

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 Waste Management
Authority (VIWMA)

Project Name: St. Croix Convenience Center - Estate Concordia

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:



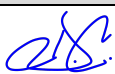
Original Application



Amended Application # _____

1. Applicant Name, Contact Person's Name, Address, Phone Number, and E-mail Address:	
Virgin Islands Waste Management Authority Mr. Roger Merritt, Executive Director 3200 Demarara, St. Thomas, VI 00802 (340) 712-4955, rmerritt@viwma.org	
2. Program	
☐ Housing ☒ Infrastructure ☐ Economic Revitalization ☐ Planning ☐ Public Services/Public Facilities	
3. Project Name:	
St. Croix Convenience Center - Estate Concordia	
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)
Oasis Construction Services, Inc. 45 Woodstock St., Roswell, GA 30075 Mr. Michael Monteleone, P.E. mmonteleone@oasis-cs.com - (404) 307-2680 Mr. Peter Ramsey, P.G. and Ms. Ashley Butterfield pramsey@oasis-cs.com and abutterfield@oasis - (678) 739-2400	Nadine Noorhansan, Ph.D. 252 Estate Glynn, Kingshill, V.I. 00850 nnoorhasan@viwma.org - (340) 712-4962 / (340) 712-4973
	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":	
The US Virgin Islands Waste Management infrastructure was severely damaged by Hurricanes Irma and Maria. The hurricanes generated 825,000 cubic yards of debris, which is almost three times as much waste as the Territory typically generates in one year. The hurricanes had clear social and economic impacts on VIWMA's existing Estate Concordia bin site which was physically overwhelmed with waste after the hurricanes, creating hazard to public health, public safety, and the environment. Residents who became impatient waiting on house-to-house collection of hurricane debris deposited not only bulk waste, municipal waste, and white goods, but also Construction & Demolition (C&D) waste at the existing Estate Concordia bin site. Waste overflowed the bins leaving the site heavily littered for over a month. At one point, the littered waste threatened to encroach upon the adjacent roadway. Supporting photos are appended to the end of this application. The Virgin Islands Waste Management Authority is in need of infrastructure designed to address the influx of waste received after a natural disaster, such as that which occurred after Hurricanes Maria and Irma. This application is for the St. Croix Estate Concordia location which is favorable for several reasons. This site is located within walking distance from many residences allowing it to be pedestrian accessible, which is important because roads are often dangerous to travel via motor vehicle after a hurricane knocks down utility poles, wires, and other hazardous debris. National flood hazard maps show that this site is not located in a flood plain. The existing Estate Concordia bin site currently receives waste at an average rate of 123 tons per week.	
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.	

Organizational Head Initials REM

VIHFA Initials 

The proposed project is to redevelop and upgrade the existing Estate Concordia site from a bin site to a convenience center. A convenience center is a consumer-oriented solid waste drop-off facility designed with measures to ensure waste is collected in an organized manner to prevent the hazards to public health, public safety, and the environment. The proposed project will have multiple collection areas, including bins, compactors, and sheds, to segregate the specific types of waste so that VIWMA will be able to implement a waste diversion program for the Territory including recycling, construction & demolition (C&D) waste, white goods, electronics, green waste, used oil, tires, and scrap metal. The proposed project will include a small office with break room facilities to allow the proposed project to be staffed with an attendant to ensure orderly disposal. The attendant will also coordinate with waste haulers to empty the bins at Anguilla Landfill in a timely fashion without excessive accumulation and will oversee operations and maintenance. Operating hours will be Monday through Saturday 6:00 a.m. to 7:00 p.m. and Sunday 6:00 a.m. to 5:00 p.m. It will be fenced to prevent dumping, and a security guard will monitor the proposed project during closed hours.

Design will be performed on VIWMA's behalf by an on-call engineering consultant whose services were procured through a competitive bid process. See the attached contract in Attachment 1, and please note that the on-call engineering consultant's scope of work is to support VIWMA projects overall and is not limited to CDBG-funded disaster relief. Environmental assessments will also be performed by the on-call engineering consultant under the responsible charge of VIWMA's Compliance Management & Environmental Enforcement Director Nadine Noorhasan, Ph.D.

The timeline for the Convenience Center to be built is within 1 year from release of Tranche 2 funding and receipt of Notice to Proceed (NTP).

.... (Please see attachment for remaining comments)

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

The proposed Estate Concordia convenience center will serve the everyday needs of St. Croix's western residents, who largely do not receive door-to-door solid waste pickup, therefore it will reduce the environmental impact from littering. It will also serve hurricane-specific needs by providing residents with a local solid waste disposal site that will reduce the need to drive on roadways which may be hazardous post-hurricane. The presence of the on-site personnel will also ensure organized disposal of storm debris and therefore protect the environment from the dumping and littering that has historically occurred post-hurricane. Please see the attached photos. The attendant will coordinate Compactor and bin pickup under normal conditions once every 3 days or as needed.

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

Currently, no design has been conducted for the proposed project. This application proposes to fund both conceptual and detailed design phases. Concordia will be designed to withstand hurricanes and to be operational immediately after storm events. Storm water management will be designed into the center to mitigated flooding.

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

Currently, no design has been conducted for the proposed project. This application proposes to fund both conceptual and detailed design phases. The site work / earthwork is anticipated to be minimal because the existing Estate Concordia site is already graded and level. There will need to be fill or material brought to site. There will be concrete and road way construction as well as landscaping incorporated into the design.

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 existing Estate Concordia bin site in St. Croix is an approximately 0.6 acre development located on the GVI-owned parcel 73-C Concordia which is approximately 2 acres total. The lease between VIWMA and GVI is attached. It is located in a primarily residential neighborhood in St. Croix less than 2 miles from Frederiksted near Centerline Rd. and Alexander Henderson Elementary School. The site is bordered by residential parcels to the south and east, a Department of Public Works facility to the north, and a 44-acre undeveloped parcel to the west. As noted in the Activity Beneficiary Form, it is anticipated to serve Census Tracts (Please see attachment for remaining comments)

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

At this time, VIWMA does not foresee that any land or property acquisition will be required. The plan is to utilize the existing bin site and convert it into a convenience center.

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 redevelopment of the site will include the construction of office facilities, including breakroom and restrooms, to support minimal security and operations staff. No substantial impact is anticipated that would require modification or upgrade of the adjacent utilities including the water supply lines, the sewage collection lines, the sewage treatment plant, and the electric distribution lines. The redevelopment of the existing bin site will include the construction of site drainage systems to improve stormwater conveyance. The redevelopment will also include an environmental assessment.
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.
	Viability of solar panels will be considered during the detail design phase of the project. Solar panels may be able to reduce the dependence on power from the local utility and will contribute to the sustainability of the project.
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.
	This proposed project will yield several indirect benefits to its constituent community, primarily Census Tracts 9709 through 9714. As noted in Section 7b., it will serve both every day and post-hurricane community needs, will reduce environmental concerns caused by dumping and littering, and will reduce the need for travel on potentially hazardous roads post-hurricane. The waste diversion program described in Section 7a. will also provide the indirect benefit of extending the anticipated lifespan of VIWMA's landfills which will reduce the need for costly operations and maintenance (O&M).... (Please see attachment for remaining
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 Government of the Virgin Islands will retain ownership with the sites managed by VIWMA as the lessee. This center will not generate any revenue. General fund and tipping fees will provide revenue to fund operation and maintenance of the entire VIWMA infrastructure system including the Convenience Center proposed in this application.
k.	Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project.
	The proposed Convenience Centers located in the Frederiksted area of St. Croix in Census Tracts 9709, 9710, 9711, 9712, 9713, and 9714. The beneficiaries are residents and businesses who will gain access to local waste disposal and recycling facilities that are safe, orderly, and reliable.
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>
	Not applicable. The proposed project will not cause and demolition or conversion of existing residential or commercial units.
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>
	Not applicable. The parcels do not have developments built before 1978.

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. The parcels do not have developments built before 1978.

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

☐ Yes ☐ No N/A

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? _____ **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.

Not applicable. This is an infrastructure project with no housing units.

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

Not applicable. This is an infrastructure project with no housing units.

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.

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

Equipment funding will come from other sources, not yet applied for.

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	1,692,223.72		
Local Funds			
Private Funds			
Insurance Proceeds			
Federal Funds (ie. FEMA)			
Other Funds			
Program Income			
TOTAL FUNDS	\$ 1,692,223.72		

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

No program income will be generated at this time.

Organizational Head Initials REM

VIHFA Initials 28.

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 Waste Management Authority	Project Name: St. Croix Convenience Center - Estate Concordia
Subrecipient Agreement Number: SA-DR(WMA)-04-2020	Project Number: To be assigned and communicated

(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 <i>(At the discretion of the grantee)</i>					
Budget Item A	0.00				\$ 0.00
Budget Item B	0.00				\$ 0.00
Total Program Administration	\$ 0.00				\$ 0.00
Project Cost (Direct)					
Sitework	543,437.60				\$ 543,437.60
Design	59,421.90				\$ 59,421.90
Pavement	575,000.00				\$ 575,000.00
Fencing	168,565.00				\$ 168,565.00
Facilities	138,450.00				\$ 138,450.00
Subtotal Project Cost (Direct)	\$ 1,484,874.50				\$ 1,484,874.50
Project Cost (Activity Delivery Cost)					
Environmental Assessment	26,662.00				\$ 26,662.00
Project Management	180,697.22				\$ 180,697.22
Subtotal Project Cost (Activity Delivery Cost)	\$ 207,343.22				\$ 207,343.22
TOTAL PROJECT COST	\$ 1,692,223.72				\$ 1,692,223.72
Indirect Cost	\$ 0.00				\$ 0.00
Planning					
Budget Item A	0.00				\$ 0.00
Budget Item B	0.00				\$ 0.00
Budget Item C	0.00				\$ 0.00
Total Planning Cost	\$ 0.00				\$ 0.00
TOTAL	\$ 1,692,223.72				\$ 1,692,223.72

Organizational Head Initials REM

VIHFA Initials 218

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:

Roger E. Merritt, Jr., Executive Director

Print Name and Official Title

Roger E. Merritt Jr.

Signature

5/20/22

Date

VIHFA CDBG-DR Use Only

Reviewed by CDBG-DR
Program Manager/Specialist:

Kimmonique David, Infrastructure DR Specialist

Print Name and Official Title

Kimmonique David

Signature

28 June 2022

Date

Reviewed by CDBG-DR Senior
Manager:

Verline Marcellin-Constable, Infrastructure Senior Manager

Print Name and Official Title

Verline Marcellin-Constable

Signature

June 30, 2022

Date

Reviewed by CDBG-DR
Finance Director:

Valdez Shelford, Chief Financial Officer

Print Name and Official Title

Valdez Shelford

Signature

July 14, 2022

Date

Approved / Rejected by
CDBG-DR Program Director:

Ann Hanley, DR Director of Programs

Print Name and Official Title

Ann Hanley

Signature

July 15, 2022

Date

Approved / Rejected by
VIHFA Executive Director:

Dayna Clendinen, Interim Executive Director/Chief Disaster Recovery Officer

Print Name and Official Title

Dayna Clendinen

Signature

July 17, 2022

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 Waste Management Authority		Project Name: St. Croix Convenience Center - Estate Concordia	
Subrecipient Agreement Number:	SA-DR(WMA)-04-2020	Project Number:	To be assigned and communicated

SECTION II – DISBURSEMENT SCHEDULE

Milestones	Amount	2022											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$ 1,692,223.72	\$ 0.00			\$ 40,889.60			\$ 59,421.90			\$ 352,803.75		
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			\$ 40,889.60			\$ 100,311.50			\$ 453,115.25		

Milestones	Amount	2023											
		Quarter			Quarter			Quarter			Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$ 0.00	\$ 352,803.75			\$ 352,803.75			\$ 352,803.75			\$ 180,697.22		
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		\$ 805,919.00			\$ 1,158,722.75			\$ 1,511,526.50			\$ 1,692,223.72		

Organizational Head Initials REM

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PROJECT DISBURSEMENT SCHEDULE (PUBLIC SERVICES)

SECTION I – PROJECT INFORMATION

Subrecipient Name:	Project Name:
Subrecipient Agreement Number:	Project Number:

To be assigned and communicated

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		

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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 ☒			2. Subrecipient/Project ID		
Virgin Islands Waste Management Authority			SA-DR(WMA)-04-2020		
3. Activity Name:					
St. Croix Convenience Center - Estate Concordia					
PART I – BENEFICIARY INCOME INFORMATION					
A. Income Levels		Total	Percentage		
1. Total Number of Persons not greater than 80% Area Median Income.		11,430	61.28%		
2. Total Number of Persons Over 80% Area Median Income.		7221	38.72%		
Total Population		18,651	100%		
A. Source(s) for Determining Beneficiary Data:					
The Census Website - https://www.census.gov/data , U.S. Census Bureau, 2010 Census for the United States Virgin Islands. FEMA AI Data .					
PART II – AREA INFORMATION <i>(Skip Part II if this is a direct benefit project)</i>					
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): <u>9709, 9710, 9711, 9712, 9713, 9714</u> _____ _____ _____					
B. Provide Latitude/Longitude for the project location at or near geographical center:					
Latitude: <u>17.70 N</u>		Longitude: <u>64.87 W</u>			
PART III – DIRECT BENEFIT DEMOGRAPHIC INFORMATION <i>(Skip Part III if this is an area wide benefit project)</i>					
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					

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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:

Roger E. Merritt, Jr., Executive Director

Print Name and Official Title

Roger E. Merritt Jr.

Signature

5/20/22

Date

VIHFA CDBG-DR Use Only

Reviewed by CDBG-DR Program Manager/Specialist:

Kimmonique David, Infrastructure DR Specialist

Print Name and Official Title

Kimmonique David

Signature

28 June 2022

Date

Reviewed by CDBG-DR Senior Manager:

Verline Marcellin-CONstable, Infrastructure Senior Manager

Print Name and Initials

VM

June 30, 2022

Date

Reviewed by Environmental:

Kyora Veira, Environmental Manager

Print Name and Official Title

Kyora Veira

Signature

July 8, 2022

Date

Reviewed by Compliance & Monitoring:

Shakema Jacobs, Compliance and Monitoring Specialist

Print Name and Official Title

Shakema Jacobs

Signature

July 15, 2022

Date

Approved / Rejected by CDBG-DR Program Director:

Ann Hanley, DR Director of Programs

Print Name and Official Title

Ann Hanley

Signature

July 15, 2022

Date

Approved Rejected by VIHFA Executive Director:

Dayna Clendinen, Interim Executive Director/ Chief Disaster Recovery Officer

Print Name and Official Title

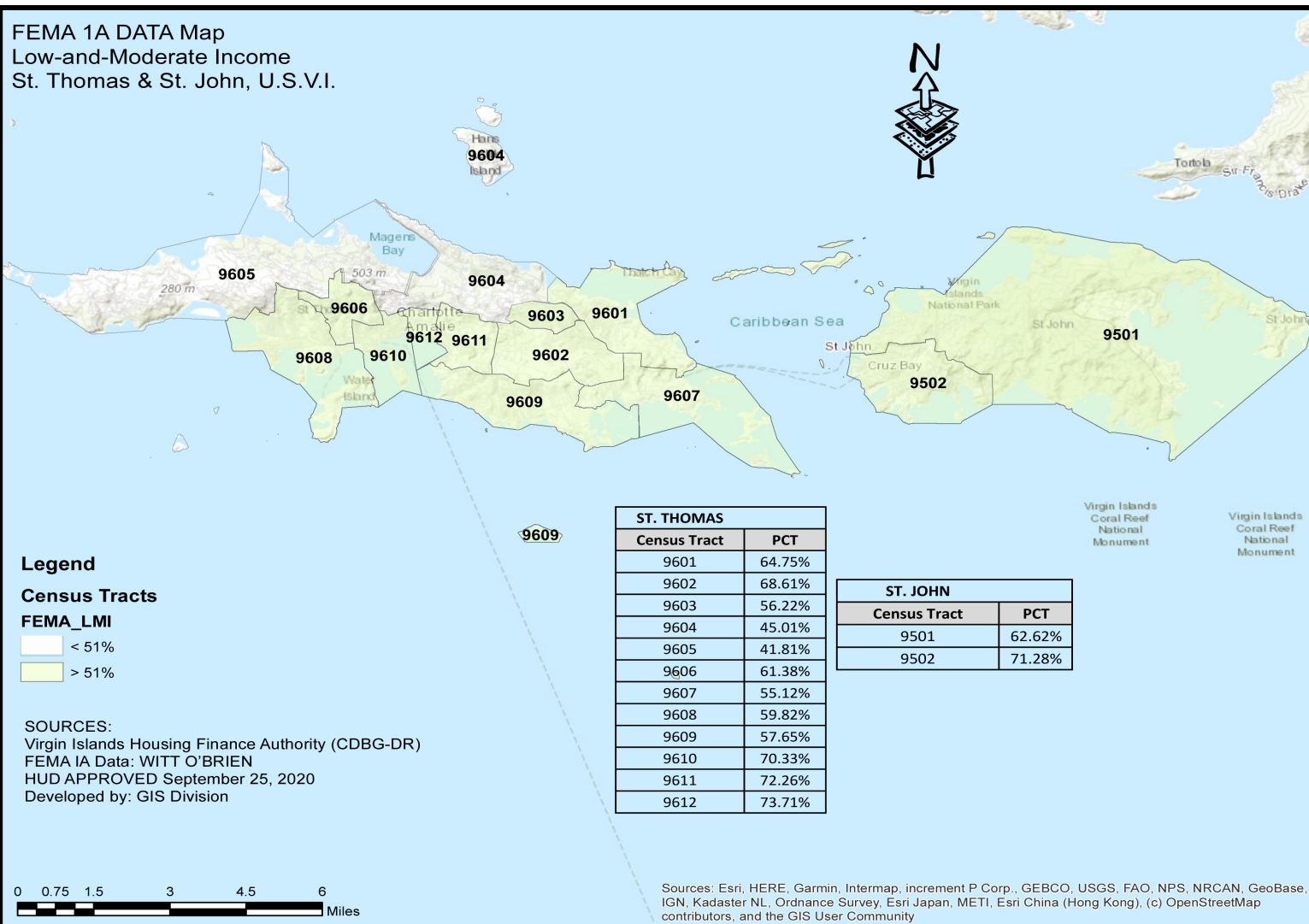
Dayna Clendinen

Signature

July 18, 2022

Date

FEMA 1A DATA Map
Low-and-Moderate Income
St. Thomas & St. John, U.S.V.I.



Legend

Census Tracts

FEMA_LMI

- < 51%
- > 51%

SOURCES:

Virgin Islands Housing Finance Authority (CDBG-DR)
 FEMA IA Data: WITT O'BRIEN
 HUD APPROVED September 25, 2020
 Developed by: GIS Division

ST. THOMAS	
Census Tract	PCT
9601	64.75%
9602	68.61%
9603	56.22%
9604	45.01%
9605	41.81%
9606	61.38%
9607	55.12%
9608	59.82%
9609	57.65%
9610	70.33%
9611	72.26%
9612	73.71%

ST. JOHN	
Census Tract	PCT
9501	62.62%
9502	71.28%

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

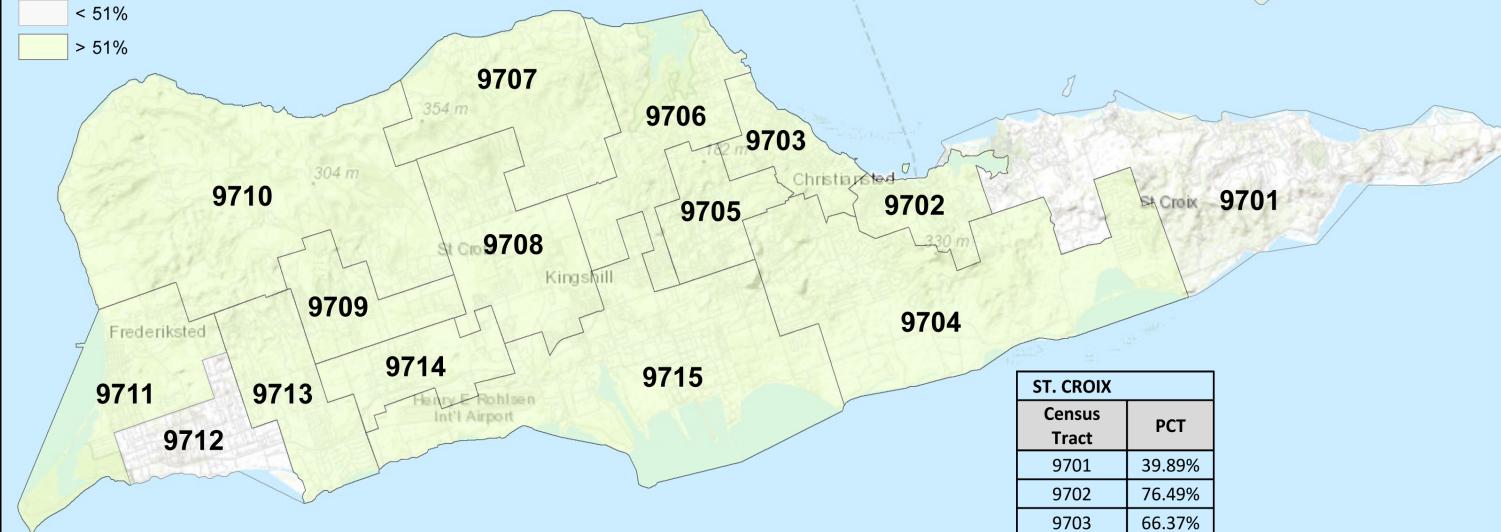
FEMA 1A DATA Map
Low-and-Moderate Income
St. Croix, U.S.V.I.

Legend

Census Tracts

FEMA_LMI

- < 51%
- > 51%



SOURCES:
Virgin Islands Housing Finance Authority (CDBG-DR)
FEMA IA Data: WITT O'BRIEN
HUD APPROVED September 25, 2020
Developed by: GIS Division

ST. CROIX	
Census Tract	PCT
9701	39.89%
9702	76.49%
9703	66.37%
9704	51.59%
9705	60.74%
9706	54.58%
9707	63.35%
9708	72.32%
9709	62.33%
9710	67.40%
9711	71.41%
9712	34.85%
9713	71.20%
9714	72.13%
9715	64.10%

0 0.75 1.5 3 4.5 6
Miles

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Attachment 1: St. Croix Convenience Centers – Estate Concordia

7a. 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.

The proposed project is to redevelop and upgrade the existing Estate Concordia site from a bin site to a convenience center. A convenience center is a consumer-oriented solid waste drop-off facility designed with measures to ensure waste is collected in an organized manner to prevent the hazards to public health, public safety, and the environment. The proposed project will have multiple collection areas, including bins, compactors, and sheds, to segregate the specific types of waste so that VIWMA will be able to implement a waste diversion program for the Territory including recycling, construction & demolition (C&D) waste, white goods, electronics, green waste, used oil, tires, and scrap metal. The proposed project will include a small office with break room facilities to allow the proposed project to be staffed with an attendant to ensure orderly disposal. The attendant will also coordinate with waste haulers to empty the bins at Anguilla Landfill in a timely fashion without excessive accumulation and will oversee operations and maintenance. Operating hours will be Monday through Saturday 6:00 a.m. to 7:00 p.m. and Sunday 6:00 a.m. to 5:00 p.m. It will be fenced to prevent dumping, and a security guard will monitor the proposed project during closed hours.

Design will be performed on VIWMA's behalf by an on-call engineering consultant whose services were procured through a competitive bid process. See the attached contract in Attachment 1, and please note that the on-call engineering consultant's scope of work is to support VIWMA projects overall and is not limited to CDBG-funded disaster relief. Environmental assessments will also be performed by the on-call engineering consultant under the responsible charge of VIWMA's Compliance Management & Environmental Enforcement Director Nadine Noorhasan, Ph.D.

The timeline for the Convenience Center to be built is within 1.5 years from release of Tranche 2 funding and receipt of Notice to Proceed (NTP).

Application	04/15/22
VIWMA submits solicitation documents for approval	04/15/22
Environmental Review must be completed after 30% design	
VIHFA issues approval (NTP-1)	04/22/22
VIWMA releases bid package	04/23/22
Evaluation Report / Cost Reasonableness Submission	5/5/2022
NTP-2 Selection of Firm/Vendor	05/12/22
Contract submission for review	05/26/22
NTP-3 to sign contract	06/02/22
Contract Execution	07/01/22
NTP to begin design and construction	07/08/22
Contractor completes 30% design	08/09/22
Environmental Review	08/09/22
Contractor completes 100% design	10/10/22
DPNR Permitting Process	12/09/22
Contractor completes construction phase	10/09/23
Project closeout	04/09/24

7e. 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 existing Estate Concordia bin site in St. Croix is an approximately 0.6 acre development located on the GVI-owned parcel 73-C Concordia which is approximately 2 acres total. The lease between VIWMA and GVI is attached. It is located in a primarily residential neighborhood in St. Croix less than 2 miles from Frederiksted near Centerline Rd. and Alexander Henderson Elementary School. The site is bordered by residential parcels to the south and east, a Department of Public Works facility to the north, and a 44-acre undeveloped parcel to the west. As noted in the Activity Beneficiary Form, it is anticipated to serve Census Tracts 9709 through 9714 with a combined population of approximately 18,700.

Anticipated construction will consist of fencing, asphalt and concrete for driveways and equipment pads, a small guardhouse with break room and rest room facilities, utility connections (electric / water / sewer / etc.), and trash compactors which are integral to the operation of the facility and installed with permanent anchorage to concrete pads.

7i. 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.

This proposed project will yield several indirect benefits to its constituent community, primarily Census Tracts 9709 through 9714. As noted in Section 7b., it will serve both every day and post-hurricane community needs, will reduce environmental concerns caused by dumping and littering, and will reduce the need for travel on potentially hazardous roads post-hurricane. The waste diversion program described in Section 7a. will also provide the indirect benefit of extending the anticipated lifespan of VIWMA's landfills which will reduce the need for costly operations and maintenance (O&M) and capital programs which are ultimately funded by local taxpayers.

The proposed project will be accessible to the public during the operating hours described in Section 7a and will be secured by VIWMA personnel. This site will serve the the surrounding population. VIWMA expects a reduced amount of illegal dumping and will be able to address the amount of solid waste that needs to be disposed of by increasing or decreasing the amount of trips to the landfill. Additionally, this center will house compactors which have a much greater capacity than the standard bin.

