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# COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

April 2, 2020

R. Cellell Dalton  
Interim County Administrator  
Carroll County  
605-1 Pine Street  
Hillsville, VA 24343

RE: 2019 CDBG CED Application – Request for  
Information – Carroll County Blue Ridge Plateau  
Initiative

Dear Mr. Dalton:

This letter is to inform you that the Virginia Department of Housing and Community Development (DHCD) has completed their initial review of the Blue Ridge Plateau Initiative (BRPI) application and is need of additional information in order to complete our review.

The informational requests are as follows:

1. An official business plan is required; similarly, ownership structure of the facility should be included in the business plan.
2. DHCD requires clear documentation and evidence of low to moderate income benefit; complete, written job descriptions and anticipated wage information are needed to determine LMI benefit for the 30 jobs listed on the application. Please note that at least 51% of the jobs must be made held by or available to Low to Moderate Income (LMI) persons. Per 570.483 (C)(iii)(A) “ *Jobs will be considered available to low-to-moderate income person for these purposes if: Special skills that can only be acquired with substantial training or work experience or education beyond high school diploma are no a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training*”.
3. DHCD requires a letter of support from the county.
4. A Letter of Credit or similar bond security is needed to ensure proper ownership measures by the locality are in effect.
5. There is a funding gap between the application (project total of \$1,786,600) and confirmed funding (\$500,000), leaving a gap of \$1,286,600. Please provide information and documentation of the entity(ies) confirmed to provide the additional funding.
6. The application requires an updated budget from within the last year.



7. A proposed project management plan is required to include any licenses and certifications required for the proposed facility to receive a certificate of occupancy and operate in accordance with applicable state regulations.
8. The town is required to conduct two public hearings to gather public input and engage the community. The two hearing are distinct and must following DHCD policy. *Please contact Rachel Jordan or Matthew Weaver for guidance on fulfilling the public hearing requirement during a declared state emergency.*
9. Funding award can only be sent upon completion of steps toward project implementation, including an open, competitive bidding process for construction activities. See Pages 11-12 in the 2020 CDBG Program Design for guidance on contract agreements.

Please note that documents must be submitted electronically through 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.

Should you have any questions, please call me or Rachel Jordan, Policy Analyst at (804) 371-7076.

Sincerely,



Tamarah Holmes, Ph. D.  
Director, Office of Broadband

c: Aaron Sizemore, Mount Rogers PDC

