



IN PARTNERSHIP WITH The Counties of Amelia | Buckingham | Charlotte | Cumberland  
Lunenburg | Nottoway | Prince Edward

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## Meeting Agenda

### Commonwealth Regional Council

Wednesday, December 21, 2022 9:30 a.m.

Prince Edward County Courthouse Board Room, 3<sup>rd</sup> Floor, 111 South St., Farmville

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes of November 16th Council Meeting, (pg 1)..... Council Members
- V. Treasurers' Report – November/December Financial Statements, (pg 7)..... Treasurer Miles
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report..... Chairman
  - B. Executive Director's Monthly Activities Report, (pg 11)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 12)..... Council Members
- VIII. Old Business ..... Chairman
  - A. Staff Monthly Project Reports
    - 1) Update on Regional Emergency Planning Activities, (pg 13) ..... Todd Fortune
    - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 14) ..... Kristen Tillman
    - 3) Update on Prince Edward Access Road Project ..... Melody Foster
    - 4) Update on Nottoway Comprehensive Plan Update (pg 15) ..... Todd Fortune
    - 5) Update on Charlotte County Comprehensive Plan Update (pg 16) ..... Lauren Jones
    - 6) Update on CRC Affordable Workforce Housing Development Program, (pg 17) ..... Lauren Jones
    - 7) Update on GOVAR3 Entrepreneurship & Innovation Implementation, (pg 18) ..... Melody Foster
    - 8) Update on Kenbridge and Charlotte County ESHP Projects, (pg 19) ..... Lauren Jones
    - 9) Update on VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 21) ..... Todd Fortune
    - 10) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 24) ..... Melody Foster
    - 11) Update on Drakes Branch Building Acquisition Project, (pg 25) ..... Todd Fortune
    - 12) Update on Blackstone Armory-Environmental Cleanup Project, (pg 26) ..... Todd Fortune
    - 13) Update CRC Regional Hazard Mitigation Plan Update, (pg 27) ..... Todd Fortune
    - 14) Update on SEED Innovation Hub Project, (pg 28) ..... Lauren Jones
    - 15) Update on New Regional Economic Development Organization (REDO) Strategy and Business Plan, (pg 29) ..... Melody Foster
    - 16) Council Member Comments
- IX. New Business ..... Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 30) ..... Todd Fortune
    - 2) Amendment to CRC Procurement Policy, (pg 33) ..... Melody Foster
    - 3) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 35)
- XI. Other Business – Request for Holiday office closure on Thursday, December 22, 2023
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date – Wednesday, January 18, 2023

**\*\*Budget Committee will meet immediately proceeding CRC Meeting.**

COMMONWEALTH REGIONAL COUNCIL  
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**Commonwealth Regional Council  
Prince Edward County Board Room  
Farmville, Virginia  
November 16, 2022**

**Welcome & Call to Order**

The Chairman, Mr. Emert, called the meeting to order at 9:30 a.m.

**Invocation and Introductions**

Mr. Emert gave the invocation and led the group in reciting the Pledge of Allegiance to the American flag.

**ROLL CALL****MEMBER REPRESENTATIVES****PRESENT****ABSENT**

Amelia:

Mr. Dexter Jones

\*Mr. David Felts

Mr. Dexter Jones

\*Mr. David Felts

Buckingham:

Mr. Thomas Jordan Miles, III

\*Mr. Karl Carter

Mr. Thomas Jordan Miles, III (V)  
(Treasurer)

\*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

\*Mr. Walt Bailey

Mr. Gary Walker  
(Vice Chairman)

\*Mr. Walt Bailey

Cumberland:

Mr. Brian Stanley

\*Ms. Stephany Johnson

Mr. Brian Stanley (V)

\*Ms. Stephany Johnson

Lunenburg:

Mr. Mike Hankins

\*Ms. Taylor Newton

\*Ms. Taylor Newton

Mr. Mike Hankins

Nottoway:

Mr. Steve Bowen

\*Mr. Sherman Vaughn

Mr. Steve Bowen (V)  
(Secretary)

\*Mr. Sherman Vaughn

Prince Edward:

Mr. David Emert

\*Dr. Odessa Pride

Mr. David Emert  
(Chairman)

\*Dr. Odessa Pride

**Non-Member Representatives:**

SVCC:

\*\*Mr. Keith Harkins

\*\*Mr. Keith Harkins

Longwood University:

**\*\*Ms. Sheri McGuire**

**\*\*Ms. Sheri McGuire**

Hampden-Sydney College:

**\*\*VACANT**

**\*\*VACANT**

NOTE: \*Denotes Alternates

**\*\*Denotes Non-Voting Member Attending**

**Member County Administrators Present**

Ms. Tracy Gee, Lunenburg County

Mr. Dan Witt, Charlotte County (V)

Mr. Doug Stanley, Prince Edward County

**STAFF**

Ms. Melody Foster, Executive Director

Mr. Todd Fortune, Deputy Director

Ms. Kristen Tillman, Regional Planner

**GUESTS:**

Tony Matthews, Kenbridge Town Manager

Lee Pambid, Farmville Director of Community Development (V)

(V) Denotes attendees who participated virtually.

**Approval of Minutes of October 19, 2022 Council Meeting:**

Mr. Walker moved and Mr. Vaughan seconded to approve the minutes as presented. Motion carried.

**Treasurer's Report:**

**October/November:** Mr. Miles gave the report and stated that he reviewed the financial report and found everything to be in order. Mr. Miles moved and Mr. Walker seconded to approve the Treasurer's Report as presented. Motion carried.

Mr. Miles recommended the Council review its fiscal policies as they relate to the audited fund balance and dues refunds. Mr. Emert appointed a budget committee (comprised of himself, Mr. Miles, and Mr. Walker) to review the policy and make recommendations to the Council in December.

**Report of Officers, Committees & Executive Director:**

**Chairman's Report:** There was none.

**Executive Director Monthly Activities Report:** Ms. Foster stated that a report was included in the Council packet. She stated that she provided a presentation during a virtual VAPDC cyber security training event. She communicated with Mr. Witt and Ms. Lauren Jones on the possible use of local Opioid Litigation Funds. She corresponded with Ted Costin, Nottoway County Administrator, on existing Section 8 housing entities in the region. She also corresponded with Mr. Walker, in his capacity as Chair of the Virginia's Heartland Regional Industrial Facilities Authority, on possible funding for construction of shell buildings and is working with Ms. Tillman to research funding opportunities.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** There was no discussion on this.

**Old Business:**

**Staff Monthly Project Reports:**

**Update on Regional Emergency Planning Activities:** Mr. Fortune stated that a report was included in the Council packet. The consultant procured by the CRC is working with local registrars on deliverables per the election security grant, and their work is expected to be completed by January 2023. The grant will be closed out by March 2023.

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Tillman stated that a report was included in the Council packet. She stated that CRC staff attended the Fall DEQ discussion with Bay PDCs. She also stated that CRC staff participated in PDC Workgroup and DEQ virtual meetings.

**Update on Prince Edward County Access Road Project:** Ms. Foster stated that a report was included in the Council packet. J.R. Caskey, Inc. of Oilville, Virginia has executed a contract for construction. Work is expected to start in the Spring of 2023 due to the anticipated winter season. The construction is expected to be completed by August 2023. The CRC is working with the County to obtain documents related to necessary permitting for the project.

**Update on Nottoway County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council packet. The full Planning Commission held a meeting on November 15 to discuss the Plan. There was not a quorum present, so no action was taken. The full Planning Commission is scheduled to meet in December. The expectation is that the Commission will schedule a joint public hearing with the Board of Supervisors to discuss the draft Plan.

**Update on Charlotte County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council packet. The Planning Commission had a Work Session on October 25 during which it reviewed revised draft Section II (Inventory and Analysis: Demographics) and III (Inventory and Analysis: Community Resources) of the Plan. The group asked for some changes to draft Section III, which CRC staff are working on making. Additionally, the County has hired The Berkley Group to assist the CRC with addressing solar energy in the Plan. A meeting is scheduled for November 21 to outline roles and responsibilities related to this task. The next Work Session on the Plan is set for November 22, where the committee will review the changes to draft Section III.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Foster gave the report in place of Ms. Jones, who was out of the office attending the Governor's Housing Conference. Ms. Foster stated that a report was included in the Council packet. The three housing partners selected by the CRC are in various stages of development for their projects. Piedmont Habitat for Humanity has received building permits from the Town of Farmville and is preparing to lay the foundation for four properties on Andrew Street. The estimated completion date is January 31, 2023. Smyth Properties has hired a roofing contractor, who is working on a temporary repair to the roof to prepare for the winter. A new roof will be completed in the Spring. The Town of Blackstone and Southside Outreach is currently working on surveying for the housing lots. Once this is completed, the bidding process to construct the first home will begin. Southside Outreach is still working with housing applicants and HUD certified housing counselors to prequalify applicants for mortgages.

**Update on GO Virginia Region 3 Entrepreneurship and Innovation Implementation:** Ms. Foster stated that a report was included in the Council packet. She stated that the CRC continues to



track the expenses versus match for the applicant. The CRC is currently working on the fourth reimbursement for submission to GO Virginia.

**Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (EHSP) Fund Projects:** Ms. Foster gave the report in place of Ms. Jones, who was out of the office attending the Governor's Housing Conference. Ms. Foster stated that a report was included in the Council packet. The CRC is assisting the Town of Kenbridge and Charlotte County with grant-funded projects through the Department of Historic Resources to make repairs to historic structures that were damaged by Hurricane/Tropical Storm Michael. The contractors have power washed the Town Hall, and have begun work on repainting the windows and sills, reglazing (where needed), and carpentry work. Contractors hired by Charlotte County have begun landscaping and excavation work, and HVAC work is expected to begin in late November. Ms. Foster stated that DHR has approved a one-year extension to allow for the addition of plaster repairs added to the project and the backlog of HVAC parts to complete the HVAC work.

**Update on VATI Grant for Cumberland, Lunenburg and Prince Edward:** Mr. Fortune stated that a report was included in the Council packet. The CRC was awarded a grant by DHCD through the Virginia Telecommunication Initiative (VATI) program to provide funding to Kinex Telecom to complete a fiber buildout in part of Cumberland County, all of Prince Edward County, and part of Lunenburg County. The contractor hired by Kinex is working in Prince Edward County and will move south into Lunenburg County. Kinex has advised that the firm responsible for locating existing utility lines has assigned different personnel, which Kinex is hopeful will resolve the issue of inaccurate marking of lines. Mr. Fortune stated that CRC and local staff will be making quarterly site visits to observe construction work as it is being performed. Ms. Foster added that DHCD requested the CRC complete quarterly site visits. The CRC is planning to complete these site visits in conjunction with the localities to monitor Kinex's progress.

**Update on Drakes Branch SLFRF Projects:** Ms. Foster stated that a report was included in the Council packet. The CRC assisted the Town of Drakes Branch in retaining Summit Design and Engineering, through the CRC's On-Call Consultant Program, to provide estimated costs in replacing water lines and water meters throughout the town. Due to the high cost estimate the Town received, the Town and CRC representatives met with the firm to discuss reducing the scope of the project to meet the goals of the Town without exceeding the Town's budget for this project. She also stated that the Town requested bids for an ADA pad at the entrance to the new Fire Department/Town Hall, and has received a bid for \$18,500.

**Update on CRC Enhanced Capacity Building Grant:** Ms. Foster stated that a report was included in the Council packet. The CRC is working with DHCD to execute the contract for the awarded CRC GO Virginia Grant. The timeline for the study is one year, with an estimated completion date of November 2023. The next step is for the CRC to establish an Advisory Committee that would oversee the project and the procurement of a consultant. Mr. Vaughan moved and Mr. Jones seconded to authorize Ms. Foster to reach out to potential committee members as identified by Ms. Foster. Motion carried.

**Update on Drakes Branch Building Acquisition Project:** Mr. Fortune stated that a report was included in the Council packet. The CRC is assisting the Town with implementation of a Hazard Mitigation Grant Program grant from FEMA through VDEM to fund the acquisition and removal of nine buildings in the Town's Central Business District. These buildings are located within the floodplain and are subject to periodic flooding. The CRC is working with the Town to procure an appraiser to appraise the properties in the project. Those appraisals will help the Town prepare acquisition offers owners of participating properties.

**Update on Blackstone Armory VBAF Grant:** Mr. Fortune stated that a report was included in the Council packet. The CRC is assisting the Town with implementation of a Virginia Brownfields Assistance Fund (VBAF) grant through VEDP to undertake asbestos remediation, underground tank removal, and lead abatement at the Harris Memorial Armory Center in Blackstone. This work is part of a larger planned renovation to convert the Armory into a multi-use facility, which would include job training programs for the hospitality industry. Mr. Fortune stated that the three components of the VBAF grant were separated out, and separate Invitations for Bids (IFB) are being prepared for each element. The IFB for asbestos was advertised in October. Bids were originally due November 15, but that date is being backed up due to some questions about the windows in the building that need additional research. The IFB for the tank was advertised in November, with bids due December 6. The Town hopes to advertise the IFB for lead before the end of the year.

**Update on CRC Hazard Mitigation Plan Update:** Mr. Fortune stated that a report was included in the Council packet. The draft Plan was sent back to the Project Management Team for one final review before submittal to VDEM and FEMA. A few comments were received, which the CRC is working to address. Concurrently, the Plan was made available to the public for review and comment. No public comments were received. The CRC hopes to submit the draft Plan to VDEM and FEMA in late November.

**Update on SEED Innovation Hub Project:** Ms. Foster stated that a report was included in the Council packet. The CRC is assisting the Longwood Real Estate Foundation (REF) in implementation of three grants that were awarded to the REF for the completion of the SEED Innovation Hub. Grants are from the U.S. EDA, the Tobacco Commission, and GO Virginia. The CRC completed and submitted the latest quarterly report to the U.S. EDA, and the latest annual report to the Tobacco Commission.

**Council Member Comments:** There were none.

### **New Business:**

### **Staff Reports**

**Presentation of FY 21-22 CRC Audit:** Ms. Kelly Phillips with Burnett & Snead presented the CRC's FY 21-22 audit report. Ms. Phillips stated that the CRC received a clean opinion. The audited cash balance as of June 30 was \$751,964.36. Ms. Phillips stated that there are eight completed projects in the audit report. She stated that the CRC will be moving to a single audit starting next year, as required by 2 CFR 200 Subpart F due to amount of future funds being received. Mr. Vaughan moved and Mr. Jones seconded to approve the audit. Motion carried.

**Update on Grant Writing:** Mr. Fortune stated a copy of the grant writing report was included in the Council packet. Mr. Fortune congratulated Lunenburg County on being awarded \$48,200 in Virginia Economic Development Partnership Virginia Brownfield Assistance Fund grant funding for lead/asbestos remediation at vacant commercial property in Victoria. Mr. Fortune congratulated the Farmville Police Department on being awarded \$18,300 in grant funds from the State Homeland Security Program (SHSP) to purchase portable barricades for pedestrian safety. The CRC was awarded \$26,000 in SHSP grant funds to undertake community outreach activities related to emergency preparedness.

The CRC assisted three localities with funding applications through the Tobacco Commission: The Town of Blackstone, for Operation Swedish Chef; Cumberland County, for funds to complete the Cumberland Court House Village Connector Trail; and the CRC worked with West Piedmont PDC and Southside PDC on an application for funds to develop a Regional Tourism Study. Mr. Fortune stated that the

Department of Housing and Community Development (DHCD) has advised that they expect to announce Industrial Revitalization Fund (IRF) program grant awards in November. The CRC assisted with three applications: The Town of Blackstone, for funding to rehab/renovate the Harris Memorial Armory Center for use as a multi-use facility including job training programs by Virginia State University and Transition Solutions Enterprises, a local non-profit; the Town of Kenbridge, for funding to rehab/renovate a former tobacco warehouse/manufacturing facility for re-use as a manufacturing facility for recyclable food containers; and the Town of Farmville, for funding to rehab/renovate the Mary E. Branch Community Center for use as a multi-use facility. The CRC also assisted the Town of Blackstone with an application to DHCD for IRF planning grant funds for the Armory. Mr. Fortune stated that DHCD advised anyone interested but still waiting for word on their IRF construction grant application should apply for a planning grant. If their construction grant is funded, DHCD would pull their planning grant request from review.

The CRC assisted Prince Edward County with an application for a Governor's Agriculture and Forestry Industries Development (AFID) Fund grant through the Virginia Department of Agriculture and Consumer Services to fund the purchase of equipment for the Prince Edward County Cannery. The CRC is assisting the Town of Blackstone with an application to USDA Rural Development for funds to purchase equipment for the Armory, a potential application to the Tobacco Commission's Southern Virginia Program for Project Econo Lodge and a potential application to DHCD for funds to undertake a scattered site housing project. The CRC is also assisting the Town of Drakes Branch on an application for ARPA funds through DEQ to undertake improvements to the Town's sewer system.

**Council Member Comments:** There were none.

**Commonwealth Intergovernmental Review Process (CIRP):** There was one CIRP: Southside Electric Cooperative, for a transmission line/utility switching station project that would serve Lunenburg, Mecklenburg and Brunswick Counties. There was no comment.

**Other Business:** There was none.

**Adjournment, Next Meeting:** Ms. Newton moved and Mr. Vaughan seconded to adjourn the meeting. Motion carried. The meeting adjourned at 10:14 a.m. The next meeting was set for Wednesday, December 21st, at the Prince Edward Court House in Farmville, Virginia.

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Mr. Gary Walker, Secretary

**Treasurer's Report - Cash on Hand & Account Balances**

**For the Period of November 11, 2022 through December 14, 2022**

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 596,195.03	\$ 869,007.59
Total Expenses	\$ 45,966.99	205,690.83
Net Income	\$ 550,228.04	\$ 663,316.76
Cash on Hand	\$ 818,460.93	\$ 818,460.93

**Account Balances as of December 14, 2022**

Benchmark (M2)	\$ 234,151.88
BB&T (M1)	\$ 484,821.05
Benchmark (CD1)	\$ 53,103.58
Benchmark (CD2)	\$ 15,035.84
BB&T (PR)	\$ 23,013.53
BB&T (Oprtg)	\$ 8,335.05
	<hr/>
	\$ 818,460.93

Prepared by: Melody Foster, December 14, 2022

**\*\*Note:** Items 47050, 47060 and 47070 are pass-thru revenue funds for current grant projects and are not counted as income for the CRC. Corresponding expenses categories are 79035, 79036 & 79045.

\*47050/79035 VDEM SHSP Regional Election Security Grant

\*47060/70045 VH PDC Housing Program Funds

\*47070/79036 VATI Broadband Grant



# Commonwealth Regional Council Financial Statement

## November 11 through December 14, 2022

	Nov 11 - Dec 14, 22	Budget	Jul 1 - Dec 14, 22	YTD Budget	Annual Budget
<b>Income</b>					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Amelia Local Member Investment	0.00	1,770.62	19,000.00	8,631.76	19,000.08
43020 - Buckingham Local Member Investim	0.00	1,770.62	19,000.00	8,631.76	19,000.08
43030 - Charlotte Local Member Investme	0.00	1,770.62	19,000.00	8,631.76	19,000.08
43040 - Cumberland Local Member Investm	0.00	1,770.62	19,000.00	8,631.76	19,000.08
43050 - Prince Ed Local Member Investme	0.00	1,770.62	19,000.00	8,631.76	19,000.08
43060 - Lunenburg Local Member Investme	0.00	1,770.62	19,000.00	8,631.76	19,000.08
43095 - Nottoway County	0.00	1,770.62	19,000.00	8,631.76	19,000.08
<b>Total 43000 - Local Member Investment</b>	<b>0.00</b>	<b>12,394.34</b>	<b>133,000.00</b>	<b>60,422.32</b>	<b>133,000.56</b>
<b>Total 40000 - Revenue</b>	<b>0.00</b>	<b>12,394.34</b>	<b>133,000.00</b>	<b>60,422.32</b>	<b>133,000.56</b>
44000 - VA Regional Cooperation					
45000 - Project Funding					
45870 - Homeland Security-Reg Em Gran-5	0.00	0.00	16,521.49	0.00	0.00
45880 - CRC Regional Haz Mit Plan Updat	0.00	5,868.92	29,366.96	28,610.99	62,378.04
45890 - Nottoway Comp Plan Update	0.00	2,422.95	0.00	11,811.85	26,000.04
45900 - Prince Edward Access Road Admin	0.00	1,155.56	0.00	5,633.37	12,400.08
45910 - Lunenburg AFGS Grant Admin 2	0.00	0.00	713.22	0.00	0.00
45940 - GoVARS3EII Grant Admin	0.00	432.12	0.00	2,106.61	4,637.04
45955 - PDC Housing Program	6,562.29	1,863.80	6,562.29	9,086.04	20,000.04
45960 - PE Yak Attack Admin	0.00	46.60	0.00	227.17	500.04
45965 - Charlotte Comp Plan Update	0.00	2,376.35	0.00	11,584.68	25,500.00
45970 - Kenbridge ESHPF Grant Admin	0.00	2,264.52	0.00	11,039.52	24,300.00
45975 - Charlotte ESHPF Grant Admin	0.00	1,811.61	0.00	8,831.61	19,440.00
45980 - SHSP Regional Election Security	0.00	271.74	0.00	1,324.74	2,916.00
45985 - VATI Regional Broadband Grant	0.00	3,059.71	0.00	14,916.10	32,833.08
45990 - Drakes Branch SLFRF Admin	0.00	284.14	0.00	1,385.20	3,049.08
45995 - Drakes Branch VDEM Grant Admin	0.00	1,817.20	0.00	8,858.87	19,500.00
<b>Total 45000 - Project Funding</b>	<b>6,562.29</b>	<b>23,675.22</b>	<b>53,163.96</b>	<b>115,416.75</b>	<b>254,053.44</b>
46000 - Other Funding					
46005 - DEQ 2021 CRC WIP II Assistance	0.00	5,405.03	0.00	26,349.50	58,000.08
46010 - VDOT-Transport Planning	0.00	5,405.03	23,351.72	26,349.50	58,000.08
46040 - Interest Income	59.96	74.56	245.68	363.46	800.04
46050 - Misc. Income	0.00	0.00	1,616.55	0.00	0.00
<b>Total 46000 - Other Funding</b>	<b>59.96</b>	<b>10,884.62</b>	<b>25,223.95</b>	<b>53,082.46</b>	<b>116,800.20</b>
47000 - Pass Thru Fundds					
47050 - VDEM SHSP Elec Security Grant	0.00	0.00	23,061.90	0.00	0.00
47060 - VH PDC Housing Program Funds	26,274.70	0.00	26,274.70	0.00	0.00
47070 - VATI Broadband	563,238.08	0.00	563,238.08	0.00	0.00
<b>Total 47000 - Pass Thru Fundds</b>	<b>589,572.78</b>	<b>0.00</b>	<b>612,634.68</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>596,195.03</b>	<b>55,338.57</b>	<b>869,007.59</b>	<b>269,775.43</b>	<b>593,825.16</b>
<b>Expense</b>					
71000 - Personnel Costs					
71010 - Salary Distribution	17,950.00	21,745.88	107,700.00	106,011.19	233,350.08
71040 - Payroll Expenses (SS/FICA)	1,373.17	1,663.54	8,239.06	8,109.76	17,851.08

# Commonwealth Regional Council Financial Statement

November 11 through December 14, 2022

	Nov 11 - Dec 14, 22	Budget	Jul 1 - Dec 14, 22	YTD Budget	Annual Budget
71150 - Unemployment Ins.	0.00	10.25	17.26	49.99	110.04
71200 - VRS Contribution	4,324.74	4,836.28	24,338.42	23,576.86	51,897.00
71300 - Staff Memberships	0.00	284.24	0.00	1,385.64	3,050.04
71350 - Staff Train/Conference	705.38	652.33	2,180.84	3,180.14	7,000.08
71400 - Workmens Comp Ins	0.00	46.60	0.00	227.17	500.04
71500 - Group Health Insurance	40.19	2,982.08	14,281.18	14,537.65	32,000.04
71600 - Life Insurance	25.20	32.62	149.55	159.02	350.04
71700 - Other Staff Costs	0.00	44.92	0.00	218.99	482.04
71750 - Employee Cell Phone Stipend	200.00	223.65	1,200.00	1,090.32	2,400.00
Total 71000 - Personnel Costs	24,618.68	32,522.39	158,106.31	158,546.73	348,990.48
72000 - Office Operations					
72005 - Cleaning & Maint.-Bldg	160.00	193.84	960.00	944.98	2,080.08
72010 - Lease Costs	1,500.00	1,677.42	7,500.00	8,177.42	18,000.00
72015 - Utilities	116.36	232.98	1,103.35	1,135.79	2,500.08
72020 - Telephone/Internet Costs	296.26	400.72	1,828.63	1,953.53	4,300.08
72030 - Postage and Freight	159.13	139.78	916.44	681.45	1,500.00
72035 - Express Mail	0.00	11.19	0.00	54.52	120.00
72040 - Consumable Supplies	253.65	326.17	2,519.46	1,590.07	3,500.04
72050 - Dues and Subscriptions	0.00	32.62	74.00	159.02	350.04
72060 - Office Insurance	0.00	9.33	0.00	45.47	100.08
72070 - Administrative Costs	4,750.00	1,211.48	7,900.00	5,905.95	13,000.08
72080 - Office Costs - Other	0.00	279.57	16.00	1,362.90	3,000.00
Total 72000 - Office Operations	7,235.40	4,515.10	22,817.88	22,011.10	48,450.48
73000 - Office Equipment					
73010 - Office Equipment	0.00	838.71	0.00	4,088.71	9,000.00
73030 - Equipment Maintenance	0.00	279.57	0.00	1,362.90	3,000.00
73040 - Equipment Repair	0.00	186.38	313.45	908.62	2,000.04
73050 - Equipment - Other	29.99	372.77	1,808.88	1,817.24	4,000.08
Total 73000 - Office Equipment	29.99	1,677.43	2,122.33	8,177.47	18,000.12
74000 - Auto/Staff Travel					
74020 - Staff Mileage	466.25	465.97	2,718.00	2,271.58	5,000.16
Total 74000 - Auto/Staff Travel	466.25	465.97	2,718.00	2,271.58	5,000.16
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	484.59	1,412.79	2,362.40	5,200.08
75020 - Committee Meetings	0.00	37.29	0.00	181.76	400.08
75030 - Staff Meetings	0.00	46.60	89.22	227.17	500.04
75040 - Council Memberships	0.00	391.39	4,041.76	1,908.06	4,200.00
75050 - Other Meeting Costs	0.00	18.54	0.00	90.88	200.04
75060 - Public Official Insurance Cov.	0.00	167.74	0.00	817.74	1,800.00
Total 75000 - Meetings/Memberships	0.00	1,146.25	5,543.77	5,588.01	12,300.24
77000 - Collateral Materials					
77010 - Web Page Costs	563.52	298.21	678.17	1,453.78	3,200.04
Total 77000 - Collateral Materials	563.52	298.21	678.17	1,453.78	3,200.04
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	4.66	0.00	22.73	50.04
78030 - Other	0.00	93.20	0.00	454.34	1,000.08
Total 78000 - Local Relations	0.00	97.86	0.00	477.07	1,050.12

# Commonwealth Regional Council Financial Statement

November 11 through December 14, 2022

	Nov 11 - Dec 14, 22	Budget	Jul 1 - Dec 14, 22	YTD Budget	Annual Budget
79000 - Other Program Costs					
79030 - Planning Project Costs					
79035 - SHSP Elec Security- Consultant	0.00	0.00	46,123.80	0.00	
79036 - VAM Broadband	563,298.08	0.00	563,298.08	0.00	
79030 - Planning Project Costs - Other	0.00	931.91	498.41	4,543.05	10,000.08
Total 79030 - Planning Project Costs	563,298.08	931.91	609,920.29	4,543.05	10,000.08
79050 - Contingency Costs	0.00	931.91	0.00	4,543.05	10,000.08
Total 79000 - Other Program Costs	563,298.08	1,863.82	609,920.29	9,086.10	20,000.16
Total Expense	596,211.92	42,587.03	801,906.75	207,611.84	456,991.80
Net Income	-16.89	12,751.54	67,100.84	62,163.59	136,833.36



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Prince Edward

**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: CRC Executive Director September/October Monthly Activities  
DATE: December 14, 2022

- Reviewed Final Draft Audit to be presented to the CRC for approval.
- Met virtually with Southside PDC staff to review Entrepreneurship and Innovation grant budget amendment.
- Attended VEDP Infrastructure & Supply Chain Listening Session at Danville Institute for Advanced Learning & Research.
- Began assembling Request #4 for the Entrepreneurship and Innovation grant as well as documenting grant/match ratio. Corresponded with SOVA, MBC, Longwood & Southside PDC.
- Corresponded with Drakes Branch Town Clerk & Summit Design & Engineering services on bid package for new water metering system and replacement water meters.
- Corresponded with Town officials and bidder regarding bid for building ADA Pad in front of new Town office.
- Corresponded with Buckingham County Administrator regarding CRC's proposal to provide services to update the County's Comprehensive Plan.
- Corresponded with staff and consultant to discuss issues in Drakes Branch that could be contributing to a DEQ capacity violation and how a DEQ grant could address the issues.
- Corresponded with GO Virginia representatives on amending CRC Procurement Policy to allow new amendments to Virginia Procurement be included as they occur. This will speed up the process for hiring professional services.
- Participated in Virtual Virginia Department of Housing and Community Development (DHCD) Southeast Crescent Rural Commission Public Input Session.
- Participated in Federal Transit Administration's Coordinating Council on Access and Mobility Strategic Plan Web Meeting.
- Lauren Jones and myself met virtually with Southside PDC staff to discuss GOVA grant reimbursement budget categories for the Longwood SEED Innovation Center.
- Corresponded with Budget Committee members to try and select a day and time to meet and discuss the CRC Member Policy and return of audited cash funds to members. Prepared previous cash fund balance analysis.
- Attended VAPDC Executive Directors meeting in Charlottesville, Virginia.
- Corresponded with Sarah Capps, Tobacco Commission regarding follow-up questions on submitted grants for Cumberland Trail and the West Piedmont/Southside PDC/CRC Southern Virginia Regional Branding and Marketing Plan projects.
- Worked with Redistricting Software provider to resolve issues with a GIS Shapefile provided by the Virginia Department of Elections for 2010 Nottoway County precincts.
- Created new Nottoway County Precinct Map utilizing previous precinct data and new County Redistricting Plan Election Districts. Provided GIS shapefiles to County.
- Corresponded with Doug Stanley to look into USDOT funds to potentially fund a East Third Street exit project.
- Corresponded with Dan Witt on discussions with EDA on possible funding opportunities for construction of a shell building at the Heartland Industrial Park.
- Participated in monthly Virginia Housing, PDC Housing Program virtual meeting.
- Sent out letters to request individuals to serve on the Advisory Board for the GOVA Grant to create a new REDO.
- Reviewed and provided input on staff assigned projects.
- Prepared CRC monthly financial statement for CRC packet.
- Prepared bills for payment to Accountant for processing & Treasurer's signature.



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## Scoping the Future List of Innovative/Regional Ideas

### Ideas Previously Discussed:

- Creation of New Regional Economic Development Initiative
- ~~Exploring establishing county cigarette tax and a regional cigarette tax board~~
- Building Entrepreneurial Economies (BEE) Grant Program through DHCD
- CEDS/EDD Funding
- Aeronautical Grants for Drone Industry
- Triage Emergency Dispatch Program
- Lack of Work Force Training - Ways for CRC to get involved, including working with Southern VA Go Region & SVCC
- Work with the Buckingham Historical Society on grant opportunities
- Establish de-regulation requirements for mandates on rural localities (tiered approach).
- Broadband Support by the CRC
- Expand Health Care Providers in the Region
- Aging Plan for the Region (grants to develop)
- High Bridge Trail State Park Expansion to Burkeville

### New Ideas:

- \_\_\_\_\_
- \_\_\_\_\_

Note: Items stricken through have been addressed or pursued.





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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** December 12, 2022

**SUBJECT:** Update on Regional Emergency Planning Activities

As you are aware, the Commonwealth Regional Council (CRC) was awarded two SHSP grants in 2020 to fund emergency planning activities.

The first grant funded multiple planning activities: development of a Regional Resource Inventory, GIS mapping assistance for localities, coordinating and facilitating a training class for managing volunteers, development of a Regional Continuity of Operations Plan, and creation of a Regional PPE Stockpile Plan. This grant has been closed out.

The second grant is to assist local registrars with election security improvements as identified in Virginia House Bill (HB) 2178. As a reminder, the CRC has been granted an extension on this grant until March 31, 2023 due to the delay between grant award and execution of the grant agreement (FEMA had put a hold on the funds at the time of award).

**Update:** CRC staff spoke in late November and the first half of December with the consultant procured to work with local Registrars on improvements as outlined in the grant, including but not limited to: threat and vulnerability monitoring; setting up automated periodic reporting; and security awareness training. The consultant advised that they are wrapping up their work and still expect to have their work completed in early January 2023. The main remaining piece is for the consultant to work with the local registrars and develop plans to address new requirements for Locality Election Security Standards (LESS) and Plans of Actions and Milestones (POAM). The new LESS and POAM requirements were released by the Virginia Department of Elections in early December. CRC staff are checking periodically with the local Registrars to verify that the work is being performed by the consultant.

As always, please do not hesitate to contact me if you have any questions.

cc: Melody Foster



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**MEMORANDUM:**

**TO:** CRC Council Members  
**FROM:** Kristen Tillman  
Regional Planner  
**DATE:** December 12, 2022  
**SUBJECT:** Watershed Implementation Plan (WIP) III (Contract IV) – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) has been assisting the Department of Environmental Quality (DEQ) in the implementation of Phase III of its Watershed Implementation Plan (WIP). The following activities have taken place since the last CRC Council meeting.

- Activities undertaken so far, include:
  - Finding and sending along grant opportunities to localities.
  - Updating CRC website and Facebook page.
  - CRC is assisting Drakes Branch with their application for DEQ ARPA SCS Funding
  - CRC staff participating in PDC Workgroup and DEQ virtual meetings.
  - The Final Report for the current WIP III Contract will be submitted by the end of the month.
  - The Contract for 2023-2024 has been signed and forwarded to DEQ for execution.

*Did you know the Second Edition of the BMP Reference Guide has now been published? A quick reference guide for BMPs provides general information about BMPs and how they function within the Chesapeake Bay Program reporting and modeling structure. This Guide provides a single place to learn key information about BMPs. You can find a link to the BMP Reference Guide in the Reports section of the BMPs page on CAST.*



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**MEMORANDUM**

**TO:** Ted Costin, County Administrator  
Members of Nottoway County Board of Supervisors

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** December 6, 2022

**SUBJECT:** Nottoway County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Nottoway County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following activities have occurred since the last update on November 7:

- The full Planning Commission held a meeting on November 15 to discuss the draft Plan in its entirety. There was not a quorum present, so no official action could be taken. Those present discussed the draft Plan and the process going forward.
- The next Planning Commission meeting is scheduled for Tuesday, December 13. At that meeting, the group will discuss the entire draft Plan and consider the next steps (additional meetings, public hearings, etc.).

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC



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## **MEMORANDUM**

**TO:** Dan Witt, County Administrator  
Members of the Charlotte County Board of Supervisors

**FROM:** Lauren Jones  
Regional Planner

**DATE:** December 5, 2022

**SUBJECT:** Charlotte County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Charlotte County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred since the last update on November 7:

- A work session was held with the Planning Commission on November 22. During that meeting, the group reviewed revised draft Section III (Inventory and Analysis: Community Resources). The group asked for some changes, which CRC staff are working on making. The CRC also led a discussion regarding the draft of Section IV (Land Use).
- The December work session was cancelled due to scheduling conflicts with the holiday season. The CRC staff will be coordinating with County Staff to schedule the next work session.
- The County has retained The Berkley Group to assist the CRC with addressing renewable/solar energy in the Plan, per prior authorization by the Board. The CRC, County staff and representatives from The Berkley Group held a kick off meeting on November 21<sup>st</sup> to outline roles and responsibilities for this task. The Berkley Group will be responsible for holding separate work sessions with the Planning Commission to address this issue. The Berkley Group plans to hold their first work session in January or February 2023.

Please do not hesitate to contact me if you have any questions.

cc: Todd Fortune, Deputy Director, CRC  
Monica Elder, Assistant County Administrator



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**MEMORANDUM:**

**TO:** CRC Representatives

**FROM:** Lauren Jones, Regional Planner

**SUBJECT:** CRC Affordable Workforce Housing Development Program

**DATE:** December 9, 2022

As you are aware the CRC has received \$2 million in grant funds from Virginia Housing to establish 20 affordable and workforce housing units in the CRC region over a 36-month period. CRC staff time on the project is also covered by this grant award.

**Project:** Affordable workforce housing units can result in the construction of new units, the acquisition and rehabilitation of existing vacant units, or the adaptive re-use of existing structures to incorporate housing units. This program seeks to increase the inventory of affordable workforce housing units in underserved markets, including rural areas and historically marginalized communities with a focus on first-time homebuyers. This program also intends to foster income and economic integration through housing development and revitalization projects in areas of opportunity that include mixed-use and/or mixed-income rental developments. The CRC's intent is to partner with existing housing partners to develop 20 affordable workforce housing units in the region.

**Update:** Piedmont Habitat for Humanity will be installing 11 manufactured homes in the towns of Farmville, Keysville, and Crewe. Cardinal homes contacted Piedmont to inform them that their first home will be delivered in early February 2023 with the other three scheduled to be delivered in March 2023. Smyth Properties will be establishing seven (7) units for lease through adaptive reuse of downtown properties in Kenbridge. The contractor for Smyth Properties has completed demolition on all of 120 S. Broad Street and the finished gutting the second floor of 114. The architect is currently drawing up plans for both properties. Once this is complete, the Lunenburg Building Inspector will review the plans for any changes. The Town of Blackstone and their partner, Southside Outreach, will be building three (3) homes in Blackstone for home ownership. Southside Outreach has completed surveying the housing lots and is planning on bidding out the first project on December 6<sup>th</sup>. Southside Outreach continues their search for housing applicants that will be able to prequalify for Mortgage loans.





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TO: Commonwealth Regional Council

FROM: Melody Foster, Executive Director

SUBJECT: GO Virginia Region 3 Entrepreneurship & Innovation Implementation Project

DATE: December 14, 2022

**Project:** The CRC is assisting the Longwood Office of Community & Economic Development (Longwood OCED), Southern Virginia Innovation Hub (SOVA HUB), Mid-Atlantic Broadband Communities Corp. (MBC) with grant administration of their \$449,000 funded Entrepreneurship & Innovation Implementation Project.

**Project Synopsis:** This project is a robust training initiative that will build capacity and connections. The two-year program will train 200 entrepreneurs. Dozens of businesses and jobs are expected to be created as a result. Funding is paired with other leveraged funding.

**Update:**

The CRC is currently assembling the 4<sup>th</sup> reimbursement request covering the last quarter to GO Virginia for reimbursement. The CRC continues to track expenses vs match for the applicant and reviewing submitted expenses to be reported to GO Virginia.



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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

SUBJECT: Emergency Supplemental Historic Preservation Funds (ESHP)  
Town of Kenbridge and Charlotte County Project Update

DATE: December 9, 2022

**Project:** The CRC is assisting Charlotte County and the Town of Kenbridge with grant administration of the two grant funded projects.

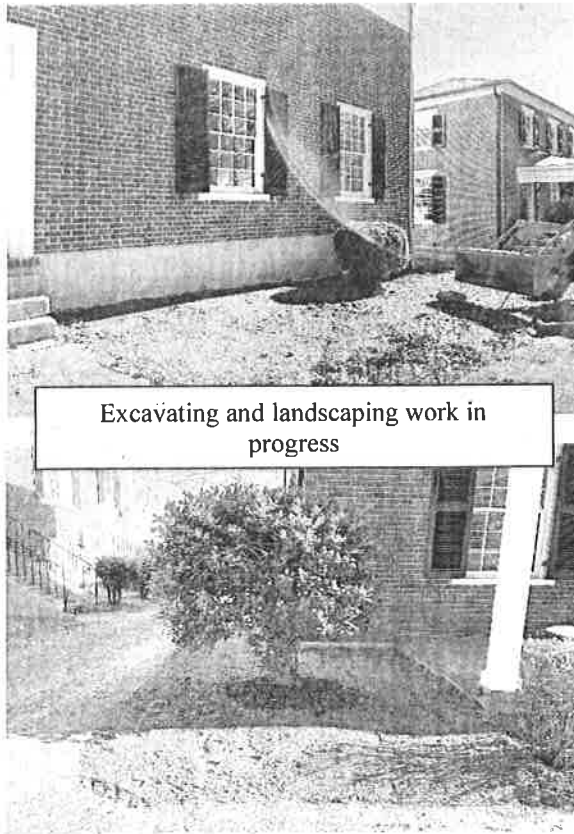
Project Synopsis: Kenbridge Town Hall Repairs project – grant funds will be utilized to repair the Kenbridge Town Hall which was damaged during Hurricane Michael. Charlotte County Courthouse Complex Drainage project – grant funds will be utilized to address moisture issues for the Charlotte Courthouse Complex that flooded and was damaged during Hurricane Michael.

**Project Update:**

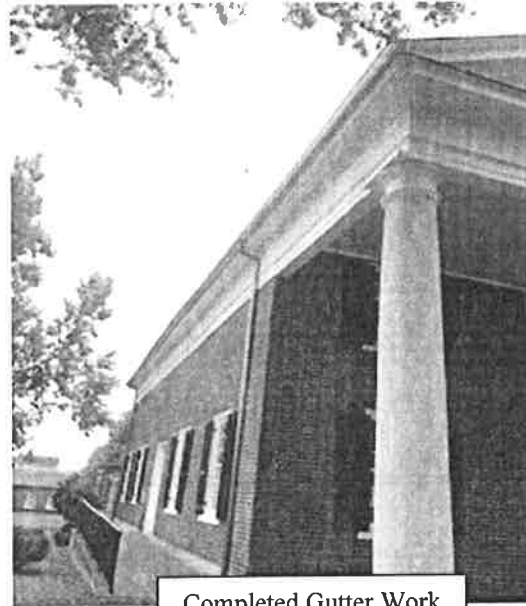
**Kenbridge Town Hall Repairs Project** – Harris and Sons are working on repairing the Town Hall. These repairs will include: re-glazing (where needed); repainting of the interior and exterior of the building's windows and sills; and carpentry work. The work is taking longer than anticipated, considering the exterior paint is having issues sealing due to weather related issues. Because of this, the CRC filed and has been granted a one-year extension with DHR. The contractor will begin work in the interior of the building until the weather improves. The CRC will remain in contact with Kenbridge to see the progression of the project.



Charlotte County Courthouse Complex Drainage Project – The contractor began the excavating and landscaping of the Courthouse Complex. The HVAC contractor is still waiting on the delivery of HVAC parts due to a backlog of parts. Charlotte County staff is preparing to submit an RFP for the plaster repairs. The CRC has prepared and submitted a reimbursement request for the gutter work on the Court House. The CRC will remain in contact with Charlotte County to see the progression of the project.



Excavating and landscaping work in progress



Completed Gutter Work

**\*\*The Emergency Supplemental Historic Preservation Funds (ESHP) were only available through the Department of Historic Resources to localities that suffered historic property damage due to Hurricane Michael. Localities had to be listed in the Hurricane Florence and/or Hurricane Michael Major Disaster Declaration to be eligible for assistance.**



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** December 13, 2022

**SUBJECT:** Virginia Telecommunications Initiative (VATI) Grant for Cumberland,  
Lunenburg, and Prince Edward Counties – Monthly Update

**Project:** CRC VATI grant for the expansion of broadband in Cumberland, Lunenburg, and Prince Edward Counties. The project involves working with Kinex Telcom, a local internet service provider.

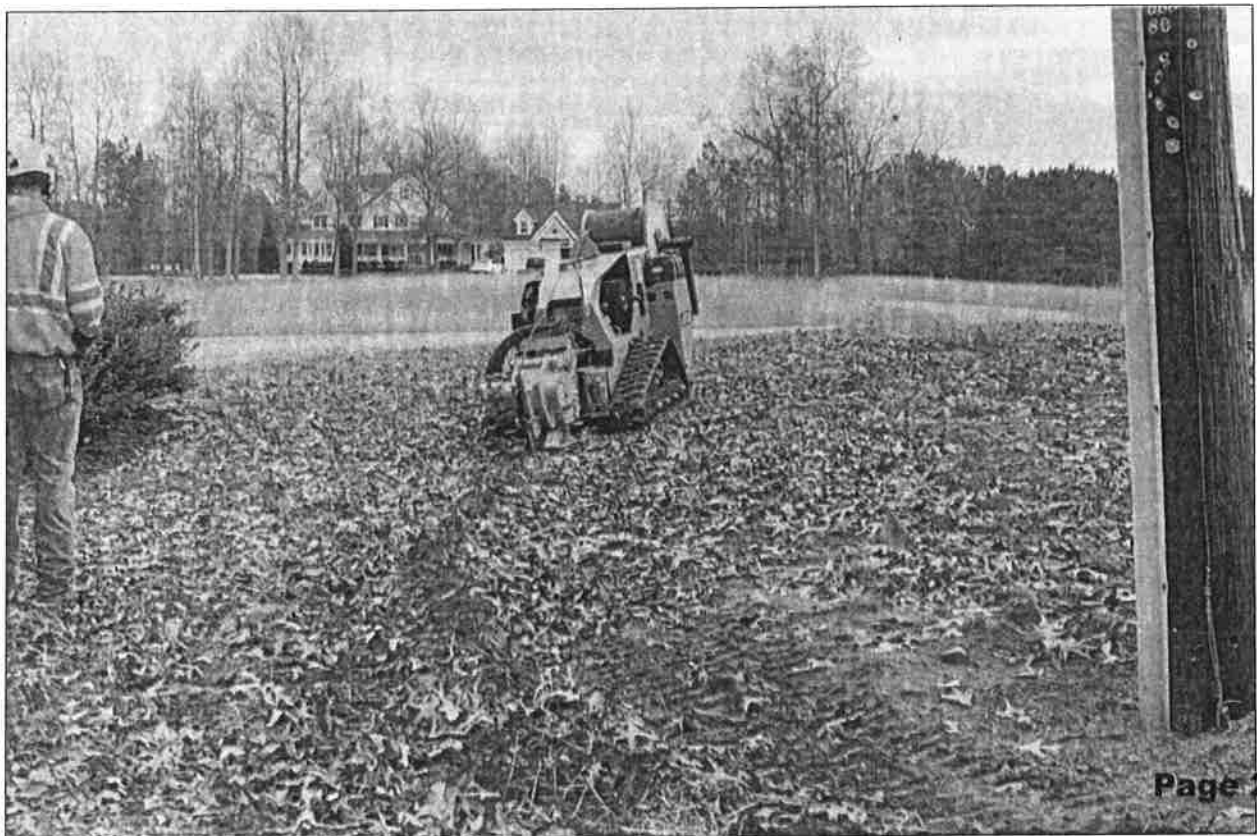
**Update:**

- Kinex and/or their contractor have laid down lines in parts of each county covered under the project. The contractor is currently working in Prince Edward County to lay down middle-mile fiber. Kinex has a crew working in the northern part of Lunenburg County, completing installs for new customers, and has done some work in Cumberland County to complete installs for new customers. Per guidance from Jim Garrett, Kinex Telecom, the contractor in Prince Edward County is working in the northwest part of the County and will eventually work their way into the western part Lunenburg County.
- Mr. Garrett has advised that as of December 12, between work covered by the VATI grant and work covered by other funding sources, Kinex and their contractor have completed 1,640 passings (out of a target of 10,734 total passings) and 400 installs for new customers.
- Kinex and their contractor are still working to address issues with the firm that was hired for locating and marking existing utility lines in the project area, which have affected the digging of trenches for new fiber. CRC staff have spoken with Mr. Garrett and DHCD about this issue. While not making excuses, DHCD staff have stated that this problem has been occurring around the State.
- CRC staff participated in a site visit on Friday, December 9, to observe construction work as it was ongoing. Kristen Tillman and I accompanied DHCD staff and Mr. Garrett to two locations – a residential neighborhood in the northern part of Lunenburg County, where Kinex crews were working on installs for new customers, and a construction site on U.S. 460 in the western part of Prince Edward County, where the contractor is working on completing passings in the Prospect area.

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC

Install work (Kinex) in northern Lunenburg County





Passings work (contractor) in Prince Edward County





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TO: CRC Representatives

FROM: Melody Foster, Executive Director

SUBJECT: CRC Administration of Drakes Branch Coronavirus State and Local  
Fiscal Recovery Funds (SLFRF) Projects

DATE: December 14, 2022

**Project:**

The CRC is under contract with the Town of Drakes Branch to provide project administration assistance for the expenditure of SLFRF funds to be utilized to complete needed projects in the Town of Drakes Branch. The CRC is providing technical assistance including reporting on the SLFRF funds expended.

**Update:**

The Town has received bid documents from Summit to bid out a new water metering system to include: remote read functionalities, antennae/receivers, software, leak detection and billing functionality, training for staff and the purchase of new/replacement water meters. The Town is currently reviewing the documents. The Town also received and accepted a bid (\$16,300) for the construction of a 61 x 23 foot ADA pad in front of the new Fire Department/Town Municipal Building. Construction should begin in the coming weeks (pending the weather). The CRC assisted in reviewing and providing guidance on both projects.



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** December 9, 2022

**SUBJECT:** Update – Drakes Branch Building Acquisition Project

As you may recall, the Town of Drakes Branch has been awarded a Hazard Mitigation Grant Program (HMGP) grant by FEMA through VDEM to fund the acquisition and removal of nine (9) buildings in the Town's Central Business District. These buildings are located within the floodplain and are subject to damage from flood events in the area. The HMGP grant is being matched with a combination of funds from the State and local matching funds from the Town. The CRC is assisting the Town with the implementation of this project.

**Update:** The CRC has been working with the Town on the procurement of an appraiser to appraise the properties included in the project. A firm has been selected for this task, and a contract presented to the Town for their consideration. The appraisals will help the Town in preparing offers for the affected properties to the respective property owners.

As always, please do not hesitate to contact me if you have any questions.

cc: Melody Foster




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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** December 9, 2022

**SUBJECT:** Update – Blackstone Armory Virginia Brownfields Assistance Fund  
Grant: Asbestos Remediation/Lead Abatement/Tank Removal

As you may recall, the Town of Blackstone has been awarded a Virginia Brownfields Assistance Fund grant by the Virginia Economic Development Partnership to undertake asbestos and lead abatement activities, as well as removal of an underground fuel tank, at the Harris Memorial Armory Center. The Armory is being rehabbed for use as a multi-purpose facility, which would include job training programs to train workers for jobs in the hospitality industry. The CRC is assisting the Town with the implementation of this project.

**Update:** The asbestos abatement and underground tank removal have been advertised for bids. Bids for the asbestos abatement were originally due by November 15. However, the environmental consultant for this project determined that some of the questions asked during the mandatory pre-bid meeting required additional research. Consequently, revised project specs were issued to pre-bid meeting attendees and the due date for bids was pushed back to December 15. Bids for the underground tank removal were originally due by December 6. However, due to issues with posting the solicitation on eVA (the solicitation had to be reposted), the due date for bids was pushed back to December 19.

Currently, the CRC is working with the Town and the environmental consultant to prepare an Invitation for Bids (IFB) for the lead abatement component of the project. The Town hopes to issue that IFB in January or February.

As always, please do not hesitate to contact me if you have any questions.

cc: Melody Foster



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** December 9, 2022

**SUBJECT:** Update of Regional Hazard Mitigation Plan – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is working on an update of the CRC's Regional Hazard Mitigation Plan. The updated Plan will cover all seven (7) counties in Planning District 14. The project is being funded by a FEMA grant through the Building Resilient Infrastructure in Communities (formerly known as Pre-Disaster Mitigation) program, with all seven counties and the Town of Farmville providing in-kind (staff hours) as a match for the grant.

**Update:** The CRC submitted the DRAFT Plan to VDEM for review on November 30, 2022. If VDEM doesn't request any changes to the draft, it would then be forwarded to FEMA Region 3 for review. The CRC has been advised to allow 30-45 days for VDEM to review the draft, and an additional 30-45 days for FEMA Region 3 to review the draft. Based on that timeline, and assuming neither VDEM nor FEMA request any changes to the draft Plan, the CRC could have preliminary approval from FEMA sometime in February 2023.

Once FEMA has given preliminary approval to the Plan, it will be sent to all participating localities for adoption. When all localities have adopted the Plan, it will be sent back to FEMA for final approval.

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC





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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

SUBJECT: SEED Innovation Hub Project Update

DATE: December 9, 2022

**Project:** The CRC is under contract with the Longwood Real Estate Foundation to provide project administration assistance for three grants that will fund the rehabilitation, renovation, and will provide equipment for the development of the SEED Innovation Hub. The Economic Development Association (EDA) has awarded the Longwood Real Estate Foundation with \$1,986,965.00 in grant funds for construction costs for the facility. The Tobacco Commission also awarded the project \$500,000 in grant funds for construction costs for the facility. Go Virginia awarded the project \$674,304.00 in grant funds to purchase necessary equipment to establish the SOVA Innovation Hub.

**Project Update:**

The Longwood Real Estate Foundation has signed a contract with the CRC for \$32,394.00 to provide project administration assistance for the SEED Innovation Hub project till September 2024. The CRC staff coordinated with Longwood and the Architect, LITTLE, to review bid documents and the bid document checklist for EDA's review. Due to the funds uses, there is not an update regarding Tobacco Commission funds at this time (funds will be used as match for EDA grant). The CRC coordinated with GO Virginia and Longwood staff to develop appropriate reimbursement categories for GOVA fund reimbursements.



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC GO Virginia Grant - Creation of New Economic Development  
Organization (REDO) for CRC region

DATE: December 14, 2022

**Project:** CRC GO Virginia Enhanced Capacity Building Grant to fund a business plan & strategy for the creation of a NEW CRC (footprint) Regional Economic Development Organization (REDO) in partnership with Longwood University.

**Project Update:** The CRC has executed a Contract with DHCD with estimated completion by November 2023. The CRC has sent out an invitation to individuals to serve on the Advisory Board that will provide input on the process. The CRC has also notified staff from the seven counties and Longwood University that they will serve on a working subcommittee to assist consulting services in developing the business plan and strategy for the new REDO.

**Next Steps:** Procurement of Consulting Services: I am seeking a CRC Procurement Policy Amendment (listed under new business on the agenda, if approved will speed up the process of procuring consultant services (non-professional services). It is hoped we will be able to procure a consultant(s) in January and hold the Kick-Off Meeting with the Advisory and Working Subcommittee in January or February 2023.



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## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Todd Fortune  
Deputy Director

**DATE:** December 13, 2022

**SUBJECT:** CRC Staff Update – Providing Grant Writing Services to Local Agencies

As per the CRC's ongoing efforts to provide grant writing services for County Public Schools, local government, law enforcement, and 501 (c)(3) organizations in the region, the following activities have taken place since November 7:

### Status Update

- Prince Edward County, Virginia Department of Health-Office of Drinking Water (VDH-ODW): The CRC learned on December 1 that its applications to VDH-ODW for funds for the Sandy River Reservoir Infrastructure Project were not funded. The CRC assisted the County with two funding applications to VDH-ODW for the project – one application for funds from the Drinking Water State Revolving Fund and Bipartisan Infrastructure Law, and one application for ARPA funds.

### Submitted

- Prince Edward County, Virginia Department of Agriculture and Consumer Services, Governor's Agriculture and Forestry Industries Development Fund (AFID) Facility Grant: The CRC assisted the County with a grant application for AFID Facility Grant funds to help purchase equipment for the Prince Edward County Cannery. The application was submitted on November 15.

### In Progress

- Town of Drakes Branch, Department of Environmental Quality (DEQ), American Resue Plan Act Wastewater Funds: The CRC is working with the Town on an application to DEQ for funds to undertake repairs to the Town's sewer system, to address problems with average flows exceeding acceptable limits. Applications are due to DEQ by December 15.
- Town of Blackstone, USDA Rural Development (RD): CRC staff are working with the Town on an application to USDA RD for funds to purchase equipment for the Harris Memorial Armory Center to be used for the planned job training programs in that facility. Per correspondence with Town staff, the application is due in February.

- Town of Blackstone, Tobacco Commission: CRC staff have been working with the Town and a private developer on a potential application to the Tobacco Commission's Community and Business Lending (CBL) program for Project Econo Lodge. This application is on hold pending the resolution of an issue with the developer. The Tobacco Commission accepts CBL applications on a rolling basis.
- Town of Blackstone, DHCD: CRC staff are working with the Town on a potential application to DHCD for grant funding for a scattered site housing rehab project. Scattered site housing rehab projects fall under Open Submission. As such, DHCD is accepting applications until December 31 or until all of the funds are expended (whichever comes first).

#### Awaiting Approval

- Department of Housing and Community Development (DHCD), Industrial Revitalization Fund (IRF): Staff from DHCD advised on November 29 that IRF awards are still going through the approval process, and they could not give a time frame for when announcements might be made. DHCD had previously advised that awards were expected to be announced in November. CRC staff assisted three localities with applications for IRF construction funds:
  - Town of Blackstone: Funding to rehab/renovate the Harris Memorial Armory Center for use by Virginia State University and Transition Solutions Enterprises, a local non-profit, for job training programs.
  - Town of Kenbridge: Funding to rehab/renovate a former tobacco warehouse/manufacturing facility for re-use as a manufacturing facility for recyclable food containers.
  - Town of Farmville: Funding to rehab/renovate the Mary E. Branch Community Center for use as a multi-use facility.
- Tobacco Commission Southern Virginia Program: The Commission expects to make grant award decisions for the latest round of its Southern Virginia Program at the full Commission meeting scheduled for January 4 and 5, 2023. CRC staff assisted two localities with applications and joined with West Piedmont Planning District Commission (WPPDC) and Southside Planning District Commission (SPDC) to submit a regional Planning District application:
  - Town of Blackstone: Funding for Operation Swedish Chef.
  - Cumberland County: Funding for the Cumberland Court House Village Connector Trail.
  - WPPDC: WPPDC was the applicant for a joint WPPDC/CRC/SSPDC regional planning district application for funds to develop a Regional Tourism Study for all 3 Planning Districts.
- Nottoway County Emergency Squad (NCES), Rescue Squad Assistance Fund (RSAF): The NCES expects to receive word January 1 on the status of its application for RSAF funds to purchase training equipment to train its members. The CRC assisted with the application, which was submitted in September.
- Town of Blackstone, Industrial Revitalization Fund (IRF) Planning Grant: The Town is awaiting word on its application for IRF planning grant funds to undertake planning studies for improvements to the Harris Memorial Armory Center. The CRC assisted the town with the application, which was submitted on October 31.

#### Projects on Standby (work undertaken as developments warrant)

- Buckingham County: The CRC is attempting to assist the County in applying for Save America's Treasures Funds for repairs and renovations of the Historic Buckingham Courthouse.

- Curdsville Community Center (Buckingham County): The CRC is working with the group to seek funding opportunities to renovate the community center.
- Amelia County Economic Development Authority (EDA), Tobacco Commission: The CRC has been working with the Amelia County EDA on a potential application to the Tobacco Commission's Community and Business Lending (CBL) program for funds to help a local business owner replace a transformer that serves a business park which includes his business and several others. The Tobacco Commission accepts CBL applications on a rolling basis.
- Animal Shelter Funding: The CRC is continuing to research funding for new animal shelters.
- Twin Lakes State Park, Friends of Twin Lakes State Park: The CRC is working with the State Park and the non-profit group that supports the State Park to identify funding opportunities for various projects at the Park.

Upcoming Grant Funding Opportunities	
Grant Opportunity	Deadline
Save America's Treasures Grant	December 20, 2022
Assistance to Firefighter's Grant (AFG)	Opening after the 1 <sup>st</sup> of the Year for submissions
Rescue Squad Assistance Fund (RSAF)	March 15, 2022
USDOT RAISE Grants (Construct & improve critical infrastructure)	February 28, 2023
VDOT Safe Routes to School (SRTS) Walkabout Mini-Grants	February 2023
VDOT Revenue Sharing Program	Spring 2023
DHCD Competitive CDBG	Spring 2023
Green Streets, Green Jobs, and Green Towns Grant Program	March 8, 2023
VDOT Transportation Alternative Program (TAP)	Letter of Intent to apply – July 1, 2023 Application – October 1, 2023
DHCD Industrial Revitalization Fund	Summer of 2023
Tobacco Commission Southern Virginia Fund	Fall of 2023
VEDP Site Remediation Grant	Fall of 2023
<i>*Programs with rolling submissions include: EDA, USDA, Virginia Housing, GO Virginia, DHCD, Tobacco Commission TROF, VEDP, etc.</i>	

As always, please do not hesitate to contact me if you have any questions.

## Commonwealth Regional Council Procurement Policy Amended 12/21/22

The Commonwealth Regional Council has adopted the Commonwealth of Virginia Public Procurement Policy, as codified in the Virginia Procurement Act, as its official guideline for purchases made. The Commonwealth Regional Council has established the following level of purchasing to further define how purchases will be procured.

### Level 1 – Amount of procurement less than \$1,000.00

Procurement for services, supplies, materials, etc. with costs of less than \$1,000 can be made at the discretion of the Executive Director. Reasonable judgment will be used in securing these small purchases at fair and reasonable prices.

### Level 2 – Procurements of \$1,000 - \$10,000

Procurement of services, supplies, materials, etc. with costs between \$1,000 and \$10,000 shall be obtained through written quotes from not less than two (2) sources. These quotes can be received through the mail, in person, fax, or other courier. Written quotes are suggested to be in the following form:

1. Name of company submitting quote.
2. Address of company submitting quote.
3. Contact person.
4. Description of service, supplies, materials, etc.
5. Amount of quote.
6. Expiration date of quote.
7. Signature of person submitting quote.

Once the Commonwealth Regional Council receives a quote, the Executive Director must record the quote and retain it for 60 days. The Commonwealth Regional Council has the right to waive formalities.

### Level 3 – Procurement over \$10,000

All procurements for services, supplies, materials, etc., over \$10,000 shall be handled by a competitive bid process **except where noted as exceptions by Virginia Procurement**. The Commonwealth Regional Council will solicit separate sealed bids from all entities qualified to perform said requirements. The procurement of these services will follow the articles of the Virginia Public Procurement Act. The Commission has the right to waive formalities.

Exceptions to procurement process - Contracts procured through cooperative purchasing arrangements. Goods and services may be purchased, without requests for bids or request for proposals (RFP), through cooperative purchasing arrangements, such as:

Cooperative procurement agreements with other localities  
VA State Contract (eVA) – online at [eva.virginia.gov](http://eva.virginia.gov)



Federal Contracts – must specifically state that local jurisdictions can use the contract  
CRC On Call Consultant Program

**The CRC also establishes purchasing procedures noted below from Subsection of the Virginia Code:**

***§ 2.2-4303. (Effective until July 1, 2023) Methods of procurement***

***G. A public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for:***

- 1. Goods and services other than professional services and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$200,000; and***
- 2. Transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000.***

***However, such small purchase procedures shall provide for competition wherever practicable.***

***Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.***

**Additional exceptions established by Virginia Procurement may be noted as they are introduced.**

The Executive Director may elect to apply more stringent level guidelines regardless of procurement value. However, at no time may less stringent guidelines be followed on procurements that require high procurement levels.

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**Certification of Adoption**

This procurement policy was adopted at a regular meeting of the Commonwealth Regional Council this 21st day of December 2022 with a vote of \_\_\_\_\_ for and \_\_\_\_\_ Opposed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Executive Director

**\*\*CRC Policy Amended 12/21/22**

Staff Recommendations

[illegible]