



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

November 25, 2013

Mr. Harvey J. Porter, Jr.
Mayor
Town of Newsoms
P.O. Box 55
Newsoms, Virginia, 23874

RE: 2013 CDBG Planning Grants - Approval
Newsoms Housing and Drainage Planning Grant

Dear Mayor Porter:

We are in receipt of the Town'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 March 28, 2013. Our review of these items indicates that the Town 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 \$25,000 available to the Town 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 804-371-7065. *Please note that the County and the selected grant manager must be at the Facilitated Planning Session. It is DHCD's expectation that the County will take a lead role in this project, particularly in managing the financial aspect.*

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.** It is DHCD's expectation that this planning grant will help prepare the Town for an application for CDBG funding. As of today, planning grant funding has been earmarked for your planning project.

In summary, the next steps in this process are:

1. Town procures any needed technical assistance to further study the needs as identified above and to develop solutions to these needs. Please note that the Town 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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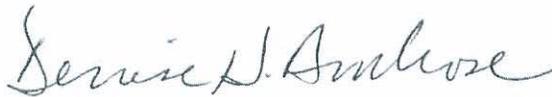


www.dhcd.virginia.gov

2. DHCD's staff person will meet with the Town 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 Town 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 Town 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: Michael W. Johnson, County Administrator, County of Southampton
Dwight L. Farmer, Executive Director, Hampton Roads PDC
Elizabeth Boehringer, DHCD
Joanne Peerman, DHCD
Tonya Thomas, DHCD
Traci Munyan, DHCD
Chris Thompson, DHCD
Matt Weaver, DHCD