Understanding the Fundamentals of the CDBG-DR Program

U.S. Virgin Islands CDBG-DR Program Overview and Opportunities for Engagement
Welcome and Speakers

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Virgin Islands Housing Finance Authority

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Enterprise Community Partners

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Senior Program Director, Enterprise Advisors
Enterprise Community Partners
Agenda

- Overview of CDBG-DR
- US Virgin Islands CDBG-DR Action Plan
  - Housing
  - Infrastructure
  - Economic Revitalization
- Opportunities to Engage
- Q&A
Overview of CDBG-DR
What is CDBG-DR?

- When the President declares a major emergency, Congress may appropriate Community Development Block Grant- Disaster Recovery (CDBG-DR) funds to the U.S. Department of Housing and Urban Development (HUD).

- This special appropriation provides funding for the most impacted and distressed areas that have significant unmet needs for long-term disaster recovery.
CDBG-DR Programs

- Grantee designs and implements recovery programs to meet unmet recovery needs by:
  - Creating, publishing, and submitting CDBG-DR Action Plan
  - Citizens review and comment on CDBG-DR Action Plan
  - HUD reviews and accepts CDBG-DR Action Plan
Three National Objectives

Benefits persons of low and moderate income

Prevention or elimination of slums or blight

Urgent need
Eligible Activities

- Funds must be used for:
  - “…necessary expenses related to disaster relief, long-term recovery, and restoration of infrastructure, housing, and economic revitalization…”
  - Addressing disaster-related impacts
  - CDBG-eligible activities
  - Activities that meet a ‘National Objective’

- Demonstrate tie to the disaster
  - Document how activity addresses a disaster-related impact
Types of Eligible Activities

- Infrastructure
- Economic development projects
- Installation of public facilities
- Community centers
- Housing rehabilitation
- Public services

- Clearance/demolition
- Acquisition
- Microenterprise assistance
- Code enforcement
- Homeowner assistance
- Just to name a few ….
Activities Specified as Ineligible

- Buildings or portions thereof, used for the general conduct of government
- General government expenses
- Political activities
- Purchase of equipment
- Construction equipment
- Fire protection equipment
- Furnishings and personal property
- Operating and maintenance expenses
- New housing construction
- Projects that do not meet a ‘National Objective’
- Income payments
Requirements for Use of Funds

Cross-cutting federal requirements include but not limited to:

- Environmental Review
- Flood Insurance
- Labor Standards
- Section 3
- FFATA (Federal Funding Accountability and Transparency Act)
- Procurement
- Lead Based Paint
- Fair Housing
- Relocation & Acquisition
- Accessibility
- Equal Opportunity
Requirements for Use of Funds

Grant and Financial Management

- Must comply with all OMB requirements at 2 CFR 200, including:
  - Financial and internal controls
  - Procurement
  - Independent cost estimates
  - Accounting procedures
  - Cost principles and audit requirements
  - Timely expenditure of funds including program income
  - Performance measures
  - Written agreements

- HUD requires grantees to prepare financial forecasts by program to project expenditures and measure progress
Requirements for Use of Funds

Reporting and Record Keeping

- Disaster Recovery Grant Reporting (DRGR) system is used for reporting
- In DRGR, grantees:
  - Access their line of credit
  - Enter action plans and amendments
  - Report on progress quarterly
- Records retention: 3 years following grant closeout
Duplication of Benefits

- **The Robert T. Stafford Act** (11/23/88) forbids recipients of federal disaster assistance from receiving more disaster assistance than the amount of loss or receiving benefits for a loss already covered by other sources
  - Known as “Duplication of Benefits” (DOB)
  - Includes private and public sources
  - Ensures federal government funding is last source of recovery funding made available
## Duplication of Benefits

### Example 1:
- Rehabilitation cost after disaster: $50,000
- Insurance proceeds: $50,000
- Eligible CDBG-DR funding amount: $0

### Example 2:
- Rehabilitation cost after disaster: $50,000
- Total disaster assistance FEMA grant: $20,000
- Eligible CDBG-DR funding amount: $30,000
U.S. Virgin Islands
CDBG-DR Action Plan
To address the unmet needs, the U.S. Department of Housing and Urban Development (HUD) has awarded $1,862,901,000 of CDBG-DR funds to the U.S. Virgin Islands. CDBG-DR funds are intended by HUD to address unmet needs in housing, infrastructure, and economic revitalization from the 2017 hurricanes.
Allocation Breakdown

TOTAL ALLOCATION
$1,862,901,000

- TRANCHE 1
  $242,684,000
- TRANCHE 2
  $779,217,000
- TRANCHE 3+4
  $841,000,000
HUD requires that 70% of Tranche 1 funds be used primarily to benefit low- and moderate income (LMI) individuals; these programs will address the needs of the territory’s most vulnerable and hardest-hit residents as effectively as possible.

**Tranche 1 Allocation**
$242,684,000.00

- 70% benefitting Low to mod
- 30% benefitting all others
# Tranche 1 Allocation by Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Funds Allocated: Tranche 1</th>
<th>Low- and Moderate-Income Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing</strong></td>
<td></td>
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<tr>
<td>Homeowner Rehabilitation and Reconstruction Program</td>
<td>$10,000,000</td>
<td>$8,000,000</td>
</tr>
<tr>
<td>New Construction for Homeownership Opportunity and First Time Homebuyer Assistance</td>
<td>$10,000,000</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>Rental Rehabilitation &amp; Reconstruction</td>
<td>$5,000,000</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Public &amp; Affordable Housing Development</td>
<td>$32,000,000</td>
<td>$28,800,000</td>
</tr>
<tr>
<td>Supportive Housing &amp; Sheltering Programs</td>
<td>$15,000,000</td>
<td>$15,000,000</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Match for Federal Disaster Recovery</td>
<td>$50,549,800</td>
<td>$32,857,370</td>
</tr>
<tr>
<td>Infrastructure Repair &amp; Resilience</td>
<td>$30,000,000</td>
<td>$19,500,000</td>
</tr>
<tr>
<td>Electrical Power Systems Enhancement and Improvement</td>
<td>$45,000,000</td>
<td>$36,000,000</td>
</tr>
<tr>
<td><strong>Economic Revitalization</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ports and Airports Enhancement</td>
<td>$23,000,000</td>
<td>$4,600,000</td>
</tr>
<tr>
<td>Tourism Industry Support Program</td>
<td>$5,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Neighborhood Revitalization</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Small Business and Entrepreneurship Technical Assistance</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Planning</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$12,134,200</td>
<td></td>
</tr>
<tr>
<td><strong>Total Programs</strong></td>
<td>$230,549,800</td>
<td>$163,257,370</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$242,684,000</td>
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Program Sectors
Housing Programs
Disaster Recovery Housing Programs

Activity Description #1:
Homeowner Rehabilitation and Reconstruction Program (HRRP)

Tranche 1 Funding: $10,000,000.00

First Round (Priority #1) - Reconstruction:
Demolition and rebuilding of substantially damaged housing and modular unit on the same lot in the same footprint.
Cap at $250,000.00

Second Round (Priority #2) - Rehabilitation:
Will be available to serve homeowners whose homes received Major or Severe damage but do not meet the definition of destroyed or substantially damaged.
Cap at $50,000.00
EnVIision Tomorrow
VI Housing Finance Authority’s Housing Recovery Program

- Homeowner Reconstruction and Rehabilitation
- Rental Reconstruction and Rehabilitation

- Call Center became operational on Monday, April 15, 2019
- Rental Program launched July 8, 2019
- Case Management Site (www.VIstormrecovery.com) launches to include program and contact information.
- Case Management Hotline (888-239-3387) launches
EnVision Tomorrow

Applicant Process

1) **INTAKE APPLICATION** Homeowner completes application and provides all required documents for review.

2) **ELIGIBILITY REVIEW** Applicant & property go under eligibility review.

3) **INSPECTION & ASSESSMENT** A preliminary damage assessment, environmental review, and site inspection will be conducted to determine priority. The priorities are Phase 1: Reconstruction and Phase 2: Rehabilitation.

4) **AWARD LETTER** After a financial analysis to verify other fund sources is completed, an award determination is made. Homeowners are then notified they are approved.

5) **GRANT AGREEMENT & CONSTRUCTION BEGINS** Homeowner signs construction contract. Builder, design & permits are approved.

6) **HOME IS COMPLETE** A final inspection is done and homeowner returns to their home.

If your home still has damage from Hurricanes Irma & María, you may be eligible for assistance. Our six-step process takes you from intake to home completion. Each case is unique, so timeframes may vary. Our goal is to return you to a safely constructed home. We want your home prepared to face future storms.

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Visit one of our recovery centers:
- **St. Thomas** TuTu Mall (next to Subway)
- **St. Croix** Health Conscious building (next to NAPA)
- **St. John** The Marketplace (next to VIYA)

888-239-3387 | V1stormrecovery.com

CDBG-DR Housing Recovery Program
Disaster Recovery Housing Programs

Activity Description #2: New Construction for Homeownership Opportunity and First Time Home Buyer Assistance

Tranche 1 Funding: $10,000,000.00

Eligibility: Displaced home buyers who can show that they are mortgage-ready, with income ≤120% of AMI will be prioritized. Only those households with income up to 80% of AMI may qualify as meeting the low and moderate-income person benefit national objective.

New Construction Maximum Award: $325,000.00
Disaster Recovery Housing Programs

Activity Description #3: Rental Rehabilitation and Reconstruction Program (RRRP)

Tranche 1 Funding: $5,000,000.00

Program seeks to repair and reconstruct rental units damaged by Hurricanes Maria and Irma.

Priority 1 applicants must meet the following criteria:
• Units that are major/severely damaged and vacant.
• Units served must be reserved for LMI tenants with a priority for Housing Choice Voucher holders.
• Rental units with outstanding needs not met by insurance proceeds or other disaster recovery benefits.

Priority 2 applicants must meet the following criteria:
• Units that are major/severely damaged and occupied.
• Units served must be reserved for LMI tenants with a priority for Housing Choice Voucher holders.
• Rental units with outstanding needs not met by insurance proceeds or other disaster recovery benefits.

As additional funds become available other priority needs will be awarded.
Disaster Recovery Housing Programs

Activity Description #4:
Public and Affordable Housing Development (PAHD)

Tranche 1 Funding:  $32,000,000.00

Program seeks to redevelop and create new affordable rental housing stock including subsidized and mixed-income rental units

DR Program pays for:

- Affordable rental housing development (project-based subsidized and affordable units for LMI individuals)

- Subsidy for the cost of rehabilitating vacant properties (up to 4 rental units)
Disaster Recovery Housing Programs

Activity Description #5: Supportive Housing and Sheltering Programs (SHSP)

Tranche 1 Funding: $15,000,000.00

Program will:

• Fund eligible rehabilitation and reconstruction expenses

• Support expansion or new development of units for vulnerable populations

• Enable providers to support vulnerable populations through provision of service
Infrastructure Programs
Disaster Recovery Infrastructure Programs

Activity Description #1: Local Match for Federal Disaster Relief Programs

Tranche 1 Funding: $50,549,800.00

Program will:

• Provide the cost-share for CDBG-DR eligible projects (including FEMA PA, and PDM programs)
  
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<tbody>
<tr>
<td>FEMA pays</td>
<td>90%</td>
</tr>
<tr>
<td>CDBG-DR pays</td>
<td>10%</td>
</tr>
<tr>
<td>Project Cost</td>
<td>100%</td>
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</tbody>
</table>

• Serve as funding of last resort after eligibility determination and duplication of benefits analysis have been completed
Disaster Recovery Infrastructure Programs

Activity Description #2: Infrastructure Repair and Resilience Program

Tranche 1 Funding: $30,000,000.00

Program will cover:

- Eligible costs to complete repairs and replacements for public infrastructure that have not been completed and are not covered under FEMA
- Activities to harden infrastructure against severe weather events
Disaster Recovery Infrastructure Programs

Activity Description #3: Electrical Power Systems Enhancement and Improvement Program

Tranche 1 Funding: $45,000,000.00

Program will invest in optimizing the generation mix, improving asset productivity, providing more sustainable, more reliable, and more cost-effective energy for USVI.
Economic Revitalization Programs
Disaster Recovery Economic Revitalization Programs

Activity Description #1: Ports & Airport Enhancement

Tranche 1 Funding: $23,000,000.00

Geographic area(s) served: Schooner Bay Channel, St. Croix
Charlotte Amaile Harbor, ST. Thomas
Crown Bay, St. Thomas

Program will improve maritime and air connectivity for US Virgin Islands to increase cruise ship arrivals and increase air traffic. Both initiatives are key to rebuilding tourism sector and the economy.
Disaster Recovery Economic Revitalization Programs

Activity Description #2: Tourism Industry Support Program

Tranche 1 Funding: $5,000,000.00

Program will provide funding for tourism marketing campaign and funding to support tourism related businesses and entrepreneurs

Maximum award: $4,000,000 – Tourism Marketing
$1,000,000 – Business Support
Disaster Recovery Economic Revitalization Programs

Activity Description #3: Workforce Development Program

Tranche 1 Funding: $5,000,000.00

Program will provide workforce training to help local residents take advantage of employment opportunities created through the investment of disaster recovery funds. Training programs in soft and hard skill will be provided.
Opportunities to Engage
Opportunities to Engage

Possible roles include:

- **Subrecipient (24 CFR 570.500(c))**
  - Selected by the grantee using specific selection criteria
  - Has responsibility for programmatic decision making
  - Is responsible for Federal program requirements
  - Performance monitored by grantee

- **Contractor**
  - Competitively procured and provides a specific scope of services
  - Does not have to be a for-profit or private sector entity – can be a nonprofit
Opportunities to Engage

Additional roles include:

- **Developer**
  - Awarded funds for an affordable housing development
  - Can be either a for-profit or non-profit entity
  - Typically organized and/or formed for single purpose or undertaking (e.g., rental or homebuyer project)

- **Business**
  - Privately- or publicly-held for-profit entity receiving funds as a beneficiary under a program (e.g., business loan program)
Opportunities to Engage

Additional roles include:

- **Subcontractor**
  - Subcontractor to a prime contractor
    - Part of a prime contractor’s team identified in proposal
    - Part of a prime contractor’s team selected after award of contract
  - May be well equipped to provide a piece of the services required of contractor (e.g., applicant intake)
## Potential Implementing Agencies for CDBG-DR

<table>
<thead>
<tr>
<th>Program</th>
<th>Implementing Entities</th>
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<tbody>
<tr>
<td>Homeowner Rehabilitation and Reconstruction Program</td>
<td>VIHFA</td>
</tr>
<tr>
<td>New Construction for Homeownership Opportunity and First Time Homebuyer Assistance</td>
<td>VIHFA</td>
</tr>
<tr>
<td>Rental Rehabilitation &amp; Reconstruction</td>
<td>VIHFA, VIHA</td>
</tr>
<tr>
<td>Public &amp; Affordable Housing Development</td>
<td>VIHFA, VIHA, Developers</td>
</tr>
<tr>
<td>Supportive Housing &amp; Sheltering Programs</td>
<td>VIDHS, Nonprofits, VIHFA</td>
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</tbody>
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## Potential Implementing Agencies for CDBG-DR

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<tbody>
<tr>
<td><strong>Infrastructure</strong></td>
<td></td>
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<tr>
<td>Local Match for Federal Disaster Recovery*</td>
<td>VITEMA</td>
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<tr>
<td></td>
<td>*Potentially 53 agencies with current Project Worksheets (PW) in FEMA process. Each agency is a potential Subrecipient for the Local Match program.</td>
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<td><strong>DPW</strong></td>
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<td><strong>WAPA</strong></td>
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<td></td>
<td><strong>ViNGN</strong></td>
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<tr>
<td>Infrastructure Repair &amp; Resilience</td>
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<td><strong>ViNGN</strong></td>
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<tr>
<td>Electrical Power Systems Enhancement and Improvement</td>
<td><strong>WAPA</strong></td>
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## Potential Implementing Agencies for CDBG-DR

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<th>Economic Revitalization</th>
<th>Program</th>
<th>Implementing Entities</th>
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<tr>
<td></td>
<td>Ports and Airports Enhancement</td>
<td>VIPA, WICO</td>
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<td></td>
<td>Tourism Industry Support Program</td>
<td>Department of Tourism</td>
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<td></td>
<td>Workforce Development</td>
<td>DOL (Lead), Workforce Development Board, DOE, EDA, UVI, Nonprofits</td>
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<td></td>
<td>Neighborhood Revitalization</td>
<td>TBD</td>
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<td></td>
<td>Small Business and Entrepreneurship Technical Assistance</td>
<td>TBD</td>
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# Relationship to Grantee

<table>
<thead>
<tr>
<th>Selection Process</th>
<th>Subrecipient</th>
<th>Contractor/Developer</th>
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<tbody>
<tr>
<td></td>
<td>Designated by the grantee via an application or other selection method</td>
<td>Selected by a competitive procurement process in accordance with 2 CFR 200</td>
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<table>
<thead>
<tr>
<th>Applicability of Requirements</th>
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<tbody>
<tr>
<td>Subject to all applicable administrative, financial and cross-cutting rules</td>
<td>Subject to requirements for the specified scope of work</td>
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<table>
<thead>
<tr>
<th>Monitoring and Performance</th>
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<tbody>
<tr>
<td>Must adhere to written agreement outlining responsibilities</td>
<td>Must deliver services identified in the contract</td>
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</tr>
<tr>
<td>Recipient monitors all aspects of program</td>
<td></td>
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</tbody>
</table>
Subrecipient Process Flow

VIHFA CDBG-DR SUBRECIPIENTS CHECKLIST
FROM CAPACITY ASSESSMENT TO NOTICE TO PROCEED
DO NOT BEGIN PROCUREMENT UNTIL NOTICE TO PROCEED IS ISSUED.

**CAPACITY ASSESSMENT STAGE**
- Accounting Policies and Procedures
- Grants Management Policies and Procedures
- Retention Policy
- System of internal controls
- Procurement Policies and Procedures
- Source documentation policy (i.e. cancelled checks, invoices, payroll, time and attendance, corporate credit card, and travel and expenses)

A site visit will be conducted to further assess the capacity of prospective sub-recipients to gauge their ability to manage proposed projects using CDBG-DR funds. Special conditions may arise from this process to assist in the development of the Sub-recipient agreement.

**SUBRECIPIENT’S AGREEMENT STAGE**
1. Appendix A. General Conditions of the Contract
2. Appendix B. HUD Rider
3. Appendix C. Special Conditions

**CDBG-DR Application Stage | Required for each submitted project.**

This document will provide necessary information on the CDBG-DR program or project for the development of a Subrecipient Agreement between VIHFA and the Implementing Partner.

**NOTICE TO PROCEED | PROJECT START**
Subrecipient can begin procurement.

**ENVIRONMENTAL REVIEW STAGE | Required for each submitted project.**

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The level of Environmental review is determined from the project eligibility stage. Below are four levels of reviews for which one will be required.

1. **Full Environmental Assessment:** For all projects that disturb the soil such as new construction and demolition. Environmental letters to all the cognizant agencies including but not limited to DPNR, Health, Public Works, WAPA, VIFD, ENERGY, Human Services, Waste Management, Etc.
2. **Categorically Excluded subject to Section 58.5:** Examples include rehabilitation and reconstruction projects. Environmental letter sent to DPNR.
3. Categorically excluded not subject to Section 58.5: Items such as tenant based rental assistance, supportive services such as health care, day care, operating cost etc.
4. **Exempt:** Usually purchase of insurance, tools, engineering, technical assistance and training. Signed by the VIHFA not required to be sent to HUD.

A. HUD requires Environmental Review to be posted for Public Comment for 7 – 15 days after HUD’s approval of Environmental Assessment. Published in local newspapers.
B. Request for Release of Funds.
Assessing Capacity

Areas of focus within the subrecipient organization that are examined includes but is not limited to the following:

- Staffing/Headcount
- Internal controls
- Policies and procedures
  - Grants Management
  - Accounting
  - Procurement
  - Record Retention
- Prior Grants Management Experience
- Results of Federal and Internal Audits
- Fraud, Waste, and Abuse
- Reliance on outside contractors
- Conflict of interest
CDBG-DR Application

HUD Requires the Territory to clearly identify the scope of services to be undertaken from the CDBG-DR funds which consider:

- Detailed description of the project scope
- Tie to the disaster
- National Objectives
- Duplication of Benefits
- Environmental review
- Budget of itemized costs such as:
  - Project cost (construction, planning)
  - Activity delivery cost
  - Administrative cost (general staff time)
Subrecipient Agreements

HUD CDBG regulations (24 CFR 570.503) require that grantees enter into a formal legal written Agreement with each subrecipient before spending any CDBG-DR funds.

COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY 2017 FUNDS

SUBRECIPIENT AGREEMENT No. _________

(PROGRAM: __________)

BETWEEN

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

AND

[Subrecipient]

1. PARTIES AND PURPOSE

WHEREAS, this SUBRECIPIENT AGREEMENT (“Agreement”) is entered into this day of __________ 2019, in the Territory of the United States Virgin Islands between the VIRGIN ISLANDS HOUSING FINANCE AUTHORITY (“VIHFA” or “Grantee”), an independent instrumentality of the Government of the Virgin Islands, located at 3202 Demarara Plaza, Suite 200, St. Thomas 00802, and the VIRGIN ISLANDS ________ (“VI_______”), an semi-autonomous agency/agency of the Government of the Virgin Islands,
Oversight and Monitoring

• HUD monitors the grantee (US Virgin Islands)

• Grantee monitors:
  • Grantee’s own files
  • Public agency partners
  • Subrecipients
  • Contractors and beneficiaries

• Monitoring includes:
  • Desk reviews (reports, documentation)
  • On-site visits (review of files, staff interviews, etc.)
  • Project site (location of physical activities)

• Grantees must conduct risk assessments and provide TA to partners and subrecipients
Types of Monitoring

Program performance
✓ Is the program reaching it intended clients?
✓ Is the work being done in a timely manner?

Financial performance
✓ Is the request for payment consistent with the level of accomplishment?
✓ Are funds being drawn for eligible activities?

Regulatory performance
✓ Is the statutory regulations being met?
✓ Are adequate records being maintained?
Reporting and Record Keeping Requirements

- Monthly progress reports
- Document retention
  - Records retention: 3 years following grant closeout
    - Contracts
    - Correspondences
    - Scopes of work
    - Reports
    - Payments with supporting documents
    - Payrolls
    - Federal cross-cutting reporting requirements
    - Others
Question & Answer
Resources

- EnVIsion Tomorrow – Housing Recovery Program
  https://vistormrecovery.com/

- CDBG-DR US Virgin Islands Website:
  https://www.vihfa.gov/disaster-recovery

- CDBG-DR Website at HUD Exchange:
  https://www.hudexchange.info/programs/cdbg-dr/

- CDBG Regulations at 24 CFR 570:
  http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl
Thank You

Contact Information

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Telephone (340) 777-4432 ∙ Fax: (340) 775-7913
E-mail: anfleming@vihfa.gov