

Virgin Islands Housing Finance Authority Community Development Block Grant – Disaster Recovery (CDBG-DR) Program



CDBG-DR Project Application Form (Scope, Eligibility and Budget)

Agency Name: Virgin Islands Housing Authority

Project Name: Donoe Redevelopment

Community Development Block Grant – Disaster Recovery Office
3438 Kronprindsens Gade
GERS Complex, 1st Floor
St. Thomas, VI 00802
Phone (340) 777-4432

100 Lagoon Complex, Suite 4
Frederiksted, VI 00840
Phone (340) 772-4432

GENERAL DESCRIPTION FORM INSTRUCTIONS

Mark the appropriate box at the top of the form to indicate whether this is the original application or an amended application. An amended application must be submitted each time there is a change to the project. Please enter the amendment number that corresponds to each change. (ex: *First change to the original approved application would be Amended Application #1*)

1. In the **Applicant Name** box indicate the entity's name (ex: *Virgin Islands Housing Finance Authority*), the person in the applicant's office to be contacted regarding this application, address, phone numbers of the entity requesting funds and contact person, and e-mail address of contact person.
2. **Program.** Select the program your proposed project falls under.
3. In the **Project Name** box indicate the name of the project (ex: *Building of Low/Mod Rental Units*).
4. In the **Architectural/Engineering Firm** box indicate the name, address, phone number and e-mail address of the architectural/engineering firm for this project if one was hired by the applicant.
5. In the **Environmental Firm** box indicate the name, address, phone number and e-mail address of the environmental firm for this project if one was hired by the applicant.
6. **Tie to the Disaster.** Provide a detailed explanation on how your project is tied to Hurricane's Irma and/or Maria. **Note:** *Please provide before and after pictures if applicable, reports or data received to support your proposed activity.*
7. **Project Description.** Provide a concise description of the project for which you are requesting funds. The description should tell the entire story of the proposed project that will enable VIHFA to make a sound decision on the eligibility of the project. Please respond to as many questions as possible that pertain to the proposed project in this section. If the question does not apply to the project, please enter "N/A".
8. In the **National Objective** box indicate which national objective will be addressed by the project.
9. **Eligible Activities.** Select the appropriate eligible activity that your proposed project will fall under. Most CDBG-DR appropriations require funds to be used for necessary expenses for activities related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas.

The activity must be CDBG eligible or allowed via a waiver, address a disaster-related impact in a Presidentially declared county, and meet a national objective. Disaster related activities are those that demonstrate (1) a logical connection to the disaster, and (2) how the activity will contribute to long-term recovery. **Note:** *Grantees must determine what documentation is sufficient and reasonable to show how activities respond to a disaster-related impact.*
10. **Duplication of Benefit.** Provide information that may be seen as an additional funding source (ex. Insurance, monetary donations, FEMA, SBA) for the intended project.

Note: *The applicant's **Organizational Head** must initial the appropriate pages, sign and date the completed application and the project budget to signify approval. Type the **Organizational Head's** name and title in the appropriate boxes. A signature signifies the approval by the Organizational Head.*

Please attach additional sheet(s) if extra space is needed.

General Description Form

Place a check mark in the appropriate box:

Original Application

Amended Application # 2

1. Applicant Name, Contact Person's Name, Address, Phone Number, and E-mail Address:	
Donoe Redevelopment Partners, LLC Lydia Pelle, Chief Operating Officer, Virgin Islands Housing Authority, lpelle@vihousing.org 9900 Oswald Harris Court, St. Thomas, US Virgin Islands 00842-3100 (340) 713-2351, (340) 690-1794	
2. Program	
<input checked="" type="checkbox"/> Housing <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Revitalization <input type="checkbox"/> Planning <input type="checkbox"/> Public Services/Public Facilities	
3. Project Name:	
Donoe Redevelopment	
4. Name, Address, Phone Number and Email Address of Architectural/Engineering Firm: (if applicable)	5. Name, Address, Phone Number and Email Address of Environmental Firm: (if applicable)
WRT 1700 Market Street, Suite 2840 Philadelphia, PA 19103 mpeasch@wrtdesign.com, (215) 722-1486	Bioimpact, Inc., P.O. Box 132, Kingshill, St. Croix, VI 00851, (340) 690-8445, bioimpact@islands.vi Tysam Tech, P.O. Box 3062, Kingshill, VI 00851, info@tysamtech.com
	Date of ERR: (if applicable)
6. Describe in detail, your project's physical loss or social impact or economic impact or loss in function of system that will serve as a "Tie to the Disaster":	
<p>Hurricane Irma and Maria damaged a significant amount of federally supported housing, including public housing throughout the Territory. The damage assessment for public housing is in excess of \$180 million. From 24 to 26 public housing communities in the U.S. Virgin Islands sustained damages. These units are shared between St. Thomas (9 communities - 48% of the inventory) and St. Croix (17 communities - 52% of the inventory).</p> <p>At least four public housing communities were damaged beyond repair and are scheduled for demolition. Public housing in the Territory is managed by Virgin Islands Housing Authority (VIHA), which oversees 26 public housing communities or 3,014 units. On the eve of the hurricanes, VIHA's waiting list for public housing units consisted of 587 households. The VIHA reported 1,106 households were waiting for a public housing unit as of February 3, 2020 (717 in the St. Thomas district and 389 in the St. Croix district). This is an 88% increase in demand above pre-storm needs. Based on available data, as well as input from local departments and agencies, public needs include repair and rehabilitation of damage to existing public housing not covered by FEMA or other first-in funding sources, and redeveloping vacant public housing and developing new affordable housing.</p> <p>The Estate Tutu Hi-Rise Apartments, a public housing community, was most severely hit and rendered uninhabitable after the storm. At the time of the September 2017 storms, Estate Tutu Hi-Rise Apartments had 284 occupied and 20 vacant units within 17 buildings on 30 acres. The community was constructed in 1970 and its Date of Funding Availability (DOFA) was in 1974. VIHA along with the support from the US Department of Housing and Urban Development (HUD) determined that the hurricane-damaged building systems at the Estate Tutu Hi-Rise Apartments presented emergency conditions that threaten the health and safety of the residents and the community at large. On September 18, 2017, the entire Tutu community was the subject of a mandatory evacuation by the Governor of the Virgin Islands after the passing of Hurricane Irma on September 7, 2017 and the impending arrival of Hurricane Maria on September 19, 2017. The exigent conditions were a result of completely blown-out window walls, ripped out electrical and plumbing lines and other structural infrastructure damages. VIHA immediately began evacuating households due to health and safety concerns. On January 19, 2018, HUD approved the demolition of all 17 buildings at Estate Tutu Hi-Rise Apartments.</p>	
7. Project Description (Answer the questions below.)	
a. Based on the USVI action plan and the program selected in section 2 of this form, describe the proposed project to be funded with CDBG-DR funds. This section should include the project timeline.	

LP

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- The Notice-to-Proceed was effective December 7, 2020. The contract duration is 730 days. The original contract completion date was December 7, 2022.
- A 268-day extension to the contract schedule due to Change order 2. The revised contract completion date is August 31, 2023.

b. Briefly explain the needs to be addressed with the proposed project.

VIHA and Pennrose have started construction of an 84-walk-up apartment community, including 44 one-bedroom, 681 square foot apartments; 24 two-bedroom, 1013 square foot apartments; and 16 three-bedroom, 1187 square foot apartments; an on-site, community building. The development includes 14 buildings with 5 apartments per building with heights varying from three to four stories. Amenities include indoor and outdoor community space including community meeting space, a fitness center, a teen gaming room, an outdoor balcony and play area. All site amenities meet federal accessibility requirements.

c. Show that the project considers and/or proposes a mitigation plan to minimize damage in the event of future floods or hurricanes.

The buildings are being constructed as resilient and hurricane-hardened with exterior reinforced concrete walls with impact-resistance glass windows and sliding glass doors. The roof will be constructed to withstand Category 5 hurricane winds. Vehicular and pedestrian access to the site will be designed along the existing roadways which remained from the previous development that previously existed at this site, allowing two-way access through the site and 86 parking spaces.

d. How extensive is the proposed construction? Is there site work, digging/earthwork, etc.?

The project entails excavation and new earthwork for redeveloping the site with new roads, foundations and utility systems that includes connection to photovoltaic panels, micro-turbine generators with electric appliances, options for cable, internet, air-conditioning and telephone access. Sitework has also included removal of thousands of cubic yards of crushed concrete and rebar that remained at the site when it was demolished in 2002. During this process in 2021, environmental testing revealed that rubble excavated on site contains heavy metals and asbestos-containing materials which need to be sorted, removed from the site and properly disposed.

e. Identify the proposed improvements, location of the proposed improvements and/or project (making sure to answer who owns the property, what is near and around i.e. landmarks, and where located), current size/capacity of and area served by the project, etc.

The development site, located at 3B Estate Donoe St. Thomas US Virgin Islands, was a vacant 18.3 acre site owned by the Virgin Islands Housing Authority. Control of the site was transferred to Donoe Redevelopment Partners, LLC in December 2019 through a long-term ground lease. The site is located within vehicular and has some walking accessibility to a network of assets including schools, a public library, retail, moving theatre, pharmacies, groceries, shopping and banks and is accessible by public transportation with a bus stop adjacent to the site.

f. Describe whether the project will require acquisition of property, easements, or rights-of-way and the approximate number of parcels to be acquired.

Donoe Redevelopment Partners, LLC acquired the 18.30-acre site from the Virgin Islands Housing Authority in December 2019 through a long-term ground lease. Easements for utilities will be granted as required.

Organizational Head Initials RS

VIHFA Initials TR

<p>g. Describe how the project relates to existing infrastructure. For example, if you plan to install new sewage collection lines, then can the treatment plant handle the increase?</p>
<p>Construction has started at the site. Plans include utilizing existing roads. New storm drain and sewer lines are being installed. The sewer lines will be tied into the public sewer system adjacent to the site which accommodated the 300 units previously built on the site. There is an adjacent sewage treatment plant that was upgraded by the VI Waste Management Authority for Grandview Apartments. Required infrastructure to serve the new development is part of the project design and project budget.</p>
<p>h. Are there green infrastructure or other sustainability design components? For the purpose of completing this section, green infrastructure is defined as the integration of natural systems and processes, or engineered systems that mimic natural systems and processes, into investments in resilient infrastructure. “Green Infrastructure” takes advantage of the services and natural defenses provided by land and water systems such as wetlands, natural areas, vegetation, sand dunes, and forests, while contributing to the health and quality of life of those in recovering communities.</p>
<p>Yes. The apartments will have connection to photovoltaic panels with battery back-up and micro-turbine generators resulting in lower electrical utility bills for residents. The natural terrain will allow for vegetation to grown from natural site drainage except in dry seasons. The site naturally drains with no stagnant water collection areas. The storm drainage system will be utilized and upgraded to accommodate for the new construction as required.</p>
<p>i. Describe how people will benefit from the project and indicate whether the benefits will be direct and/or indirect. Direct benefits are defined as those that will take place on private property, such as hookups. Provide an estimated number of utility hookups, if applicable.</p>
<p>The alternative energy/green building solutions will translate into both indirect and direct benefits to the 84 residents since the site will have little reliance on public utilities. Because of this, during hurricanes, any outages experienced in the public system should not disrupt service at Donoe. Additionally, residents will experience reduced utility costs. Residents will also have direct access to walking paths and a fitness center on the site.</p>
<p>j. Identify who will retain ownership of the system/project deliverables after the completion of the project. Describe the method by which the applicant can ensure that adequate revenues will be available to operate and maintain the proposed project. The description must identify the source and the estimated amount of funds that will be generated for this purpose.</p>
<p>Donoe Redevelopment Partners, LLC, the tax credit limited partnership with V.I. Housing Revitalization Corp and the tax credit equity investor, will be the owner and retain ultimate responsibility for the development. The partnership will maintain the 15-year tax credit compliance period and the 20-year affordability period. Cashflow of \$200,000 is expected annually from rental income and rental subsidies from HUD.</p>
<p>k. Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project.</p>
<p>Donoe is located in an area where greater than 50% of the population includes low to moderate income families. The site is surrounded by a mix of single-family and multi-family homes and is within short driving distance and walking distance to a network of assets, including schools, the public library, retail, pharmacies, grocery shopping and banks. The majority of the beneficiaries of the development are the low-income families of existing public housing communities and applicants on the low-income public housing waiting list.</p>
<p>l. Will the proposed project directly cause any demolition or conversion of any existing residential or commercial units resulting in permanent, temporary or economic displacement of existing tenants? If yes, indicate whether the households are low income and the estimated number of households that may be affected. Note: <i>Attach a plan describing the steps taken to minimize displacement, including what assistance/benefits will be provided to displaced households and what plans have been developed to replace the units and ensure that they stay at or below Fair Market Rent for XXX years.</i></p>
<p>No.</p>
<p>m. If the property was built before 1978, is it exempt from lead-based paint abatement? If yes, list reason. If no, has the property been evaluated? Please indicate if the property needs remediation. Note: <i>Attach record indicating year of construction and proof of exemption.</i></p>
<p>No. A Phase II environmental is in the process for the site.</p>

Organizational Head Initials RM

VIHFA Initials TR

n. For rehabilitation projects, has there been an evaluation of asbestos hazards? Does the property need Asbestos remediation?
Note: Provide a copy of reports.

Not Applicable - Project is new construction.

o. Was the building occupied at the time of the hurricanes?

Yes No

If yes, how many units were occupied? ____ Unoccupied units? ____ Total units? ____

Describe Building: Residential Commercial Industrial Other _____

Describe occupants: Owner Rental Lease

Who owns the property or building? Virgin Islands Housing Authori Note: Submit a copy of the deed or lease.

p. If this is a housing project, does it have more than five (5) units? If yes, at least 5% (or 1, whichever is greater) must be accessible to persons with mobility impairments and 2% (or 1, whichever is greater) must be accessible to persons with sensory impairments if the project is new construction or requires substantial rehabilitation. The remaining units must meet the accessibility requirements of the Federal Fair Housing Act, which require that all units in elevator buildings and ground units in other buildings be ADA accessible.

The development includes eighty-four (84) apartment with six (6) apartments (7.5% of the units) accessible to persons with mobility impairments to persons with sensory imapirments and meet the accessibility requirements of the Federal Fair Housing Act

q. Have steps been established to further Fair Housing? Please explain.

The development is funded in part by the Federal LIHTC program and must adhere to all provisions of Fair Housing. Property management staff will submit an affirmative fair housing marketing plan to HUD ahead of lease up that targets low-and moderate-income families who qualify under the LIHTC program. Management and staff will also be trained on Fair Housing.

8. National Objectives to be addressed (check one).

In order to be eligible for CDBG-DR funding, a project must meet at least one of the national objectives outlined in Title 24, Section 570.208 of the Code of Federal Regulations. Select from below the national objective(s) to be met by this project.

Activities Benefiting Low/Moderate Income Persons.

Area benefit activity is one that benefits all residents of low to moderate income in a particular area, in which 51 percent of the residents are low to moderate income persons. (Note: This selection is applicable only if the project will be located in a neighborhood or census tract where more than 51% of the persons or households qualify as low to moderate income. *Please refer to the census maps attached at the end of the application.*)

Limited Clientele. Limited to a specific group of persons and at least 51% of them qualify as low to moderate income.

Housing activities. An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households.

Job creation or retention activities. An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low- and moderate-income persons.

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

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

None (Planning, Capacity Building, Administrative)

9. Eligible Activities.

In order to be eligible for funding, a proposal must include one or more of the activities described in Title 24 Section 570.200 to 570.206 of the Code of Federal Regulations. Select from the listing below the activity this proposed project entails.

- | | |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Acquisition of real property 201(a) | <input type="checkbox"/> Special Economic Development Activities 201(o); 203 |
| <input type="checkbox"/> Disposition 201(b) | <input type="checkbox"/> Microenterprise Assistance 201(o) |
| <input type="checkbox"/> Public Facilities and Improvements 201(c) | <input type="checkbox"/> Miscellaneous Other Activities 201(g), (h), (k), (p), (q) |
| <input type="checkbox"/> Clearance and remediations 201(d) | <input type="checkbox"/> Rehabilitation and Preservation 202(a), (b), (c), (d), (e), (f) |
| <input type="checkbox"/> Public Services 201(e) | <input type="checkbox"/> Planning Activities 205(a) |
| <input type="checkbox"/> Interim Assistance 201(f) | <input type="checkbox"/> General management, oversight and coordination 206(a) |
| <input type="checkbox"/> Relocation 201(i) | <input type="checkbox"/> Public Information 206(b) |
| <input type="checkbox"/> Loss of Rental Income 201(j) | <input type="checkbox"/> Fair Housing Activities 206(c) |
| <input type="checkbox"/> Privately-Owned Utilities 201(l) | <input type="checkbox"/> Indirect Costs 206(e) |
| <input checked="" type="checkbox"/> Construction of Housing 201(m) | <input type="checkbox"/> Submission of applications for federal programs 206(f) |
| <input type="checkbox"/> Homeownership Assistance 201(n) | <input type="checkbox"/> Administrative expenses to facilitate housing 206(g) |
| | <input type="checkbox"/> Section 17 of the U.S. Housing Act of 1937 206(h) |

10. Duplication of Benefits.

Did the subrecipient file an insurance claim (or receive other funding) for the damages referenced in this application? If yes, what were the proceeds used for? If the funds were not used what will the funds be used for? Provide the dollar amounts in the High-Level Budget section of this application.

- Yes No

HIGH LEVEL BUDGET INSTRUCTIONS

Indicate the total dollar amount of Project Funds expected from each funding source. Round all amounts to the nearest dollar. The **TOTAL FUNDS** amount should equal the total project cost. Identify the funding source and the status of each of those funds (*committed, applied for, etc.*).

Once the budget table is completed, provide responses to the below question.

Note: *A cost estimate must be completed for this entire project to complete the budget. A detailed budget/cost summary will be required once your project is deemed eligible.*

CDBG-DR funding is the funding of last resort; therefore, if the proposed project activities were formerly part of your organization's annual budget please identify and indicate the amount below. Also, identify all other funding sources you have pursued and will become available to you during the life of the project. If your project will generate Program Income during the life of the project, please indicate as well below. (Attach an additional sheet if more space is required.)

Project Funds	Amount	Funding Source	Status of Funds
CDBG-DR	34,000,000.00	CDBG-DR	\$29,000,000 approved - Request for additional \$5,000,000 in this application
Local Funds	28,992,005.00	Low Income Housing Tax Credit Equity (includes a 10% increase in credits requested from VIHFA.	Committed/Secured and Closed on \$26,356,374 - LIHTC increase request pending.
Private Funds			
Insurance Proceeds			
Federal Funds (ie. FEMA)			
Other Funds	2,976,934.00	Seller Take Back Note (\$1,060,000), Solar Tax Credit Equity (\$597,134) and deferred fee - \$1,319,800.	Committed/Secured and Closed
Program Income			
TOTAL FUNDS	\$ 65,968,939.00		

1. Please explain how your organization will generate program income?
<p>See original application 9/16/2020</p>

Organizational Head Initials RB

VIHFA Initials JZ

PROJECT BUDGET INSTRUCTIONS

Section I – Project Information

- Please enter the perspective subrecipient name.
- Please enter the Subrecipient Agreement Number (Leave blank until the number has been assigned and communicated upon an executed subrecipient agreement.)
- Please enter the Project Number (Leave blank until the number has been assigned and communicated upon an executed Project Addendum.)
- Provide the project name that will be budgeted in Section 2.

Section II – Budget Information

Fill out the section that applies and add additional lines as needed. The categories are defined below. (**Note:** *Subsequent payment requests will be required to be submitted by budgeted line items. Any increases or decreases in budgeted line item will have to be requested and approved by the Grantee.*)

1. **Program Administration:** Costs associated with the administration, financial requirements, reports, documentation and compliance records, monitoring and oversight. **Note:** *This cost must be allowed by the Grantee in the Subrecipient's agreement.*
2. **Project Cost (Direct):** This refers to both the hard and soft costs of the project, including design, environmental and construction services. This also includes any planned equipment purchases, which must be identified on a separate line item as a budget item.
3. **Project Cost (Activity Delivery Costs):** All project related implementation activities per a written agreement between the grantee and/or Subrecipient. It may include personnel cost for employees directly related to the day to day specific oversight and implementation of CDBG-DR- eligible activities. Personnel cost must be based on records that accurately reflect the work performed. 2 CFR 200.430(i) and should include timesheets and activity logs signed and dated by staff and their supervisor. The time sheet should have a description of the work performed. If time is split between multiple programs, the time sheet should accurately reflect the time split and no time should be left un-allocated.
4. **Indirect Cost:** Indirect costs are costs used by multiple activities, and which cannot therefore be assigned to specific cost objects. As noted in 2CFR Section 200.331(a)XIII, the subaward should include, "Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs)". Additionally, section 200.331(a)(4), requires "an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f).

Acceptance of the 10 percent de minimis rate is predicated upon the following conditions: (1) the non-Federal entity has never received a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal agency and is therefore eligible for the 10 percent de minimis rate; (2) that no costs other than those incurred by the non-Federal entity will be recovered by using the 10 percent de minimis rate and such costs are legal obligations of the non-Federal entity; (3) that the same costs that have been treated as indirect costs have not been claimed as direct costs; and (4) that similar types of costs have been accorded consistent.

State or Local Government and Indian Tribes receiving over \$35 million in direct Federal funding are not eligible to elect the 10% de minimis rate of modified total direct cost (MTDC). (2CFR 200 Appendix VII D(1)b1)

Section III – AUTHORIZATION

1. The applicant's **Organizational Head** must sign and date the form to signify the approval. Type the **Organizational Head's** name and title in the appropriate box.
2. **VIHFA ONLY.** VIHFA will review for approval.

Please attach additional sheet(s) if extra space is needed.

PROJECT BUDGET FORM

FORM: CDBGDR-PBUDGT-04-13-19

Effective Date:

SECTION I –PROJECT INFORMATION

Subrecipient Name: Virgin Islands Housing Authority	Project Name: Donoe Redevelopment
Subrecipient Agreement Number: SA-DR(HA)-001-2019	Project Number: H-PAHD-VIHA- DONOE REDEVELOPMENT LMI

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

SECTION II – BUDGET INFORMATION

CATEGORY	CDBG-DR BUDGET	OTHER SOURCES OF FUNDS			TOTAL COST
Program Administration (At the discretion of the grantee)					
Budget Item A					
Budget Item B					
Total Program Administration					
Project Cost (Direct)					
Budget Item A					
Budget Item B					
Budget Item C					
Budget Item D					
Budget Item E					
Subtotal Project Cost (Direct)					
Project Cost (Activity Delivery Cost)					
Budget Item A					
Budget Item B					
Budget Item C					
Subtotal Project Cost (Activity Delivery Cost)					
TOTAL PROJECT COST					
Indirect Cost					
Planning					
Budget Item A					
Budget Item B					
Budget Item C					
Total Planning Cost					
TOTAL					

SEE ATTACHED UPDATED 12.16.2021

Organizational Head Initials RB

VIHFA Initials [Signature]

SECTION III – AUTHORIZATION

The applicant agrees to substantially abide by the above budget in the utilization of funds provided under the Subrecipient Agreement.

Organizational Head:

Robert Graham, CPM - Executive Director
Print Name and Official Title

R. Graham
Signature

12/20/21
Date

VIHFA CDBG-DR Use Only

**Reviewed by CDBG-DR
Program Manager/Specialist:**

Rosalind Morales-Estrill Public & Affordable Housing Program Manager
Print Name and Official Title

R. Morales-Estrill
Signature

2/2/22
Date

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

Lisa Richards, Sr. Housing Manager Public & Affordable
Print Name and Official Title

Lisa Richards
Signature

2/2/22
Date

**Reviewed by CDBG-DR
Finance Director:**

Valdez Shelford, Chief Financial Officer
Print Name and Official Title

Valdez Shelford
Signature

2/7/2022
Date

Approved Rejected by
CDBG-DR Program Director:

Ann Hanley, CDBG-DR Program Director
Print Name and Official Title

Ann Hanley
Signature

Feb 9, 2022
Date

Approved Rejected by
VIHFA Executive Director:

Daryl Griffith, Executive Director
Print Name and Official Title

Daryl Griffith
Signature

2/11/2022
Date

RG

PROJECT DISBURSEMENT SCHEDULE INSTRUCTIONS

Section I – Project Information

- Please enter the perspective subrecipient name.
- Provide the project name of the specific project
- Please enter the Subrecipient Agreement Number (*Leave blank until the number has been assigned and communicated upon an executed subrecipient agreement.*)
- Please enter the Project Number (*Leave blank until the number has been assigned and communicated upon an executed Project Addendum.*)

Section II – Disbursement Schedule

1. **Project Amount:** The Project Amount refers to the total CDBG-DR funded part of the project budget.
2. **Cumulative Amount:** The Cumulative Amount is a quarter over quarter projection of the projected costs.
3. **Milestones:** If a milestone is Not Applicable (NA) to your project, please mark as such. If you have an additional milestone critical to your project, please add.
4. **Duration:** The Grant Expenditure Period for the CDBG-DR program is 6 years. It began on September 24, 2018, with the signing of the Grant Agreement with HUD and ends September 23, 2024. If your project will take more than two years to complete, please add additional sheets.
5. **Quarters:** Please mark the Quarter when the activity starts with an "X".

Note: *Complete the appropriate disbursement schedule for the proposed project.*

PROJECT DISBURSEMENT SCHEDULE (CONSTRUCTION)

SECTION I – PROJECT INFORMATION

Subrecipient Name: VIRGIN ISLANDS HOUSING AUTHORITY	Project Name: DONOE REDEVELOPMENT
Subrecipient Agreement Number: SA-DR(HA)-001-2019	Project Number: H-PAHD-VIHA- DONOE REDEVELOPMENT LMI

SECTION II – DISBURSEMENT SCHEDULE

Milestones	Amount	Insert Year											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00
Environmental Clearance													
Execution of Sub-Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed													
Solicitation and Selection of Architect													
Design or Development of Scope of Work In progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close out													
Cumulative Drawdown				\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00

SEE ATTACHED UPDATED 12.16.2021

Milestones	Amount	Insert Year											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00
Environmental Clearance													
Execution of Sub-Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed													
Solicitation and Selection of Architect													
Design or Development of Scope of Work In progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close out													
Cumulative Drawdown				\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00

SEE ATTACHED UPDATED 12.16.2021

Organizational Head Initials RM

VIHFA Initials TR

PROJECT DISBURSEMENT SCHEDULE (PUBLIC SERVICES)

SECTION I – PROJECT INFORMATION

Subrecipient Name: VIRGIN ISLANDS HOUSING AUTHORITY	Project Name: DONOE REDEVELOPMENT
Subrecipient Agreement Number: SA-DR(HA)-001-2019	Project Number: H-PAHD-VIHA- DONOE REDEVELOPMENT LMI

SECTION II – DISBURSEMENT SCHEDULE

Milestones	Amount	Insert Year											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00
Environmental Clearance													
Execution of Sub-Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed		SEE ATTACHED UPDATED 12.16.2021											
Solicitation and Selection of Architect													
Design or Development of Scope of Work In progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close out													
Cumulative Drawdown					\$ 0.00			\$ 0.00			\$ 0.00		

Milestones	Amount	Insert Year											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00
Environmental Clearance													
Execution of Sub-Agreement or Memorandum of Understanding and the Issuance of the Notice to Proceed		SEE ATTACHED UPDATED 12.16.2021											
Solicitation and Selection of Architect													
Design or Development of Scope of Work In progress													
Solicitation and Selection of Contractor													
Construction work in progress													
Final Inspection and Close out													
Cumulative Drawdown					\$ 0.00			\$ 0.00			\$ 0.00		

Organizational Head Initials RH

VIHFA Initials JZ

ACTIVITY BENEFICIARY FORM INSTRUCTIONS

Objective: The Activity Beneficiary Form reports information for actual beneficiaries of intended CDBG-DR activities.

1. Mark the appropriate checkbox that applies (Grantee or Subrecipient) and enter the name of the Grantee or Subrecipient.
2. Enter the Subrecipient/Project ID assigned by VIHFA CDBG-DR.
3. Enter Activity Name assigned by VIHFA CDBG-DR.

Part I - BENEFICIARY INCOME INFORMATION

- A. Based upon the location of the project, enter the number and percentage of individuals benefiting by income level.
- B. Enter the data source(s) (e.g. HUD American Community Survey, household survey) and any additional information describing how the beneficiaries were determined.

Part II - AREA INFORMATION *(if the activity is a direct benefit activity, leave this Part II area blank)*

- A. Enter whether the project is target area or communitywide and the census block groups of the project area. Please list each census tract(s) and/or block group(s) that define the area; separating each census tract with a ";". Please continue on another page, if necessary. This information should be determined using the 2010 Census data attached at the end of this document.
- B. Enter the exact location of the geographical center of the project by identifying the latitude and longitude numbers. This information may have been initially reported on the supplemental information page in the approved project application.

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

- A. Enter the total individuals who will benefit by racial and ethnicity and by income level. This total for LMI is any person 80% or below the area median income and Non-LMI are 81% or higher of the area median income. The LMI and Non-LMI total should equal the population total in Part I-A.

Race and ethnicity are independent of each other and should be counted separately. For instance, if the activity served 20 White persons, 15 of which are not of Hispanic/Latino ethnicity and 5 of which are of Hispanic/Latino ethnicity, the information to be added into row "A. Race and Ethnicity, 1. White" should be 20 for Total and 5 for Hispanic/Latino".

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

Project Maps

A map (or maps) that delineate the following items for each target area must be included in the application package:

1. Existing Conditions Map: Provide a detailed map of the existing improvements. The map should delineate such items as the location of project and/or size of waterlines, elevated water tanks, sewer lines, manholes, location of treatment plants, etc.
2. Proposed Improvements Map: Provide a detailed map showing the location of project, sizes, etc. of the proposed improvements.

RS

3. Census tracts and/or block groups (by number) and/or logical record numbers.
4. Location of concentrations of low- and moderate-income persons, showing number and percent by census tracts and/or block groups and/or logical record number.
5. Boundaries of areas in which the activities will be concentrated; and
6. The specific location of each activity.

Note: *The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information shown can be depicted in such a way as to easily determine the difference between the existing and proposed.*

**VIHFA COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
ACTIVITY BENEFICIARY FORM**

1. Grantee <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/>	2. Subrecipient/Project ID
---------------------------------------------------------------------------------------------	-----------------------------------

3. Activity Name:

PART I – BENEFICIARY INCOME INFORMATION

A. Income Levels	Total	Percentage
1. Total Number Persons Less than or equal to 50% Area Median Income.		
2. Total Number of Persons Over 50% not greater than 80% Area Median Income.		
3. Total Number of Persons Over 80% Area Median Income.		
Total Population		

A. Source(s) for Determining Beneficiary Data:

PART II – AREA INFORMATION *(Skip Part II if this is a direct benefit project)*

A. Indicate whether the completed project was target area(s) specific or community-wide

Target Area(s) Community-Wide

List Census Tract(s) and/or Block Group(s):

SEE ORIGINAL APPLICATION 9/16/2020

B. Provide Latitude/Longitude for the project location at or near geographical center:

Latitude: _____ Longitude: _____

PART III – DIRECT BENEFIT DEMOGRAPHIC INFORMATION *(Skip Part III if this is an area wide benefit project)*

A. Race and Ethnicity	Total		Hispanic/Latino	
	LMI	Non-LMI	LMI	Non-LMI
1. White				
2. Black/African American				
3. Asian				
4. American Indian/Alaskan Native				
5. Native Hawaiian/Other Pacific Islander				
6. American Indian/Alaskan Native and White				
7. Asian and White				
8. Black/African American and White				
9. American Indian/Alaskan Native and Black/African American				
10. Other multi-racial				
11. Unknown				
Total Persons				
B. Head of Household	LMI		Non-LMI	
1. Female-Headed Households				

Organizational Head Initials RH

VIHFA Initials RJ

OTHER FUNDS SUPPLEMENTAL DOCUMENTATION

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

1. letter and adopted resolution from the local governing body stating the specific source, amount, and location of local cash;
2. A line of credit letter from a financial institution such as a bank stating the amount available as a loan;
3. Specific evidence of funds to be received from a tax or bond election that has already passed; or
4. A letter from another funding agency stating that the funds have been awarded and are currently available for expenditure.




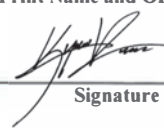



Note: *Attach the supporting documentation to this application.*

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AUTHORIZATION

In the event that the VIHFA or HUD determines that any funds were expended by the Subrecipient for unauthorized or ineligible purposes or the expenditures constitute disallowed costs in any other way, then VIHFA or HUD may order repayment of the same. The Subrecipient shall remit the disallowed amount to VIHFA within thirty (30) days of written notice of the disallowance.

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I agree to substantially abide by the above budget in the utilization of funds provided under this Subrecipient Agreement. I certify under penalty of perjury that: (1) the information provided in this Community Development Block Grant Disaster Recovery Project application is true and correct as of this date and that any intentional or negligent misrepresentation may result in civil liability, including monetary damages, and/or in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Sec. 1001, et seq.; and (2) the property will not be used for any illegal or prohibited purpose or use.

Organizational Head:	Robert Graham, CPM - Executive Director <small>Print Name and Official Title</small>	 <small>Signature</small>	12/20/21 <small>Date</small>
VIHFA CDBG-DR Use Only			
Reviewed by CDBG-DR Program Manager/Specialist:	Rosalind Morales-Estrill Public & Affordable Housing Prog. Mgr. <small>Print Name and Official Title</small>	 <small>Signature</small>	2/2/22 <small>Date</small>
Reviewed by CDBG-DR Senior Manager:	Lisa Richards <small>Print Name and Initials</small>	 <small>Signature</small>	2/2/22 <small>Date</small>
Reviewed by Environmental:	Kyora Veira, Environmental Manager <small>Print Name and Official Title</small>	 <small>Signature</small>	02/03/2022 <small>Date</small>
Reviewed by Compliance & Monitoring:	Shakema Jacobs <small>Print Name and Official Title</small>	 <small>Signature</small>	02/03/2022 <small>Date</small>
<input checked="" type="checkbox"/> Approved / <input type="checkbox"/> Rejected by CDBG-DR Program Director:	Ann Hanley <small>Print Name and Official Title</small>	 <small>Signature</small>	Feb 9, 2022 <small>Date</small>
<input checked="" type="checkbox"/> Approved / <input type="checkbox"/> Rejected by VIHFA Executive Director:	Daryl Griffith, Executive Director <small>Print Name and Official Title</small>	 <small>Signature</small>	2/11/2022 <small>Date</small>

LOW- AND MODERATE-INCOME MAP

Low- and Moderate-Income Census Tract Map St. Thomas and St. John



Legend

 Census Tracts >51% LMI

Source: HUD User Data 2019 (based on 2010 Census), U.S. Census Bureau 2018

Projection: Global Coordinate System North American Datum of 1983

RM

LOW- AND MODERATE-INCOME MAP

Low- and Moderate-Income Census Tract Map St. Croix



Legend

 Census Tracts >51% LMI

Source: HUD User Data 2019 (based on 2010 Census), U.S. Census Bureau 2018

Projection: Global Coordinate System North American Datum of 1983

RL

SECTION II – BUDGET INFORMATION (AMENDED)

CATEGORY	CDBG-DR BUDGET		OTHER SOURCES OF FUNDS						TOTAL COST
	1ST Funding Source	2ND Funding Source	LIHTC	ENERGY CREDITS	FEMA	DEFERRED DEVELOPER FEE	SELLER'S NOTE		
								3RD Funding Source	
Program Administration <i>(At the discretion of the grantee)</i>									
Budget Item A	\$0.00	-			\$0.00			\$0.00	\$0.00
Budget Item B	\$	\$			\$			\$	\$
Total Program Administration	\$0.00	-	-	-	\$0.00	-	-	\$0.00	\$0.00
Project Cost (Direct)									
Architectural Design	\$ 942,312.00	569,878.00							\$ 1,512,190.00
Master Planning	\$ -								\$ -
Architectural Reimbursements *	\$ -								\$ -
Legal Fees	\$ -	506,998.00							\$ 506,998.00
Civil Engineering	\$ 66,500.00	11,000.00							\$ 77,500.00
Geotechnical	\$ 35,354.50	26,999.50							\$ 62,354.00
Survey	\$ 25,265.00	34,735.00							\$ 60,000.00
Archaeological Survey and Report	\$ -								\$ -
Environmental	\$ 1,508,320.00	1,500,000.00							\$ 3,008,320.00
Zoning/Permits	\$ 150,000.00	49,142.00							\$ 199,142.00
Energy Consultant-HERS/LEED	\$ -	20,000.00							\$ 20,000.00
Property Appraisal	\$ 13,800.00	29.00							\$ 13,829.00
Market Study	\$ 6,750.00								\$ 6,750.00
Consulting Fees (Appraisal) **	\$ -	100,000.00							\$ 100,000.00
Tax Credit Allocation Fee	\$ 53,848.72	10,270.00							\$ 64,118.72
Tax Credit Application Fees	\$ 750.00								\$ 750.00
St. Thomas Municipal Fees	\$ -								\$ -
Utility Connection Fees	\$ -								\$ -
Capital Needs Assessment	\$ -								\$ -
Pre-dev Loan Costs	\$ -								\$ -
Lender Fees	\$ 80,000.00	686,785.00							\$ 766,785.00
Const Management/Review Fees	\$ -								\$ -
Soft Cost Contingency - Other	\$ -	61,868.00							\$ 61,868.00
Insurance	\$ 1,612,500.00	506,800.00							\$ 2,119,300.00
Site Preparation - Rubble Removal (TBD)	\$ -								\$ -
Other - Hydrology Survey (per DPNR)	\$ -								\$ -
Land Cost	\$ -								\$ -
General Development Costs ***	\$ 488,716.41	9,478,447.87							\$ 1,060,000.00
Financing Costs	\$ -								\$ -
Construction Costs (includes delay claim \$1.2 M and bar)	\$ 28,466,192.37	16,026,186.63							\$ 44,492,379.00
Developer Fees	\$ -								\$ -
Reserves	\$ -								\$ -
Subtotal Project Cost (Direct)	\$ 33,450,309.00	29,589,139.00	\$	-	\$	1,319,800.00	\$	1,060,000.00	\$ 65,419,248.00
Project Cost (Activity Delivery Cost)									
VIHA Development Staff 3-Year Allocation	\$ 549,691.00	-				0			\$ 549,691.00
Budget Item B	\$ -								\$ -
Budget Item C	\$ -								\$ -
Subtotal Project Cost (Activity Delivery Cost)	\$ -	\$ -							\$ -
TOTAL PROJECT COST	\$ 549,691.00	\$ -	\$	-	\$	1,319,800.00	\$	-	\$ 549,691.00
Indirect Cost	\$ -	\$ -							\$ -
Planning	\$ -								\$ -
Budget Item A	\$ -								\$ -
Budget Item B	\$ -								\$ -
Budget Item C	\$ -								\$ -
Total Planning Cost	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
TOTAL	\$ 34,000,000.00	29,589,139.00	\$	-	\$	1,319,800.00	\$	1,060,000.00	\$ 65,968,939.00

	Original Budget	Amendment 1 Budget	Budget Revision Reallocation	Amendment 2 Budget	Difference Between 1 and 2
Architectural Design	639,223.00	942,312.00	942,312.00	942,312.00	0.00
Master Planning	18,000.00	0.00	0.00		0.00
Architectural Reimbursements	25,650.00	0.00	0.00		0.00
Civil Engineering	69,500.00	77,500.00	66,500.00	66,500.00	0.00
Geotechnical	42,315.00	35,354.00	35,354.00	35,354.00	0.00
Survey	16,000.00	60,000.00	25,265.00	25,265.00	0.00
Archaeological Survey and Report	20,000.00	0.00	0.00		0.00
Environmental	16,000.00	45,700.00	45,700.00	1,508,320.00	1,462,620.00
Zoning/Permits	45,000.00	150,000.00	150,000.00	150,000.00	0.00
Energy Consultant-HERS/LEED	10,000.00	10,000.00	0.00	0.00	0.00
Property Appraisal	7,500.00	13,800.00	13,800.00	13,800.00	0.00
Market Study	7,500.00	6,750.00	6,750.00	6,750.00	0.00
Consulting Fees (Appraisal)	100,000.00	0.00			0.00
Tax Credit Allocation Fee	67,500.00	53,849.00	53,848.72	53,848.72	0.00
Tax Credit Application Fees	2,500.00	3,250.00	750.00	750.00	0.00
St. Thomas Municipal Fees	50,000.00	0.00	0.00		0.00
Utility Connection Fees	25,000.00	0.00	0.00		0.00
Lender Fees	80,000.00	80,000.00	80,000.00	80,000.00	0.00
Soft Cost Contingency	40,000.00	0.00	0.00		0.00
Insurance	20,000.00	1,612,500.00	1,612,500.00	1,612,500.00	0.00
Hydrology Study DPNR	25,000.00	25,000.00	0.00	0.00	0.00
General Development Costs	2,093,452.00	667,500.00	488,716.41	488,716.41	0.00
Construction Costs		24,666,794.00	24,928,812.87	28,466,192.87	3,537,380.00
Modern Staff Fees (VIHA to submit)	200,000.00	549,691.00	549,691.00	549,691.00	0.00
Developer Fees	5,206,491.00	0.00			0.00
Reserves	1,173,369.00	0.00			0.00
Total	10,000,000.00	29,000,000.00	29,000,000.00	34,000,000.00	5,000,000.00

