

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 pertains 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 # _____

1. Applicant Name, Contact Person's Name, Address, Phone Number, and E-mail Address:	
Donoe Redevelopment Partners LLC (to be formed) Lydia Pelle, Chief Operating Officer, Virgin Islands Housing Authority Ipelle@vihousing.org 9900 Oswald Harris Court, St. Thomas, U.S. Virgin Islands 00842-3100 (340)713-2351; (340)690-4794	
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 mpeach@wrtdesign.com (215) 772-1486	Bioimpact, Inc. P.O. Box 132, Kingshill, St. Croix, VI 00851 (340) 690-8445 bioimpact@islands.vi
	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 dollars. 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 units) and St. Croix (17 communities, 52% of units). At least four public housing communities were damaged beyond repair and are scheduled for demolition. Public housing in the Territory is managed by VIHIA, which oversees 26 public housing communities or 3,014 units.</p> <p>On the eve of the hurricanes, VIHIA's waiting list for public housing units consisted of a total 587 households. The VIHIA 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. VIHIA along with the support from the U.S. Department of 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.</p> <p>On September 18, 2017, the entire Tutu Community was the main 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 condition were a result of complete blown-out window walls, ripped-out electrical and plumbing lines and other structural infrastructure damages. VIHIA immediately began evacuating households, due to health and safety concerns. On January 19, 2018, HUD approved the demolition of all 17 building at Estate Tutu Hi-Rise Apartments.</p>	
7. Project Description (Answer the questions below.)	
<p>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.</p>	

Organizational Head Initials

VIHFA Initials

Due to the uninhabitable living condition of the development, VIHHA also received authorization to use Tenant Protection Vouchers, under the Housing Choice Voucher Program (formerly known as the Section 8 Program), to relocate the families out of the community. VIHHA worked diligently to relocate eligible Tutu households in accordance with the Tutu Relocation Plan, which is developed to comply with 1) Uniform Relocation Act, Regulation 49 CFR Part 24, 2) Section 104(d) of the Housing and Community Development Act, 3) HUD Handbook 1378-Tenant Assistance, Relocation and Real Property Acquisition, 4) PIH Notice 2014-17 Relocation Requirements under the RAD Program. VIHHA provided the Tutu residents with the required notices, relocation counseling and financial assistance as was necessary. All 284 residents were relocated to other public housing communities, other private homes or apartments using Section 8 vouchers or relocated off-island by December 2018.

VIHHA immediately started planning for the demolition and redevelopment of the Estate Tutu Hi-Rise Apartments. It was obvious that the FEMA inspection and funding approval process would take years to realize the demolition and redevelopment of a new, more resilient housing development at the existing Estate Tutu Hi-Rise Apartment location. VIHHA then began looking at other vacant land that would allow for the construction of a some new housing for the former Estate Tutu residents at a different location, while the demolition of the existing hurricane -damaged building was being processed by FEMA and the demolition to actually occur. Keeping in kind that the same number of units could not be replaced at the existing Tutu site because of the high density the existing building configuration presented, the new Tutu replacement units would have to be constructed at different locations. As such, VIHHA's attempts to purchase land were unsuccessful for various reasons. VIHHA then began looking at its owned vacant land and decided to utilize the former Estate Donoe site to construct Phase I of the Estate Tutu Redevelopment. Sixty (60) of the eighty-four replacement housing units will be set aside for households earning up to 30% AMI and the remaining twenty-four (24) units of the project will be affordable to households earning up to 60% of Area Median Income thereby serving 100% low-or very low-income individuals and families. Project Closing, which includes syndication and permanent financing is anticipated upon receipt of funding from CDBG-DR Construction is proposed to start in September 2020 and is expected to be concluded to September 2022.

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

VIHHA and Penrose are planning the new construction of 84 walk-up apartments, including 44 one-bedroom at 681 sq ft, 24 two bedroom at 1013 sq ft, 16 three-bedroom at 1187 sq ft apartment and an onsite community building consisting of approximately 80,000.00 sq feet. The site plan includes 14 buildings, five apartments per building that vary from three to four stories. The Estate Donoe site is vacant and owned by VIHHA. Planned project amenities include indoor and outdoor community space. The plans incorporated sustainable design standards and local architectural influences that integrate the development wit the greater neighborhoods. The site will comply with all 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 will be constructed as hardened and resilient buildings with reinforced concrete walls at the exterior with impact-resistance glass windows and sliding glass doors. Roof will also 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 same location, 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 the construction through 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, option for cable, internet, air-conditioning and telephone access. Sitework will also include removal of thousands of cubic yards of crushed concrete and rebar that has remained at this site demolition in 2002. A Phase II environmental is currently being completed.

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 18.3 acre site is vacant land owned by the Virgin Islands Housing Authority located at 3B Estate Donoe St. Thomas US Virgin Islands. It was densely populated with 300 units, almost 20 years ago, but will be redeveloped with 84 units with half of the site being used as a nature trail. The site is within vehicular and some walking accessible distance to a network of assets, including schools, public library, retail, movie theatre, pharmacies, grocery shopping and banks and is accessible by public transportation.

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

The Developer Partnership (Donoe Redevelopment Partners, LLC (partnership to be formed) will acquire the 18.30 acres site from the Virgin Islands Housing Authority through lease for 75 years. The Option of Ground Lease was executed on July 31, 2019. The Ground Lease Agreement will be included as part of the Closing documents.

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?

The construction will take place at the former Donoe Apartments public housing site utilizing existing roads. New storm drains and sewer lines will be installed. The sewer system will be tied into the public sewer system adjacent to the site which was originally designed to accommodate 300 units. There is an adjacent sewage treatment plant that was upgraded by the V.I. Waste Management Authority for Grandview Apartments. Storm drains and sewers lines will be installed and are a part of the budget.

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.

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 grow 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 if needed.

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.

The alternative energy/green building solutions will translate into both indirect and direct benefits to the eighty-four residents since the site will have little reliance on public utilities. This is a major positive during hurricane events. The residents will have reduced utility expenses with these measures and direct access to walking paths on the site, leading to play and fitness areas.

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.

The Tax Credit Limited Partnership with V.I. Housing Revitalization Corp., and the Equity Investor, will be the owner and retain ultimate responsibility for the project. The partnership will maintain the 15-year tax credit compliance period and the 20-years affordability period. Cash flow of \$200,000.00 is expected annually from rental income and direct subsidy from HUD.

k. Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project.

Donoe is located in an area where greater than 50% of the population includes low-moderate income families. The site is surrounded by a blend of single and multi-family residential homes and within vehicular 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 project are the low-income families of existing public housing communities and applicants on the low-income public housing waiting list.

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: 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.

No.

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: Attach record indicating year of construction and proof of exemption.

No. A Phase II environmental is in process for the site.

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

N/A - Project is a 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? VIIIA 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 project will have 84 apartments with 6 apartments (7.5% of the units) accessible to persons with mobility impairments, to persons with sensory impairments and meet the accessibility requirements of the Federal Fair Housing Act/Uniform Federal Accessibility Standards (UFAS) In addition to the 6 UFAS units, all ground floor units will be Fair Housing complaint (visit-able).

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 LIHTC Program. Management and staff will be trained on Fair Housing practices as well.

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)

Organizational Head Initials AP

VIHFA Initials [Signature]

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

Organizational Head Initials



VIHFA Initials



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 analysis 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	10,000,000.00	CDBG-DR	Application Pending VIHFA Approval
Local Funds	26,256,374.00	Low Income Housing Tax Credit	LIHTC Allocation received from VIHFA
Private Funds			
Insurance Proceeds			
Federal Funds (ie. FEMA)	19,000,000.00	FEMA	Approved from FEMA
Other Funds	1,931,000.00	SEE ATTACHED	
Program Income			
TOTAL FUNDS	\$ 57,287,374.00		

1. Please explain how your organization will generate program income?

To answer your question the Estate Donoe operating budget shows positive net cash flow , the anticipated revenue is greater than estimated expenses. However any net cash flow must be used to pay deferred developer fee, replenish reserves if needed and then will pay off VIHA Seller's Note. Thereafter if any funds remain, it would be considered Program Income and will be used to fund other affordable housing projects.

Organizational Head Initials



VIHFA Initials



DONOE HIGH LEVEL BUDGET ADDENDUM

Project Funds	Amount	Funding Source	Status of Funds
CDBG-DR	\$ 10,000,000.00		Pending Application Approval
Low Income Housing Tax Credits	\$ 26,356,374.00		LIHTC Allocation received from VIHFA
Private Funds	\$		N/A
Insurance Proceeds	\$		N/A
Federal Funds (ie. FEMA)	\$ 19,000,000.00		FEMA Funding Approved
SUBTOTAL	\$ 55,356,374.00		
Other Funds	\$ 597,134.00	Energy Tax Credits	Available
Other Funds	\$ 1,060,000.00	Seller's Note	Available
Other Funds	\$ 273,866.00	Deferred Developer Fee	Available
TOTAL FUNDS	\$ 57,287,374.00		

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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

Effective Date:

FORM: CDBGDR-PBUDGT-04-13-19

SECTION I – PROJECT INFORMATION

Subrecipient Name: VIRGIN ISLANDS HOUSING AUTHORITY	Project Name: DONOR REDEVELOPMENT
Subrecipient Agreement Number: SA-DR(HA)-001-2019	Project Number:

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

SECTION II – BUDGET INFORMATION

CATEGORY	CDBG-DR BUDGET	OTHER SOURCES OF FUNDS			TOTAL COST
		NSF	ACT/GRANT		
Program Administration (At the discretion of the grantee)					
Budget Item A					
Budget Item B					
Total Program Administration					
Project Cost (Direct)					
Land Cost					
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					

Organizational Head Initials 

VIHFA Initials 

SECTION II - BUDGET INFORMATION (UPDATED)

CATEGORY	FUND SOURCE						TOTAL COST
	GENERAL FUND		STATE FUND		OTHER FUND		
	FY20 Funding Source	FY20 Funding Amount	FY20 Funding Source	FY20 Funding Amount	FY20 Funding Source	FY20 Funding Amount	
Program Administration (At the discretion of the grantee)							
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	\$	942,912.00	\$		\$		\$ 942,912.00
Master Planning	\$		\$		\$		\$
Architectural Reimbursements *	\$		\$		\$		\$
Legal Fees	\$		\$		\$		\$
Civil Engineering	\$	77,500.00	\$		\$		\$ 77,500.00
Geotechnical	\$	85,000.00			\$		\$ 85,000.00
Survey	\$	60,000.00			\$		\$ 60,000.00
Archaeological Survey and Report	\$				\$		\$
Environmental	\$	43,700.00			\$		\$ 43,700.00
Zoning/Permits	\$	150,000.00			\$		\$ 150,000.00
Energy Consultant - HDRS/LEED	\$				\$		\$
Property Appraisal	\$				\$		\$
Market Study	\$	17,500.00			\$		\$ 17,500.00
Consulting Fees **	\$	17,500.00			\$		\$ 17,500.00
Tax Credit Allocation Fee	\$	102,897.00			\$		\$ 102,897.00
Tax Credit Application Fees	\$	1,250.00			\$		\$ 1,250.00
St. Thomas Municipal Fees	\$				\$		\$
Utility Connection Fees	\$				\$		\$
Capital Needs Assessment	\$				\$		\$
Pre-dev Loan Costs	\$				\$		\$
Lender Fees	\$	80,000.00			\$		\$ 80,000.00
Const Management/Review Fees	\$				\$		\$
Soft Cost Contingency - Other	\$				\$		\$
Insurance	\$	185,000.00			\$		\$ 185,000.00
Site Preparation - Rubble Removal (TBD)	\$				\$		\$
Other - Hydrology Survey (per DPWR)	\$	25,000.00			\$		\$ 25,000.00
Land Costs	\$				\$		\$
General Development Costs ***	\$	2,200,000.00	\$		\$	1,060,000.00	\$ 3,260,000.00
Financing Costs	\$		\$		\$		\$
Construction Costs	\$	3,496,949.90	\$	15,191,131.00	\$	1,777,705.70	\$ 19,465,786.60
Developer Fees	\$		\$	7,169,243.00	\$	27,223,294.30	\$ 34,392,537.30
Reserves	\$		\$		\$	273,866.00	\$ 273,866.00
Subtotal Project Cost (Direct)	\$	3,496,949.90	\$	15,191,131.00	\$	19,465,786.60	\$
Project Cost (Activity Delivery Cost)	\$	349,691.20	\$	0	\$	0	\$
VHA Development Staff 3-Year Allocation	\$	349,691.20	\$		\$		\$ 349,691.20
Budget Item B	\$		\$		\$		\$
Budget Item C	\$		\$		\$		\$
Subtotal Project Cost (Activity Delivery Cost)	\$	349,691.20	\$	0	\$	0	\$
TOTAL PROJECT COST	\$	3,846,641.10	\$	15,191,131.00	\$	19,465,786.60	\$
Indirect Cost	\$	0	\$	0	\$	0	\$
Planning	\$	0	\$	0	\$	0	\$
Budget Item A	\$		\$		\$		\$
Budget Item B	\$		\$		\$		\$
Budget Item C	\$		\$		\$		\$
Total Planning Cost	\$	0	\$	0	\$	0	\$

* Architecture Reimbursables - same as LHTC Eligible Basis Worksheet - costs associated with reimbursable expenses for travel, printing, etc. from the architects
 ** Consulting Fees - as per the LHTC Eligible Basis Worksheet - see Items #7 and 23
 *** General Development Costs - as per the LHTC Eligible Basis Worksheet - see Items #4, 5, 15, 16, 21 and 22

OP
 CWP
 09/16/2020

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:

pr **ROBERT GRAHAM, EXECUTIVE DIRECTOR**
Print Name and Official Title

Signature

9/11/2020
Date

Reviewed by CDBG-DR Program Head:

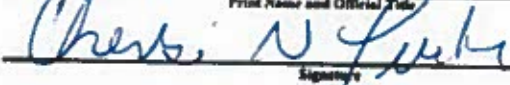
VINFA CDBG-DR Use Only
Print Name, Official Title
Print Name and Official Title


Signature

9/14/2020
Date

Reviewed by CDBG-DR Senior Manager:

LISA RICHARDS
Print Name and Official Title


Signature

09/16/2020
Date

Reviewed by CDBG-DR Finance Director:

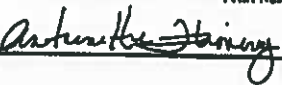
CHERISE TUCKER
Print Name and Official Title

Signature

Date

Approved / Rejected by CDBG-DR Director:

ANTOINETTE FLEMING
Print Name and Official Title


Signature

9/16/2020
Date

Approved / Rejected by VINFA Executive Director:

DARYL GRIFFITH
Print Name and Official Title


Signature

9/14/2020
Date

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: To be assigned and communicated +

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		

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		

Organizational Head Initials ap

VIHFA Initials 

PROJECT DISBURSEMENT SCHEDULE (PUBLIC SERVICES)

SECTION I – PROJECT INFORMATION

Subrecipient Name: VIRGIN ISLANDS HOUSING AUTHORITY	Project Name: DUNOE REDEVELOPMENT
Subrecipient Agreement Number: SA-DR(HA)-001-2019	Project Number: To be assigned and communicated

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	

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	

Organizational Head Initials *AO*

VIHFA Initials *[Signature]*

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.

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 Subrecipient
 VIRGIN ISLANDS HOUSING AUTHORITY

2. Subrecipient/Project ID
 SA-DR(HA)-001-2019

3. Activity Name:
 DONOR REDEVELOPMENT

PART I – BENEFICIARY INCOME INFORMATION

A. Income Levels	Total	Percentage
1. Total Number Persons Less than or equal to 50% Area Median Income.	4,497	53%
2. Total Number of Persons Over 50% not greater than 80% Area Median Income.	1840	22%
3. Total Number of Persons Over 80% Area Median Income.	3277	39%
Total Population	9614	100%

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):

9601,9602,9606,9608

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

Latitude: 64°53'54.27"W Longitude: 18°20'28.5"W

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	586	629	70	29
2. Black/African American	490	2232	407	164
3. Asian	1	1	2	1
4. American Indian/Alaskan Native	9	3	9	3
5. Native Hawaiian/Other Pacific Islander	0	0	0	0
6. American Indian/Alaskan Native and White	0	0	0	0
7. Asian and White	1	1	1	1
8. Black/African American and White	0	0	0	0
9. American Indian/Alaskan Native and Black/African American	0	0	0	0
10. Other multi-racial	69	28	69	28
11. Unknown	0	0	0	0
Total Persons	5571	2894	558	226

B. Head of Household	LMI	Non-LMI
1. Female-Headed Households	137	1946

Organizational Head Initials *OP*

VIHFA Initials *[Signature]*

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.*

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:

JR **ROBERT GRAHAM, EXECUTIVE DIRECTOR**
Print Name and Official Title
Robert Graham
Signature

9/11/2020
Date

VIHFA CDBG-DR Use Only

Reviewed by CDBG-DR Program Head:

Print Name, Official Title
Print Name and Official Title

Signature

Date

Reviewed by CDBG-DR Senior Manager:

LISA RICHARDS *LR*
Print Name and Initials

9/14/2020
Date

Reviewed by Environmental:

KYORA VEIRA *Kyora Veira*
Print Name and Initials

09/16/2020
Date

Reviewed by Compliance & Monitoring Specialist:

LAURA SMITH-DAWKINS
Print Name and Official Title
Laura Smith-Dawkins
Signature

09/16/2020
Date

Reviewed by Compliance & Monitoring Sr. Manager:

JAMILA HAYNES *JH*
Print Name and Initials

09.16.2020
Date

Approved / Rejected by CDBG-DR Director:

ANTOINETTE FLEMING
Print Name and Official Title
Antoinette Fleming
Signature

9/16/2020
Date

Approved / Rejected by VIHFA Executive Director:

DARYL GRIFFITH
Print Name and Official Title
Daryl Griffith
Signature

9/16/2020
Date

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

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