



Robert F. McDonnell
Governor

James S. Cheng
Secretary of Commerce
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COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 10, 2013

Mr. Michael W. Johnson
County Administrator
Southampton County
26022 Administration Center Drive
Courtland, VA 23837

RE: 2013 CDBG Planning Grant– Approval
Southampton County - Franklin City Infrastructure
Consolidation

Dear Mr. Johnson:

We are in receipt of the County's initial items concerning the above referenced planning grant. We are pleased that your project has proceeded to this point and feel that your submissions satisfy the requests we made in our initial letter to you dated July 9, 2013. Our review of these items indicates that the County and the stakeholders have demonstrated an acceptable preliminary level of interest and need in developing plans for the proposed project. DHCD will make a total of up to \$40,000 available to the County for developing solutions to the identified needs.

Elizabeth Boehringer, a Community Development Specialist in our Community Development Division, has been assigned to work with you to continue the planning efforts and to assist you in conducting a Facilitated Planning Strategy meeting. The result of this meeting will be a work plan and budget that will be included in the proposal for planning grant funds to be submitted to DHCD. Ms. Boehringer will be in touch with you shortly or can be reached at 804-371-7065.

Once the FPS meeting has occurred and a work-plan and budget have been developed, please complete the CDBG Planning Grant Proposal. **This proposal should be submitted to us within seven (7) working days of the date of the Facilitated Planning Strategy.** As of today, planning grant funding has been earmarked for your planning project.

In summary, the next steps in this process are:

1. County procures any needed technical assistance to further study the needs as identified above and to develop solutions to these needs. Please note that the County must abide by the Virginia Public Procurement Act and may not execute contracts that will obligate CDBG funds until these contracts have been reviewed by DHCD.

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2. DHCD's staff person will meet with the County and stakeholders and hold a Facilitated Planning Strategy session to develop a work-plan that will encompass a discussion of all activities that need to be completed and by when they will be completed.
3. Within seven (7) working days of the Facilitated Planning Strategy the County must submit a Planning Grant proposal to DHCD that includes the work plan and cost of completing the activities.
4. Upon receipt, DHCD will evaluate the proposal and, if determined to be necessary, set-up a Contract Negotiation Meeting with the County and a contract will be issued within one week of the Contract Negotiation Meeting.
5. Please note that requests must now be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at www.dhcd.virginia.gov and click on the CAMS icon in the upper-right hand corner. You may submit your proposal information as an attachment to your existing project information.

Should you have any questions, please call Matt Weaver or Chris Thompson at (804) 371-7061.

Sincerely,



Denise H. Ambrose
Associate Director

cc: Randy Martin, City Manager, City of Franklin
Dwight Farmer, Hampton Roads Planning District Commission
Elizabeth Boehringer, DHCD
Joanne Peerman, DHCD
Tonya Thomas, DHCD
Traci Munyan, DHCD
Matthew Weaver, DHCD
Chris Thompson, DHCD