



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

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<https://us06web.zoom.us/j/83902600046?pwd=MitSSDIYRUREUzJkVmZOamF2TGhmUT09>

### Commonwealth Regional Council

Wednesday, January 18, 2023 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 December 21<sup>st</sup> Council Meeting, (pg 1).....Council Members
- V. Treasurers' Report – December/January Financial Statements, (pg 8).....Treasurer Miles
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report.....Chairman
  - B. Budget Committee Recommendation, Membership Policy Amendment, (pg 12)
  - C. Executive Director's Monthly Activities Report, pg (18)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 19).....Council Members
- VIII. Old Business .....Chairman
  - A. Staff Monthly Project Reports
    - 1) Update on Regional Emergency Planning Activities, (pg 20).....Todd Fortune
    - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 21).....Kristen Tillman
    - 3) Update on Prince Edward Access Road Project, (pg 22).....Melody Foster
    - 4) Update on Nottoway Comprehensive Plan Update (pg 23).....Todd Fortune
    - 5) Update on Charlotte County Comprehensive Plan Update (pg 24).....Lauren Jones
    - 6) Update on CRC Affordable Workforce Housing Development Program, (pg 25).....Lauren Jones
    - 7) Update on GOVAR3 Entrepreneurship & Innovation Implementation, (pg 26).....Lauren Jones
    - 8) Update on Kenbridge and Charlotte County ESHP Projects, (pg 27).....Lauren Jones
    - 9) Update on VATI Grant for Cumberland, Lunenburg & Prince Edward, pg (28).....Todd Fortune
    - 10) Update on Drakes Branch Admin – SLFRF Funds Projects, pg (29).....Melody Foster
    - 11) Update on Drakes Branch Building Acquisition Project, pg (30).....Todd Fortune
    - 12) Update on Blackstone Armory-Environmental Cleanup Project, (pg 31).....Todd Fortune
    - 13) Update CRC Regional Hazard Mitigation Plan Update, pg (32).....Todd Fortune
    - 14) Update on SEED Innovation Hub Project, pg (33).....Lauren Jones
    - 15) Update on New Regional Economic Development Organization (REDO)  
Strategy and Business Plan, pg (34).....Melody Foster
    - 16) Council Member Comments
- IX. New Business .....Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 35).....Kristen Tillman
    - 2) CRC EDA EDD Designation Announcement (pg 38), Lauren Stuhldreher, EDA
    - 3) CRC Office Location, (pg 41).....Melody Foster
    - 4) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 42)
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date – Wednesday, February 15, 2023

COMMONWEALTH REGIONAL COUNCIL  
One Mill Street, Suite 202 | P.O. Box P  
Farmville, VA 23901 | 434-392-6104 PHONE  
[www.virginiashartland.org](http://www.virginiashartland.org)

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**Commonwealth Regional Council  
Prince Edward County Board Room  
Farmville, Virginia  
December 21, 2022**

**Welcome & Call to Order**

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

**Invocation and Introductions**

Mr. Hankins gave the invocation and Mr. Emert 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

\*Ms. Stephany Johnson

Lunenburg:

Mr. Mike Hankins

\*Ms. Taylor Newton

Mr. Mike Hankins

\*Ms. Taylor Newton

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**

Mr. Dan Witt, Charlotte County (V)

**STAFF**

Ms. Melody Foster, Executive Director (V)

Mr. Todd Fortune, Deputy Director

Ms. Kristen Tillman, Regional Planner

Ms. Lauren Jones, Regional Planner

**GUESTS:**

Lee Pambid, Farmville Director of Community Development (V)

Gregg Zody, Nottoway County Planning and Economic Development Director

(V) Denotes attendees who participated virtually.

**Approval of Minutes of November 16, 2022 Council Meeting:**

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

**Treasurer's Report:**

**November/December:** 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. Hankins seconded to approve the Treasurer's Report as presented. Motion carried.

**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 corresponded with Buckingham County Administrator, Karl Carter, regarding the CRC's proposal to provide services to update the County's Comprehensive Plan. She also corresponded with Sarah Capps from the Tobacco Commission regarding follow-up questions on submitted grants for the Cumberland Trail and West Piedmont/Southside PDC/CRC Southern Virginia Regional Branding and Marketing Plan projects. She stated that she also has been working on a Voter Precinct Map for Nottoway County. She stated that she corresponded with Doug Stanley, Prince Edward County Administrator, regarding a potential application for USDOT grant funds to fund an East Third Street interchange project.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** Mr. Fortune provided an update on the High Bridge Trail State Park expansion to Burkeville. Mr. Fortune stated that he spoke with the Daniel Jordan, Park Manager for the State Park, and he stated that they are currently working on a park visitor center and paving the road at Camp Paradise. The expansion at the Pamplin City end is

proceeding through the Recreational Trail Program and the Town is working to purchase land for a parking lot. The expansion for the Burkeville end will be the last remaining piece of this project due to the need to acquire the needed easements.

### **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 main remaining piece is for the consultant to work with the local registrars and develop plans to address new requirements that were released in December by the Virginia Department of Elections for Locality Election Security Standards (LESS) and Plans of Actions and Milestones (POAM). 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 assisted Drakes Branch with their submitted application for DEQ ARPA SCS funding. She also stated that she is preparing the final report for the current WIP III contract to be submitted by the end of the month. The Contract for 2023-2024 has been signed and forwarded to DEQ for execution.

**Update on Prince Edward County Access Road Project:** Ms. Foster stated that a report is not included in the Council packet because there are no changes since the last report. J.R. Caskey, Inc. of Oilville, Virginia has executed a contract for construction. Work is expected to start in February 2023.

**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 met on December 13<sup>th</sup> and a quorum was present. The Commission scheduled a joint public hearing with the Board of Supervisors to discuss the draft Plan on January 25<sup>th</sup>. Mr. Bowen voiced concern that the Public Hearing will turn into a discussion on solar and asked for suggestions on methods to adhere to the Comprehensive Plan topic. Ms. Foster recommended that at the hearing, the Planning Commission remind that the Comprehensive Plan is a guide and that the zoning ordinance is what enforces the development.

**Update on Charlotte County Comprehensive Plan Update:** Ms. Jones stated that a report was included in the Council packet. The Planning Commission had a Work Session on November 22 during which it reviewed revised draft Section 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. The CRC also led a discussion regarding draft Section IV (Land Use). Additionally, the County has hired The Berkley Group to assist the CRC with addressing solar energy in the Plan. CRC, County staff, and representatives from the Berkley Group met on November 21st to outline roles and responsibilities related to this task. The December Work Session on the Plan was cancelled due to scheduling conflicts. The CRC is working with County Staff to schedule the next work session.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Jones 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 been contacted by Cardinal Homes to inform them that their first home will be delivered in early February 2023 with the



other three homes are scheduled for March 2023. Smyth Properties has completed demolition on 120 and 114 S. Broad Street. The Architect for this project is currently drawing up plans for both of the properties. The Town of Blackstone and Southside Outreach has completed surveying the housing lots and are planning to bid out their first project on December 6<sup>th</sup>. Southside Outreach is still working with housing applicants and HUD certified housing counselors to prequalify applicants for mortgages. Mr. Walker asked Ms. Jones if Piedmont Habitat was still looking into building the three homes in Keysville. Ms. Jones stated that the three homes were still expected to be built.

**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. Jones 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 Kenbridge contractors have begun work on repainting the windows and sills, reglazing (where needed), and carpentry work. Due to weather constraints, the CRC has requested and been granted a one-year extension with DHR. Contractors hired by Charlotte County have begun landscaping and excavation work, and the HVAC contractor is still waiting on the delivery of HVAC parts. The CRC has prepared and submitted reimbursement requests for both Kenbridge and Charlotte County.

**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. James Garrett, Kinex Telecom, has advised that as of December 12<sup>th</sup>, Kinex and their contractor has completed 1,640 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. CRC and DHCD staff accompanied Mr. Garret in a site visit on December 9<sup>th</sup> to two current construction sites.

**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 for a new water metering system. She also stated that the Town has also received and accepted a bid for an ADA pad at the entrance to the new Fire Department/Town Hall. Construction on the ADA pad is expected to begin in a few weeks.

**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 area. A firm has been selected for this task, and a contract presented to the Town for their consideration. 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 was backed up to December 15 due to some questions about the windows in the building that is in need of additional research. The project was awarded to Waco, Inc. The IFB for the tank was advertised in November, with bids due December 6. But due to technical issues with eVA, the due date for bids have been pushed back. Three bids were submitted and one bid was approved.

**Update on CRC Hazard Mitigation Plan Update:** Mr. Fortune stated that a report was included in the Council packet. The draft Plan has been submitted to VDEM for review on November 30<sup>th</sup>. If VDEM does not request any changes, it would then be forwarded to FEMA Region 3 for review. If VDEM nor FEMA request any changes, the CRC could have preliminary approval from FEMA sometime in February 2023.

**Update on SEED Innovation Hub Project:** Ms. Jones 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 (GOVA). The CRC staff has coordinated with Longwood and the Architect, LITTLE, to review bid documents and the bid document checklist for EDA review. The CRC staff also coordinated with GO Virginia and Longwood staff to develop appropriate reimbursement categories for GOVA fund reimbursements.

**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 CRC sent out an invitation to individuals to serve on an Advisory Committee and working subcommittee. Ms. Foster stated that she is seeking a CRC Procurement Policy Amendment later in the agenda. It is anticipated that the CRC will be able to procure a consultant in January.

**Council Member Comments:** Mr. Hankins ask staff about a status update regarding the lease extension for the CRC office building. Ms. Foster stated that she contacted the landlord to extend the lease until June 2023. The Landlord approved the extension and the extension paperwork has been signed. Ms. Foster stated that she will need to work with the Heartland Authority on paperwork regarding the CRC's move to the Heartland Building in Keysville.

### **New Business:**

### **Staff Reports**

**Update on Grant Writing:** Mr. Fortune stated a copy of the grant writing report was included in the Council packet. Mr. Fortune stated that the Prince Edward County application to the VDH-Office of Drinking Water for funds for the Sandy River Reservoir Infrastructure Project was not funded. Mr. Fortune congratulated the Town of Kenbridge on being funded \$32,000 through the Virginia Brownfields Assistance Fund for some commercial properties on South Broad Street.

The CRC assisted Prince Edward County with a submitted grant application to the Virginia Department of Agriculture and Consumer Services for an AFID grant to help purchase equipment for the Prince Edward County Cannery. The CRC also assisted the Town of Drakes Branch on a submitted application to DEQ for funds to undertake repairs to the Town's sewer system to address problems with average flows exceeding acceptable limits. 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 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) had advised that they expected to announce Industrial Revitalization Fund (IRF) program grant awards in November, but awards had not been announced as of today. 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.

Ms. Foster stated that the CRC assisted with a submitted application to the NPS Save America's Treasures Grant for Buckingham County to restore the Buckingham County Courthouse.

Mr. Jones asked CRC staff if there was any funding available for Asbestos remediation. Mr. Fortune stated that the Virginia Brownfield Assistance Fund may be an option to fund Asbestos remediation.

**Amendment to CRC Procurement Policy:** Ms. Foster stated that a copy of the amended CRC Procurement Policy is in the Council packet. Ms. Foster stated that if approved, this amendment will speed up the process of procuring consultant services. Mr. Walker moved and Mr. Bowen seconded the motion. The motion carried.

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

**Commonwealth Intergovernmental Review Process (CIRP):** There was one CIRP: Butler Farm to Clover 230 kV Transmission line from Butler Farm to Finneywood 230 kV Line. There was no comment.

**Other Business:** Ms. Foster requested for a Holiday office closure on Thursday, December 22, 2022. Mr. Vaughan moved and Mr. Hankins seconded for office closure. Motion carried.

**Council Member Comments:** Mr. Jones led a discussion regarding Real Estate Reassessment and any issues that were observed by member counties that received Wampler Eanes reassessment services. Some Counties voiced their concerns about reassessment services that have been completed by this firm.

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**Adjournment, Next Meeting:** Mr. Walker moved and Mr. Hankins seconded to adjourn the meeting. Motion carried. The meeting adjourned at 10:20 a.m. The next meeting was set for Wednesday, January 18th, 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 December 15, 2022 through January 11, 2023

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 49,917.00	\$ 918,924.59
Total Expenses	\$ 129,000.05	930,906.80
Net Income	\$ -79,083.05	\$ -11,982.21
Cash on Hand	\$ 739,452.61	\$ 739,452.61

### Account Balances as of December 14, 2022

Benchmark (M2)	\$ 234,151.88
BB&T (M1)	\$ 404,821.05
Benchmark (CD1)	\$ 53,103.58
Benchmark (CD2)	\$ 15,035.84
BB&T (PR)	\$ 20,711.46
BB&T (Oprtg)	\$ 11,628.80
	<u>\$ 739,452.61</u>

Prepared by: Melody Foster, January 11, 2023

**\*\*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 (CRC is awaiting \$46,123.80 VDEM reimbursement)

\*47060/70045 VH PDC Housing Program Funds

\*47070/79036 VATI Broadband Grant

# Commonwealth Regional Council Financial Statement

December 15, 2022 through January 11, 2023

	Dec 15, '22 - Jan 11, 23	Budget	Jul 1, '22 - Jan 11, 23	YTD Budget	Annual Budget
<b>Income</b>					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Annelia Local Member Investment	0.00	1,430.11	19,000.00	10,061.87	19,000.08
43020 - Buckingham Local Member Investm	0.00	1,430.11	19,000.00	10,061.87	19,000.08 /
43030 - Charlotte Local Member Investme	0.00	1,430.11	19,000.00	10,061.87	19,000.08
43040 - Cumberland Local Member Investm	0.00	1,430.11	19,000.00	10,061.87	19,000.08
43050 - Prince Ed Local Member Investme	0.00	1,430.11	19,000.00	10,061.87	19,000.08
43060 - Lunenburg Local Member Investme	0.00	1,430.11	19,000.00	10,061.87	19,000.08
43095 - Nottoway County	0.00	1,430.11	19,000.00	10,061.87	19,000.08
<b>Total 43000 - Local Member Investment</b>	<b>0.00</b>	<b>10,010.77</b>	<b>133,000.00</b>	<b>70,433.09</b>	<b>133,000.56</b>
<b>Total 40000 - Revenue</b>	<b>0.00</b>	<b>10,010.77</b>	<b>133,000.00</b>	<b>70,433.09</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	4,740.28	29,366.96	33,351.27	62,978.04
45890 - Nottoway Comp Plan Update	0.00	1,956.99	0.00	13,768.84	26,000.04
45900 - Prince Edward Access Road Admin	0.00	933.34	0.00	6,566.71	12,400.08
45910 - Lunenburg AFGS Grant Admin 2	0.00	0.00	713.22	0.00	0.00
45940 - GoVAREII Grant Admin	0.00	349.03	0.00	2,455.64	4,637.04
45955 - PDC Housing Program	0.00	1,505.38	6,562.29	10,591.42	20,000.04
45960 - PE Yak Attack Admin	0.00	37.64	0.00	264.81	500.04
45965 - Charlotte Comp Plan Update	0.00	1,919.35	0.00	13,504.03	25,500.00
45970 - Kenbridge ESHPF Grant Admin	0.00	1,829.03	0.00	12,868.55	24,300.00
45975 - Charlotte ESHPF Grant Admin	0.00	1,463.23	0.00	10,294.84	19,440.00
45980 - SHSP Regional Election Security	0.00	219.49	0.00	1,544.23	2,916.00
45985 - VATI Regional Broadband Grant	0.00	2,471.31	0.00	17,387.41	32,833.08
45990 - Drakes Branch SLFRF Admin	0.00	229.50	0.00	1,614.70	3,049.08
45995 - Drakes Branch VDEM Grant Admin	0.00	1,467.74	0.00	10,326.61	19,500.00
<b>Total 45000 - Project Funding</b>	<b>0.00</b>	<b>19,122.31</b>	<b>53,163.96</b>	<b>134,539.06</b>	<b>254,053.44</b>
46000 - Other Funding					
46005 - DEQ 2021 CRC WIP II Assistance	0.00	4,365.60	0.00	30,715.10	58,000.08
46010 - VDOT-Transport Planning	0.00	4,365.60	23,361.72	30,715.10	58,000.08
46040 - Interest Income	0.00	60.22	245.68	423.68	800.04
46050 - Misc. Income	0.00	0.00	1,616.55	0.00	0.00
<b>Total 46000 - Other Funding</b>	<b>0.00</b>	<b>8,791.42</b>	<b>25,223.95</b>	<b>61,853.88</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	0.00	0.00	26,274.70	0.00	0.00
47070 - VATI Broadband	0.00	0.00	563,298.08	0.00	0.00
47000 - Pass Thru Fundds - Other	49,917.00	0.00	49,917.00	0.00	0.00
<b>Total 47000 - Pass Thru Fundds</b>	<b>49,917.00</b>	<b>0.00</b>	<b>662,551.68</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>49,917.00</b>	<b>44,696.51</b>	<b>918,924.59</b>	<b>314,471.94</b>	<b>593,825.16</b>
<b>Expense</b>					
71000 - Personnel Costs					
71010 - Salary Distribution	17,950.00	17,563.99	125,650.00	123,575.18	233,350.08
71040 - Payroll Expenses (SS/FICA)	1,373.20	1,343.63	9,612.26	9,453.39	17,851.08

# Commonwealth Regional Council Financial Statement

December 15, 2022 through January 11, 2023

	Dec 15, '22 - Jan 11, 23	Budget	Jul 1, '22 - Jan 11, 23	YTD Budget	Annual Budget
71150 - Unemployment Ins.	29.61	8.28	46.87	58.27	110.04
71200 - VRS Contribution	4,324.74	3,906.23	28,663.16	27,483.09	51,897.00
71300 - Staff Memberships	0.00	229.57	0.00	1,615.21	3,050.04
71350 - Staff Train/Conference	300.00	526.89	2,480.84	3,707.03	7,000.08
71400 - Workmens Comp Ins	0.00	37.64	0.00	264.81	500.04
71500 - Group Health Insurance	2,663.70	2,408.61	16,964.88	16,946.26	32,000.04
71600 - Life Insurance	25.20	26.35	174.75	185.37	350.04
71700 - Other Staff Costs	0.00	36.28	0.00	255.27	482.04
71750 - Employee Cell Phone Stipend	200.00	180.65	1,400.00	1,270.97	2,400.00
Total 71000 - Personnel Costs	26,886.45	26,268.12	184,992.76	184,814.85	348,990.48
72000 - Office Operations					
72005 - Cleaning & Maint.-Bldg	160.00	156.57	1,120.00	1,101.55	2,080.08
72010 - Lease Costs	1,500.00	1,354.84	9,000.00	9,532.26	18,000.00
72015 - Utilities	190.57	188.18	1,293.92	1,323.97	2,500.08
72020 - Telephone/Internet Costs	299.02	323.66	2,127.65	2,277.19	4,300.08
72030 - Postage and Freight	172.17	112.90	1,088.61	794.35	1,500.00
72035 - Express Mail	0.00	9.03	0.00	63.55	120.00
72040 - Consumable Supplies	149.99	263.45	2,669.45	1,853.52	3,500.04
72050 - Dues and Subscriptions	0.00	26.35	74.00	185.37	350.04
72060 - Office Insurance	0.00	7.53	0.00	53.00	100.08
72070 - Administrative Costs	0.00	978.50	7,900.00	6,884.45	13,000.08
72080 - Office Costs - Other	0.00	225.81	16.00	1,588.71	3,000.00
Total 72000 - Office Operations	2,471.75	3,646.82	25,269.63	25,657.92	48,450.48
73000 - Office Equipment					
73010 - Office Equipment	0.00	677.42	0.00	4,766.13	9,000.00
73030 - Equipment Maintenance	0.00	225.81	0.00	1,588.71	3,000.00
73040 - Equipment Repair	0.00	150.54	313.45	1,059.16	2,000.04
73050 - Equipment - Other	49.98	301.08	1,858.66	2,118.32	4,000.08
Total 73000 - Office Equipment	49.98	1,354.85	2,172.31	9,532.32	18,000.12
74000 - Auto/Staff Travel					
74020 - Staff Mileage	338.26	376.35	3,056.26	2,647.93	5,000.16
Total 74000 - Auto/Staff Travel	338.26	376.35	3,056.26	2,647.93	5,000.16
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	391.41	1,412.79	2,753.81	5,200.08
75020 - Committee Meetings	0.00	30.11	0.00	211.87	400.08
75030 - Staff Meetings	0.00	37.64	89.22	264.81	500.04
75040 - Council Memberships	0.00	316.13	4,041.76	2,224.19	4,200.00
75050 - Other Meeting Costs	0.00	15.06	0.00	105.94	200.04
75060 - Public Official Insurance Cov.	0.00	135.49	0.00	953.23	1,800.00
Total 75000 - Meetings/Memberships	0.00	925.84	5,543.77	6,513.85	12,300.24
77000 - Collateral Materials					
77010 - Web Page Costs	0.00	240.86	678.17	1,694.64	3,200.04
Total 77000 - Collateral Materials	0.00	240.86	678.17	1,694.64	3,200.04
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	3.77	0.00	26.50	50.04
78030 - Other	0.00	75.27	0.00	529.61	1,000.08
Total 78000 - Local Relations	0.00	79.04	0.00	556.11	1,050.12

# Commonwealth Regional Council Financial Statement

December 15, 2022 through January 11, 2023

	Dec 15, '22 - Jan 11, 23	Budget	Jul 1, '22 - Jan 11, 23	YTD Budget	Annual Budget
79000 - Other Program Costs					
79030 - Planning Project Costs					
79035 - SHSP Elec Security- Consultant	23,061.90	0.00	69,185.70	0.00	
79036 - VATI Broadband	0.00	0.00	563,298.08	0.00	
79045 - VH PDC Hous Prog-Partner Expens	26,274.71	0.00	26,274.71	0.00	
79030 - Planning Project Costs - Other	49,917.00	752.69	50,415.41	5,295.74	10,000.08
Total 79030 - Planning Project Costs	99,253.61	752.69	709,173.90	5,295.74	10,000.08
79050 - Contingency Costs	0.00	752.69	0.00	5,295.74	10,000.08
Total 79000 - Other Program Costs	99,253.61	1,505.38	709,173.90	10,591.48	20,000.16
Total Expense	129,000.05	34,397.26	930,906.80	242,009.10	456,991.80
Net Income	-79,083.05	10,299.25	-11,982.21	72,462.84	136,833.36



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC Budget Committee Recommendation – Membership Dues Policy Amendment

DATE: January 11, 2023

The CRC Budget Committee, comprised of: Jordan Miles, Treasurer, David Emert, Chairman and Gary Walker, Vice-Chairman met on December 21<sup>st</sup> to review the current CRC Membership Policy and discuss making recommendations to the full CRC.

The Budget Committee has recommended that the CRC amend its current policy of returning predetermined excess Audited Cash funds to member localities. Moving forward the Budget Committee recommends that this policy be discontinued. As part of the discussion, it was noted the CRC does need to maintain cash funds to meet matching rates for not only the current DEQ and VDOT programs but also will need to have additional cash funds available (unencumbered) for the newly announced CRC Economic Development District (EDD) designation once the CRC receives funding. Please see match funding below:

Program	State/Federal Funding	CRC Match
DEQ WIP III	\$58,000	\$14,500
VDOT	\$58,000	\$14,500
*NEW – EDA	\$72,000	\$72,000
<i>*CRC EDD designation authorizes the CRC to request this funding.</i>		

The CRC also has had regional project funding that requires reimbursement of funds which means cash liquidity needs to be maintained to front-end the expense while waiting for the funding agency to reimburse the CRC for the expense paid. One current example is the VDEM Regional Election Security Grant. The CRC is paying the consultant for services and then being reimbursed by VDEM.

The CRC began this policy at a time when the CRC was trying to build public relations with its members and at this time also began a policy of providing free grant writing. Free grant writing will still be available as stated in the policy.

The CRC Budget Committee is recommending approval of the attached Amended Membership Policy which has been re-written to also provide members a better idea of available CRC services. The former Membership Policy is also attached for reference.



**DRAFT**

**Policy for Annual CRC Membership Dues**  
**Amended January 18, 2023**

The Commonwealth Regional Council (CRC) is one of 21 Planning Districts in the State of Virginia and includes the state designated boundaries of the following counties: Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward as well as the eligible entities of Higher Educational Institutions in the region and towns with populations of 3,500 or more that petition the CRC and the CRC approves membership. Each county may choose to be dues paying members in order to receive CRC services. Currently, the CRC consists of the following member counties: Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward.

Membership dues for each member county is currently set at \$19,000 annually. Last raised from \$15,700 to \$19,000 for the FY2018-2019 fiscal year.

The CRC Bylaws state the CRC shall determine at or before the first meeting of each calendar year the annual dues to be paid by the member entities.

CRC Services include:

- Free grant writing services from the CRC for every government entity within the member county to include all incorporated towns and established non-profits (501C3). (examples: towns, school systems, sheriff departments, fire departments, emergency

services, police department, etc.). If the CRC writes the grant for an entity, the CRC will be entitled to administration of the grant, if funded. The CRC has the authority to reject or accept obligations for grant writing services.

- Contract services for updates of comprehensive plans, managing projects, grant administration, technical services, and other services as agreed upon by the locality and the CRC.
- The CRC also offers services to localities in providing facilitation of meetings for regional issues of concerns and assistance with other issues that have regional implications brought forward by member counties. Such past issues the CRC has assisted with include: Request for Proposals for Regional Reassessment; Regional Cigarette Taxing Board; Opioid Litigation Funds-Regional Use Consideration; Emergency Planning Services; Establishing a New Regional Economic Development Organization (REDO); etc.
- Hosting annual Freedom of Information Act (FOIA) training for localities staff and elected officials conducted by the FOIA Council.
- Free GIS Mapping services (where digital data is available).
- Free GIS Redistricting mapping services.
- Eligibility for Economic Development Administration (EDA) grant funding through the EDA approved CRC Comprehensive Economic Development Strategy (CEDS).
- Member localities are part of an EDA designated Economic Development District (EDD).
- Emergency Planning services through CRC grant funded projects.
- Environmental planning through Virginia Department of Environmental Quality (DEQ) funding of the Chesapeake Bay Watershed Implemental Plan.
- Transportation Planning services through annual funding from VDOT.

- CRC staff contacts with funding agencies and knowledge of funding opportunities.

**Amendment Change in Policy:** The CRC previously returned membership dues to member localities that were in excess of the CRC determined amount of the CRC Audited Cash Fund Balance (example: funds returned to member counties in excess of CRC Audited Cash Fund balance of \$600,000). The CRC at this time has determined in order to meet match rates for CRC grant programs such as VDOT, DEQ and in the near future - EDA funding, the CRC will need to keep cash on hand to meet these match requirements. It also has been determined this policy was initiated at a time when the CRC was trying to build public relations with its' members. Currently the CRC has good relationships with all of its members and these funds in many cases are returned back to the CRC to be re-invested in the CRC programs.

Therefore, the CRC will be discontinuing this policy and will no longer return excess audited cash funds to member counties with the adoption of this amended policy on January 18, 2023.

Action taken to Amend Membership Policy on January 18, 2023 at the January Commonwealth Regional Council monthly council meeting.

---

David J. Emert, CRC Chairman

**Policy for Annual CRC Membership Dues**  
**Amended January 20, 2021**

The Commonwealth Regional Council (CRC) took action at the December 20, 2017 monthly meeting to make the following changes to its annual membership dues – Amended January 20, 2021:

1 – Membership dues for each of the member counties will increase from \$15,700 to \$19,000 annually. This will start with fiscal year 2018-2019.

2 – With the increase in dues the Commonwealth Regional Council will provide grant writing services to each of the member counties at no charge. This includes every government entity within the member county and non-profits (501C3). (examples: towns, school systems, sheriff departments, fire departments, police department, etc.). If the CRC writes the grant for an entity, the CRC will be entitled to administration of the grant, if funded. The CRC has the authority to reject or accept obligations for grant writing services.

3 – At the January 20, 2021 CRC Meeting the highlighted items were updated. The Commonwealth Regional Council further agrees, that at the end of each fiscal year if the CRC Audited Non-Restricted Cash Fund Balance is in excess of \$600,000 the dollar amount over this amount will be divided and returned to the member counties. Non-Restricted Funds will be noted by the Audit and will include items such as member dues, local project contracts, interest income, etc.

(Example: At the end of the fiscal year the fund has an Audited Non-Restricted Cash Balance of \$610,000. Then \$10,000 is divided equally between the 7-member counties. Each county would receive \$1,428.57 as a refund.) This began with fiscal year 2018-2019 (July 1, 2018). Each

year at the January CRC Meeting the Council will review the Fund Balance and decide if the balance amount needs to be increased. This will be done with a majority vote of the Council and does not require member county approval.

4 – If a county joins the Commonwealth Regional Council after the start of the fiscal year and the fund exceeds \$600,000 that year, the amount that county receives as a refund will be prorated. Example: Member for 9 months, but less than 12 months will receive 75% refund, member for 6 months but less than 9 will receive 50% refund, member for 3 months but less than 6 months will receive 25% refund, and a member for less than 3 months will not receive a share.

5 – In order for this plan to go into effect, it will require a majority vote by the Board of Supervisors of each of the member counties. If all of the member counties approve this plan, it will go into effect fiscal year 2018-2019. The Plan was approved.





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Prince Edward

## **MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: CRC Executive Director September/October Monthly Activities  
DATE: January 11, 2023

- Met with CRC Budget Committee to review the current CRC Membership Policy and make recommendations for changes to the Policy regarding returning membership dues to members.
- Corresponded with Buckingham County Administrator regarding the County electing to contract with the CRC to update the County's Comprehensive Plan.
- Attended Virginia Association of Metropolitan Planning Organizations (VAMPO) Title VI Training in Charlottesville, VA.
- Assisted staff in completing National Park Service Save America's Treasures grant application for the Buckingham Courthouse Restoration project.
- Corresponded with Longwood and EDA staff on submitting required documents to get the bid documents reviewed and ready for bidding for the SEED Innovation project.
- Corresponded with Blackstone Fire Department on a possible grant application to purchase a UTV.
- Corresponded with Charlotte County Rescue Squad to apply for Rescue Squad Assistance Funds (RSAF) to purchase ambulances and possibly funding for equipment for the newly established Emergency Coordinator.
- Corresponded with Lauren Stuhldreher, EDA, regarding announcement of CRC designation as an Economic Development District.
- Corresponded with Lauren Stuhldreher, EDA, regarding applying for CRC funding for EDA designated EDD district.
- Corresponded with Doug Stanley, Prince Edward County and VDOT to discuss applying for USDOT RAISE planning grant for the Route 460 Interchange project.
- Participated in RAISE How to Apply Webinar.
- Participated in CRC Thinking Out Loud quarterly meeting with housing partners.
- Worked on providing CRC payroll documentation for submittal of CRC time for VH claim of reimbursement.
- Began assembling TRRC Reimbursement request for Prince Edward Access Road project.
- Attended VAPDC Winter Series webinar – Gearing up for the General Assembly Session.
- Drafted an Amended CRC Membership Dues Policy for CRC approval.
- Corresponded with Mr. Hankins to provide updated CRC grant assistance funding totals.
- Participated in monthly Virginia Housing, PDC Housing Program virtual meeting.
- 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 review and 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  
Deputy Director

**DATE:** January 11, 2023

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

As you are aware the CRC received State Homeland Security Program (SHSP) funding for the CRC Regional Election Security Grant awarded in 2020 to assist local registrars with election security improvements as identified in Virginia House Bill (HB) 2178. As a reminder, the CRC was granted an extension on this grant until March 31, 2023 due to the delay between grant award and execution of the grant agreement (as the project was funded under a FEMA National Priority, Enhancing Cyber Security, FEMA put a hold on the funds at the time of award).

**Update:** CRC staff spoke in early January 2023 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 expect to have their work completed by the end of January. CRC staff are checking periodically with the local Registrars to verify that the work is being performed by the consultant. Once the consultant's work is finished, the grant will be closed out.

In addition, the CRC was awarded a new SHSP grant in November 2022 to fund community outreach and preparedness activities related to disaster and emergency preparedness. This grant was funded under a FEMA National Priority, Community Preparedness. Consequently, as with the Election Security project mentioned above, FEMA has placed on hold on these funds. VDEM staff have advised that they expect the hold to be released sometime on the Spring, at which point the CRC can execute the grant agreement and work may begin on the project.

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:** January 10, 2023  
**SUBJECT:** Watershed Implementation Plan (WIP) III (Contract VI) – 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 staff assisted Drakes Branch with their application for DEQ ARPA SCS Funding. The application was submitted on December 15, 2022.
  - CRC staff participating in PDC Workgroup and DEQ virtual meetings.
  - The Final Report for the current WIP III Contract was submitted on December 21, 2022.
- Watershed Implementation Plans (WIPs) are the roadmap for how Bay states and the District of Columbia, in partnership with federal and local governments, will attain the Chesapeake Bay TMDL. To learn more about Phase III WIP Progress visit:  
<https://www.deq.virginia.gov/home/showpublisheddocument/5441/637502807349070000>

COMMONWEALTH REGIONAL COUNCIL  
One Mill Street, Suite 202 | P.O. Box P  
Farmville, VA 23901 | 434.392.6104 PHONE  
[www.virginiashheartland.org](http://www.virginiashheartland.org)



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TO: CRC Representatives

FROM: Melody Foster, Executive Director

SUBJECT: Prince Edward Access Road Project – Update

DATE: January 11, 2023

As you are aware the CRC is assisting Prince Edward County with administration of the Prince Edward Access Road Project.

J.R. Caskey, Inc. contractor for the project has begun work including: materials delivered and stored onsite, clearing operations, and ancillary survey and erosion control actions. Construction work will begin in the Spring of 2023 with all work completed by August 15, 2023. The CRC is currently assembling a reimbursement request for contractor work supplied thus far to be submitted to TRRC.





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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:** January 9, 2023

**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 December 6, 2022:

- The full Planning Commission held a meeting on December 13, 2022 to discuss the draft Plan in its entirety. There was a quorum present for this meeting. At this meeting, the Planning Commission voted to refer the Plan to the Board of Supervisors and request a joint public hearing (Planning Commission and Board of Supervisors) on the Plan.
- Subsequently, County staff has since advised that the joint public hearing has been scheduled for January 25, 2023.

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:** January 5, 2023

**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 December 5:

- The December work session was cancelled due to scheduling conflicts with the holiday season. The next work session has been scheduled for January 24<sup>th</sup>.
- 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 Berkley Group will be holding separate work sessions with the Planning Commission to address this issue. The Berkley Group tentatively plans to hold their first work session in 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: January 5, 2023

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 has completed drawing up plans for both properties. The Lunenburg Building Inspector is currently reviewing 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 awarded the bid for construction to QMB Construction. They are expected to begin construction in late January. 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: Lauren Jones

SUBJECT: GO Virginia Region 3 Entrepreneurship & Innovation Implementation Project

DATE: January 10, 2023

**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 has assembled the 4<sup>th</sup> reimbursement request covering the last quarter to GO Virginia for reimbursement. The CRC submitted the reimbursement request for MBC staff review and is currently making changes. 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: January 10, 2023

**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 has temporarily stopped work on the Town Hall until the spring due to weather related issues. Since the work is taking longer than anticipated, considering the exterior paint is having issues sealing. The CRC filed and has been granted a one-year extension with DHR. The CRC will remain in contact with Kenbridge to see the progression of the project.

Charlotte County Courthouse Complex Drainage Project – The contractor has completed the excavating and landscaping on the Courthouse Complex. The HVAC contractor has completed the work at the vacant building on 117 LeGrande Avenue and is scheduled to begin work to install the new unit for the Old Courthouse on January 16th. Charlotte County staff has submitted an RFP for the plaster repairs. The CRC will remain in contact with Charlotte County to see the progression of the project.

**\*\*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:** January 11, 2023

**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:**

- To date, 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. Kinex had previously completed installs for new customers in Cumberland County, and plans to undertake additional work in Cumberland County later this year. 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.
- I expect to have updated passings and installs data from Mr. Garrett by the end of this week. Per last month's report, as of December 12, a total of 1,640 passings (out of a target of 10,734 total passings) and 400 installs for new customers had been completed.
- 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, as well as some reported issues with driveway access being blocked when trenches are dug for new fiber. Mr. Garrett has developed an action plan for restoring blocked driveways and addressing issues related to disruptions in utility service going forward.

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

cc: Melody Foster, Executive Director, CRC



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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: January 11, 2023

**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 CRC is working with the Town to advertise and Request Proposals for the new town water metering system. The 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.

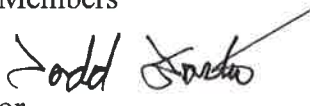


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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** January 10, 2023

**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. The Town has retained EPR, PC for this task, and a contract has been executed between the Town and the consultant. Staff from EPR have scheduled a site visit in Drakes Branch for January 11 to inspect each of the affected properties. These inspections will help the consultant prepare appraisals for each building, which will help the Town in preparing offers for each property 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:** January 10, 2023

**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:** Bids were received for both the asbestos abatement and the underground tank removal in December. The Town awarded the asbestos abatement work to Waco, Inc. out of Sandston. The Town awarded the underground tank removal work to Hydrogeo Environmental out of Charlottesville. Separate pre-construction meetings for both projects have been scheduled for January 12. If all goes well at these meetings, then both contractors can execute contracts with the Town and begin work on their respective tasks.

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. In consultation with the Town, the plan is to issue that IFB in February or March.

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

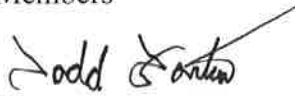
cc: Melody Foster



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Lunenburg | Nottoway | Prince Edward

## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** January 10, 2023

**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. VDEM staff have advised that they are still reviewing the Plan as of today, and hope to have their review done by the end of the week. If VDEM requests any changes to the draft, those will need to be addressed before the Plan is sent to FEMA Region 3 for their review. The CRC has been advised to allow 30-45 days for FEMA Region 3 to review the draft. Based on that timeline, if 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: January 5, 2023

**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, the bid document checklist, and providing guidance on language from 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: January 11, 2023

**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 adopted an amended Procurement Policy that allows the CRC to procure consulting services (non-professional services) directly. The CRC is currently working on soliciting consulting services for the project.

**Next Steps:** It is hoped we will be able to procure a consultant(s) in January/February and hold the Kick-Off Meeting with the Advisory and Working Subcommittee in February 2023.





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## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Kristen Tillman  
Regional Planner

**DATE:** January 10, 2023

**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 December 13, 2022:

### Status Update

- Department of Housing and Community Development (DHCD), Industrial Revitalization Fund (IRF). The Governor made award announcements on December 27<sup>th</sup>. The CRC assisted with the following applications:
  - Town of Blackstone: **Awarded \$1,000,000** 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: **Awarded \$1,000,000** to rehab/renovate a former tobacco warehouse/ manufacturing facility for re-use as a manufacturing facility for recyclable food containers.
  - Town of Farmville: Their application to rehab/renovate the Mary E. Branch Community Center for use as a multi-use facility was not funded.
- Tobacco Commission Southern Virginia Program: The Commission released grant award announcements for the latest round of its Southern Virginia Program on January 6, 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: **Awarded \$581,000** for Operation Swedish Chef.
  - Cumberland County: **Awarded \$218,000** for the Cumberland Court House Village Connector Trail.
  - WPPDC: WPPDC was **awarded \$50,000** for a joint WPPDC/CRC/SSPDC regional planning district application for funds to develop a Regional Tourism Study for all 3 Planning Districts.
- Prince Edward County, Virginia Department of Agriculture and Consumer Services, Governor's Agriculture and Forestry Industries Development Fund (AFID) Facility Grant: The Governor made award announcements on December 29<sup>th</sup>. The County was **awarded \$50,000**. CRC staff assisted the County in applying for AFID Facility Grant funds to help purchase equipment for the Prince Edward County Cannery.

- Nottoway County Emergency Squad (NCES), Rescue Squad Assistance Fund (RSAF): The NCES learned on January 1 that its application for funds to purchase training equipment was not funded. The CRC assisted with the application, which was submitted in September.
- Town of Blackstone, Industrial Revitalization Fund (IRF) Planning Grant: The CRC assisted the town with the application, which was submitted on October 31. Per guidance from DHCD, since the town's construction application was funded, the planning grant application will be withdrawn.

#### Submitted

- Town of Drakes Branch, Department of Environmental Quality (DEQ), American Rescue Plan Act Wastewater Funds: The CRC assisted 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. The application was submitted on December 15<sup>th</sup>.
- Town of Blackstone, USDA Rural Development (RD): CRC staff assisted 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. The application was submitted on December 21<sup>st</sup>.
- Buckingham County is awaiting approval for their application to the National Park Service Save Americas Treasures Grant Program. The County applied for funds to complete necessary restoration projects on their Historic County Courthouse. The CRC assisted with this application, which was submitted on December 20, 2022.

#### In Progress

- 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. The Town hopes to submit an application this year. Applications are accepted on a rolling basis.
- Town of Blackstone, DHCD, Mixed Use on Main Street (MUMS) Program: CRC staff is assisting the town with applying for MUMS Program funds to rehab/renovate a commercial building in downtown Blackstone. CRC is currently working with the town on a pre-application, DHCD begins accepting applications on a rolling basis beginning February 1, 2023.
- Town of Blackstone, Virginia Main Street (VMS) ARPA funds Financial Feasibility Grant: CRC staff is assisting the Town with an application for a VMS financial feasibility grant to undertake a feasibility study for a commercial building in downtown Blackstone. Applications are due March 31.

Projects on Standby (work undertaken as developments warrant)

- 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
Paul Bruhn Historic Revitalization Grants Program	February 7, 2023
Assistance to Firefighter's Grant (AFG)	February 10, 2023
USDOT RAISE Grants (Construct & improve critical infrastructure)	February 28, 2023
VDOT Safe Routes to School (SRTS) Walkabout Mini-Grants	February 2023
Green Streets, Green Jobs, and Green Towns Grant Program	March 8, 2023
Rescue Squad Assistance Fund (RSAF)	March 15, 2023
VDOT Revenue Sharing Program	Spring 2023
DHCD Competitive CDBG	Spring 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.



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC EDA EDD Designation

DATE: January 11, 2023

The Commonwealth Regional Council was notified by the Economic Development Administration (EDA) on December 22, 2022 that the CRC region has been designated as an Economic Development District (EDD). As you may recall the CRC applied for the EDD designation in December of 2020 once the CRC became eligible for this designation by completing an EDA approved Comprehensive Economic Development Strategy (CEDS).

Now that the CRC is an approved EDD district, we have been authorized to request funds to support the CRC staffing of this program. EDA has already been in contact with me and I am working on completing the required documents to request this funding. The CRC is eligible for \$70,000 in federal funds annually with the CRC providing a \$70,000 cash match. The CRC's match can be accomplished through documentation of staffing of the program similar to the VDOT and DEQ programs. The CRC will need to include a statement in submitted documents that the \$70,000 in matching funds are, "available, unrestricted, unencumbered, and non-federal".

I anticipate submitting the required documents to EDA in the coming week and EDA has stated it should complete its review and approval within 2 months of receipt of these documents.



UNITED STATES DEPARTMENT OF COMMERCE  
Economic Development Administration  
Washington, D.C. 20230

December 22, 2022

Mr. Mike Hankins  
Chairman  
Commonwealth Regional Council  
1 Mill Street, Suite 101  
Farmville, VA 23901

Dear Mr. Hankins:

I am pleased to inform you that the Commonwealth Regional Council's request to be designated as an Economic Development District (EDD) is approved. The EDD is comprised of the Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward of the Commonwealth of Virginia.

President Biden is committed to ensuring that no community or demographic group is excluded from the opportunity to achieve the American dream. To that end, this U.S. Economic Development Administration (EDA) designation will serve as a foundation for future economic successes that will benefit both families and businesses in your region. EDA is committed to providing financial assistance to meet the economic development needs of distressed communities throughout the United States. Our mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.

I trust that this designation will strengthen the economies of the Heartland Region of Virginia and wish you every success in carrying out your economic development activities. Lauren Stuhldreher, Economic Development Representative for the Commonwealth of Virginia, will remain your primary point of contact regarding this designation and may be contacted be contacted at [lstuhldreher@eda.gov](mailto:lstuhldreher@eda.gov) or by telephone at (215) 764-0427.

Your ongoing efforts to stimulate growth and business expansion through local economic development programs are greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Alvord".

Dennis Alvord  
Deputy Assistant Secretary  
for Economic Development &  
Chief Operating Officer



UNITED STATES DEPARTMENT OF COMMERCE  
Economic Development Administration  
Washington, D.C. 20230

**MEMORANDUM OF OFFICIAL DESIGNATION OF  
AN ECONOMIC DEVELOPMENT DISTRICT**

In accordance with Section 401 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3171), I hereby designate the Economic Development District identified below:

<u>Name of EDD:</u>	Commonwealth Regional Council
<u>State:</u>	Virginia
<u>Regional Definition:</u>	The Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward of the Commonwealth of Virginia

*Dennis Alvord*

Dennis Alvord  
Deputy Assistant Secretary  
for Economic Development &  
Chief Operating Officer

12/22/2022

Date



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC Office Location

DATE: January 11, 2023

As you are aware the CRC has been discussing moving the CRC office location to the Heartland Business Park in Keysville, Virginia. The CRC's current lease for 1 Mill Street, Suite 202, with Lady Fortune LLC is through June 30, 2023.

In order to request the Virginia's Heartland Regional Industrial Facilities Authority to negotiate a lease for the Heartland Business Park location, I will need the CRC to take action to request negotiations for this lease and also to authorize the Executive Director to enter into lease negotiations.



\_\_\_\_\_

### Staff