

**VIA E-MAIL**

January 10, 2017

Bryan T. Chrisman  
Assistant Town Manager  
Town of Luray  
45 East Main Street  
P.O. Box 629  
Luray, Virginia 22835

Dear Mr. Chrisman:

People Incorporated of Virginia respectfully requests the assistance of the Town of Luray to submit an application for funding from the Community Development Block Grant (CDBG) program. The funding would be used to build the infrastructure in the area surrounding our proposed development of Luray Meadows Apartments on Airport Road. At this time, we would like request the opportunity to make a formal presentation to the Town Council and/or a work group to discuss the project and to begin the steps to submit application for the CDBG funds in March.

As we have previously discussed, the Town needs to be the applicant as funds for the CDBG can only be awarded to local governmental entities. People Incorporated, however, will offer technical assistance and support at every step of the process, from the application to project management, relieving the Town of all burden and limiting any potential liability. We propose a collaborative agreement wherein the Town will serve as the applicant for the CDBG funds, the Northern Shenandoah Valley Regional Commission will serve as the CDBG grant administrator, and People Incorporated will serve as the project developer. This would be similar to an arrangement we made with Shenandoah County, which was awarded nearly \$600,000 in CDBG funds for the redevelopment of the Toms Brook School property, which was successfully converted to affordable housing units and opened in 2011. People Incorporated now owns and manages that property.

People Incorporated has extensive experience obtaining and managing CDBG for a variety of purposes, working with housing rehabilitation projects in numerous communities throughout Southwest Virginia beginning in the early 1990's. Working with the Page County Board of Supervisors, the agency obtained CDBG planning grant funding to conduct an assessment of housing needs in Page County in 2009. We are currently administering a CDBG planning grant on behalf of Dickenson County to develop an improvement plan for a local community.

In addition, People Incorporated has used CDBG funding in partnership with local governments for Microenterprise Development. This includes a past successful micro development project in Page and Shenandoah Counties in 2012, and the agency has ongoing projects in Warren, Clarke, Rappahannock, Fauquier and Culpeper counties.

**People Incorporated of Virginia**

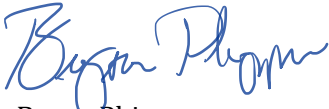
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The proposed partnership with the Town of Luray is crucial to the success of this project. People Incorporated needs to secure additional resources to prepare the 9.133-acre site targeted for the Luray Meadows development. People Incorporated now holds an option to purchase the land from the owner, Page Community Development, LLC, with the sale scheduled to close no later than June 30, 2018. We received an allocation of Low-Income Housing Tax Credits in 2017 to assist in financing the development. However, CDBG funding is needed to complete the infrastructure necessary to prepare the site and surrounding area for development.

With these pieces in place and the CDBG application deadline drawing near, we request the opportunity to appear before the Town Council at the earliest possible opportunity to discuss the project, the need for funding, the grant application process, and to answer any questions the members have. If you require any additional information or if I can be of further assistance, please do not hesitate to ask. I can be reached at (276) 623-3557 or [bhipps@peopleinc.net](mailto:bhipps@peopleinc.net).

Sincerely,



Bryan Phipps  
Chief Development Officer

Cc: Brandon Davis, NSVRC  
:Attachment