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Governor

Caren Merrick
Secretary of
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COMMONWEALTH of VIRGINIA

Bryan W. Horn
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

November 14, 2022

Mr. David Tickner
Town Manager
Town of Fincastle
25 Bank Square
Fincastle, Virginia 24090

RE: 2022 CDBG Planning Grant – Town of Fincastle –
Initial Activities

Dear Mr. Tickner:

We have reviewed the Town's request for CDBG Planning Grant assistance for the Town's Community Revitalization Project. We are prepared to offer planning grant assistance for developing this project and have reserved \$5,000 in Planning Grant funding to reimburse the Town for completion of the following activities by **January 30, 2023**.

1. Submit Most Recent Audit or Financial Statement in CAMS

All grantees, sub-grantees, CHDOs, sub-recipients, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)**, Reviewed Financial Statement(s) prepared by an independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. DHCD's audit policy can be found here - <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>.

2. Completion of Initial Public Meeting

The Town must schedule a public meeting to give citizens an overview of the proposed project. Citizens must be informed of the Town's intentions to improve the business environment including, connectivity and pedestrian safety, as well as streetscape and façade improvements. Citizens must also be informed of potential future activities of the project, including additional public and project management team meetings and of the completion of physical design plans (for the streets and facades), business growth plans, and/or engineering assessments in the project area. The Town must disclose that future Planning Grant and Community Improvement Grant (CIG) funding depends on completion of these initial activities. At this meeting, energized community leaders called "sparkplugs" must be identified and included as members of the management team.



3. Completion of Initial Management Team Meeting

The Town must identify key stakeholders and secure their commitment in serving on a project management team. The management team must include, at a minimum, the Town Manager or designee, the grant administrator, the local building official, and representatives of all stakeholder groups including residents, business owners, and property owners. At this initial meeting, management team members must help the town develop a plan for completing these initial Planning Grant activities.

4. Completion of Second Management Team Meeting

The Town must schedule a meeting of the management team wherein members can review the results of the preliminary scope of work and review all proposals that have been received from consultant/contractor respondents.

Upon completion of these items, the Town must submit a summary of the scope of work, any responses, and meeting minutes to DHCD by the deadline noted above. The responses must be submitted online using the Agency's Centralized Application and Management System (CAMS). If you have questions about how to access or use CAMS, please get in touch. Once DHCD has received and reviewed your response detailing the results of the above steps, a determination will be made as to the viability of the proposed project and eligibility to continue. If the project is determined to be viable and eligible, DHCD will notify the Town, and you will work with Kelly Charapich, Planning Grant Specialist, to conduct a Facilitated Planning Strategy session with the project management team.

If the Town completes the activities outlined above (# 1-5) by **January 30, 2023**, the local government will have access to the reserved \$5,000. The actual funding amount, not to exceed a total of \$50,000, will be dependent upon costs to complete the identified and agreed upon activities. If the Town fails to complete the identified activities and/or fails to submit a Planning Grant proposal, no Planning Grant funding will be awarded.

Should you have any questions, please contact Melissa F. Mason, Program Analyst, at Melissa.mason@dhcd.virginia.gov.

Sincerely,



Matt Weaver
Associate Director

Cc: Eddie Wells, Roanoke Valley – Alleghany Regional Commission
Amanda Healy, DHCD
Kelly Charapich, DHCD

