA assistance			
9	Private Insurance			
10	Property Management / Tenant Selection Plan			
11	Lease Agreement w/ Addendums (Sample Lease)			
12	Section 3 Plan			
13	Financial statements of Developer (last three years - may be included in LIHTC application)			
14	Special needs plan (if applicable)- Social Services Plan			
15	Lead Based Paint Assessment (properties built prior to 1978)			
16	Evidence of tax abatement (if applicable)			
17	Relocation Plan (If Applicable)			
18	Appraisal			
19	Market Study (may be included in LIHTC or Bond Application)			
Construction				
20	Plans/ specs, site plan			
21	HUD CPD Green/ building Checklist- evidence of Green Building Compliance			

22	Construction Cost Analysis			
23	Construction period draw schedule (projected)			
24	Detailed Cost Estimate			
25	Property Condition Assessment (PCA) (Rehabs only)			
26	Evidence of Utilities (new construction sites); evidence of broadband			
27	Evidence of compliance with Section 504 (5% units physical; 2% units visual/hearing handicapped)			
28	Confirmation that construction developer and contractor not disbarred from federally funded projects			
29	Renderings/ Schematic Drawings if available			
Environmental				
30	Phase I (Rehab always) Phase II if applicable			
31	HUD Environmental/Lead abatement asbestos abatement plan if applicable			
32	AUGF (Authorization to Utilize Grant Funds)			
Closing				
33	Partnership Agreement			
34	ALL Closing Documents; Title Report, Commitment, CDBG-DR Leasehold Mortgage			
35	CDBG-DR Gap Financing Loan Agreement			
36	CDBG-DR Multi Family Gap Financing Note			
37	CDBG-DR Agreement of Proposed Guarantor			
38	CDBG-DR Guarantor Certificate Regarding Financial Statements			
39	CDBG-DR Regulatory Agreement			
40	Property Management Agreement			
41	Land Use Restriction Agreement (LURA); Other grants/funding sources? Regulatory Agreement			
42	Payment and Performance Bonds			
43	Executed Construction Contract			
44	Building Permits			
Construction Period Monitoring				
45	Inspection Reports			
46	Construction Contract / Schedule of Value Remediation Plan			
47	Davis Bacon payroll reports (weekly)			
48	Section 3 utilization reports (monthly)			
49	MBE/WBE reports (monthly)			
Post Construction/Closeout				

50	Cost Certification (Third party CPA)			
51	Tenant Income Data			
52	Tenant Demographic Data			
53	Green Building Certification (Energy Star; LEED; Enterprise Green Communities; or ICC-700 National Green Building Standard)			
54	Property Insurance Certificate			
55	Flood Insurance Certificate (if applicable)			
56	Certificate of Occupancy			
57	Evidence of Installation of Broadband			
58	Certification of compliance from Architect of Section 504 Requirements			

Appendix C: Duplication of Benefits Questionnaire – 9/24/21

PROGRAM: PUBLIC & AFFORDABLE HOUSING PROGRAM

PARTICIPANT: PROJECT NAME

Federal regulations require a duplication of benefits (DOB) analysis for projects receiving U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant-Disaster Recovery (CDBG-DR) support to ensure that the Program Participant does not receive more funds for a project than are needed. The Program Participant must report all assistance they have received for a project from such sources as insurance, Small Business Administration (SBA), Federal Emergency Management Agency (FEMA), and other local, State, or Federal programs, and private or nonprofit charitable organizations. Any funds received from these sources for this project must be considered when the amount of the CDBG-DR grant is determined. While inclusion in a long-term capital plan does not constitute a DOB, if a project has been included in the Program Participant’s annual budget, it may be considered a DOB. **CDBG-DR is a funding source of last resort and should funds become available for a project in the future such that some or all the CDBG-DR funds budgeted for the project would constitute a duplication of benefits, those CDBG-DR funds will be disallowed or, if outlaid, must be returned to the Virgin Islands Housing Finance Authority.**

Please consult with VIHFA staff if you have any questions regarding whether a potential DOB exists. Please use the chart below to describe funds the Program Participant has received and/or committed for the project.

FUNDS RECEIVED OR BUDGETED FOR THE PROJECT

SOURCE OF FUNDS	AMOUNT RECEIVED FOR THE PROJECT	ADDITIONAL FUNDS EXPECTED
FEMA		

Other Federal Agencies (SBA, etc.)		
State Agencies		
Budgeted Program Participant Funds (Annual Budget)		
Private Insurance		
National Flood Insurance		
Nonprofit Organizations (Describe)		
Other Funds (Describe) CDBG-DR		
TOTAL		

DOCUMENTS NEEDED:

Along with this form, please provide documents that show the amounts received for the project from each source listed above, i.e.: commitment letters, evidence of monies received/ checks statements etc. Note: All documents, including Program Participant budgets, must be retained, and produced for review at the request of VIHFA or HUD.

CERTIFICATION:

I certify that the information provided in this questionnaire is true and accurate to the best of my ability. I understand that if this information is not correct, it may affect the amount of any grant I may receive or may lead to the recapture of disbursed funds by VIHFA or HUD.

PROGRAM PARTICIPANT

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

PRINTED NAME OF AUTHORIZED CERTIFYING OFFICIAL

DATE

WARNING: The information provided on this form is subject to verification by the

Territory and the Department of Housing and Urban Development (HUD) at any time. Title 18, Section 1001 of the U.S. Code states that knowingly and willingly making a false or fraudulent statement to a department of the United States Government can result in termination of assistance and civil and criminal penalties.