



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza • Suite 200 • St. Thomas, USVI 00802-6447
Telephone: (340) 777-4432 • Fax: (340) 775-7913

November 2, 2022

Mr. Roger Merritt, Jr.
Executive Director
3200 Demarara
St. Thomas, VI 00802

RE: Appendix I: Notice to Proceed 1, Smith Bay Convenience Center

Dear Executive Director Merritt:

The Virgin Islands Waste Management Authority (VIWMA) is hereby officially authorized to conduct:

1. issue Letter of Intent (LOI) document after VIHFA review
2. use their in-house engineering firm to complete up to 30% of design and the environmental assessment.
3. complete cost analysis
4. advertise RFP and receive bids for the design-build firm

VIWMA will be required to comply with 2 CFR pursuant to §200.324 Contract Cost and Price and provide the cost analysis to VIHFA for review and approval. VIWMA may not select a design-build firm or execute contract until the Authority to Use Grant Funds (AUGF) has been issued.

The VIWMA may conduct activities listed above only for Public Improvement under Section 105(a)(2) of the Housing and Community Development Act of 1974, as amended, necessary on the above identified project.

VIWMA must submit to VIHFA their procurement solicitation for upload and advertisement on VIHFA's website. **VIWMA is prohibited from taking any actions for the purchase and/or construction activities until VIHFA has issued VIWMA a Notice to Proceed specifically for those activities, as outlined in Project Agreement No. I-IRR-WMA-SMITH BAY.**

Enclosed is a copy of the Subrecipient Agreement No. SA-DR(WMA)-04-2020 executed between VIWMA and VIHFA on February 25, 2021 that stipulates policies, procedures and regulations governing the implementation of this project. Please be reminded that the available Community Development Block Grant Disaster Recovery (CDBG-DR) amount for this project for environmental review and 30% design is \$ 53,753.20. Any costs in excess of this amount must be borne by VIWMA. In addition, CDBG-DR funds may only be used by VIHFA to pay for, or to reimburse, costs incurred on or after the date of this Notice to Proceed.

I look forward to a very productive relationship with VIWMA for the recovery, resiliency and empowerment of communities within the Virgin Islands. If you have any questions, please contact Mrs. Verline Marcellin-Constable, Infrastructure Program Senior Manager at (340) 772-4432.

Sincerely,

Dayna Cienfuegos
Interim Executive Director/
Chief Disaster Recovery Officer

Enclosure



St. Croix Office: 100 Lagoon Complex • Suite 4 • Frederiksted, VI 00840-3912 • Telephone: (340) 772-4432