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Lunenburg | Nottoway | Prince Edward

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### Commonwealth Regional Council

Wednesday, February 15, 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 January 18th Council Meeting, (pg 1).....Council Members
- V. Treasurers' Report – January/February Financial Statements, (pg 8).....Treasurer Miles
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report.....Chairman
  - B. Executive Director's Monthly Activities Report, (pg 12)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 13).....Council Members
- VIII. Old Business .....Chairman
  - A. Staff Monthly Project Reports
    - 1) Update on Regional Emergency Planning Activities, (pg 14).....Todd Fortune
    - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 15).....Kristen Tillman
    - 3) Update on Prince Edward Access Road Project, (pg 16).....Melody Foster
    - 4) Update on Nottoway Comprehensive Plan Update (pg 17).....Todd Fortune
    - 5) Update on Charlotte County Comprehensive Plan Update (pg 18).....Lauren Jones
    - 6) Update on CRC Affordable Workforce Housing Development Program, (pg 19).....Lauren Jones
    - 7) Update on GOVAR3 Entrepreneurship & Innovation Implementation, (pg 20).....Lauren Jones
    - 8) Update on Kenbridge and Charlotte County ESHP Projects, (pg 21).....Lauren Jones
    - 9) Update on VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 23).....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).....Kristen Tillman
    - 2) CRC EDA EDD Designation, Request for EDA Local Technical Assistance Funds, (pg 34).....Melody Foster
    - 3) CRC Office Location, (pg 36).....Melody Foster
    - 4) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 37)
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date – Wednesday, March 15, 2023

COMMONWEALTH REGIONAL COUNCIL  
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**Commonwealth Regional Council  
Prince Edward County Board Room  
Farmville, Virginia  
January 18, 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  
(Treasurer)

\*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

\*Mr. Walt Bailey

Mr. Gary Walker (V)  
(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  
(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

Mr. Todd Fortune, Deputy Director

Ms. Lauren Jones, Regional Planner

**GUESTS:**

Lee Pambid, Farmville Director of Community Development (V)

Gregg Zody, Nottoway County Planning and Economic Development Director

Lauren Stuhldreher, Economic Development Authority (EDA) (V)

(V) Denotes attendees who participated virtually.

**Approval of Minutes of December 21, 2022 Council Meeting:**

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

**CRC EDA EDD Designation Announcement:** Lauren Stuhldreher, EDA representative, stated that the EDA notified the CRC on December 22, 2022 that the CRC region has been designated as an Economic Development District (EDD). Ms. Stuhldreher congratulated the CRC on this designation and said this allows for this area to have a 'leg up' on other areas in Virginia that do not hold this designation. Ms. Foster stated the EDA has already been in contact with her on completing the required documents to request \$70,000 in federal funds annually with the CRC providing \$70,000 cash match. The CRC will need to provide a statement that the cash match is available, unrestricted, unencumbered and non-federal. The CRC's match can be accomplished through documentation of staffing of the program similar to VDOT and DEQ programs. Ms. Stuhldreher added that the funding timeline to process this request is shorter and is estimating a one-to-two-month turnaround on the submitted application. She also stated that we would have to reapply for the federal funding annually.

**Treasurer's Report:**

**December/January:** There was none.

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

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

**Budget Committee Recommendation, Membership Policy Amendment:** Ms. Foster stated that a report along with the Amended Membership Policy was included in the Council packet. The CRC Budget Committee comprised of: Jordan Miles, Treasurer; David Emert, Chairman; and Gary Walker, Vice

Chairman. The Committee met on December 21<sup>st</sup> to review the current CRC Membership Policy. The Budget Committee has recommended that the CRC amend its current policy of returning predetermined excess Audited Cash funds to member funds. Moving Forward, the Budget Committee recommends that this policy be discontinued. Ms. Foster stated that 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, contracted services, and few mapping services just to name a few. 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 with a better idea of available CRC services. Mr. Emert stated that the Committee came to this conclusion since majority of the counties typically give refunds back. Mr. Walker commented that he felt it was fair to counties that already give the funds back. Mr. Hankins commented that CRC members need to be prepared to discuss with their respective BOS, but he felt the counties get a return on investment. In the past 18 months, the CRC has assisted in grant applications to allow localities to receive \$35,000,000 in grant funds. Mr. Hankins moved and Mr. Vaughan seconded to approve the Membership Policy Amendment as presented. Motion Carried.

**Executive Director Monthly Activities Report:** Ms. Foster stated that a report was included in the Council packet. She corresponded with the Blackstone Fire Department on a possible Assistance to Fire Grant (AFG) grant application to purchase a UTV. She also corresponded with Charlotte County Rescue Squad on a grant application for the Rescue Squad Assistance Funds (RSAF). Ms. Foster also corresponded with Mr. Hankins to provide an update on CRC grant assistance funding totals. Ms. Foster stated that she would send the grant funding report to other board members and localities.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** There was none.

#### **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 CRC staff is checking periodically with the local Registrars to verify that the work is being performed by the consultant. Once the work is completed the grant will be closed out. Mr. Fortune also stated the CRC was awarded a new Regional SHSP grant in November 2022 to fund regional community outreach and preparedness activities related to disaster and emergency preparedness. This grant was funded under a FEMA National Priority, Community Preparedness. Consequently, FEMA has placed a hold on the funds until the spring. Once the hold is lifted, the CRC will execute the grant agreement.

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Foster stated that she will be giving Ms. Tillman's report due to a flight delay as Ms. Tillman was returning from vacation. Ms. Foster stated 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 prepared and submitted the final report for the current WIP III contract on December 21, 2022.

**Update on Prince Edward County Access Road Project:** Ms. Foster stated that a report is included in the Council packet. J.R. Caskey, Inc. of Oilville, Virginia has executed a contract for construction. The contractor for the project has begun site work including: materials delivered and stored onsite; clearing operations; ancillary survey; and erosion control actions. The CRC is currently assembling a reimbursement request for contractor work supplied thus far to be submitted to TRRC.

**Update on Nottoway County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council packet. 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>.

**Update on Charlotte County Comprehensive Plan Update:** Ms. Jones stated that a report was included in the Council packet. The December Work Session on the Plan was cancelled due to scheduling conflicts. The next work session meeting is scheduled for January 24<sup>th</sup>. Additionally, the County has hired The Berkley Group to assist the CRC with addressing solar energy in the Plan. The Berkley Group tentatively plans to hold their first work session in February 2023.

**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 February 2023 with the other three homes scheduled for March 2023. Smyth Properties has completed demolition on 120 and 114 S. Broad Street. The Architect for this project has drawn up plans for both of the properties. The Town of Blackstone and Southside Outreach has bid out the construction of their first project and awarded the bid to QMB Construction. They are expected to begin construction in late January. The CRC has completed and submitted the Quarterly Status Report and Reimbursement Requests to Virginia Housing.

**Update on GO Virginia Region 3 Entrepreneurship and Innovation Implementation:** Ms. Jones stated that a report was included in the Council packet. The CRC is currently working on the fourth reimbursement for submission to GO Virginia. The CRC has submitted the reimbursement request for MBC staff review and is making changes. The CRC continues to track expenses versus match for the applicant.

**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 temporarily stopped work on repainting the windows and sills, reglazing (where needed), and carpentry work due to sealing issues caused by the weather. Due to weather constraints, the CRC has requested and been granted a one-year extension with DHR. Contractors hired by Charlotte County have completed the landscaping and excavation work. 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. Charlotte County staff has submitted an RFP for the plaster repairs. The CRC has prepared and submitted reimbursement requests and quarterly status reports 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. Mr. Garret has developed an action plan for restoring blocked driveways and addressing issues related to

disruptions in utility service going forward. Ms. Foster stated that the CRC requested Kinex to develop this action plan to address service disruption issues.

**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 to advertise and request Proposals for the new town water metering system. This metering system includes remote road functionalities, antennae/receivers, software, leak detection and billing functionality, training for staff, and the purchase of new/replacement water meters. Mr. Bailey asked Ms. Foster if this software is compatible with other towns. Ms. Foster said that she would have to check with the Town of Drakes Branch to see if this function would interest them.

**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 Town has retained EPR, PC for this task, and a contract has been executed between the Town and the consultant. Staff from EPR scheduled a site visit in Drakes Branch for January 11<sup>th</sup> to inspect each of the infected buildings, which will help the town prepare offers for each property to the respective property owners. Mr. Hankins led a discussion regarding the tore down buildings on the main street and asked if this would cause an increased risk of flooding on the roadway. Ms. Foster stated that according to the Flood study that this should help solve the flooding issue since the buildings were built over the creek.

**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 bids were received for both the asbestos and the underground tank removal in December. The Town awarded the asbestos abatement work to Waco, Inc. and the grant agreement has been executed. The Town awarded the underground tank removal work to Hydrogeo Environmental out of Charlottesville. Separate pre-construction meetings were held for both projects on January 12<sup>th</sup>. The town and the CRC is coordinating with VEDP to see if a possible Change Order could occur for Waco to add lead abatement to their scope of work. The contractor is certified to handle lead abatement work also.

**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>. VDEM scheduled a meeting with the CRC to discuss changes to the draft. CRC staff is currently working on these changes. He stated that the CRC is still hoping to have the plan submitted and approved by FEMA by the end of February.

**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 GO Virginia Grant – Development of Business Plan and Strategy for NEW**

**REDO:** 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 has adopted an amended Procurement Policy that allows the CRC to procure consulting services directly. Ms. Foster is currently working with Bryan David and Liz Povar at GOVA on soliciting consulting services for the project.

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

**New Business:****Staff Reports**

**Update on Grant Writing:** Mr. Fortune stated that he will be giving the report in Ms. Tillman's place. He stated a copy of the grant writing report was included in the Council packet. Mr. Fortune congratulated the Town of Blackstone on being awarded \$1,000,000 through DHCD's IRF fund for the rehabilitation and renovation of the Harris Memorial Armory building. Mr. Fortune also stated that the Town of Blackstone was also awarded \$581,000 through the Tobacco Commission Southern Virginia Program to assist with the continued effort to rehab and renovate the Armory building. The CRC assisted the Town with both of these applications.

Mr. Fortune also congratulated the Town of Kenbridge for being awarded \$1,000,000 through DHCD's IRF fund to rehab/renovate a former tobacco warehouse/manufacturing facility for reuse as a manufacturing facility for recyclable food containers. The CRC assisted the Town with this application.

Mr. Fortune congratulated Cumberland County on being awarded \$218,000 through the Tobacco Commission Southern Virginia Program for the Cumberland Courthouse Connector Trail from Cumberland Courthouse Village to Bear Creek Lake State Park. The CRC assisted the Town with this application.

Mr. Fortune congratulated West Piedmont Planning District (WPPDC) on being awarded \$50,000 through the Tobacco Commission Southern Virginia Program for a joint WPPDC/CRC/Southside Planning District (SPDC) application to develop a Regional Tourism Study for regional branding efforts.

Mr. Fortune congratulated Prince Edward County on being awarded \$50,000 through the Virginia Department of Agriculture and Consumer Services for an AFID grant to help purchase equipment for the Prince Edward County Cannery. The CRC assisted Prince Edward County with this grant application.

Mr. Fortune stated the Nottoway County Emergency Squad did not receive funding through the RSAF fund to purchase training equipment. The CRC assisted with the application. 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. Since their construction grant was funded, DHCD pulled their planning grant request from review.

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. The CRC also assisted Buckingham

County on a submitted application to the National Park Service's Save Americas Treasures Grant program to complete necessary restoration projects on their Historic County Courthouse.

The CRC is currently assisting the Town of Blackstone on two applications. One application is through DHCD's MUMS program that will assist the town in rehab/renovation of a commercial building in downtown Blackstone. The second application is through the Virginia Main Street ARPA funds Financial Feasibility Grant Program to undertake a feasibility study for the same commercial building in downtown Blackstone. Mr. Fortune reminded the board of potential grant opportunities and due dates.

**CRC Office Location:** Ms. Foster stated the report is included in the board packet. Ms. Foster stated that the CRC has been discussing moving the CRC office location to the Heartland Business Park in Keysville. The current CRC office lease in Farmville is through June 30, 2023. Ms. Foster stated that she needs approval from the Council to negotiate a lease agreement with the Virginia's Heartland Regional Industrial Facilities Authority for the Heartland office building in Keysville, VA. Mr. Emert moved and Mr. Hankins seconded to approve the Executive Director to enter lease negotiations. Motion carried.

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

**Commonwealth Intergovernmental Review Process (CIRP):** There were two CIRPS: Sandy River Reservoir Project to receive the Virginia Water Protection (VWP) individual permit through DEQ and the Kenbridge Wastewater Treatment Plant permit reissuance through DEQ. There was no comment.

**Other Business:** Ms. Foster announced to the Board that she is planning to retire on July 1, 2024. Mr. Emert thanked her for her years of service. Mr. Hankins thanked her for transitioning the CRC's grim outlook into a prosperous organization that has assisted many localities in a multitude of projects.

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

**Adjournment, Next Meeting:** Mr. Emert moved and Mr. Hankins seconded to adjourn the meeting. Motion carried. The meeting adjourned at 10:09 a.m. The next meeting was set for Wednesday, February 15th, 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 January 12, 2023 through February 8, 2023**

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 488,113.10	\$ 1,407,105.88
Total Expenses	\$ 345,217.54	1,276,128.34
Net Income	\$ 142,895.56	\$ 130,977.54
Cash on Hand	\$ 883,146.54	\$ 883,146.54

### Account Balances as of February 8, 2023

Benchmark (M2)	\$ 234,171.13
BB&T (M1)	\$ 484,207.34
Benchmark (CD1)	\$ 53,103.58
Benchmark (CD2)	\$ 15,035.84
BB&T (PR)	\$ 17,757.60
BB&T (Oprtg)	\$ 78,871.05
	<u>\$ 883,146.54</u>

Prepared by: Melody Foster, February 8, 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 \$23,061.90 VDEM reimbursement)  
\*47060/79045 VH PDC Housing Program Funds  
\*47070/79036 VATI Regional Broadband Grant

# Commonwealth Regional Council Financial Statement

January 12 through February 8, 2023

	Jan 12 - Feb 8, 23	Budget	Jul 1, '22 - Feb 8, 23	YTD Budget	Annual Budget
<b>Income</b>					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Amelia Local Member Investment	0.00	1,473.89	19,000.00	11,535.76	19,000.08
43020 - Buckingham Local Member Investm	0.00	1,473.89	19,000.00	11,535.76	19,000.08
43030 - Charlotte Local Member Investme	0.00	1,473.89	19,000.00	11,535.76	19,000.08
43040 - Cumberland Local Member Investm	0.00	1,473.89	19,000.00	11,535.76	19,000.08
43050 - Prince Ed Local Member Investme	0.00	1,473.89	19,000.00	11,535.76	19,000.08
43060 - Lunenburg Local Member Investme	0.00	1,473.89	19,000.00	11,535.76	19,000.08
43095 - Nottoway County	0.00	1,473.89	19,000.00	11,535.76	19,000.08
<b>Total 43000 - Local Member Investment</b>	<b>0.00</b>	<b>10,317.23</b>	<b>133,000.00</b>	<b>80,750.32</b>	<b>133,000.56</b>
<b>Total 40000 - Revenue</b>	<b>0.00</b>	<b>10,317.23</b>	<b>133,000.00</b>	<b>80,750.32</b>	<b>133,000.56</b>
44000 - VA Regional Cooperation	22,493.00	6,979.32	67,478.00	54,625.23	89,970.96
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	4,885.40	29,366.96	36,236.67	62,978.04
45890 - Nottoway Comp Plan Update	0.00	2,016.90	0.00	15,785.74	26,000.04
45900 - Prince Edward Access Road Admin	0.00	961.91	0.00	7,528.62	12,400.08
45910 - Lunenburg AFGS Grant Admin 2	0.00	0.00	713.22	0.00	0.00
45940 - GoVARSII Grant Admin	0.00	359.71	0.00	2,815.35	4,637.04
45955 - PDC Housing Program	5,547.63	1,551.46	12,109.92	12,142.88	20,000.04
45960 - PE Yak Attack Admin	0.00	38.79	0.00	303.60	500.04
45965 - Charlotte Comp Plan Update	0.00	1,978.11	0.00	15,482.14	25,500.00
45970 - Kenbridge ESHPF Grant Admin	0.00	1,885.02	0.00	14,753.57	24,300.00
45975 - Charlotte ESHPF Grant Admin	0.00	1,508.02	0.00	11,802.86	19,440.00
45980 - SHSP Regional Election Security	0.00	226.20	0.00	1,770.43	2,916.00
45985 - VATI Regional Broadband Grant	0.00	2,546.96	0.00	19,934.37	32,833.08
45990 - Drakes Branch SLFRF Admin	0.00	236.53	0.00	1,851.23	3,049.08
45995 - Drakes Branch VDEM Grant Admin	0.00	1,512.68	0.00	11,839.29	19,500.00
<b>Total 45000 - Project Funding</b>	<b>5,547.63</b>	<b>19,707.69</b>	<b>58,711.59</b>	<b>154,246.75</b>	<b>254,053.44</b>
46000 - Other Funding					
46005 - DEQ 2021 CRC WIP II Assistance	58,000.00	4,499.23	58,000.00	35,214.33	58,000.08
46010 - VDOT-Transport Planning	0.00	4,499.23	23,361.72	35,214.33	58,000.08
46040 - Interest Income	0.00	62.06	313.87	485.74	800.04
46050 - Misc. Income	0.00	0.00	1,616.55	0.00	0.00
<b>Total 46000 - Other Funding</b>	<b>58,000.00</b>	<b>9,060.52</b>	<b>83,292.14</b>	<b>70,914.40</b>	<b>116,800.20</b>
47000 - Pass Thru Fundds					
47050 - VDEM SHSP Elec Security Grant	23,061.90	0.00	46,123.80	0.00	0.00
47060 - VH PDC Housing Program Funds	120,234.82	0.00	146,509.52	0.00	0.00
47070 - VATI Broadband	258,775.75	0.00	822,073.83	0.00	0.00
47000 - Pass Thru Fundds - Other	0.00	0.00	49,917.00	0.00	0.00
<b>Total 47000 - Pass Thru Fundds</b>	<b>402,072.47</b>	<b>0.00</b>	<b>1,064,624.15</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>488,113.10</b>	<b>46,064.76</b>	<b>1,407,105.88</b>	<b>360,536.70</b>	<b>593,825.16</b>
<b>Expense</b>					
71000 - Personnel Costs	17,950.00	18,101.65	143,600.00	141,676.83	233,350.08
71010 - Salary Distribution	1,373.16	1,384.77	10,985.42	10,838.16	17,851.08
71040 - Payroll Expenses (SS/FICA)					

# Commonwealth Regional Council Financial Statement

January 12 through February 8, 2023

	Jan 12 - Feb 8, 23	Budget	Jul 1, '22 - Feb 8, 23	YTD Budget	Annual Budget
71150 - Unemployment Ins.	55.18	8.54	102.05	66.81	110.04
71200 - VRS Contribution	4,305.70	4,025.80	32,968.86	31,508.89	51,897.00
71300 - Staff Memberships	3,000.00	236.60	3,000.00	1,851.81	3,050.04
71350 - Staff Train/Conference	693.12	543.02	3,173.96	4,250.05	7,000.08
71400 - Workmens Comp Ins	0.00	38.79	0.00	303.60	500.04
71500 - Group Health Insurance	2,683.70	2,482.34	19,648.58	19,428.60	32,000.04
71600 - Life Insurance	25.20	27.15	199.95	212.52	350.04
71700 - Other Staff Costs	0.00	37.40	0.00	292.67	482.04
71750 - Employee Call Phone Stipend	200.00	186.17	1,600.00	1,457.14	2,400.00
Total 71000 - Personnel Costs	30,286.06	27,072.23	215,278.82	211,887.08	348,990.48
72000 - Office Operations					
72005 - Cleaning & Maint.-Bldg	160.00	161.36	1,280.00	1,262.91	2,080.08
72010 - Lease Costs	1,500.00	1,396.31	10,500.00	10,928.57	18,000.00
72015 - Utilities	239.00	193.94	1,532.92	1,517.91	2,500.08
72020 - Telephone/Internet Costs	302.18	333.57	2,429.83	2,610.76	4,300.08
72030 - Postage and Freight	0.00	116.36	1,088.61	910.71	1,500.00
72035 - Express Mail	0.00	9.31	0.00	72.86	120.00
72040 - Consumable Supplies	266.56	271.50	2,936.01	2,125.02	3,500.04
72050 - Dues and Subscriptions	24.00	27.15	98.00	212.52	350.04
72060 - Office Insurance	0.00	7.76	0.00	60.76	100.08
72070 - Administrative Costs	0.00	1,008.46	7,900.00	7,892.91	13,000.08
72080 - Office Costs - Other	0.00	232.72	20.00	1,821.43	3,000.00
Total 72000 - Office Operations	2,491.74	3,758.44	27,785.37	29,416.36	48,450.48
73000 - Office Equipment					
73010 - Office Equipment	0.00	698.16	0.00	5,464.29	9,000.00
73030 - Equipment Maintenance	0.00	232.72	0.00	1,821.43	3,000.00
73040 - Equipment Repair	0.00	155.15	313.45	1,214.31	2,000.04
73050 - Equipment - Other	109.97	310.30	1,968.83	2,428.62	4,000.08
Total 73000 - Office Equipment	109.97	1,396.33	2,282.28	10,928.65	18,000.12
74000 - Auto/Staff Travel					
74020 - Staff Mileage	0.00	387.88	3,056.26	3,035.81	5,000.16
Total 74000 - Auto/Staff Travel	0.00	387.88	3,056.26	3,035.81	5,000.16
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	403.38	1,412.79	3,157.19	5,200.08
75020 - Committee Meetings	0.00	31.04	0.00	242.91	400.08
75030 - Staff Meetings	0.00	38.79	89.22	303.60	500.04
75040 - Council Memberships	0.00	325.81	4,041.76	2,550.00	4,200.00
75050 - Other Meeting Costs	0.00	15.51	0.00	121.45	200.04
75060 - Public Official Insurance Cov.	0.00	139.63	0.00	1,092.86	1,800.00
Total 75000 - Meetings/Memberships	0.00	954.16	5,543.77	7,468.01	12,300.24
77000 - Collateral Materials					
77010 - Web Page Costs	0.00	248.24	678.17	1,942.88	3,200.04
Total 77000 - Collateral Materials	0.00	248.24	678.17	1,942.88	3,200.04
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	3.88	0.00	30.38	50.04
78030 - Other	0.00	77.58	0.00	607.19	1,000.08
Total 78000 - Local Relations	0.00	81.46	0.00	637.57	1,050.12

# Commonwealth Regional Council Financial Statement

January 12 through February 8, 2023

	Jan 12 - Feb 8, 23	Budget	Jul 1, '22 - Feb 8, 23	YTD Budget	Annual Budget
79000 - Other Program Costs					
79030 - Planning Project Costs					
79035 - SHSP Elec Security- Consultant	0.00	0.00	69,185.70	0.00	
79036 - VATI Broadband	192,094.95	0.00	755,393.03	0.00	
79045 - VH PDC Hous Prog-Partner Expens	120,234.82	0.00	146,509.53	0.00	
79030 - Planning Project Costs - Other	0.00	775.74	50,415.41	6,071.48	10,000.08
Total 79030 - Planning Project Costs	312,329.77	775.74	1,021,503.67	6,071.48	10,000.08
79050 - Contingency Costs	0.00	775.74	0.00	6,071.48	10,000.08
Total 79000 - Other Program Costs	312,329.77	1,551.48	1,021,503.67	12,142.96	20,000.16
Total Expense	345,217.54	35,450.22	1,276,128.34	277,459.32	456,991.80
Net Income	142,895.56	10,614.54	130,977.54	83,077.38	136,833.36



IN PARTNERSHIP WITH

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Prince Edward

**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: CRC Executive Director Monthly Activities  
DATE: February 8, 2023

- Attended Virtually GO Virginia Region 3 meeting (GO VA Board Member).
- Sent out notification to counties for the Opioid Settlement Funding & Best Practices Workshop, held in Richmond during Local Government Day.
- Met with Jay Scudder, Interim Crewe Town Manager to discuss funding options for Town projects.
- Attended VACO/VAPDC/VML Local Government Day in Richmond, VA.
- Attended Rural Caucus Reception in Richmond, VA.
- Attended Opioid Settlement Funding & Best Practices Workshop held in Richmond, VA.
- Attended VAPDC Winter Meeting and Strategic Planning Session in Richmond, VA.
- Attended Charlotte County Planning Commission Meeting to assist in facilitating meeting on Charlotte County Comprehensive Plan Update.
- Corresponded with Drakes Branch on RFP to seek proposals for Town Metering System.
- Attended VHRIFA Meeting in Keysville, Va.
- Attended virtual PDC/DEQ Meeting to discuss Watershed Implementation Plan (WIP) III activities.
- Completed CRC payroll documentation for submittal of CRC time for VH PDC Housing Program reimbursement.
- Met virtually with Bryan David and Liz Povar with GO Virginia to review RFP to be sent out to Consultants for the creation of a new REDO.
- Assembled and sent out Request for Proposals (RFP) to Consultants seeking proposals for the Development of a Business Plan & Strategy for the Creation of a New Regional Economic Development Organization (REDO), proposals are due February 10, 2023.
- Continued correspondence with Longwood and EDA staff on gaining bid approval from EDA.
- Corresponded with Blackstone Fire Department on RSAF grant to purchase a UTV.
- Corresponded with Charlotte County Rescue Squad on RSAF grant to purchase ambulances.
- Corresponded with consultants on RFP questions for new REDO.
- Met virtually with SPDC and WPDC to discuss possible regional planning grant application to Opioid Abatement Authority to study project options for Opioid Funding Settlement Funds.
- Corresponded with Lauren Stuhldreher, EDA, on EDA Application for Local and Technical Assistance funding for the CRC staff to support the EDA EDD district.
- Corresponded with Prince Edward County to begin USDOT RAISE planning grant for the Route 460 Interchange project. Currently working with staff to gain access to the grant portal.
- Continued work on assembling TRRC Reimbursement request for Prince Edward Access Road project.
- Sent out notice to member localities regarding the change in CRC Membership Policy as well as providing localities 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:** February 6, 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 late January/early February 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 the final outstanding task, completing the Local Election Security Standards (LESS) assessment, was delayed due to delays from the State in granting localities access to the standards. Once this has been completed, the final invoice from the consultant will be paid and the grant will be closed out.

As a reminder, 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. As of today, we are still waiting for FEMA to release that hold. Once that happens, 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:** February 7, 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 attended the first Bay PDC call of 2023 to continue WIP deliverable discussions and review DEQ goals for 2025.
  - CRC staff participating in PDC Workgroup and DEQ virtual meetings.
  - CRC received reimbursement from DEQ for execution of Contract V on January 24<sup>th</sup>.
- The Virginia Environmental Endowment (VEE) announced they are accepting submissions for their Virginia Grant Program until June 15th. Current grant-making priorities in the Virginia Program are focused on improvement of local rivers and protection of water quality, restoration of the Chesapeake Bay, innovative land conservation and sustainable land use practices, environmental literacy and public awareness, and emerging issues of concern.

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: February 8, 2023

As you are aware the CRC is assisting Prince Edward County with administration of the Prince Edward Access Road Project. Prince Edward County has received four TRRC grants and VDOT funding to assist with funding of the project.

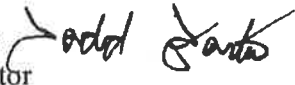
J.R. Caskey, Inc. contractor for the project has begun work including: materials delivered and stored onsite, clearing operations, and ancillary survey and erosion control actions. Construction work will begin in the Spring of 2023 with all work completed by August 15, 2023. The CRC will be submitting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



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**MEMORANDUM**

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

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 6, 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 January 9, 2023:

- A joint public hearing was held by the Planning Commission and Board of Supervisors on January 25. The public hearing was well attended. Nearly 15 individuals spoke, many of which aired concerns about solar development in the County. Other issues brought up by speakers included keeping the County rural, working to improve the local economy and addressing poverty in the County, and how to achieve the goals and objectives listed in the Plan.
- Subsequently, CRC and County staff are working to address the comments from the Public Hearing and prepare recommendations for the Planning Commission to consider.

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

cc: Melody Foster, Executive Director, CRC



## **MEMORANDUM**

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

**FROM:** Lauren Jones  
Regional Planner

**DATE:** February 6, 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 January 5:

- The last work session was held with the Planning Commission on January 24. 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 mapping in draft Section IV (Land Use). The next work session will be held on Tuesday, February 28th.
- 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 held their first work session with the Planning Commission on February 2, 2023. The Berkley Group led a discussion regarding renewable/solar energy and provided language from other Rural Counties' Comprehensive Plans as example of what could be included in their plan.

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:** February 6, 2023

As you are aware the CRC has received \$2 million in grant funds from Virginia Housing to establish 21 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 21 affordable workforce housing units in the region. The Affordable Workforce Housing Development Program has established three housing partners: Piedmont Habitat for Humanity, Smyth Properties, and The Town of Blackstone. Piedmont Habitat will be installing 11 manufactured homes in the towns of Farmville, Keysville, and Crewe. Smyth Properties will be establishing seven (7) units for lease through adaptive reuse of downtown properties in Kenbridge. The Town of Blackstone and their partner, Southside Outreach, will be building three (3) homes in Blackstone for home ownership.

**Update:** Cardinal homes contacted Piedmont Habitat to inform them that their first home will be completed on 2/27 and delivered the week after that. The other three scheduled to be delivered in 3/13. Smyth Properties has completed the floor and electrical plans for both buildings. It was discovered during this process that the 114 building will need some additional demolition and support to the building. Smyth is working with an engineer to design and place a load bearing beam to provide this support. The Town of Blackstone has awarded the bid for construction to QMB Construction. They are expected to begin construction in the upcoming weeks. 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: February 6, 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 staff corresponded with MBC, Longwood OCED, and SPDC regarding the 4<sup>th</sup> reimbursement request. The request has been submitted to GOVA for final approval. 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: February 6, 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. The Contractors are estimating to restart work around the first of March. The CRC prepared and submitted a request for reimbursement and DHR Quarterly Report for the Town. The CRC will remain in contact with Kenbridge to see the progression of the project.

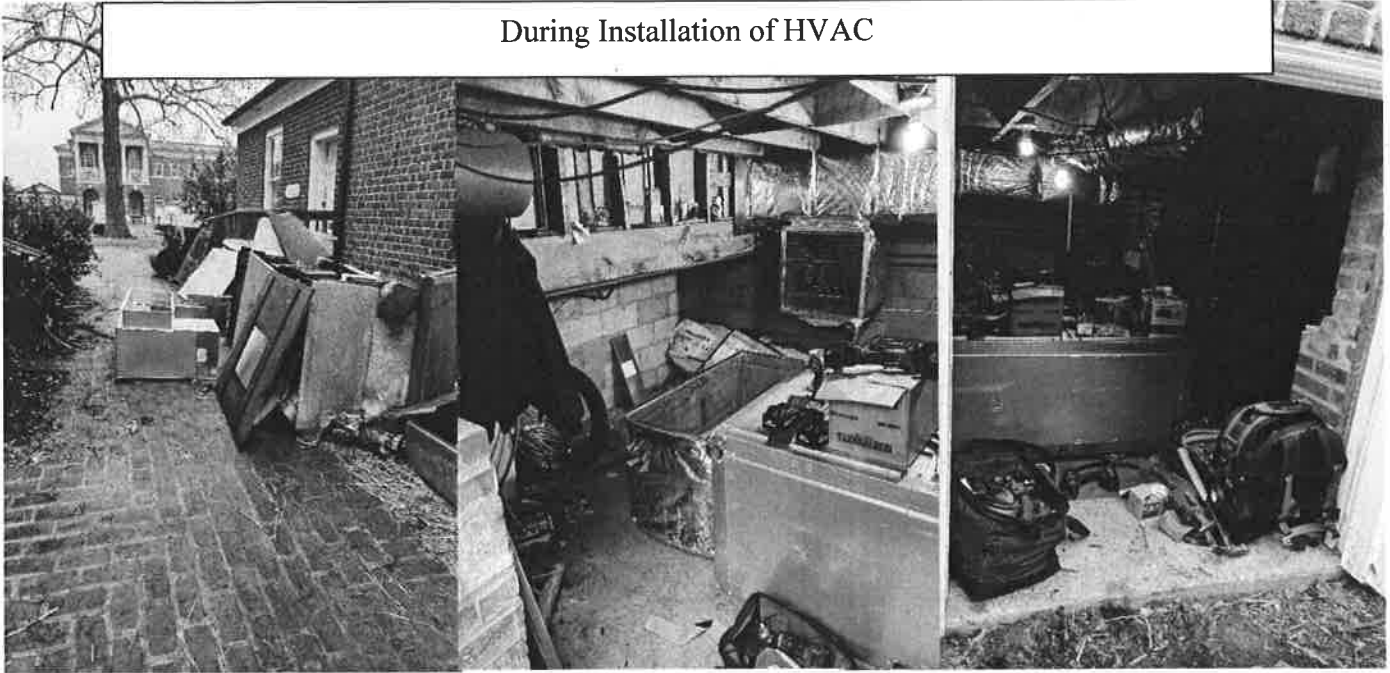
Charlotte County Courthouse Complex Drainage Project –The HVAC contractor, Riddleberger Brothers, Inc., has installed the new HVAC unit for the Old Courthouse. Please see the pictures of the completed HVAC work on the next page. Charlotte County staff is preparing the RFP for plaster repairs. The CRC has prepared and submitted a request for reimbursement and DHR Quarterly Report for the County. 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.**

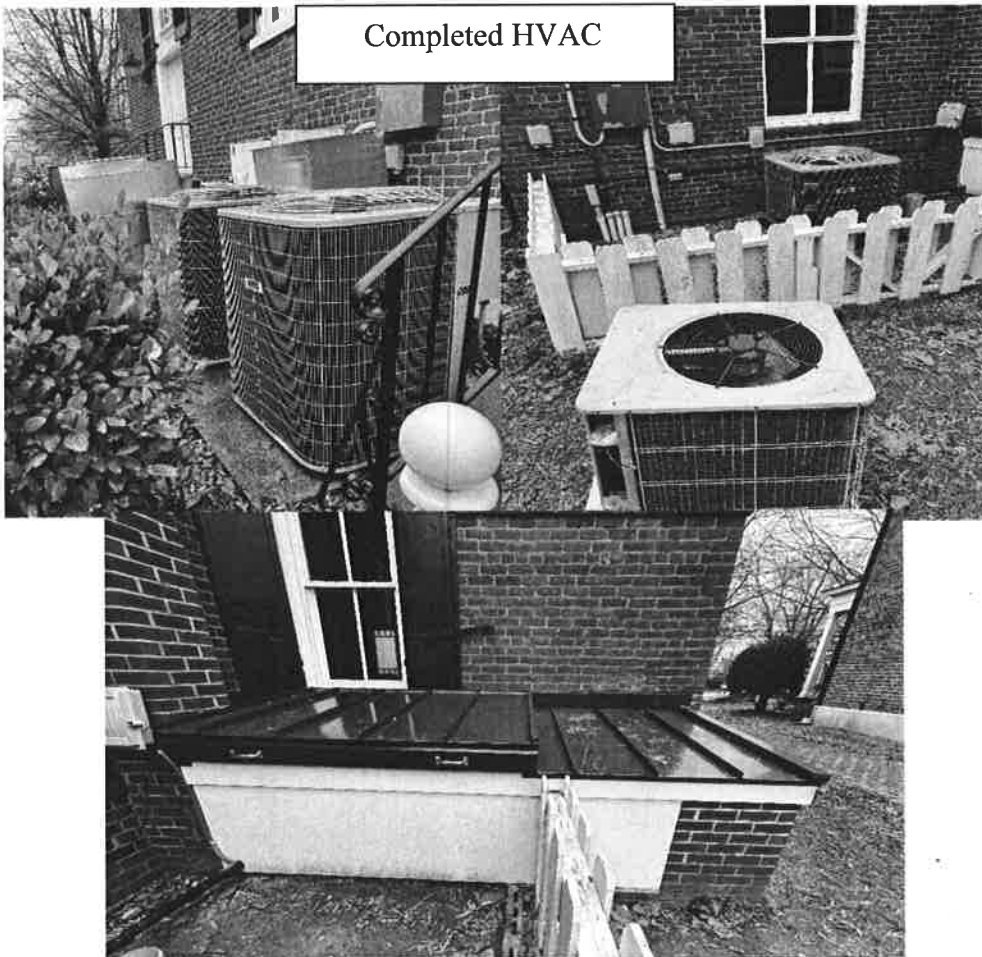


## HVAC WORK

During Installation of HVAC



Completed HVAC

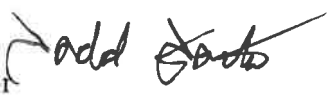




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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 7, 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 January 9, a total of 1,678 passings (out of a target of 10,734 total passings) and 400 installs for new customers had been completed.
- Kinex has reported that they and their contractor are still having 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. Kinex and their contractor are also working to minimize disruptions caused by plowing gravel/dirt driveways for laying new fiber. Mr. Garrett has an action plan in place for dealing with these issues.

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: February 8, 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 assisted the Town to advertise Request Proposals for the new town water metering system. The new water metering system will include: remote read functionalities, antennae/receivers, software, leak detection and billing functionality, training for staff and the purchase of new/replacement water meters. The CRC has assisted the Town in reviewing questions from prospective vendors. Proposals are due February 9, 2023.



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**MEMORANDUM**

**TO:** CRC Council Members

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

**DATE:** February 6, 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 appraisal firm retained by the Town, EPR, PC, has begun work on this project. The firm sent staff to Drakes Branch on January 11 to inspect each of the affected properties. The consultant is now working on 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 *Todd Fortune*  
Deputy Director

**DATE:** February 6, 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 (VEDP) 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 grant.

**Update:** Per the bidding, contracts have been awarded to Waco, Inc. out of Sandston for the asbestos abatement and Hydrogeo Environmental out of Charlottesville for the underground tank removal. Work on both of these components has begun.

Upon consultation with VEDP staff, Town staff, the environmental consultant, the contractor, and the project site inspector for the asbestos abatement, the CRC is assisting the Town in working on a change order to Waco's contract to include lead abatement. Waco is also licensed in lead abatement, so they are able to do that work in addition to the asbestos work.

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:** February 6, 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:** VDEM staff contacted the CRC on January 13 with their comments on the DRAFT Plan. A subsequent Zoom meeting was held with VDEM and FEMA Region 3 staff on January 17 to discuss the review comments. They requested some changes, which the CRC and the consultant are working on making. The CRC expects to get these changes made and the Plan back to VDEM in late February. It is our hope that if VDEM is satisfied with the changes, then FEMA Region 3 staff can get the Plan in early March and give preliminary approval by early- to mid-April.

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: February 6, 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 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. The CRC has completed and submitted the EDA Quarterly Report. 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). Due to the funds uses, there is not an update regarding the Go Virginia Funds at this time (funds will be used for equipment).



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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: February 8, 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. An RFP was sent directly to prospective consultants requesting proposals for the creation of a business plan & strategy for the creation of a NEW CRC (footprint) Regional Economic Development Organization (REDO). Proposals are due February 10, 2023.

**Next Steps:** The proposals will be reviewed and scored with a Consultant and or Consultant Team selected in the coming weeks. Bryan David and Liz Povar with GO Virginia will be assisting me in reviewing and scoring proposals. Once a Consultant and or Consultant Team has been selected, we hope to get them under contract ASAP and hold the Kick-Off Meeting with Advisory Board and Working Committee in late February or early March 2023.



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Kristen Tillman  
Regional Planner

**DATE:** February 7, 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 January 10, 2023:

Awaiting Approval

- Town of Drakes Branch, Department of Environmental Quality (DEQ), American Rescue Plan Act Wastewater Funds: The Town is awaiting approval on its 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 assisted with this application, which was submitted on December 15<sup>th</sup>.
- Town of Blackstone, USDA Rural Development (RD): The Town is awaiting word on its 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 CRC assisted with the application which 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 is awaiting word on its application for funds to complete necessary restoration projects on their Historic County Courthouse. The CRC assisted with this application, which was submitted on December 20<sup>th</sup>.

Submitted

- 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. The CRC assisted the town on a pre-application, which was submitted on February 1<sup>st</sup>. Once DHCD reviews the pre-application, CRC staff will work with the Town on a full application.

### In Progress

- Assistance to Firefighters Grant (AFG): Applications for the current round of AFG grants are due by February 10<sup>th</sup>. CRC staff are assisting with three applications:
  - Victoria Fire and Rescue (VFR) are requesting funds to replace one of their trucks that has fallen into disrepair.
  - Prince Edward County Fire and Rescue is requesting funds in a regional application to purchase a thermal imaging camera.
  - Drakes Branch Fire and Rescue is applying for funds to purchase a thermal imaging camera and turnout gear.
- Rescue Squad Assistance Fund (RSAF): Applications are due March 15<sup>th</sup>. CRC staff are assisting with two applications:
  - Blackstone Fire Department
  - Charlotte County Rescue Squad (CCRS)
- 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<sup>st</sup>.
- Prince Edward County, Town of Crewe, and Charlotte Courthouse, Virginia Department of Health, Office of Drinking Water: CRC staff is assisting the listed localities with potential applications to the Drinking Water State Revolving Fund. The next application round is expected to open later this month.
- 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.

### 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.



<b>Upcoming Grant Funding Opportunities</b>	
<b>Grant Opportunity</b>	<b>Deadline</b>
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.

<b>Commonwealth Regional Council Grant Funds Received With CRC Assistance</b>		
<b>County (including towns totals)</b>	<b>Amount Awarded FY21-22</b>	<b>Amount Awarded FY22-23 July 1 thru 1/9/23</b>
Amelia County	\$384,812	\$888,702.00
Buckingham County	\$85,000	
Charlotte County	\$1,016,604	
Cumberland County	\$5,000,000	\$218,000.00
Lunenburg County	\$5,052,000	\$1,211,787.50
Nottoway County	\$1,827,912	\$1,581,000.00
Prince Edward County	\$9,662,785	\$4,318,535.88
*CRC Regional Grants (all 7 counties benefit)	\$2,632,400	\$2,041,000.00
<b>Total</b>	<b>\$25,661,513</b>	<b>\$10,259,025.38</b>
*Regional Grants thus far includes an EDA Grant for the SEED Innovation HUB, GOVA Grant to establish a new REDO for the region, and a TRRC for the CRC/SPDC/WPPDC to establish regional tourism branding for all 3 Planning Districts in Southern Virginia.		



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC EDA EDD Designation, Funding Request

DATE: February 8, 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). 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. I am currently working with Lauren Stuhldreher with EDA to complete the EDA Application request. 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".

The application has taken a little longer to complete, but I anticipate submitting the required documents to EDA in the coming weeks and EDA has stated it should complete its review and approval within 2 months of receipt of these documents. These funds once approved would be available for the FY 23-24 fiscal year.



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## PRESS RELEASE

### Commonwealth Regional Council (CRC) Economic Development Administration Economic Development District Designation Announced

The Commonwealth Regional Council (CRC) recently received notification from the United States Department of Commerce, Economic Development Administration (EDA) that the CRC region has received designation as an Economic Development District (EDD).

The Commonwealth Regional Council (CRC) is one of 21 Planning Districts in the state of Virginia. The CRC region encompasses Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward counties. The CRC assists its member localities with economic and community development, transportation planning, watershed implementation planning, emergency planning, grant writing, grant administration, GIS as well other planning activities and programs.

Economic Development Districts (EDDs) are multi-jurisdictional entities, commonly composed of multiple counties and in certain cases even cross-state borders.

In order to request and receive designation as an EDD a region must first develop and receive approval of a Comprehensive Economic Development Strategy. The strategic blueprint, known as a Comprehensive Economic Development Strategy (CEDS), is a strategy-driven plan for regional economic development. A CEDS is the result of a "regionally-owned" planning process designed to guide the economic prosperity and resiliency of an area or region. It provides a coordinating mechanism for individuals, organizations, local governments, and private industries to engage in a meaningful conversation and debate about the economic direction of their region. The CRC CEDS was approved by EDA in 2020 and will serve as a guide for the recently established Economic Development District.

CRC Executive Director, Melody Foster, stated "the Commonwealth Regional Council is happy to finally have received this designation and looks forward to providing economic development assistance to the region in the future."

"Economic Development Districts (EDDs) promote collaboration among the public, private and non-profit sectors for regional economic development," said Assistant Secretary of Commerce for Economic Development Alejandra Y. Castillo. "Through this designation, the Commonwealth Regional Council will establish a roadmap for economic resilience, which will support business growth and job creation in southern Virginia."



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC Office Location

DATE: February 8, 2023

At the January 18<sup>th</sup> CRC Meeting the CRC took action to authorize me to request negotiations for leasing the Heartland Office Building located in the Heartland Business Park in Keysville, Virginia.

I met with the Virginia's Heartland Regional Industrial Facilities Authority (VHRIFA) on January 24, 2023 and presented them with a Draft Lease to lay out terms for renting the office space. The rental amount was left blank in order that we could discuss this during the meeting. I relayed that previously a verbal amount of \$1200 was suggested by VHRIFA as the lease amount and the CRC wanted to find out if this amount was negotiable. The VHRIFA indicated they would take this under advisement and get back with us on the lease amount.

The CRC's current lease for 1 Mill Street, Suite 202, with Lady Fortune LLC is through June 30, 2023.

The VHRIFA's next meeting will be held on April 25, 2023.

## Staff Recommendations

[illegible]