



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

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<https://us06web.zoom.us/j/89779666219?pwd=RzVlZktrUzB6MUYraEJtK0R0SnJrUT09>

Meeting Agenda

Commonwealth Regional Council

Wednesday, April 19, 2023 **9:00 a.m.**

TIME

Prince Edward County Courthouse Board Room, 3rd Floor, 111 South St., Farmville

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes of March 15th Council Meeting, (pg 1).....Council Members
- V. Treasurers' Report – March/April Financial Statements, (pg 7).....Treasurer Miles
- VI. Report of Officers, Committees & Executive Director.....Chairman
 - A. Chairman's Report.....Chairman
 - B. Executive Director's Monthly Activities Report, (pg 11)
 - C. Budget Committee Report 1st Meeting, Treasurer
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 12).....Council Members
- VIII. Old BusinessChairman
 - A. Staff Monthly Project Reports
 - 1) Update on Regional Emergency Planning Activities, (pg 13) Todd Fortune
 - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 14) Melody Foster
 - 3) Update on Prince Edward Access Road Project, (pg 15) Melody Foster
 - 4) Update on Nottoway Comprehensive Plan Update (pg 16) Todd Fortune
 - 5) Update on Charlotte County Comprehensive Plan Update (pg 17) Lauren Jones
 - 6) Update on CRC Affordable Workforce Housing Development Program, (pg 18) 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 22) Todd Fortune
 - 10) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 23) Melody Foster
 - 11) Update on Drakes Branch Building Acquisition Project, (pg 24) Todd Fortune
 - 12) Update on Blackstone Armory-Environmental Cleanup Project, (pg 25) Todd Fortune
 - 13) Update CRC Regional Hazard Mitigation Plan Update, (pg 26) Todd Fortune
 - 14) Update on SEED Innovation Hub Project, (pg 27) Lauren Jones
 - 15) Update on New Regional Economic Development Organization (REDO) Strategy and Business Plan, (pg 28) Melody Foster
 - 16) Council Member Comments
- IX. New BusinessChairman
 - A. Staff Reports
 - 1) Update on Grant Writing, (pg 29) Lauren Jones
 - 2) EDA Notification - Request for EDA Local Technical Assistance Funds, (pg 32) Melody Foster
 - 3) CRC Draft Lease – Heartland Business Park Building, (pg 34) Melody Foster
 - 4) FY24 Rural Transportation Planning Program Scope of Work and Resolution, (pg 45) Melody Foster
 - 5) VDOT Spring Public Input Meeting Dates & Locations, (pg 52) Melody Foster
 - 6) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 55)
- XI. Other Business
- XII. Council Member Comments
- XIII. Closed Session, per Section 2.2-3711A.1 Code of Virginia, Personnel matters
- XIII. Adjourn – Next Meeting Date – Wednesday, May 17, 2023

COMMONWEALTH REGIONAL COUNCIL
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**Commonwealth Regional Council
Prince Edward County Board Room
Farmville, Virginia
March 15, 2023**

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 led the group in reciting the Pledge of Allegiance to the American flag.

ROLL CALL**MEMBER REPRESENTATIVES**

Amelia:

Mr. Dexter Jones

*Mr. David Felts

Buckingham:

Mr. Thomas Jordan Miles, III

*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

*Mr. Walt Bailey

Cumberland:

Mr. Brian Stanley

*Ms. Stephany Johnson

Lunenburg:

Mr. Mike Hankins

*Ms. Taylor Newton

Nottoway:

Mr. Steve Bowen

*Mr. Sherman Vaughn

Prince Edward:

Mr. David Emert

*Dr. Odessa Pride

Non-Member Representatives:

SVCC:

**Mr. Keith Harkins

PRESENT

Mr. Dexter Jones

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

*Mr. Karl Carter

Mr. Gary Walker
(Vice Chairman)

Mr. Brian Stanley (V)

Mr. Mike Hankins

*Ms. Taylor Newton

*Mr. Sherman Vaughn

Mr. David Emert
(Chairman)

ABSENT

*Mr. David Felts

*Mr. Walt Bailey (V)

*Ms. Stephany Johnson

Mr. Steve Bowen
(Secretary)

*Dr. Odessa Pride

**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

STAFF

Ms. Melody Foster, Executive Director (V)

Kristen Tillman, Regional Planner

Lauren Jones, Regional Planner

GUESTS:

Tony Matthews, Kenbridge Town Manager

Gregg Zody, Nottoway County Planning and Economic Development Director

(V) Denotes attendees who participated virtually.

Approval of Minutes of February 15, 2023 Council Meeting:

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

Treasurer's Report:

February/March: Mr. Miles gave the report and stated that he reviewed the financial report and found everything to be in order. Mr. Walker 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 stated that she had completed and submitted a budget request for Buckingham and Prince Edward counties. She is also currently working on completing and submitting an additional budget request to Lunenburg County. Ms. Foster stated that she attended the Buckingham County Economic Development Committee meeting to provide information on the CRC's Go Virginia Grant to create a NEW REDO. Ms. Foster stated that on Friday, March 17th that Senator Warner will be visiting to highlight two of our projects – the VATI and SEED Innovation Hub. She also highlighted that the Tobacco Commission is hosting a Heart of Virginia Tour at the Kenbridge Town Hall on March 21st at 1pm. The tour's purpose is to introduce the Tobacco Commission's new Acting Executive Director and the Commonwealth's Deputy Secretary of Commerce and Trade, James E. Campos.

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

Old Business:**Staff Monthly Project Reports:**

Update on Regional Emergency Planning Activities: Ms. Foster stated that she will be giving Mr. Fortune's report in his absence. Mr. Fortune is currently at the NADO conference in Washington, D.C. Ms. Foster stated that a report was included in the Council packet. The consultant procured by the CRC has finished their work on the Regional Election Security grant. The CRC has paid the final invoice from the consultant and are currently waiting for reimbursement from VDEM.

Update on Watershed Implementation Plan (WIP) Phase III: Ms. Tillman stated a report was included in the Council packet. She stated that CRC staff worked on finding and sending along grant opportunities to localities, attended a Bay PDC Virtual meeting to discuss the upcoming 2024 Draft Scope, and attended grant webinars. Ms. Tillman stated that CRC is currently working on creating a Draft Scope for FY 2024 by March 31st. Ms. Foster stated that DEQ is pushing for a shift in PDC's scope of work. DEQ would like PDC's to perform more implementation activities.

Update on Prince Edward County Access Road Project: Ms. Foster stated that a report is included in the Council packet. Ms. Foster stated that a virtual pre-construction meeting for project was held on February 23rd to review the notice to proceed with construction activities and discuss any issues with the clearing operations that had been conducted so far. During this meeting, the contractor, J.R. Caskey, Inc. of Oilville, Virginia, stated that during the clearing operations that debris had been discovered and had to be removed from the site. Ms. Foster stated that the completion date for work has also been amended to August 10th, 2023.

Update on Nottoway County Comprehensive Plan Update: Ms. Foster stated that she will be giving Mr. Fortune's report in his place. She stated that a report was included in the Council packet. The Planning Commission held a work session on March 14th. At that meeting, the group considered the alternative language for solar and some other minor changes that have been requested by Planning Commission members. No decisions were made.

Update on Charlotte County Comprehensive Plan Update: Ms. Jones stated that a report was included in the Council packet. A work session was held with CRC staff and the Planning Commission on February 28th. During this meeting, the CRC staff lead a follow-up discussion regarding renewable/solar energy topic. The Berkley group provided a guided questionnaire to the group for discussion. The consultant will listen to the recording of the meeting and compile this information into a report over the course of the next 30 to 40 days. The next work session will be held on Tuesday, March 28th to review the revised draft Section III, review the draft Land Use section, and lead an additional discussion regarding the Future Land Use map.

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 was contacted by Cardinal Homes to inform them that their first home will be delivered on March 15th and the other three are scheduled for delivery for the following week. Smyth Properties has prepared, bid out, and selected three contractors to complete the installation; painting; and window, door, and trim installation. The Town of Blackstone's contractor has put down a gravel driveway and is expected to begin construction on the home soon. Southside Outreach has prequalified an applicant for a loan to purchase the first home.

Update on GO Virginia Region 3 Entrepreneurship and Innovation Implementation: Ms. Jones stated that a report was included in the Council packet. The CRC has completed the fifth reimbursement and submitted it to GO Virginia. The CRC staff corresponded with MBC, Longwood OCED, and SPDC regarding the reimbursement request submission and match requirements. Longwood and MBC are currently making the necessary changes to satisfy the match requirements.

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. The Contractors are expected to start work again this month. Contractors hired by Charlotte County have completed the landscaping, excavation and HVAC work. Charlotte County staff has submitted an IFB for the plaster repairs on the 9th. The CRC reviewed the IFB and provided guidance on language to include in the bid. The closing date for bids is April 3rd.

Update on VATI Grant for Cumberland, Lunenburg and Prince Edward: Ms. Tillman 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 March 3rd, Kinex and their contractor has completed more than 2,081 passings and about 411 installs for new customers. She stated that per the quarry from a Council Member at the last meeting, CRC staff are working with the County, Kinex, and VDOT to address the concerns over the placement of utility boxes being installed per the project.

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. The Town received four proposals, all under the Town's proposed budget for the project. The Town is currently reviewing the proposals with their consultant to make an award.

Update on Drakes Branch Building Acquisition Project: Ms. Foster stated that she will be giving the report in Mr. Fortune's place. She stated that 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 appraisal firm retained by Town, EPR, PC, has developed appraisal reports for all but two of the affected properties. For the other two properties – one is condemned and the other has structural issues, the appraiser had questions on how to proceed. A zoom meeting was held on the 7th with the appraiser, CRC staff, and Mayor Phil Jackson, and VDEM staff to develop a plan to finalize appraisals for both buildings. The appraiser expects to finalize their reports on the final two buildings within the next one to two weeks.

Update on Blackstone Armory VBAF Grant: Ms. Foster stated that she will be giving the report in Mr. Fortune's place. She stated that 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 contractors retained for the asbestos abatement – Waco, Inc. – and underground tank removal – Hydrogeo Environmental – have begun work on their respective tasks. The Town staff has consulted with the architect overseeing the overall Armory renovations and the decision has been made to bid the lead abatement out separately. CRC staff is working with all parties to develop and advertise a IFB for lead abatement work.

Update on CRC Hazard Mitigation Plan Update: Ms. Foster stated that she will be giving the report in place of Mr. Fortune. She stated that a report was included in the Council packet. The revised draft Plan was submitted to VDEM and FEMA Region 3 staff on March 6th. It is our hope that if VDEM is satisfied with the changes, then FEMA Region 3 staff will review the Plan within the next few weeks and give preliminary approval by mid-April.

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 Architect, LITTLE, has completed the remaining EDA required documents. The documents have been submitted to the EDA for final review. We are now awaiting final approval. Once we receive the final approval, we will be able to begin bidding out the construction of the project.

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 received three proposals from consultants for the creation of a business plan and strategy for the creation of a new CRC Regional Development Organization (REDO). The CRC worked with Bryan and Liz Povar to review and score proposals received. Two consultants were selected to work on the project: Timmons Group and Mangum Economic and Creative Economic Development Consulting. The CRC will work with both teams to execute letters of engagement and schedule the Kick-off Meeting for the project.

Council Member Comments: There was none.

New Business:

Staff Reports

Update on Grant Writing: Ms. Tillman stated a copy of the grant writing report was included in the Council packet. She congratulated the Downtown Blackstone Inc. on being awarded \$25,000 in funds from the Virginia Main Street's Financial Feasibility Grant to fund a feasibility study for a commercial building in Downtown Blackstone. The CRC assisted with this application. The CRC assisted the Town of Blackstone with an application to USDA Rural Development for funds to purchase equipment for the Harris Memorial Armory building. USDA staff contacted the Town to request additional information, and CRC staff assisted the Town with a response. Ms. Tillman stated that the CRC also assisted the Town of Blackstone with a pre-application to DHCD for funds through the Mixed Use on Main Street program to rehab/renovate a commercial building in downtown Blackstone. DHCD staff notified the town on February 23rd that they feel the project is not ready to proceed with a full application at this time.

Ms. Tillman stated that the CRC assisted on the submittal of three Assistance to Firefighters Grant applications: Victoria Fire and Rescue, for a new truck; Prince Edward County, regional application for funds to purchase a thermal imaging camera; and Drakes Branch Fire Department, for funds to purchase a thermal imaging camera and turnout gear. She also stated that the CRC assisted Prince

Edward County with a submitted application to the USDOT RAISE Planning Grant program to fund the Farmville US 460 East Interchange Study. Ms. Tillman stated that RSAF grants are due today, and the CRC is assisting six agencies with applications – Red House VFD, Crewe VFD, Blackstone VFD, Farmville VFD, Charlotte County Rescue Squad, and the Town of Kenbridge. Ms. Tillman also stated that the CRC is assisting at least three localities – Prince Edward County, the Town of Crewe, and the Town of Charlotte Court House with applications to the Virginia Department of Health-Office of Drinking Water for various projects. Applications are due in early May. She also stated that CRC staff assisted Prince Edward County on submitting a Congressionally Directed Spending Request to develop Sandy River Reservoir to a public drinking water Source. Applications were due on March 10th.

CRC EDA EDD Designation: Ms. Foster stated the report is included in the Council packet. Ms. Foster has submitted a request for EDA Planning and Local Technical Assistance funding in the amount of \$70,000, with \$70,000 (staff time) on February 17th. Ms. Foster stated that the EDA will be reviewing the request in March and hope to hear feedback in April or May.

USDA Rural Development Workshop: Ms. Foster stated the flyer for USDA Rural Development Workshop on March 31st is included in the Council Packet. She stated the workshop will be held in Clarksville at the Clarksville Community Center. She reminded everyone that the event is free but registration is required.

Council Member Comments: There was none.

Commonwealth Intergovernmental Review Process (CIRP): There were three CIRPS: Blackstone improvements to the Taylor's Bottom public water and sewer lines, the Nottoway Correctional Center re-issuance of VPDES permit, and the Buckingham County Water System reissuance of VPDES permit. There was no comment.

Other Business: Ms. Foster stated that she had one announcement. She stated that Ms. Tillman has resigned from her position as Regional Planner and her last day will be on March 24th. Ms. Tillman responded that she enjoyed working with everyone and appreciated this opportunity. Mr. Emert stated that she will be missed and wished her the best moving forward.

Council Member Comments: There was none.

Adjournment, Next Meeting: Mr. Walker moved and Mr. Hankins seconded to adjourn the meeting. Motion carried. The meeting adjourned at 9:26 a.m. The next meeting was set for Wednesday, April 19th, at the Prince Edward Court House in Farmville, Virginia.

Mr. Steve Bowen, Secretary

Treasurer's Report - Cash on Hand & Account Balances

For the Period of March 9, 2023 through April 13, 2023

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 830,055.00	\$ 2,237,160.88
Total Expenses	\$ 865,029.16	2,262,030.28
Net Income	\$ -34,974.16	\$ -24,869.40
Cash on Hand	\$ 726,496.16	\$ 726,496.16

Account Balances as of April 13, 2023

Benchmark (M2)	\$ 234,171.13
BB&T (M1)	\$ 391,707.34
Benchmark (CD1)	\$ 53,103.58
Benchmark (CD2)	\$ 15,035.84
BB&T (PR)	\$ 20,733.61
BB&T (Opptg)	\$ 11,744.66
	\$ 726,496.16

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 \$46,123.80 VDEM reimbursement)

This project is complete. The CRC will bill VDEM for admin to close out project.

*47060/79045 VH PDC Housing Program Funds

*47070/79036 VATI Regional Broadband Grant

*****Item 47000/79030 Pass Thru Funds Other - \$49,917.00 was received from DHR and paid out to Kenbridge & Charlotte for the DHR funded projects. DHR mistakenly paid the CRC instead of directly making payment to Kenbridge and Charlotte. In order to not hold up payments, the CRC accepted the funds and passed on funds to localities.**

Commonwealth Regional Council Financial Statement

March 9 through April 13, 2023

	Mar 9 - Apr 13, 23	Budget	Jul 1, '22 - Apr 13, 23	YTD Budget	Annual Budget
Income					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Amelia Local Member Investment	0.00	1,860.85	19,000.00	14,936.17	19,000.08
43020 - Buckingham Local Member Investm	0.00	1,860.85	19,000.00	14,936.17	19,000.08
43030 - Charlotte Local Member Investme	0.00	1,860.85	19,000.00	14,936.17	19,000.08
43040 - Cumberland Local Member Investm	0.00	1,860.85	19,000.00	14,936.17	19,000.08
43050 - Prince Ed Local Member Investme	0.00	1,860.85	19,000.00	14,936.17	19,000.08
43060 - Lunenburg Local Member Investme	0.00	1,860.85	19,000.00	14,936.17	19,000.08
43095 - Nottoway County	0.00	1,860.85	19,000.00	14,936.17	19,000.08
Total 43000 - Local Member Investment	0.00	13,025.95	133,000.00	104,553.19	133,000.56
Total 40000 - Revenue	0.00	13,025.95	133,000.00	104,553.19	133,000.56
44000 - VA Regional Cooperation					
45000 - Project Funding	0.00	8,811.67	67,478.00	70,727.17	89,970.96
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	6,168.01	29,366.96	49,507.74	62,978.04
45890 - Nottoway Comp Plan Update	0.00	2,546.42	0.00	20,438.92	26,000.04
45900 - Prince Edward Access Road Admin	7,500.00	1,214.45	7,500.00	9,747.84	12,400.08
45910 - Lunenburg AFGS Grant Admin 2	0.00	0.00	713.22	0.00	0.00
45940 - GoVARSell Grant Admin	0.00	454.15	0.00	3,645.23	4,637.04
45955 - PDC Housing Program	0.00	1,958.78	12,109.92	15,722.25	20,000.04
45960 - PE Yak Attack Admin	0.00	48.98	0.00	393.09	500.04
45965 - Charlotte Comp Plan Update	0.00	2,497.44	0.00	20,045.83	25,500.00
45970 - Kenbridge ESHPF Grant Admin	0.00	2,379.92	0.00	19,102.50	24,300.00
45975 - Charlotte ESHPF Grant Admin	0.00	1,903.94	0.00	15,282.00	19,440.00
45980 - SHSP Regional Election Security	0.00	285.59	0.00	2,292.30	2,916.00
45985 - VATI Regional Broadband Grant	0.00	3,215.64	0.00	25,810.45	32,833.08
45990 - Drakes Branch SLFRF Admin	0.00	298.63	0.00	2,396.92	3,049.08
45995 - Drakes Branch VDEM Grant Admin	0.00	1,909.82	0.00	15,329.17	19,500.00
Total 45000 - Project Funding	7,500.00	24,881.77	66,211.59	199,714.24	254,053.44
46000 - Other Funding					
46005 - DEQ 2021 CRC WIP II Assistance	0.00	5,680.48	58,000.00	45,594.51	58,000.08
46010 - VDOT-Transport Planning	0.00	5,680.48	23,381.72	45,594.51	58,000.08
46040 - Interest Income	0.00	78.35	313.87	628.92	800.04
46050 - Misc. Income	0.00	0.00	1,616.55	0.00	0.00
Total 46000 - Other Funding	0.00	11,439.31	83,292.14	91,817.94	116,800.20
47000 - Pass Thru Fundds					
47050 - VDEM SHSP Elec Security Grant	0.00	0.00	46,123.80	0.00	0.00
47060 - VH PDC Housing Program Funds	0.00	0.00	146,509.52	0.00	0.00
47070 - VATI Broadband	822,555.00	0.00	1,644,628.83	0.00	0.00
47000 - Pass Thru Fundds - Other	0.00	0.00	49,917.00	0.00	0.00
Total 47000 - Pass Thru Fundds	822,555.00	0.00	1,887,179.15	0.00	0.00
Total Income	830,055.00	58,158.70	2,237,160.88	466,812.54	593,825.16
Expense					
71000 - Personnel Costs					
71010 - Salary Distribution	26,301.11	22,854.09	187,851.11	183,439.09	233,350.08
71040 - Payroll Expenses (SS/FICA)	2,012.03	1,748.32	14,370.62	14,032.93	17,851.08

Commonwealth Regional Council Financial Statement

March 9 through April 13, 2023

	Mar 9 - Apr 13, 23	Budget	Jul 1, '22 - Apr 13, 23	YTD Budget	Annual Budget
71150 - Unemployment Ins.	0.00	10.77	122.86	86.50	110.04
71200 - VRS Contribution	4,295.78	5,082.78	41,532.29	40,796.81	51,897.00
71300 - Staff Memberships	0.00	298.72	3,000.00	2,397.67	3,050.04
71350 - Staff Train/Conference	1,393.70	685.58	4,982.72	5,502.84	7,000.08
71400 - Workmens Comp Ins	0.00	48.98	0.00	393.09	500.04
71500 - Group Health Insurance	4,911.89	3,134.06	27,244.17	25,155.59	32,000.04
71600 - Life Insurance	31.65	34.28	264.90	275.17	350.04
71700 - Other Staff Costs	0.00	47.21	0.00	378.94	482.04
71750 - Employee Cell Phone Stipend	150.00	235.06	1,950.00	1,866.67	2,400.00
Total 71000 - Personnel Costs	39,096.16	34,179.82	281,298.67	274,345.30	348,990.48
72000 - Office Operations					
72005 - Cleaning & Maint.-Bldg	240.00	203.72	1,680.00	1,635.17	2,080.08
72010 - Lease Costs	1,500.00	1,762.90	13,500.00	14,150.00	18,000.00
72015 - Utilities	193.41	244.85	1,976.40	1,965.34	2,500.08
72020 - Telephone/Internet Costs	302.18	421.15	3,034.19	3,380.34	4,300.08
72030 - Postage and Freight	172.17	146.91	1,260.78	1,179.17	1,500.00
72035 - Express Mail	0.00	11.75	0.00	94.33	120.00
72040 - Consumable Supplies	0.00	342.79	2,936.01	2,751.42	3,500.04
72050 - Dues and Subscriptions	0.00	34.28	98.00	275.17	350.04
72060 - Office Insurance	0.00	9.80	0.00	78.67	100.08
72070 - Administrative Costs	0.00	1,273.22	9,475.00	10,219.51	13,000.08
72080 - Office Costs - Other	0.00	293.81	20.00	2,356.33	3,000.00
Total 72000 - Office Operations	2,407.76	4,745.18	33,980.38	38,087.45	48,450.48
73000 - Office Equipment					
73010 - Office Equipment	0.00	881.45	0.00	7,075.00	9,000.00
73030 - Equipment Maintenance	0.00	293.81	0.00	2,358.33	3,000.00
73040 - Equipment Repair	0.00	195.88	313.45	1,572.25	2,000.04
73050 - Equipment - Other	49.98	391.77	2,226.19	3,144.51	4,000.08
Total 73000 - Office Equipment	49.98	1,762.91	2,539.64	14,150.09	18,000.12
74000 - Auto/Staff Travel					
74020 - Staff Mileage	199.78	489.71	3,438.13	3,930.68	5,000.16
Total 74000 - Auto/Staff Travel	199.78	489.71	3,438.13	3,930.68	5,000.16
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	509.29	1,412.79	4,087.84	5,200.08
75020 - Committee Meetings	0.00	39.19	0.00	314.51	400.08
75030 - Staff Meetings	0.00	48.98	118.89	393.09	500.04
75040 - Council Memberships	0.00	411.35	4,041.76	3,301.67	4,200.00
75050 - Other Meeting Costs	0.00	19.59	0.00	157.25	200.04
75060 - Public Official Insurance Cov.	0.00	176.29	0.00	1,415.00	1,800.00
Total 75000 - Meetings/Memberships	0.00	1,204.69	5,573.44	9,669.36	12,300.24
77000 - Collateral Materials					
77010 - Web Page Costs	720.48	313.41	1,398.65	2,515.59	3,200.04
Total 77000 - Collateral Materials	720.48	313.41	1,398.65	2,515.59	3,200.04
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	4.90	0.00	39.34	50.04
78030 - Other	0.00	97.94	0.00	786.17	1,000.08
Total 78000 - Local Relations	0.00	102.84	0.00	825.51	1,050.12

**Commonwealth Regional Council
Financial Statement**

March 9 through April 13, 2023

	Mar 9 - Apr 13, 23	Budget	Jul 1, '22 - Apr 13, 23	YTD Budget	Annual Budget
79000 - Other Program Costs					
79030 - Planning Project Costs					
79035 - SHSP Elec Security- Consultant	0.00	0.00	92,247.60	0.00	
79036 - VATI Broadband	822,555.00	0.00	1,644,628.83	0.00	
79045 - VH PDC Hous Prog-Partner Expens	0.00	0.00	146,509.53	0.00	
79030 - Planning Project Costs - Other	0.00	979.39	50,415.41	7,861.17	10,000.08
Total 79030 - Planning Project Costs	822,555.00	979.39	1,933,801.37	7,861.17	10,000.08
79050 - Contingency Costs	0.00	979.39	0.00	7,861.17	10,000.08
Total 79000 - Other Program Costs	822,555.00	1,958.78	1,933,801.37	15,722.34	20,000.16
Total Expense	865,029.16	44,757.34	2,262,030.28	359,246.32	456,991.80
Net Income	-34,974.16	13,401.36	-24,869.40	107,566.22	136,833.36



IN PARTNERSHIP WITH

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

MEMORANDUM:

TO: CRC Representatives
FROM: Melody Foster, Executive Director
SUBJECT: CRC Executive Director Monthly Activities
DATE: April 12, 2023

- Corresponded with Charlotte County Volunteer Rescue Squad and Red House Volunteer Fire Department to receive information to submit Rescue Squad Assistance Fund (RSAF) Grant Applications.
- Attended the Nottoway County Planning Commission Meeting to present information for the Nottoway County Comprehensive Plan Update.
- Submitted CRC Budget Request to Amelia, Charlotte, Cumberland, Lunenburg and Nottoway for FY24.
- Participated in virtual monthly PDC Affordable Housing meeting with Virginia Housing and PDC's.
- Participated in virtual Prince Edward Homeless Housing Task Force Meeting.
- Attended Charlotte Court House Town Council Meeting to provide input on Town's currently VDOT funded Sidewalk project.
- Participated in Tobacco Commission Southern Virginia Roundtable Meeting and Tour to introduce new Acting Executive Director, James E. Campos (also the Commonwealth's Deputy Secretary of Commerce and Trade).
- Worked on FY 23-24 CRC Budget for Budget Committee presentation.
- Participated in a meeting with Buckingham County representatives and Sarah Capps, TRRC to tour Buckingham County Industrial Park and discuss TRRC funding options for the property.
- Participated in virtual meeting with Sarah Capps, TRRC and Michael Armbrister, West Piedmont Planning District Commission (WPDC) to discuss TRRC funded Southern Virginia Regional Branding and Marketing Plan that was submitted by WPDC and included the CRC and Southside PDC regions.
- Participated in virtual Controlled Environmental Agriculture (CEA) Workgroup meeting hosted by GOVA.
- Participated in virtual meeting to discuss Charlotte Court House application to Virginia Department of Health – Office of Drinking water. Town, CRC and Consultant discussed project.
- Prepared and submitted a quote for CRC services to Update the Lunenburg Comprehensive Plan.
- Corresponded with selected consultants on setting up Kick-Off Meeting for NEW REDO project.
- Met with CRC Budget Committee to review first draft of FY23-24 Budget.
- Interviewed candidate for CRC Regional Planner position.
- Corresponded with Prince Edward to obtain invoices for Prince Edward Access Road project.
- Attended USDA Workshop on funding opportunities in Clarksville, VA (CRC co-hosted event).
- Prepared and submitted scope of work activities for CRC FY24-25 DEQ WIP III program activities.
- Prepared and submitted a quote for CRC services to prepare abbreviated Update of Amelia Comp Plan.
- Submitted request to localities for Best Management Practices currently being conducted in locality.
- Attended and made a presentation at the Regional Manager's Meeting in Charlotte Court House.
- Assembled and submitted quarterly reports to VDOT.
- Met virtually with Berkley Group to discuss USDOT EV Charging Grant opportunity.
- 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' 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.

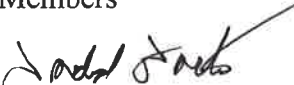


IN PARTNERSHIP WITH

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Nottoway | Prince Edward

MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune 
Deputy Director

DATE: April 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: The consultant retained to work on this project has finished their work, and the CRC has paid all invoices from the consultant. Consequently, the CRC has submitted the final reimbursement request and final progress report to the Virginia Department of Emergency Management (VDEM). It should be noted that VDEM is behind on grant reimbursements to the CRC for this project. The CRC is working with VDEM staff to resolve this matter.

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: Melody Foster, Executive Director
DATE: April 12, 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:
 - Researching and sending along grant opportunities to localities.
 - Updating CRC website and Facebook page.
 - Polling localities to inquire on Best Management Practices (BMP) being conducted that are not required to be reported to DEQ via the BMP Warehouse.
 - Providing a Draft Scope of Work for Contract 7 (FY24-25) to DEQ.
 - Reaching out to localities for input on possible funding for specific BMP implementation through EPA funding opportunity.

34th Annual Clean the Bay Day

Saturday, June 3, 2023

Area locations to Participate: Twin Lakes State Park, High Bridge Trail State Park and Sailor's Creek Battlefield Historical State Park (more to come)



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TO: CRC Representatives/Prince Edward County IDA

FROM: Melody Foster, Executive Director

SUBJECT: Prince Edward Access Road Project – Update

DATE: April 12, 2023

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.

The Contractor, J.R. Caskey, Inc. has begun work on the project. The CRC is currently working with the county to submit a reimbursement request to VDOT for the 2nd construction draw request.



Prince Edward County Access
Road Project Site
March 7, 2023



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

MEMORANDUM

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

FROM: Todd Fortune *Todd Fortune*
Deputy Director

DATE: April 12, 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 March 8, 2023:

- Per the comments received at the joint Planning Commission/Board of Supervisors public hearing on January 25th, and subsequent conversations with County staff, CRC staff have been working on alternative language addressing solar development that the Planning Commission could consider for the Plan. The Planning Commission met on March 14th to review and discuss the alternative language plus other minor changes that have been requested by a Planning Commission member to the draft Plan.
- The next Planning Commission meeting is scheduled for April 18th. At that meeting, the group will continue the discussions regarding language for addressing solar in the Plan.

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: April 3, 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 March 6th:

- The last work session was held with the Planning Commission on March 28th. During this meeting, the CRC staff reviewed draft Section IV (Land Use) and revised draft Section III (Inventory and Analysis: Community Resources), and lead an additional discussion regarding the mapping in draft Section IV (Land Use). The group asked for some changes, which the CRC staff are working on making. The CRC staff is working with County staff to schedule the next work session meeting to review the revised draft Section IV (Land Use) and Future Land Use map. With time permitting, the group will also begin discussions on draft of Section V (Special Policy Areas).
- The Berkley Group is working on compiling information from the previous work sessions regarding solar into a report for the Planning Commission. This report is expected to be completed in the next few weeks.

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

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



IN PARTNERSHIP WITH

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Nottoway | Prince Edward

MEMORANDUM:

TO: CRC Representatives

FROM: Lauren Jones, Regional Planner

SUBJECT: CRC Affordable Workforce Housing Development Program

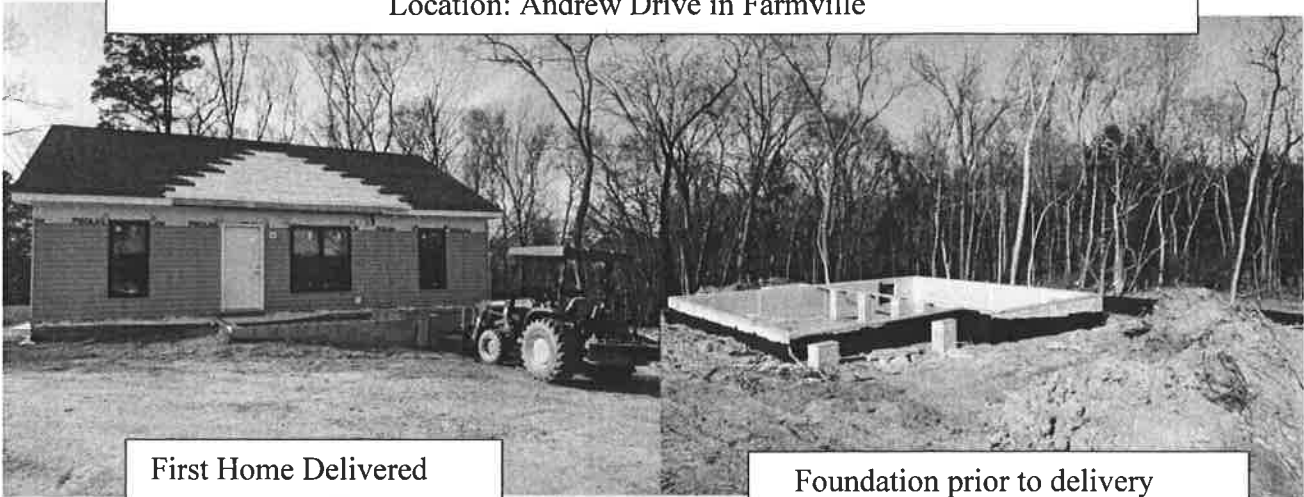
DATE: April 11, 2023

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: 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 modular 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.

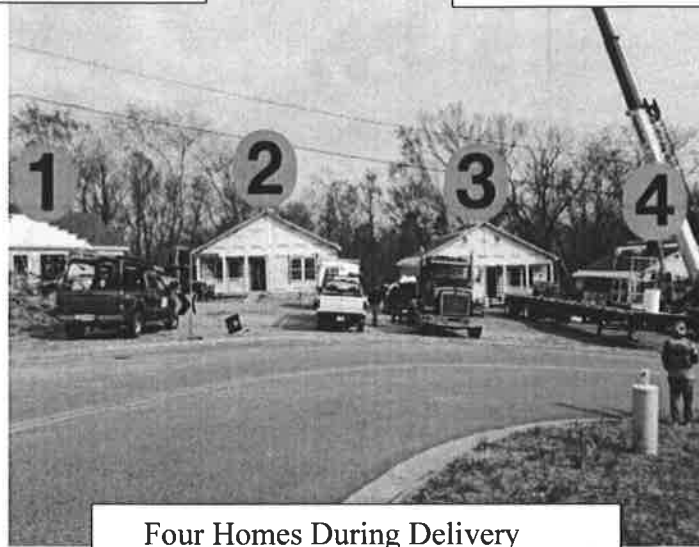
Update: Piedmont Habitat has had all four of the modular homes delivered on Andrew Drive. Piedmont's volunteers will complete the remaining work with hopes to close on these homes by May 30, 2023. Piedmont has also finished the foundations for two of the homes in Crewe. The Modulares are set to be delivered in April. Smyth Properties' contractor has received the structural beam to support the second floor at 114 S Broad Street and will be included with the frame work that will be completed in a few weeks. The Town of Blackstone's contractor has begun framing their first home. Southside Outreach has been working with several applicants to prequalify them for mortgage loans. One applicant has prequalified for the loan and is a potential homeowner for the first house. The CRC has scheduled a day full of site visits on April 25th to visit all of our active construction projects. Pictures of the construction of some of the homes are included on the next page.

Developer: Piedmont Habitat for Humanity
Location: Andrew Drive in Farmville



First Home Delivered

Foundation prior to delivery



Four Homes During Delivery



Developer: Town of Blackstone/ Southside Outreach
Description: contractor laying foundation
Location: Blackstone



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TO: Commonwealth Regional Council

FROM: Lauren Jones

SUBJECT: GO Virginia Region 3 Entrepreneurship & Innovation Implementation Project

DATE: April 11, 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 5th reimbursement request covering the last quarter for reimbursement. MBC and Longwood OCED submitted the remaining match documentation needed to complete the reimbursement request. SPDC has submitted the 5th reimbursement request to GO Virginia. 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: April 11, 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 in the next few weeks. The CRC will remain in contact with Kenbridge to see the progression of the project.

Charlotte County Courthouse Complex Drainage Project – Charlotte County staff has prepared and posted the IFB for plaster repairs. The bids closed on April 3 with no submitted bids. The IFB will be reissued and distributed directly to identified vendors in hopes to of finding someone to complete the job. 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: April 12, 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:

- Kinex and their contractors are still working in Prince Edward County to lay down middle-mile fiber. Kinex has a crew working in the northern part of Lunenburg County, continuing to complete installs for new customers. Kinex has plans to undertake additional work in Cumberland County later this year.
- As of April 11th, a total of 2,294 passings (out of a target of 10,734 total passings) and 412 installs for new customers have been completed. James Garrett, Kinex Telecom, has advised that he expects to complete more installations for new customers in the coming weeks.
- Mr. Garrett also advised that he is now meeting weekly with GAC Enterprises (his contractor for middle mile fiber), Stake Center (who is responsible for utility line markings) and Brightspeed to keep everyone updated on the project and discuss issues that arise (including employee shortages and marking errors involving Stake Center).

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

cc: Melody Foster, Executive Director, CRC



IN PARTNERSHIP WITH

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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: April 12, 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 Town received 4 proposals, all under the Town's proposed budget for the project. The Town is currently reviewing the proposals with their consultant and public works department to make an award.

The CRC will be assisting the Town on April 14th to submit their second (2nd) SLFRF report to the US Treasury. Reporting is due by April 30, 2023.



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MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune *Todd Fortune*
Deputy Director

DATE: April 5, 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 completed appraisal reports for all of the affected properties and submitted those reports to the Town. The Town Attorney is now preparing to conduct title searches for each property to determine if any of them have tax/lien or other legal issues. After that step is complete, the Town will begin purchase negotiations with affected 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: April 12, 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:

- Waco, Inc., out of Sandston has completed the asbestos abatement work per their contract with the Town.
- Hydrogeo Environmental out of Charlottesville has removed the underground tank per their contract with the Town. The contractor has prepared the required paperwork for reporting to the Department of Environmental Quality (DEQ) and has submitted their report to DEQ.
- The lead abatement work has been advertised for bids. A mandatory pre-bid meeting was held on March 24, and the bid opening was held on April 7. Waco, Inc. was the low bidder. The Town is currently reviewing the bid.

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

cc: Melody Foster



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

MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune *Todd Fortune*
Deputy Director

DATE: April 12, 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: Per recent correspondence with staff from the Virginia Department of Emergency Management (VDEM), FEMA Region 3 staff has advised that they will not be able to review and give pre-approval to our plan before new FEMA requirements take effect. Therefore, there are some additional requirements that will need to be met for the Plan to receive preliminary approval from FEMA. CRC staff met with VDEM staff on April 6 to discuss the new requirements.

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



IN PARTNERSHIP WITH

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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

SUBJECT: SEED Innovation Hub Project Update

DATE: April 11, 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 Architect, LITTLE, completed and submitted the certificate of Architect/ Engineering to the EDA. The site certificate documentation was approved by the EDA. The Covenant of use for the project is currently being rereviewed by the EDA legal team. Once we receive the final approval, we will be able to begin bidding out the construction of the project. The CRC has completed the EDA quarterly report and the semi-annual financial report. Both of these reports were approved by the EDA.

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: April 12, 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 staff has met with the Two Consultant Teams: Timmons Group/Mangum and Economic and Creative Economic Development Consulting. A doodle poll was sent out to the Advisory Board Members and Working Committee to set a Kick Off Meeting Date.

Invitation invites will be sent out this week for the Kick Off Meeting. See date and time below:

May 1, 2023 -Heartland Business Park Building

Working Subcommittee Meeting - 11:00-12:30 p.m.
Advisory Board Meeting - 2:00-3:30 p.m.

Next Steps: Following the Kick Off meeting the consultant will begin surveying businesses and setting up small group meetings to gather input.



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Nottoway | Prince Edward

MEMORANDUM

TO: CRC Council Members

FROM: Lauren Jones
Regional Planner

DATE: April 11, 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 March 6, 2023:

Status Update

- Town of Blackstone, USDA Rural Development (RD): CRC staff are working with the Town of Blackstone to respond to USDA RD's request for additional information on the Town's application for funds to purchase equipment for the Harris Memorial Armory Center.

Submitted

- Rescue Squad Assistance Fund (RSAF): Applications were due March 15th. The CRC assisted with six submitted applications:
 - Blackstone Fire Department
 - Charlotte County Rescue Squad
 - Farmville Volunteer Fire Department
 - Town of Kenbridge
 - Crewe Volunteer Fire Department
 - Red House Volunteer Fire Department
- Prince Edward County Congressionally Directed Spending Request: CRC staff assisted the County with a request for funds to develop the Sandy River Reservoir to a public drinking water source. Requests were due by March 10th.
- Staffing for Adequate Fire and Emergency Response Grant (SAFER): CRC staff assisted Farmville Volunteer Fire Department with a SAFER application. Funds will be used to hire additional personnel. Applications were due by March 17th.
- AARP Community Flagship Challenge Grant: CRC staff assisted the Town of Kenbridge with an AARP application to fund the purchase of a HVAC unit for the Kenbridge Recreational Center. Applications were due by March 15th.

Awaiting Approval

- Prince Edward County, USDOT RAISE Planning Grant: The County is awaiting approval of its request for a RAISE Planning Grant. CRC Staff assisted Prince Edward County in submitting the Farmville US 460 East Interchange Study Planning Grant on February 28th.

- 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 15th.
- Buckingham County, 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 20th.
- Assistance to Firefighters Grant (AFG): CRC staff are awaiting word on when award announcements will be made on the most recent round of applications. CRC staff assisted with the following applications:
 - Victoria Fire and Rescue (VFR) requested 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 requested funds to purchase a thermal imaging camera and turnout gear.

In Progress

- Prince Edward County, Town of Crewe, and Town of Charlotte Court House, Virginia Department of Health, Office of Drinking Water: VDH-ODW has reposted the program guidance for this year's round of funding applications on its website. Applications are due by May 5th. CRC staff is assisting the listed localities with potential applications to the Drinking Water State Revolving Fund.
- 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)

- Playground Equipment Funding: The CRC is continuing to research funding for a playground equipment.
- Public Parking Lot in Victoria: The CRC is continuing to research funding for a public parking lot in Victoria
- Amelia County Hindle Building: CRC Staff met with a representative of the Hindle Building Committee on February 24th to discuss potential uses and funding options for renovating the building which is the site of the old Amelia High School.

- Town of Crewe Downtown Revitalization: CRC Staff have had meetings with Town staff and staff from DHCD regarding a potential Planning Grant for a Downtown Revitalization Project. DHCD Staff have advised that the next round of Planning Grants will open July 1st.
- 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
VDOT Revenue Sharing Program	Spring 2023
VDEM, Hazard Mitigation Grant Program	April 28, 2023
VDH – Office of Drinking Water	May 5, 2023
USDOT EV Charging Infrastructure Grant Program	May 30, 2023
VDOF, Virginia Trees for Clean Water	Rolling Basis through December 1, 2023
VDEM Non-Profit Security Grant	April 21, 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	June 7, 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.



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
Robert N. C. Nix Federal Building
900 Market Street, Room 602
Philadelphia, PA 19107

April 11, 2023

In reply refer to:
EDA Control No. GoL3140580

Melody Foster, Executive Director
Commonwealth Regional Council
P.O. Box P
One Mill Street, Suite 202
Farmville, VA 23901

Dear Ms. Foster:

The U.S. Economic Development Administration (EDA) is pleased to inform the Commonwealth Regional Council that your application for Economic Development District Planning Activities has been selected through EDA's competitive application review process for further consideration for funding. Please note that this notification of further consideration is intended to inform you of EDA's competitive preliminary selection of your project for this funding cycle but **does not guarantee final approval or legally bind EDA to make an award.** Subject to availability of funds, the proposed project, estimated to cost \$140,000 will be considered for \$70,000 in EDA funding under the Local Technical Assistance program, authorized under section 207 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. section 3121 et seq.).

If you would like EDA to further consider your application, you must provide:

1. **Acknowledgement.** Within 3 business days of the date of this letter, notify EDA via email or letter that you, the applicant, agree to provide EDA the information requested by the deadline stated in item 2 of this letter and acknowledge and accept the terms and conditions of EDA's further consideration as stated in item 2.
2. **Additional Information.** Provide EDA the following information by **May 11, 2023**:
 - a. A completed and executed form for the 10 percent de minimis indirect cost,
 - b. Verification of SAM registration renewal; and
 - c. Clarification as to whether NADO membership fees or NADO conference attendance costs are requested.

The information requested above will supplement your application and enable EDA to proceed with processing your application. Failure to meet this deadline, or the submission of incorrect or incomplete information, will jeopardize approval of your application. If you cannot meet this deadline, please advise Lauren Stuhldreher, Economic Development Representative for Virginia, as soon as possible.

Upon receipt, EDA will assess the information provided. EDA's assessment of this information may result in a determination that:

1. No additional information is necessary,
2. Additional information is required, because the submission is incomplete, inaccurate, or otherwise unacceptable to EDA, and the applicant(s) must revise the submission before EDA will consider processing the application further; or
3. EDA will discontinue considering your application for funding, because the information submitted does not present a project that complies with applicable law or EDA's regulations or policies.

Your organization must comply with EDA's regulations (see 13 C.F.R. chapter III at <http://www.gpo.gov/fdsys/pkg/CFR-2011-title13-vol1/pdf/CFR-2011-title13-vol1-chapIII.pdf>), as well as the Federal Funding Opportunity announcement FY 2020 Economic Development Assistance Programs—Application Submission and Program Requirements for EDA's Public Works and Economic Adjustment Assistance Programs, which was published May 7, 2020.

Final approval of an award is conditioned upon EDA's assessment of the additional information requested, project feasibility, funding priorities, and the availability of funds for obligation.

EDA's 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. Please do not hesitate to contact Lauren Stuhldreher at 215-764-0427 or lstuhldreher@eda.gov, if you have questions regarding the requested information or status of your application.

Sincerely,

**LINDA CRUZ
CARNALL**

Digitally signed by LINDA
CRUZ CARNALL
Date: 2023.04.12 08:24:51
-04'00'

Linda Cruz-Carnall, Regional Director
Philadelphia Regional Office

DRAFT
Lease
Heartland Business Park
200 Heartland Drive
Keysville, Virginia

THIS AGREEMENT made and executed this April 25, 2023 by and between Virginia's Heartland Regional Industrial Facilities Authority (VHRIFA) hereinafter called the LANDLORD, and the Commonwealth Regional Council, herein called the TENANT.

That for and in consideration of the mutual agreements and covenants herein contained, the LANDLORD does hereby lease and demise unto the TENANT and the TENANT does hereby lease and take from the LANDLORD, the following described premises:

The building known as the Heartland Business Park Office Building, located at 200 Heartland Drive, Keysville, Virginia. The entire building (approximately 4,186 sq ft) and the parking spaces provided adjacent to the building will be reserved exclusive to the tenant for use. The TENANT will make available the conference room and other amenities as needed for other entities use, as requested by the LANDLORD. Such uses include meetings of: VHRIFA, CLEO, special events, etc. The LANDLORD will provide dates and times of use to the TENANT.

To have and to hold the demised premises for a term of one year (1 year) commencing on the 1st day of July 2023 and ending at midnight on June 30th of 2024, payable without deduction or demand the first of each month in monthly installments of \$1,200 per month for a period of 12 months. There shall be a late charge of Ten Percent (10%) of the rental due and owing on any monthly installment of rental received by Landlord more than ten (10) days after the due date. The Lease is automatically extended unless the TENANT provides a 90-day notice of intent to not renew. Every third (3) year the LANDLORD may increase the rent with a 90-day notice and with the new rate negotiated between LANDLORD & TENANT.

The remittance address for lease payments and all notices required to be given to LANDLORD is:

Charlotte County
VHRIFA
P.O. Box 608
Charlotte Court House, VA 23923

TENANT and LANDLORD covenant and agree as follows:

1. TENANT will be responsible for all utilities, expenses, and deposits for the same, except water and sewer which shall be paid by LANDLORD. The LANDLORD will pay the electrical bill and invoice the TENANT monthly.
2. TENANT will use said premises by the full term hereof, continuously, and uninterruptedly and will not use, nor permit said premises to be used for any disorderly or unlawful purpose.
3. TENANT has received the facility and all fixtures and equipment and appurtenances thereto in good condition and shall keep same in good condition during the term of this lease.
4. LANDLORD shall be responsible for all repairs and maintenance to the heating and cooling equipment, lighting, ventilation equipment, plumbing and electrical systems relative to the demised premises.
5. LANDLORD hereby reserves the right to select all persons who shall perform repairs and/or maintenance.
6. LANDLORD is responsible for upkeep of the landscaping and paved parking lot including snow removal.
7. LANDLORD is the owner and responsible for IT on all computers (hardware/software) and media equipment in the conference room of the property. LANDLORD agrees to install and update capabilities for holding virtual meetings in the conference room to include microphones and cameras at the LANDLORD's expense.
8. All furniture and equipment located in the office building shall be available for use by the TENANT upon execution of the lease. However, the LANDLORD maintains ownership of the furniture and equipment unless otherwise agreed upon by the LANDLORD and TENANT.
9. At the end of the term of this lease, TENANT shall surrender the premises in good condition, normal wear and tear accepted as well as fire, casualty, or other causes beyond the control of TENANT.

10. LANDLORD shall not be chargeable with any liability by reason of negligence or otherwise for not making repairs to the property hereby leased and shall not be liable for any damages, including any damages whatsoever in connection with the premises, whether caused by the use of the premises, water, electricity, gas, heating equipment or otherwise, to persons or property that the TENANT or any other person may sustain on or about the demised premises.
11. TENANT shall indemnify, protect, and hold harmless against any and all claims which might arise against the LANDLORD by reason of the use of the demised premises during the term hereof, except failure by LANDLORD to perform its obligations under the lease.
12. LANDLORD shall indemnify, protect, and hold harmless against any and all claims which may arise against the TENANT by reason of the use of the demised premises during the term hereof, except failure by TENANT to perform its obligations under the lease.
13. TENANT will allow LANDLORD or his/her agents to have access to the demised premises at any reasonable time for the purpose of inspection, or in the event of fire damage or other property damage, or for the purpose of making repairs LANDLORD considers necessary or desirable, or to show the premises to prospective purchasers or TENANTS.
14. TENANT will give LANDLORD prompt notice of any defects or breakage in the equipment, fixtures, or structure of the said premises.
15. TENANT will place no signs, awnings or curtains on any part of the exterior of the said premises, nor paint or improve in any manner the interior or any brick, stonework, cornice work, mill work, or iron work on the premises without the prior written consent of the LANDLORD.
16. TENANT will, during the term of this agreement, carry general liability insurance coverage with limits of at least Five Hundred Thousand Dollars (\$500,000), and property damage insurance with minimum limits of One hundred Thousand Dollars (\$100,000). An umbrella policy may be used for this purpose at the TENANT's option.

Section 16
being
reviewed by
VHRFIA
Insurance
carrier.

LANDLORD will carry fire insurance adequate to repair or replace the building structure to its original leased condition.

17. If requested by LANDLORD, insurance policies or certificates from TENANT's insurance company shall be deposited with LANDLORD and shall provide that they shall not be canceled for any reason unless TENANT is no longer leasing and using the building.
18. TENANT shall have no right to encumber or subject the interest of the LANDLORD in the demised premises to any mechanic's, vendor's, or other liens of any nature whatsoever, and upon the filing of any such lien, the failure of the TENANT to have the same removed from the record promptly constitutes a violation of this agreement and entitles LANDLORD, at his option, to take any legal action elsewhere in this agreement reserved to LANDLORD, or by written notice, cancel this agreement.
19. TENANT shall maintain the demised premises in good order, except normal wear and tear are expected.
20. TENANT will, at the end of this lease, or any renewal or extension, or sooner termination thereof, remove from the demised premises goods and property belonging to TENANT, within 30-days of vacating the building. All goods and property on the demised premises left after TENANT's removal shall be liable to distress and may be retained and sold for any rent in arrears, cost of repairs to the demised premises or fixtures thereof made necessary by misuse or neglect on the part of the TENANT, or cost of removing rubbish, refuse matter or anything else found upon the premises.
21. TENANT will abide by and use his/her best efforts to cause his/her agents and employees to abide by the rules and regulations set out in this lease.
22. LANDLORD reserves the right to inspect the demised premises at all reasonable times and show the property through agents or otherwise to bonafede purchasers. Reasonable notice of LANDLORD's desire to make such an inspection, or to show the

property, shall be given to TENANT, and it shall be conducted so as to not unreasonably interfere with the conduct by TENANT of its business.

23. If TENANT should default in the payment of the rent or any part thereof, when the same falls due under the provisions hereof, and such default shall continue for twenty (20) days after written notice thereof to TENANT, then it shall be lawful for LANDLORD, at its election, to declare said term ended and to re-enter the demised premises, or any portion thereof, either with or without process of law and to expel, remove and put out TENANT, and all persons occupying under it, using such force as may be necessary in so doing, and to repossess the demised premises; provided, that the foregoing provisions for the termination of this lease agreement shall not operate to exclude or suspend any other remedy at law or said rent due hereunder; and provided further that the premises may be relet by LANDLORD for such rent, and upon such terms as the LANDLORD may deem fair. If a sufficient sum shall not be thus realized monthly after paying the expenses of such reletting and collecting to satisfy the rent hereby reserved, TENANT agrees to satisfy and pay monthly all deficiencies arising during each month of the remaining term of this lease.
24. In case TENANT shall fail or neglect to keep and perform any of the covenants and agreements in this lease other than the failure to pay rent or other monies, the LANDLORD, in addition to all other remedies now or hereafter afforded by law or in equity, may at its election, and after twenty (20) days' written notice to the TENANT to cure a specified default, perform, if TENANT has not, such covenants or agreement on behalf of TENANT or make good any default, and any amount or amounts which the LANDLORD shall advance on that behalf shall be repaid by the TENANT to the LANDLORD on demand, together with interest thereon from the date the advance is made at the then legal rate of interest or at the rate of ten percent (10%) per annum, whichever is lower. If the default is of such a character that same cannot be cured within twenty (20) days after written notice from LANDLORD, such default shall nevertheless be deemed cured if TENANT takes prompt steps within said twenty (20) day period to cure same and executes such steps with due diligence and continuity.

25. If the facility is destroyed or damaged by fire, or other casualty so as to render it untenable, rent shall abate, and LANDLORD shall have the option to elect to rebuild, or not, by giving notice of its election, in writing to TENANT within thirty (30) days after such occurrence. If LANDLORD elects to rebuild, it shall do so as expeditiously as practicable. If LANDLORD elects not to rebuild, this agreement to lease shall terminate as of the date of such damage or destruction without further liability on the part of either party to the other. If the demised premises are only partially untenable, there shall be a pro rata reduction in the rent for such time as may elapse until the demised premises are restored to a condition so as to be of as much value to the TENANT for its use as that damaged, and LANDLORD shall restore such damage as expeditiously as practicable. In the event of damage or destruction by fire or other casualty, all monies which TENANT or TENANT's insurer is required to pay LANDLORD under this agreement to lease shall be payable to LANDLORD or to such lending institution or institutions as LANDLORD may designate.

26. LANDLORD shall have the option to elect to rebuild, or not, by giving notice of its election, in writing to TENANT within thirty (30) days after such occurrence. If LANDLORD elects to rebuild, it shall do so as expeditiously as practicable. If LANDLORD elects not to rebuild, this agreement to lease shall terminate as of the date of such damage or destruction without further liability on the part of either party to the other. If the demised premises are only partially untenable, there shall be a pro rata reduction in the rent for such time as may elapse until the demised premises are restored to a condition so as to be of as much value to the TENANT for its use as that damaged, and LANDLORD shall restore such damage as expeditiously as practicable. In the event of damage or destruction by fire or other casualty, all monies which TENANT or TENANT's insurer is required to pay LANDLORD under this agreement to lease shall be payable to LANDLORD or to such lending institution or institutions as LANDLORD may designate.

27. When used in this lease, the terms "partially untenable" and "partially condemned" shall mean an occurrence which deprives the TENANT of less than fifty percent (50%) of

the use of the demised premises. If the parties are unable to agree on the extent of the effect of any such event on TENANT within twenty (20) days after notice given by either party to the other, the matter shall be submitted to binding arbitration under the rules and regulations of the American Arbitration Association and the costs divided between the parties.

28. Should TENANT fail to obtain program funding, this lease may be voided at the option of the TENANT, who shall give ninety (90) days written notice of intent to vacate offices, such notice to be sent by registered mail.
29. TENANT shall not sublease the demised premises without the prior express written consent of LANDLORD. Such consent shall not be unreasonably withheld.
30. Should TENANT hold its possession at expiration of the original term or any extended term of this agreement, such holding over shall not be deemed to extend the term or renew same, but the tenancy thereafter shall continue on a month to month term upon the covenants and conditions herein set forth at the monthly rate of rental in effect for the last month of the term, until terminated by either party, by notice designating the date of termination given to the other party, thirty (30) days or more before such date. "Hold its possession" is defined to mean when TENANT remains in possession of the demised property after either party has given notice of its intention to terminate this lease pursuant to any provision of this lease.
31. The failure of either party to insist, in any one or more instances, upon strict performance of any of the covenants of this agreement, or to exercise any option herein contained, shall not be construed as a waiver, or a relinquishment for the future of such covenant or option, but the same shall continue and remain in full force and effect. The receipt by LANDLORD of rent, with knowledge of the breach of any covenant hereof, shall not be deemed a waiver of such breach, and no waiver by LANDLORD of any provision hereof shall be deemed to have been made unless expressed in writing and signed by the party so charged with the waiver.

32. TENANT may, at its own expense, and with the written permission of LANDLORD, put such signs on the demised premises as it deems advisable, provided that all local ordinances and requirements of municipal authorities are complied with, and LANDLORD deems said signs to be compatible with the design of the building. Liability to others as a result of the construction or maintenance of said signs shall be solely that of TENANT, and TENANT shall hold LANDLORD harmless in connection therewith. TENANT agrees that at the end of the term or any extension thereof, it will remove said signs and place the facility in the same condition it was in before said signs were attached hereto.
33. TENANT may upon 45 days written notice to LANDLORD, terminate this lease provided that the TENANT pays a termination charge equal to 1 months' Rent plus \$100 for every month remaining on the lease or the maximum allowable by law, whichever is less. Termination will be effective as of the last day of the calendar month following the end of the 45 day notice period. Termination charge will be in addition to all rent due up to the termination day.
34. Should either party breach any term of this Lease, the breaching party agrees to pay all reasonable costs, expenses, fees, and charges incurred by the non-breaching party in enforcing, by legal action or otherwise, any provisions, covenants and conditions of this Lease, including reasonable attorney's fees.
35. All notices required to be given to LANDLORD shall, until TENANT is advised otherwise, in writing, be given to LANDLORD at Charlotte County, VHRIFA, P.O. Box 608, Charlotte Court House, Virginia 23923. All notices required to be given to TENANT shall, until LANDLORD is advised otherwise, in writing, be given to TENANT at Commonwealth Regional Council, P.O. Box P, Farmville, Virginia, 23901.
36. Neuter pronouns are to be substituted for those of the masculine form, and the plural is to be substituted for the singular number, in any place or places herein which the context may require such substitution.

WITNESS the following signatures:

LANDLORD

Virginia's Heartland Regional Industrial Facilities Authority (VHRIFA)

BY: _____ Date: _____

Gary Walker | Chair, VHRIFA

TENANT

Commonwealth Regional Council

BY: _____ Date: _____

Melody Foster | Executive Director

ATTACHMENT A
RULES AND REGULATIONS

TENANT agrees that:

1. The TENANT shall store all garbage and refuse in garbage containers on the property and will dispose of them no less often than weekly.
2. TENANT shall keep the areas immediately in front of the entrance to the demised premises clean and free from dirt, litter, and rubbish and TENANT shall not place, suffer, or permit any obstruction or merchandise in such areas.
3. The plumbing facilities within or serving the demised premises shall not be used for any purposes other than for which they were constructed to service the demised premises.
4. TENANT shall not burn trash or garbage in or about the demised premises.
5. TENANT shall always keep the demised premises at a temperature sufficiently high to prevent the freezing of water in pipes and fixtures.
6. TENANT shall not use, permit or suffer the use of any portion of the demised premises as living, sleeping, or lodging quarters.
7. LANDLORD may amend or add new rules and regulations for the use and care of the demised premises.

**RESOLUTION OF THE
COMMONWEALTH REGIONAL COUNCIL
AUTHORIZING AND ACCEPTING STATE PLANNING AND RESEARCH (SPR) FUNDS
FOR THE RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM
FOR FISCAL YEAR 2023-2024**

WHEREAS, the Commonwealth Regional Council has received an offer of Rural Transportation Planning Assistance funds from the Virginia Department of Transportation for Fiscal Year 2023-2024.

WHEREAS, the Rural Transportation Planning Grant funds are to be used in cooperation with the Virginia Department of Transportation for transportation planning as required by Section 135, Title 23, U.S. Code.

WHEREAS, the Commonwealth Regional Council has reviewed a proposed agreement between the Virginia Department of Transportation and the Council which outlines the Scope of Work Activities (Attached).

WHEREAS, the terms of the offer require that the Council develop an annual scope of work for the program to include the aforementioned minimum activities and other appropriate transportation planning activities.

WHEREAS, the terms of the offer of the SPR funds include federal funding of \$58,000 (80%) for Fiscal Year 2023-2024, (July 1, 2023 to June 30, 2024).

WHEREAS, the terms of the offer of SPR funds include a \$14,500 (20%) Council match for Fiscal Year 2023-2024, (July 1, 2023 to June 30, 2024).

NOW THEREFORE BE IT RESOLVED, that the Commonwealth Regional Council hereby authorizes the acceptance of the Rural Transportation Planning Assistance funds in the amount of \$58,000 (80%) for Fiscal Year 2023-2024, and to provide the required \$14,500 (20%) match, this provides a total of \$72,500 to support the approved transportation planning activities.

BE IT FURTHER RESOLVED, that the Commonwealth Regional Council hereby authorizes the Chairman and the Executive Director to finalize the scope of work for the Commonwealth Regional Council's Rural Transportation Planning Program and to execute all documents necessary to implement the program.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Commonwealth Regional Council at a Regular Full Council meeting at which a quorum was present and that same was passed by a vote of ___ in favor and ___ opposed, the 19th day of April, Two Thousand Twenty-Three.

J. David Emert, CRC Chairman

Melody Foster, Executive Director

**Commonwealth Regional Council
FY-2024 Rural Transportation Planning Work Program
July 01, 2023 – June 30, 2024**

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2024 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.

FY2024 - Program Administration (\$13,000.00)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation related issues through a continuing, comprehensive and coordinated planning process. This includes program management and administrative responsibilities. In general, these activities include but are not limited to:

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Conduct and attend meetings, training and conferences.
- Preparing Urban or Rural Transportation Planning Work Program, scope of work, manage program funds, provide outreach and data, and
- Maintaining Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

Description:

There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, resolution & scope of work, and grant applications in support of the work program. This activity also includes professional development of CRC staff.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports.
- Preparation for and attendance at CRC Transportation Committee meetings.
- Prepare meeting agenda, minutes, resolutions, and arrange for and/or attend meetings, conferences, and training.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, and GIS Training.
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in the Fall and Spring Public Input Meetings held by VDOT/CTB for the region provide displays when appropriate (virtual or in person).
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in VTrans webinars and Smart Scale Regional Meetings.
- Attend Title VI and Environmental Justice Workshops when offered by VDOT.
- Complete and submit Title VI Annual Reporting to VDOT when requested.
- Staff will attend the Transportation Alternative Set-Aside Grant Workshops annually.
- Staff will attend other VDOT workshops/webinars.

- Staff will participate in GIS training to assist with transportation products as requested.
- Prepare Annual Resolution and Scope of Work for upcoming fiscal year.
- Maintain and Update the Commission's website transportation component.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021 <https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-01/Planning-Emphasis-Areas-12-30-2021.pdf>
-

SPR Funds (80%)

\$10,400.00

RC Funds (20%)

\$ 2,600.00

Total Budgeted Expenditure for Program Administration

\$13,000.00

FY 2024 - Program Activities (\$59,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee, localities and the Regional Council. Individual projects and work elements are described below:

Local Technical Support

Description: This task allows for the assistance to localities on transportation related activities on a local level as needed. This task includes, but is not limited to, providing assistance to member jurisdictions on transportation planning related issues to improve the overall effectiveness and efficiency of the transportation network and reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan. This would include GIS mapping; and other duties as required by VDOT, FHWA, and the Council. This task also includes preparing grant applications for member jurisdictions as needed for transportation related programs.

Deliverable Products:

- Assistance to member localities in the development of transportation priorities for VDOT's Six Year Plan when requested.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Staff will review and assist in updating member localities transportation elements of comprehensive plans when requested.
- Staff will assist VDOT in the review and update of Small Urban Area Plans for member localities in the region when requested.
- Assist localities in applying for VDOT Transportation Alternative Set-Aside, SMART Scale,

and other VDOT funding opportunities.

- CRC staff will alert localities of pending workshops and educational opportunities in transportation related fields.
- CRC staff will attend other VDOT meetings as requested.
- Staff will coordinate and host a Ride-Along Day to visit on-site, (VDOT provide transportation) potential transportation issues (including Transportation Alternative Set-Aside Project & Smart Scale Project locations) in the region when CTB members are available. The purpose is to discuss problems and solutions with Local Government Representatives, VDOT, CRC Staff and CTB members.
- Staff will monitor Commonwealth Transportation Board Website and pass on relevant information to localities on transportation issues.

SPR Funds (80%)	\$16,000.00
RC Funds (20%)	\$ 4,000.00

Total Budgeted Expenditure for Local Technical Support	\$20,000.00
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Regional Planning Activities:

Description: The CRC will provide technical assistance to member localities on transportation related activities on a regional basis. The CRC will assist VDOT in reviewing transportation issues and participate in outreach meetings to make recommendations on a regional basis. The CRC Transportation Committee and staff will assist with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the CTB for inclusion in the Six Year Improvement Program. Staff will assist VDOT with local and regional input to annual statewide transportation improvement programs. The CRC will support regional and State requests for assistance as needed.

Deliverable Products:

- Assist VDOT in the review of data for the Virginia Surface Transportation Plan Update (VSTP) as requested.
- Provide updates to localities on Smart Scale, Transportation Alternative Set-Aside and other Grant Programs provided by VDOT.
- Coordinate with VDOT to provide information on the Safe Routes to School Program to localities.
- Coordinate with DRPT to provide information to localities on the intercity bus needs.
- Participate in discussions with VDOT and localities to develop VDOT Smart Scale projects for member localities.
- Assist localities in identifying possible VDOT Transportation Alternative Set-Aside projects.
- Coordinate with VDOT to identify possible strategies, funding, development opportunities, etc. for implementing priorities.
- Participate in outreach meetings and provide/review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Attend regional (CHSM) meetings, meetings include: review of all regional FTA Section

5310, 5316 and 5317 Grant Applications and information on training opportunities for Public Transit, etc. when notified.

- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT (if applicable).
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.
- Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestions data.
- Staff will alert Public Transit Providers of upcoming training opportunities.
- Park & Ride Lot Use Counts and Conditions Assessment - Conduct manual usage counts and conditions assessment at referenced rural P&R lots using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.
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SPR Funds (80%)	\$31,600.00
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PDC Funds (20%)	\$ 7,900.00
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Total Budgeted Expenditure for Regional Technical Assistance	\$39,500.00
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FY-2024 Budget Summary

FY-2024 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Administration	\$10,400.00	\$ 2,600.00	\$13,00.00
Total Budgeted Expenditure for Program Administration	\$10,400.00	\$ 2,600.00	\$13,00.00
<u>Program Activities</u>			
1. Local Technical Support	\$16,000.00	\$ 4,000.00	\$20,000.00
2. Regional Planning Activities	\$31,600.00	\$ 7,900.00	\$39,500.00
Total Budgeted Expenditure for Program Activities	\$47600.00	\$11,900.00	\$59,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

RICHMOND DISTRICT

2430 Pine Forest Drive
COLONIAL HEIGHTS, VA 23834
www.VDOT.Virginia.gov

Stephen C. Brich, P.E.
COMMISSIONER

April 5, 2023

Dear Local Official:

The Commonwealth Transportation Board (CTB) will conduct a public meeting in our area to give citizens the opportunity to provide comments on projects and programs to be included in the Fiscal Year 2024-2029 Six-Year Improvement Program (FY2024-2029 SYIP), including highway, rail and public transportation initiatives. These projects and programs represent important improvements to address safety, congestion and preservation of Virginia's transportation network.

The Richmond District Spring Six Year Public meeting will start at 4:00 p.m. on Monday, April 24, 2023 at the VDOT Richmond District Office located at 2430 Pine Forest Drive Colonial Heights, VA 23834. Formal public comment on projects proposed to be included in the SYIP will be accepted at the meeting. Written comments may also be submitted during the meeting, or they may be mailed or e-mailed afterwards and accepted until May 24, 2023.

I encourage you to attend the public meeting in our region, or one of the other meetings listed on the attachment if it is more convenient for you. If you cannot attend the meeting, you may send your comments to Infrastructure Investment Director at 1401 E. Broad Street, Richmond, VA 23219 or e-mail them to Six-YearProgram@vdot.virginia.gov. For transit and public transportation, you may send your comments DRPTPR@drpt.virginia.gov, Public Information Office, Virginia Department of Rail and Public Transportation 600 East Main Street, Suite 2102, Richmond VA, 23219. Comments on the Draft SYIP and candidate projects will be accepted until May 24, 2023. For more information, please visit

<http://www.ctb.virginia.gov/planning/springmeetings2022/default.asp>.

I truly appreciate your attendance at this session. If you have any questions prior to the meeting, please contact Brittany Bishop at 804-609-5325.

Sincerely,

Dale R. Totten, P.E.
Richmond District Engineer

WE KEEP VIRGINIA MOVING



Good afternoon - The Commonwealth Transportation Board (CTB) will conduct a public meeting in our area to give citizens the opportunity to provide comments on projects and programs to be included in the Fiscal Year 2024-2029 Six-Year Improvement Program (FY2024-2029 SYIP), including highway, rail and public transportation initiatives. These projects and programs represent important improvements to address safety, congestion and preservation of Virginia's transportation network.

The Lynchburg District Spring Six Year Public meeting will start at **4:00 p.m. on Wednesday, May 17, 2023** at Lynchburg Grand Hotel - 601 Main Street, Lynchburg, Virginia. Formal public comment on projects proposed to be included in the SYIP will be accepted at the meeting. Written comments may also be submitted during the meeting, or they may be mailed or e-mailed afterwards and accepted until May 24, 2023.

I encourage you to attend the public meeting in our region, or one of the other meetings listed on the attachment if it is more convenient for you. If you cannot attend the meeting, you may send your comments to Infrastructure Investment Director at 1401 E. Broad Street, Richmond, VA 23219 or e-mail them to Six-YearProgram@vdot.virginia.gov. For transit and public transportation, you may send your comments to DRPTPR@drpt.virginia.gov, Public Information Office, Virginia Department of Rail and Public Transportation 600 East Main Street, Suite 2102, Richmond VA, 23219. Comments on the Draft SYIP and candidate projects will be accepted until May 24, 2023. For more information, please visit <https://www.ctb.virginia.gov/planning/springmeetings2023/default.asp>.

I truly appreciate your attendance at this session. If you have any questions prior to the meeting, please contact Anna Smoot at 434-856-8171.

Sincerely,

Chris Winstead, PE
Lynchburg District Engineer
Virginia Department of Transportation
434-856-8173
Chris.Winstead@VDOT.Virginia.gov



Spring Public Meeting Dates and Locations

Public meetings begin at 4:00 p.m. in each of the locations except as noted below:

Public meetings begin at 4 p.m. in each of the locations except as noted below:
A formal comment period will be held at these meetings.

Thursday, April 20 Hampton Roads District Hampton Roads District Auditorium 7511 Burbage Drive, Suffolk, VA 23435	Monday, April 24 Richmond District Richmond District Hawthorne Room 2430 Pine Forest Drive Colonial Heights, VA 23834	Monday, May 1 *Northern Virginia District Potomac Conference Center NOVA District Office 4975 Alliance Drive Fairfax, VA 22030
Tuesday, May 2 Culpeper District Culpeper District Auditorium 1601 Orange Road Culpeper, VA 22701	Wednesday, May 3 Staunton District Blue Ridge Community College Plecker Center for Continuing Education One College Lane Weyers Cave, VA 24486	Monday, May 8 Fredericksburg District Germanna Community College Workforce and Technology Center 10000 Germanna Point Drive Fredericksburg, VA 22408
Monday, May 15 Bristol District Southwest Virginia Higher Education Center One Partnership Circle Abingdon, VA 24210	Tuesday, May 16 Salem District Salem Civic Center Community Room 1001 Roanoke Boulevard Salem, VA 24153	Wednesday, May 17 Lynchburg District Lynchburg Grand Hotel 601 Main Street Lynchburg, VA 24504

*The Northern Virginia District meeting will begin at 5 p.m. and serve as the required joint public meeting with the Northern Virginia Transportation Authority, the Northern Virginia Transportation Commission, the Virginia Railway Express, and the CTB per § 33.2-214.3 of the Code of Virginia. Need to note that this meeting only can be streamed online.

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