

His Excellency Dr. The Honourable Roosevelt Skerrit
Prime Minister and Minister for Finance
Ministry of Finance
6th Floor, Financial Center
Kennedy Avenue, Roseau
Dominica

**Re: IDA Credit No. 6717-DM (Additional Financing for the
Disaster Vulnerability Reduction Project)
Additional Instructions: Disbursement and Financial Information Letter (DFIL)**

Excellency,

I refer to the Financing Agreement between Commonwealth of Dominica (the “Recipient”) and the International Development Association (the “Association”) for the above-referenced Project. The General Conditions, as defined in the Financing Agreement, provide that the Recipient may from time to time request withdrawals of Credit amounts from the Credit Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”), and may be revised from time to time.

I. Disbursement Arrangements, Withdrawal and Reporting of Uses of Credit Funds.

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017, (“Disbursement Guidelines”) are available in the Association’s public website at <https://www.worldbank.org> and its secure website “Client Connection” at <https://clientconnection.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the guidelines apply to the Credit is specified below.

(i) Disbursement Arrangements

The table in **Schedule 1** sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

(ii) Electronic Delivery. Section 11.01 (c) of the General Conditions.

The Association may permit the Recipient to electronically deliver applications (with supporting documents) through the Association’s web-based portal (<https://clientconnection.worldbank.org>) “Client Connection”. This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of “Client Connection”. The designated officials may deliver Applications electronically by completing the Form 2380, which is accessible through “Client Connection”. By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications

and supporting documents to the Association by electronic means. The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The Association reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation, available in the Association's public website at <https://worldbank.org> and "Client Connection"; and (b) to cause such official to abide by those terms and conditions.

II. Financial Reports and Audits.

(i) **Financial Reports.** The Recipient must prepare and furnish to the Association not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports ("IFR") for the Project covering the quarter.

(ii) **Audits.** Each audit of the Financial Statements must cover the period of one fiscal year of the Recipient, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the Association not later than six (6) months after the end of such period.

III. Other Information.

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association's website (<http://www.worldbank.org/>) and "Client Connection". The Association recommends that you register as a user of "Client Connection". From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Credit, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, or if you have any queries in relation to the above, please contact the Association by email at AskLoan@WorldBank.org using the above reference.

Yours sincerely,

Tahseen Sayed

Tahseen Sayed
Country Director
Caribbean Country Management Unit
Latin American and the Caribbean Region

Attachments

1. Form of Authorized Signatory Letter
2. Interim unaudited Financial Report (IFR)

With copies:

Dr. The Honourable Dr. Roosevelt Skerrit
Prime Minister and Minister of Finance,
Resilience, Economic Affairs, Investments, Planning,
Sustainable Development, Telecommunications and Broadcasting
Office of the Prime Minister
Government Headquarters
6th Floor, Financial Centre
Kennedy Avenue, Roseau
Commonwealth of Dominica
e-mail: pmoffice@dominica.gov.dm

Ms. Missi Henderson
Permanent Secretary
Office of the Prime Minister
Government Headquarters
6th Floor, Financial Centre
Kennedy Avenue, Roseau
Commonwealth of Dominica
e-mail: psopm@dominica.gov.dm

Schedule 1 : Disbursement Provisions

Basic Information				
Credit and Grant Number	xxxxxxx	Country	Dominica	
		Recipient	Dominica	
		Name of the Project	Additional Financing Disaster Vulnerability Reduction Project APL (Second AF)	Closing Date
			Disbursement Deadline Date	Four months after the closing date. <i>Subsection 3.7 **</i>
Disbursement Methods and Supporting Documentation				
Disbursement Methods <i>Section 2 (**)</i>	Methods	Supporting Documentation <i>Subsections 4.3 and 4.4 (**)</i>		
Direct Payment	Yes	Copy of records		
Reimbursement	Yes	Interim unaudited Financial Report (IFR) in the format provided in Attachment 2 of the DFIL		
Designated Account	Yes	Interim unaudited Financial Report (IFR) in the format provided in Attachment 2 of the DFIL		
Special Commitments	No	Not Applicable		
Designated Account (Sections 5 and 6 **)				
Type	Pooled.		Ceiling	Variable
Financial Institution - Name	National Bank of Dominica		Currency	USD
Frequency of Reporting <i>Subsection 6.3 (**)</i>	Same as IFR: Semiannually		Amount	Not Applicable
Minimum Value of Applications (subsection 3.5)				
The minimum value of applications for Reimbursement and Direct Payment is USD 200,000.00 equivalent.				
Authorized Signatures (Subsection 3.1 and 3.2 **) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 **)				
Authorized Signatures: A letter in the Form attached (Attachment 1) should be furnished to the Association at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:				
The World Bank 1818 H Street, N.W. Washington, DC 20433, USA Attention: Ms. Tahseen Sayed, Country Director				

Applications: Completed Applications for withdrawal, together with supporting documents, should be provided through the Association's Client Connection, web-based portal, following the instructions for electronic delivery. In the case the Recipient does not have internet access, the Association may permit the delivery of Applications for withdrawal, together with supporting documents, to the following address:

Banco Mundial
SCN Quadra 02, Lote A
Ed. Corporate Financial Center, 7º andar
70712-900, Brasília, D.F. – Brazil
Attention: Loan Operations

Additional Instructions (To be confirmed)

Contingency Emergency Response Component: This Component, without an initial allocation of funds, will provide immediate response to an eligible emergency. In the event of a disaster, and at the request of the Government, the Component would finance eligible activities and expenditures through the reallocation of funds from the Project. The CERC Operational Manual will apply to this component. This manual details the financial management, procurement, safeguard and any other arrangements for the CERC to ensure that funds are disbursed in a rapid and efficient manner following an eligible emergency.

*** Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017.*

Attachment 1 – Form of Authorized Signatory Letter

[Letterhead]
Ministry of Finance
[Street address]
[City] [Country]

[DATE]

International Development Association
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Re: [Grant][Credit]¹ No. _____ - ____ (*Name of the project*)

Attention: _____, *Country Director*

I refer to the [Grant] [Credit] Agreement (“Agreement”) between the International Development Association (the “Association”)[, acting as implementing of the]² and [*name of recipient*] (the “Recipient”), dated _____, providing the above [Grant] [Credit]. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any ³[one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this [Grant] [Credit].

For the purpose of delivering Applications to the Association, including by electronic means, ⁴[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting ⁵[individually] ⁶[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

¹ Instruction to the Recipient: use “Credit” or “Grant” as applicable. *Please delete this footnote in final letter that is sent to the Associations.*

² Instruction to the Recipient: add text in line with the Grant Agreement if applicable; if not applicable delete it. *Please delete this footnote in final letter that is sent to the Associations*

³ Instruction to the Recipient: stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. *Please delete this footnote in final letter that is sent to the Association.*

⁴ Instruction to the Recipient: stipulate if more than one person needs to *jointly* sign Applications, if so, please indicate the actual number. *Please delete this footnote in final letter that is sent to the Association.*

⁵ Instruction to the Recipient: use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Association.*

⁶ Instruction to the Recipient: use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Association.*

This Authorization replaces and supersedes any Authorization currently in the Association records with respect to this Agreement.

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

Yours truly,

/ signed /

Name of project - IBRD / IDA / TF xxxxx-xx Cash Forecast For the Period From xxxxxxxx to xxxxxxxx	
	USD
Eligible Expenditures to be financed by the World Bank for the Next 6 Months	
Less Direct payments to be made by the World Bank	
Eligible Expenditures to be financed by the World Bank from the Designated Accounts	-
Less:	
Current Balance in the Designated Account	
Current Balance in the Project Account	
Total Current Balance	-
Amount Requested to be Advanced to Designated Account	-

Name of project - IBRD / IDA / TF xxxxx-xx

Use of Funds by Disbursement Categories

For the Period From xxxxxxxx to xxxxxxxx

Categories	Current Period	Cumulative				Total Allocation per legal agreements
	Actual	Amount per IFR	Amount per Client Connection	Difference	Comments	
Cat 1: xxxxxxxxx						
Cat 2: xxxxxxxxx						
Cat 3: xxxxxxxxx						
Total	-	-	-	-	-	

Designated Account Reconciliation statement

Name of project - IBRD / IDA / TF xxxxx-xx

Account Number _____ with (Bank) _____

	USD
1 Total Advanced By World Bank (Or Cofinancier)	
2 Less Total Amount Documented	
3 Outstanding Amount (1 - 2)	-
4 Balance of Designated Account & Project Account per Attached Bank Reconciliation, as of Date _____	
5 Plus: total amount claimed/documented in this Application No. _____	
6 Plus: Amount Withdrawn and Not Yet Claimed Reason: _____	
7 Plus: Amounts Claimed In Previous Applications Not Yet Credited At Date Of Bank Statements <u>Application No.</u> WA # Xxx WA # Xxx Subtotal Of Previous Applications Not Yet Credited	
8 Less: Interest Earned	
9 Total Advance Accounted For (No. 4 Through No. 9)	-
10 Difference (3 - 9)	-

11 Explanation Of Any Difference Shown In Line 10

Date: _____

Signature: _____

Title: _____

Name of project - IBRD / IDA / TF xxxxx-xx
Payments made for the period mentioned above against Contracts Subject to the Bank's Prior Review
For the Period From xxxxxxxx to xxxxxxxx

Contract Number	Supplier	Contract Date	Contract Amount	Date of WB's Non Objection to Contract	Amount Paid to Supplier during Period	WB's Share of Amt Paid to Supplier during Period

