



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

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Meeting Agenda

Commonwealth Regional Council

Wednesday, November 15, 2023 9:00 a.m.

Commonwealth Regional Council Conference Room, 200 Heartland Road, Keysville, VA

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes of October 18th Council Meeting, (pg 1)..... Council Members
- V. Treasurers' Report – October/November Financial Statements, (pg 7) Treasurer Miles
- VI. Report of Officers, Committees & Executive Director
 - A. Chairman's Report..... Chairman
 - B. Election of CRC Treasurer – taking office January 1, 2024
 - B. Executive Director's Monthly Activities Report, (pg 11)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 12)..... Council Members
- VIII. Old Business Chairman
 - A. Staff Monthly Project Reports
 - 1) Update on Regional Emergency Planning Activities, (pg 13) Todd Fortune
 - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 14) Lauren Jones
 - 3) Update on Charlotte County Comprehensive Plan (pg 15) Lauren Jones
 - 4) Update on Buckingham County Comprehensive Plan (pg 16) Todd Fortune
 - 5) Update on Amelia County Comprehensive Plan Update (modified) (pg 17) Todd Fortune
 - 6) Update on CRC Affordable Workforce Housing Development Program, (pg 18) Lauren Jones
 - 7) Update on Kenbridge and Charlotte County ESHP Projects, (pg 19) Lauren Jones
 - 8) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, pg (20) Todd Fortune
 - 9) Update on Drakes Branch Admin – SLFRF Funds Projects, pg (25) Melody Foster
 - 10) Update on Drakes Branch Building Acquisition Project, pg (26) Todd Fortune
 - 11) Update on Blackstone Armory-Environmental Cleanup Project Todd Fortune
 - 12) Update CRC Regional Hazard Mitigation Plan Update, pg (28) Todd Fortune
 - 13) Update on SEED Innovation Hub Project, pg (29) Lauren Jones
 - 14) Update on New Regional Economic Development Organization (REDO) Grant, pg (30)..... Melody Foster
 - 15) Virginia Rural Leadership Institute Graduate – Todd Fortune, pg (31)..... Todd Fortune
 - 16) Council Member Comments
- IX. New Business Chairman
 - A. Staff Reports
 - 1) Update on Grant Writing, (pg 35) Lauren Jones
 - 2) Update – Poultry Farmer Support..... Melody Foster
 - 3) CRC Auditing Services, (pg 38) Melody Foster
 - 4) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, None
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date – Wednesday, December 20, 2023, CRC Conference Room

**Commonwealth Regional Council
CRC Conference Room
Keysville, Virginia
October 18, 2023**

Welcome & Call to Order

The Chairman, Mr. Emert, called the meeting to order at 9:01 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****PRESENT****ABSENT**

Amelia:

Mr. Dexter Jones

*Mr. David Felts

Mr. Dexter Jones

*Mr. David Felts

Buckingham:

Mr. Thomas Jordan Miles, III

*Mr. Karl Carter

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

*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

*Mr. Walt Bailey

Mr. Gary Walker
(Vice Chairman)

*Mr. Walt Bailey

Cumberland:

Mr. Brian Stanley

*Ms. Stephany Johnson

Mr. Brian Stanley

*Ms. Stephany Johnson

Lunenburg:

Mr. Mike Hankins

*Ms. Taylor King

Mr. Mike Hankins
(Secretary)

*Ms. Taylor King (V)

Nottoway:

Mr. Sherman Vaughn

*Mr. Dickie Ingram

Mr. Sherman Vaughn

*Mr. Dickie Ingram

Prince Edward:

Mr. David Emert

*Dr. Odessa Pride

Mr. David Emert
(Chairman)

*Dr. Odessa Pride

Non-Member Representatives:**SVCC:******Mr. Keith Harkins******Mr. Keith Harkins****Longwood University:******Ms. Sheri McGuire******Ms. Sheri McGuire****Hampden-Sydney College:******VACANT******VACANT****NOTE: *Denotes Alternates******Denotes Non-Voting Member Attending****Member County Administrators Present**

Mr. Dan Witt, Charlotte County

Ms. Tracy Gee, Lunenburg County (V)

STAFF

Ms. Melody Foster, Executive Director

Mr. Todd Fortune, Deputy Director

Ms. Nikki Hall, Finance Director/Planner

Ms. Lauren Jones, Regional Planner

GUESTS:

Mr. Tony Matthews, Kenbridge Town Manager

Terry Ramsey, Charlotte Court House Town Council Member

Sara Crawford, Town Manager of Charlotte Court House

Ashley Atkins-Austin, Interim Director of Community Development, Farmville (V)

(V) Denotes attendees who participated virtually.

Approval of Minutes of September 20, 2023 Council Meeting:

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

Treasurer's Report:**August/September:** Mr. Miles gave the Financial Report. He stated that he reviewed the financial report and found everything to be in order. Mr. Harkins moved and Mr. Vaughan 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. Ms. Foster stated that she hosted a Leveraged Layer Mobility Presentation made virtually by Kristin Lam Peraze, Mobility Manager, Rappahannock-Rapidan Regional Commission to transportation providers across the region. She also stated that she participated in a virtually in the US DOT debriefing of the RAISE Planning Grant Application, Farmville US Route 460 Interchange Study that was not funded. Ms. Foster stated that the Prince Edward has selected to reapply for this grant. Ms. Foster also stated that she attended the Governor's Summit on Rural Prosperity that was held on

October 10 – 11th in Blackstone, Virginia. Ms. Foster also attended the Virginia Tobacco Region Revitalization Commission's Fall Reception and their meeting the following day in Blackstone, Virginia.

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

Old Business:

Staff Monthly Project Reports:

Update on Regional Emergency Planning Activities: Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that CRC staff is working on developing outreach materials/activities. CRC staff held an internal discussion and conducted some research on potential outreach materials/activities. CRC staff selected to participate in the Christmas Bazar that will be held on December 2nd in the Town of Farmville. The CRC staff hope to have draft materials ready for local Emergency Managers to review by the end of November. The CRC is hoping to complete this grant prior to the June 30th deadline.

Update on Watershed Implementation Plan (WIP) Phase III: Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that Ms. Jones and Charlotte County Extension staff met with the Charlotte County Superintendent and have been given permission to hold Rain Barrel workshops in after-school programs at all three Elementary schools in Charlotte County. Ms. Jones stated three rain barrel workshops have been scheduled for November 6th at Bacon District Elementary, November 8th at Eureka Elementary, and November 15th at Phenix Elementary from 4 to 6pm. The Charlotte County Extension office is working to update the flyer for distribution.

Update on Charlotte County Comprehensive Plan Update: Ms. Jones stated that a report was included in the Council packet. A work session was held on September 21st. The CRC reviewed the revised draft Section VI and Section VII with the Commission, and discussed solar density language. The recommendation for the Commission was to remove language that would establish a countywide density limit for solar development from the draft plan and add language requiring an annual solar policy review. The Planning Commission has set a public hearing to review the draft plan for Thursday, October 19th at 7:30pm.

Update on Buckingham County Comprehensive Plan Update: Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that the deadline for completing the citizen surveys was October 6th. The CRC received a total of 344 surveys (paper and online). Buckingham County staff advised they have received approximately 100 additional paper surveys that will need to be collected by the CRC for inclusion in the survey results. The Planning Commission held a work session with the CRC on October 16th. At this meeting, the CRC staff reviewed revised draft section 2 as well as the first part of draft section 3. The Planning Commission also selected to extended the deadline for surveys for October 30th to allow more time for residents to complete the survey.

Update on Amelia County Comprehensive Plan Update: Mr. Fortune stated that a report was included in the Council Packet. Mr. Fortune stated that CRC staff met with Amelia County staff to discuss the schedule for the modified Comprehensive Plan update. Mr. Fortune stated that the CRC will provide services to update the demographic section, revise the Future Land Use Map, and revise the Goals, Objectives, and Strategies Section of the current plan. The CRC scheduled the kick-off meeting for the modified Comprehensive Plan for October 23rd with the Planning Commission. At this meeting, the CRC staff will review the demographics section of the Comprehensive Plan.

Update on CRC Affordable Workforce Housing Development Program: Ms. Jones stated that a report was included in the Council packet. Ms. Jones stated that CRC staff assembled and submitted the monthly request and quarterly report to Virginia Housing. She stated that Piedmont Habitat's contractor and volunteers are currently working to complete the remaining work on the two homes on California Street in Crewe. Piedmont Habitat is actively seeking a construction and project manager for the project. Currently they are subbing out some of construction work on the project. Piedmont Habitat is working with the homeowner and the USDA Rural Development Loan office to close on the Andrew Drive homes. The contractor for Smyth Properties has finished hanging the trim and putting up the doors on both properties. Southside Outreach has bid out the last two homes for construction. They will close the bids in the next few days.

Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (ESHPP) 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. Ms. Jones stated that the Kenbridge Town Hall Repairs Project has been closed out. The CRC and Town staff have been in communication with DHR staff in regards to the final preservation agreement. Contractors hired by Charlotte County have completed the landscaping, excavation, and HVAC work. Charlotte County Staff awarded the bid for Plaster Repairs to Virginia Drywall and Plaster, LLC. The Contractor is expected to begin work in November.

Update on VATI Grant for Cumberland, Lunenburg, and Prince Edward: Mr. Fortune stated that a report and map 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. As of October 6th, a total of 3,812 passings and 612 installs for new customers have been completed. Mr. Fortune stated that the CRC conducted a site visit in Kenbridge on October 17th. During the site visit, the contractors were laying conduit on 6th Avenue in Kenbridge. The CRC also visited two areas of concern – one in front of Sundae's restaurant and other was on 5th Avenue. At Sundae's the property owner expressed some landscaping concerns including uneven ground. Residents of 5th Avenue requested that the boxes would not be placed in their yards. The solution is to place the boxes in the sidewalk instead. The Town of Kenbridge will work with the contractor on this.

Update on Drakes Branch SLFRF Projects: Ms. Foster stated that a report was included in the Council packet. The contractor, Fortiline, has installed all but three meters. The Town is still reviewing proposals to select the purchase of needed software and IT equipment for the reading of the meters.

Update on Drakes Branch Building Acquisition Project: Mr. Fortune 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. During the title search, it was discovered that building eight has tax liens on the building. The County has referred the property to Tax Authority Consulting Services, Henrico County- based firm that assists local governments in collection, bankruptcy, and assessment matters, for a tax sale on the property. The firm is working to retain a Guardian as Litem to assist with the purchase, as one of the owners are incarcerated. A sale of the property would likely occur Spring or Summer 2024.

Update on Blackstone Armory VBAF Grant: Mr. Fortune 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 abatement, 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 Town has requested a three-month extension of the Period of Performance on this grant, to December 31, to allow time for submission of the paperwork to VEDP and for VEDP to approve the submittals. Mr. Fortune stated that the work has been completed.

Update on CRC Hazard Mitigation Plan Update: Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that CRC staff, and staff from VDEM Region 1 and Region 3, met with FEMA Region 3 staff on September 14th to reach consensus on the additional changes FEMA wanted made to the Plan. CRC staff has been working with the covered localities to finalize those changes, and expects to submit the revised draft to FEMA REGION 3 in mid-October.

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 Covenant of Use component of the project is still being discussed between both parties' legal teams. CRC staff assembled and submitted the annual report to the Tobacco Commission.

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. Ms. Foster stated that the working committee has met a total of six times and the advisory committee has met a total of three times during this process. The draft strategy is complete. Ms. Foster stated the project is now transitioning from the data and product analysis phase into the fundraising piece of the study. The CRC staff are currently with the CRC REDO Working Committee to gather contact information for potential private investors from our region. The CRC staff is hoping to get the interview letter out today with eight co-signers from around the region. The CRC strategically selected these individuals for recognition purposes from well established companies, higher-education institutions, or governmental officials. After the interviewee letter is sent out, CRC staff will follow up with these individuals to set up interviews with our consultant. Ms. Foster wanted to notify the Council members that Nottoway County has some concerns about the CRC REDO that they will be addressing at their October 19th meeting. Ms. Foster stated that she will be attending that meeting and report back any concerns that may arise. Mr. Vaughan stated he was not in attendance at the Economic Development meeting when the concerns were noted. Mr. Vaughan stated that he would work with the Board Members to address their concerns.

Council Member Comments: There were none.

New Business:

Staff Reports

Update on Grant Writing: Ms. Jones stated a copy of the grant writing report was included in the Council packet. Ms. Jones stated that the CRC assisted Piedmont Habitat for Humanity with a submitted application to DHCD's Affordable and Special Needs Housing Program to partially fund the construction of five-homes on Ashley Way in Keysville. Ms. Jones also stated that CRC staff assisted the Town of Crewe with a submitted CBDG Planning Grant application for a Downtown Revitalization Project. The CRC also assisted Amelia County with the submission of a full Transportation Alternative Program (TAP) application. The CRC is assisting Cumberland County with a National Park Service, African American Civil Rights application to renovate the historic Luther P. Jackson High School. The CRC is also assisting the Mary E. Branch Heritage Center with an application to renovate the historic Mary E. Branch Elementary School. Mr. Fortune added that he heard from VDH staff that they have not sent out any

award letters for the Main Construction Programs. Mr. Fortune stated that VDH staff advised awards should be send out soon.

Update -Poultry Farmer Support: Ms. Foster stated that she wanted to give an update regarding the recruitment of the Poultry Processor. A report was not included in the packet. She stated that Central Virginia Poultry Growers has organized and are planning to create a cooperative. The Poultry Growers have met with Dutch Country Organic based out of Indiana. They are hoping to partner with them to grow cage free table eggs. The Poultry Growers were invited by the Tobacco Commissioners to present at the latest Tobacco Commission meeting. Later that evening, the Poultry growers met to discuss the transition and cost process for current chicken houses to become a laying house. Ms. Foster stated that she met with Trent Johnson and he stated that 17 growers have committed to moving forward with this. Ms. Foster stated the CRC is currently assisting the Poultry Growers with an AFID Planning Grant for startup costs for the cooperative. She also stated the CRC has been working with the Tobacco Commission with potential funding opportunities through them as well. Mr. Witt asked if the Counties still need to provide match for the AFID Planning Grant. Ms. Foster stated that they will, and the CRC will be reaching out for that as well.

Amelia County Letter of Support for GOVA Grant: Ms. Foster stated that the letter of support is included in the Council packet. Ms. Foster stated that Amelia County has applied to Go Virginia to further develop their regional commerce park. Ms. Foster stated that she wrote a letter of support. She stated that work on the CRC REDO has also assisted with this request as well.

Planning District Funding Request: Ms. Foster stated that the planning district funding request is included in the Council packet. Ms. Foster stated that the Virginia Association of Planning District Commissions (VAPDC) is actively requesting \$150,000 in additional funds for each Planning District. The CRC has reached out to all of the Counties for letters of support. Mr. Hankins stated that he is on the VAPDC Board for the Planning District and many larger Planning Districts have noted that they are struggling and are in great need of this funding. In the CRC's case, these additional funds would be greatly benefit the creation of the new regional economic development organization.

Council Member Comments: There were none.

Commonwealth Intergovernmental Review Process (CIRP): There were no comments.

Other Business: Ms. Foster stated that the CRC will be hosting a FOIA Training Session on November 17th from 9:30 to 11:30am at the CRC Training Room. Ms. Foster stated that the CRC has ordered three signs. Ms. Foster stated that we are missing a few flags from a few if our counties. Ms. Walker introduced Sara Crawford as the New Town Manager of Charlotte Court House. Ms. Foster asked Mr. Ramsey if he would like to share about the upcoming Town Mayor meeting. Mr. Ramsey invited everyone to join on Thursday, October 26th at 3pm at the CRC Conference room for a Town Mayor meeting.

Council Member Comments: There were none.

Adjournment, Next Meeting: Mr. Hankins moved and Mr. Jones seconded to adjourn the meeting. Motion carried. The meeting adjourned at 9:37 a.m. The next meeting was set for Wednesday, November 15th, at the CRC's office located at the Heartland Building in Keysville, Virginia.

Mr. Mike Hankins, Secretary

Treasurer's Report - Cash on Hand & Account Balances

For the Period of October 12, 2023 thru November 8, 2023

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 275,116.23	\$ 2,087,195.11
Total Expenses	\$ 315,275.15	1,859,946.38
Net Income	\$ -40,158.92	\$ 227,248.73
Cash on Hand	\$ 1,094,189.22	\$ 1,094,189.22

Account Balances as of November 8th, 2023

Benchmark (M2)	\$ 234,561.21
BB&T (M1)	\$ 505,532.67
Benchmark (CD1)	\$ 53,103.58
Benchmark (CD2)	\$ 15,035.84
BB&T (PR)	\$ 28,474.07
BB&T (Oprtg)	\$ 257,481.85
	<u>\$ 1,094,189.22</u>

Prepared by: Nicolette Hall, November 8th, 2023

****Note:** Items 47060, 47070 and 47080 are pass-thru revenue funds for current grant projects and are not counted as income for the CRC. Corresponding expenses categories are 79036, 79045 & 79046.

*47060/70045 VH PDC Housing Program Funds

*47070/79036 VATI Regional Broadband Grant

*47080/79046 CRC REDO (GOVA Grant) *Reminder - the CRC committed \$10,000 to the CRC REDO Grant as cash match.*

Commonwealth Regional Council
Financial Statement

October 12 through November 8, 2023

	Oct 12 - Nov 8, 23	Budget	Jul 1 - Nov 8, 23	YTD Budget	Annual Budget
Income					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Amelia Local Member Investment	0.00	0.00	19,000.00	19,000.00	19,000.00
43020 - Buckingham Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43030 - Charlotte Local Member Investme	0.00	0.00	19,000.00	19,000.00	19,000.00
43040 - Cumberland Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43050 - Prince Ed Local Member Investme	0.00	0.00	19,000.00	19,000.00	19,000.00
43060 - Lunenburg Local Member Investme	0.00	0.00	19,000.00	19,000.00	19,000.00
43095 - Nottoway County	0.00	0.00	19,000.00	19,000.00	19,000.00
Total 43000 - Local Member Investment	0.00	0.00	133,000.00	133,000.00	133,000.00
Total 40000 - Revenue	0.00	0.00	133,000.00	133,000.00	133,000.00
44000 - VA Regional Cooperation					
45000 - Project Funding	44,985.00	6,836.51	44,985.00	31,989.72	89,971.08
45880 - CRC Regional Haz Mit Plan Updat	0.00	2,360.27	0.00	11,044.27	31,062.00
45900 - Prince Edward Access Road Admin	0.00	569.90	7,500.00	2,666.67	7,500.00
45955 - PDC Housing Program	4,211.14	1,519.72	8,636.69	7,111.13	20,000.04
45965 - Charlotte Comp Plan Update	0.00	193.77	0.00	906.67	2,550.00
45970 - Kenbridge ESHPF Grant Admin	0.00	923.23	12,150.00	4,320.00	12,150.00
45975 - Charlotte ESHPF Grant Admin	0.00	147.72	0.00	691.20	1,944.00
45985 - VATI Regional Broadband Grant	0.00	1,772.97	0.00	8,296.19	23,333.04
45990 - Drakes Branch SLFRF Admin	0.00	231.69	0.00	1,084.12	3,049.08
45991 - Blackstone Armory Abatement Adm	8,000.00	303.95	8,000.00	1,422.25	4,000.08
45992 - Amelia Mod Comp Plan Update	0.00	455.91	0.00	2,133.33	6,000.00
45993 - VATI Audit funds	0.00	303.95	0.00	1,422.25	4,000.08
45995 - Drakes Branch VDEM Grant Admin	0.00	1,567.29	0.00	7,333.72	20,626.08
45996 - Buckingham Comp Plan Update 23	0.00	1,899.65	0.00	8,888.92	25,000.08
45997 - Lunenburg Comp Plan Update 24	0.00	1,899.65	0.00	8,888.92	25,000.08
45998 - SHSP Comm Outreach & Prep.	0.00	987.82	0.00	4,622.25	13,000.08
45999 - Longwood SEED Inn Hub Admin	0.00	2,461.48	0.00	11,517.87	32,394.00
Total 45000 - Project Funding	12,211.14	17,598.97	36,286.69	82,349.76	231,608.64
46000 - Other Funding					
46005 - DEQ 2021 CRC WIP II Assistance	0.00	4,407.17	0.00	20,622.25	58,000.08
46010 - VDOT-Transport Planning	0.00	4,407.17	0.00	20,622.25	58,000.08
46040 - Interest Income	0.00	60.79	96.25	284.46	800.04
46050 - Misc. Income	344.34	0.00	1,856.30	0.00	70,000.04
46081 - EDA Technical Assistance Fund	0.00	5,802.54	0.00	20,787.89	33,000.03
46082 - SCRC LDD Funds	0.00	3,343.37	0.00	4,644.45	219,800.27
Total 46000 - Other Funding	344.34	18,021.04	1,952.55	66,961.30	219,800.27
47000 - Pass Thru Fundds					
47060 - VH PDC Housing Program Funds	11,750.00	0.00	255,719.49	0.00	0.00
47070 - VATI Broadband	205,825.75	0.00	1,600,801.65	0.00	0.00
47080 - CRC REDO	0.00	0.00	14,449.73	0.00	0.00
Total 47000 - Pass Thru Fundds	217,575.75	0.00	1,870,970.87	0.00	0.00
Total Income	275,116.23	42,456.52	2,087,195.11	314,300.78	674,379.99
Expense					
71000 - Personnel Costs					
71010 - Salary Distribution	21,384.60	26,063.08	80,482.98	121,955.58	343,000.08
71040 - Payroll Expenses (SS/FICA)	1,635.93	1,993.94	6,156.95	9,330.13	26,241.00

Commonwealth Regional Council Financial Statement

October 12 through November 8, 2023

	Oct 12 - Nov 8, 23	Budget	Jul 1 - Nov 8, 23	YTD Budget	Annual Budget
71150 - Unemployment Ins.	5.30	10.03	8.74	46.93	132.00
71200 - VRS Contribution	110.40	5,796.42	12,209.07	27,122.86	76,283.04
71350 - Staff Train/Conference	49.86	1,291.76	1,324.32	6,044.46	17,000.04
71400 - Workmens Comp Ins	0.00	37.99	0.00	177.79	500.04
71500 - Group Health Insurance	3,867.94	3,039.43	13,549.03	14,222.25	40,000.08
71600 - Life Insurance	31.65	26.60	126.60	124.46	350.04
71700 - Other Staff Costs	0.00	68.62	0.00	321.07	903.00
71750 - Employee Cell Phone Stipend	200.00	227.96	700.00	1,066.67	3,000.00
Total 71000 - Personnel Costs	27,285.68	38,555.83	114,557.69	180,412.20	507,409.32
72000 - Office Operations					
72005 - Cleaning & Maint.-Bldg	400.00	437.68	1,600.00	2,048.00	5,760.00
72010 - Lease Costs	1,200.00	1,094.19	4,800.00	5,120.00	14,400.00
72015 - Utilities	0.00	189.97	1,362.12	888.92	2,500.08
72020 - Telephone/Internet Costs	285.21	265.95	1,277.16	1,244.46	3,500.04
72030 - Postage and Freight	172.17	91.19	544.34	426.67	1,200.00
72035 - Express Mail	0.00	9.12	22.80	42.67	120.00
72040 - Consumable Supplies	600.98	273.55	2,370.81	1,280.00	3,600.00
72050 - Dues and Subscriptions	24.00	26.60	73.00	124.46	350.04
72060 - Office Insurance	0.00	7.60	0.00	35.58	100.08
72070 - Administrative Costs	525.00	987.82	2,100.00	4,622.25	13,000.08
72080 - Office Costs - Other	1,407.55	227.96	2,632.21	1,066.67	3,000.00
72085 - Office Moving Expense	0.00	0.00	1,256.15	0.00	
Total 72000 - Office Operations	4,614.91	3,611.63	18,038.59	16,899.68	47,530.32
73000 - Office Equipment					
73010 - Office Equipment	0.00	189.97	0.00	888.92	2,500.08
73030 - Equipment Maintenance	1,088.20	1,208.17	3,553.00	5,653.33	15,900.00
73040 - Equipment Repair	0.00	151.98	0.00	711.13	2,000.04
73050 - Equipment - Other	972.68	1,481.72	7,455.34	6,933.33	19,500.00
Total 73000 - Office Equipment	2,060.88	3,031.84	11,008.34	14,186.71	39,900.12
74000 - Auto/Staff Travel					
74020 - Staff Mileage	773.10	721.86	3,057.52	3,377.79	9,500.04
Total 74000 - Auto/Staff Travel	773.10	721.86	3,057.52	3,377.79	9,500.04
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	395.13	2,566.54	1,848.92	5,200.08
75020 - Committee Meetings	0.00	30.40	0.00	142.25	400.08
75030 - Staff Meetings	0.00	37.99	190.46	177.79	500.04
75040 - Council Memberships	0.00	539.50	4,000.00	2,524.46	7,100.04
75050 - Other Meeting Costs	0.00	15.20	0.00	71.13	200.04
75060 - Public Official Insurance Cov.	0.00	136.77	0.00	640.00	1,800.00
Total 75000 - Meetings/Memberships	0.00	1,154.99	6,757.00	5,404.55	15,200.28
77000 - Collateral Materials					
77010 - Web Page Costs	0.00	265.95	21.17	1,244.46	3,500.04
Total 77000 - Collateral Materials	0.00	265.95	21.17	1,244.46	3,500.04
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	11.39	0.00	53.33	150.00
78030 - Other	0.00	75.99	0.00	355.58	1,000.08
Total 78000 - Local Relations	0.00	87.38	0.00	408.91	1,150.08

Commonwealth Regional Council
Financial Statement
October 12 through November 8, 2023

	Oct 12 - Nov 8, 23	Budget	Jul 1 - Nov 8, 23	YTD Budget	Annual Budget
79000 - Other Program Costs					
79030 - Planning Project Costs					
79036 - VATI Broadband	270,995.85	0.00	1,394,975.90	0.00	
79045 - VH PDC Hous Prog-Partner Expens	0.00	0.00	243,969.49	0.00	
79046 - CRC REDO	9,544.73	0.00	57,526.93	0.00	
79030 - Planning Project Costs - Other	0.00	1,253.77	1,023.75	5,866.67	16,500.00
Total 79030 - Planning Project Costs	280,540.58	1,253.77	1,697,496.07	5,866.67	16,500.00
79050 - Contingency Costs	0.00	379.93	9,010.00	1,777.79	5,000.04
Total 79000 - Other Program Costs	280,540.58	1,633.70	1,706,506.07	7,644.46	21,500.04
Total Expense	315,275.15	49,063.18	1,859,946.38	229,578.76	645,690.24
Net Income	-40,158.92	-6,606.66	227,248.73	84,722.02	28,689.75



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MEMORANDUM:

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

- Attended Tobacco Region Revitalization Commission (TRRC) meeting in support of Central Virginia Poultry Group presentation in Blackstone, VA.
- Attended Nottoway County Board of Supervisors Meeting to discuss CRC REDO project.
- Attended Central Virginia Poultry Group meeting in Crewe, VA.
- Met with Sarah Capps, TRRC to discuss local projects and possible funding for the Central Virginia Poultry Group.
- Participated in GO Virginia Region 3 Virtual Growth Diversification Plan Update Committee meeting.
- Corresponded with Central Virginia Poultry Group to discuss AFID Planning Grant submission.
- Corresponded with counties of the region to gain support for the AFID Planning submission for the Central Virginia Poultry Group Cooperative start-up costs.
- Corresponded with Terry Ramsey, Charlotte Court House Town Council to set up a meeting in the CRC Conference Room for Town Mayors and Towns Managers/Clerks in Charlotte County to share insights.
- Corresponded with Alan Gernhardt, FOIA Council to set up FOIA Training to be held at CRC Training Room on Friday, November 17, 2023.
- Reviewed and made edits to DRAFT CRC REDO Prospectus that was sent to CRC REDO consultant (Convergent).
- Corresponded with staff and consultant to determine CRC REDO Interview letter co-signatures.
- Contacted potential cosigners of CRC REDO interview letters to request their participation.
- Sent out apology letter regarding mistake in CRC REDO Interview letters -misspelled Hampden-Sydney College.
- Assisted staff in reviewing submitted county business, locality contacts that would be interviewed for the CRC REDO by consultant. Assisted staff in reaching out for additional contacts to ensure region was well represented.
- Corresponded with Longwood regarding SEED Innovation Hub EDA Project.
- Discussed Rain Barrel Workshops to be held in Charlotte County with staff.
- Met virtually with Convergent Nonprofit Solutions team members to continue discussions and actions needed for the fundraising feasibility actions needed for the GOVA CRC REDO project.
- Attended VAPDC Executive Director's Planning meeting in Charlottesville, Virginia.
- Hosted Charlotte County meeting for Mayors/Town Managers with other invited guests.
- Corresponded with Bills Scruggs, Virginia Department of Agriculture & Consumer Services (VDACS) on submittal of AFID PG from CRC for the Central Virginia Poultry Group costs for startup of Cooperative.
- Attended GOVA R3 Quarterly meeting in South Boston, VA.
- Attended Virginia's Heartland Regional Industrial Facilities Authority (VHRIFA) meeting held in CRC conference room. Provided update on Central Virginia Poultry Group intention to form a Cooperative.
- Drafted AFID Planning Grant, with CRC as applicant to request funds for Central Virginia Poultry Growers start-up funds to establish a Cooperative.
- Met virtually with Southeast Crescent Rural Commission (SCRC) state program staff at DHCD to discuss program.
- Submitted quarterly CRC REDO report to Go Virginia Region 3.
- Met with ITG managed IT staff for quarterly meeting to review services.
- Met virtually with Convergent staff to discuss upcoming interview process that CRC staff have assisted in scheduling for the CRC REDO project in the region. The CRC received over 125+ interview contacts from the region with 58 interviews scheduled (in-person/zoom).
- Met virtually with May Fornari, DEQ, Environmental Justice Coordinator for the Piedmont Region.
- Met virtually with County Administrators to discuss Central Virginia Poultry Growers establishment of a Cooperative and CRC assisted funding updates.



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Scoping the Future List of Innovative/Regional Ideas

Ideas Previously Discussed:

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

New Ideas:

- _____
- _____

Note: Items stricken through have been addressed or pursued.




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MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune 
Deputy Director

DATE: November 6, 2023

SUBJECT: Update on Regional Emergency Planning Activities

As you are aware, the CRC was awarded a State Homeland Security Program (SHSP) grant in November 2022 to fund community outreach and preparedness activities related to disaster and emergency preparedness. This grant was funded under one of the FEMA National Priorities, Community Preparedness. Consequently, FEMA placed on hold on these funds at the time of award. That hold was released on May 16, 2023.

Update: CRC staff have tentatively scheduled the Farmville Christmas Market Bazaar on December 2nd for setting up an informational booth and handing out educational materials and emergency kits. This is dependent upon being able to purchase the materials for the kits and having the educational materials completed in November.

NOTE: The current end date for this grant is June 30, 2024. Given the delay in getting this grant under contract, the CRC is keeping open the possibility of requesting an extension of this deadline. If CRC staff can complete the educational/outreach materials in November and participate in the December Christmas Bazaar, then an extension on this grant will not be needed.

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: Lauren Jones, Regional Planner
DATE: November 8, 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.
 - Reaching out to localities with grant project ideas.
 - Researching opportunities for the CRC to assist in documenting BMP activities in the region in the DEQ BMP warehouse.
 - Updating CRC website and Facebook page.
 - Working with the Charlotte County Virginia Cooperative Extension office and the Charlotte County Superintendent to hold Rain Barrel Workshops as an after-school program at all 3 Elementary Schools in Charlotte County. We held our first Rain Barrel Workshop on Monday, November 6th at Bacon District Elementary. We had four kids attend the workshop. Our next two workshops will be held on Wednesday, November 8th at Eureka Elementary and November 15th at Phenix Elementary.



MEMORANDUM

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

FROM: Lauren Jones
Regional Planner

DATE: November 6, 2023

SUBJECT: Charlotte County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Charlotte County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred since the last update on October 5th:

- The Planning Commission held a public hearing to review the draft plan for Thursday, October 19th at 7:30pm. Prior to the hearing, Charlotte County staff and CRC staff worked to place an ad in the Charlotte Gazette and place copies of the draft plan in all four branches of the Charlotte County Library and Administration Office.
- Following the hearing, the CRC is working with the Planning Commission to address comments that were received during the hearing. The CRC will meet with the Planning Commission on Thursday, November 16th for a work session. If the comments are sufficiently addressed, the Planning Commission may select to recommend the Plan to the Board for adoption.


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

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



MEMORANDUM

TO: Karl Carter, County Administrator
Members of the Buckingham County Board of Supervisors

FROM: Todd Fortune 
Deputy Director

DATE: November 6, 2023

SUBJECT: Buckingham County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Buckingham 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 October 10:

- CRC staff attended the Planning Commission work session on October 16. At this meeting, CRC staff reviewed revisions to draft Section 2 of the Plan and the first part of draft Section 3 with the Commission. The group asked for some changes, which CRC staff are working on making. Per the discussion at the September 18 work session, CRC staff presented the results of their research on the topic of commuting data for Section 2. CRC staff presented the Commission with options on different data sets to use, and the Commission selected a data set from those options.
- The deadline for completing citizen surveys was originally set for October 6. CRC staff was contacted by a county resident in early October about the possibility of extending that deadline. This was brought before the Commission at the October 16 work session, and the group decided to extend the deadline to October 30.
- A total of 498 surveys (paper and online) have been completed and returned to the CRC.
- The next Planning Commission work session is scheduled for November 20. At this meeting, CRC staff will review revised draft Section 2 and revisions to the first part of draft Section 3 with the Commission. CRC staff will also review the rest of draft Section 3 and provide an update on the citizen surveys.

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

cc: Melody Foster, Executive Director, CRC
Nicci Edmonston, Zoning/Planning Administrator



MEMORANDUM

TO: Taylor Harvey, County Administrator
Members of the Amelia County Board of Supervisors

FROM: Todd Fortune *Todd Fortune*
Deputy Director

DATE: November 6, 2023

SUBJECT: Amelia County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Amelia County with a modified update of the County's Comprehensive Plan. The CRC will provide services to update the Demographic Section, revise the Future Land Use map, and revise the Goals, Objectives, and Strategies Section of the current plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred so far:

- CRC staff met with the Amelia County Planning Commission at its meeting on October 23rd to review the Demographics section of the Comprehensive Plan. The Commission requested some changes, which CRC staff are working on making.
- The next step is for CRC staff to work with the Planning Commission on revising the Future Land Use map. CRC staff are currently working with County staff to determine the next meeting date, for presenting this information.

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

cc: Melody Foster, Executive Director, CRC
Brady Deal, Director of Community Development



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MEMORANDUM:

TO: CRC Representatives

FROM: Lauren Jones, Regional Planner

SUBJECT: CRC Affordable Workforce Housing Development Program

DATE: November 8, 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 48-month period (extended to June 30, 2025)**. 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: CRC staff is working on assembling and submitting the monthly reimbursement request to Virginia Housing.

- Piedmont Habitat – Piedmont’s contractor and volunteers are currently working to complete the remaining work on two of the homes on California Ave in Crewe. Piedmont Habitat is actively seeking a construction and project manager for the project. Currently they are subbing out some of the construction work on the project. The project is expected to be completed at the beginning of 2024. All the Andrew Drive homes have been completed. Piedmont Habitat is working with the homeowner and the USDA Rural Development loan office to close on the Andrew Drive homes.
- Smyth Properties – All seven housing units are almost complete. At 114 S Broad St, the electrical trim out is almost complete and the floor will be starting the refinishing process next week. The interior paint has been completed in the housing units. At 120 S Broad St., the trim work/doors are almost complete and the interior painters will start later this week. The floors will be refinished not too long after. The kitchen cabinets have been delivered, along with lights, vanities, bathroom flooring, etc. Once paint and floors are done, the contractor can get started on those finishing items.
- Town of Blackstone/ Southside Outreach – Southside Outreach has bid out the last two homes for construction. Southside Outreach is currently reviewing the bids.



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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: November 8, 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 – The contractor, Harris and Sons, has completed the remaining painting and carpentry work on the Town Hall building (only a small portion of the carpentry work will be covered by this grant). This grant has been closed out. The CRC and Town Staff have been in communication with DHR staff in regards to the final preservation agreement, which will be recorded at Lunenburg County's Deed office.

Charlotte County Courthouse Complex Drainage Project – Charlotte County staff awarded the bid for Plaster Repairs to Virginia Drywall and Plaster, LLC. The contractor is expected to begin work on November 20th. The work is expected to take about a week to complete. 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 
Deputy Director

DATE: November 6, 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 Telecom, a local internet service provider.

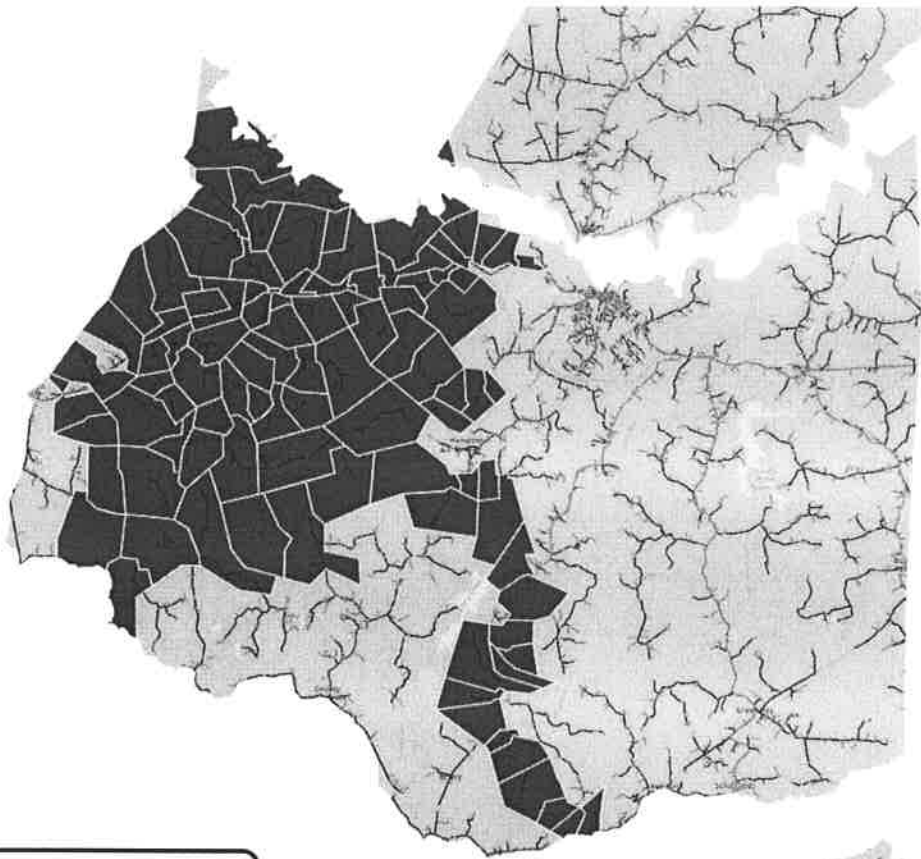
Update:

- Kinex and their contractors are continuing to work in Lunenburg County to lay down middle-mile fiber for unserved areas of the County.
- Kinex crews continue to work in parts of Prince Edward and Lunenburg Counties where middle-mile fiber is in place to complete installs for new customers.
- James Garrett, Kinex Telecom, has advised that once middle-mile work is completed in Lunenburg County, Kinex plans to move into unserved areas of Prince Edward and Cumberland Counties.
- Mr. Garrett advised that he is working with VDOT and the contractor to make sure traffic control workers are properly stationed and properly directing traffic in the work zones while crews are working to lay down fiber.
- As of November 6, a total of 3,942 passings (out of a target of 10,734 total passings) and 727 installs for new customers have been completed.
- Just a reminder, there is a Project Management Team that meets monthly to discuss the project. The team includes local staff, CRC staff, Kinex staff, and DHCD staff. The team meets on the second Friday of every month. The next meeting is scheduled for November 17.
- Per an agreement with DHCD, CRC and local staff will be making periodic site visits to observe work being done by Kinex and their contractors. A site visit was conducted on October 17. During that visit, staff observed middle-mile work in the Town of Kenbridge. Additionally, CRC and local staff discussed the issue of box installations on Fifth Avenue in Kenbridge with Kinex and their contractor. The boxes were initially being installed in the front yards of individual residences. However, the decision was made to move those boxes and have them installed in the sidewalk instead.

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

cc: Melody Foster, Executive Director, CRC

Cumberland



Prince
Edward

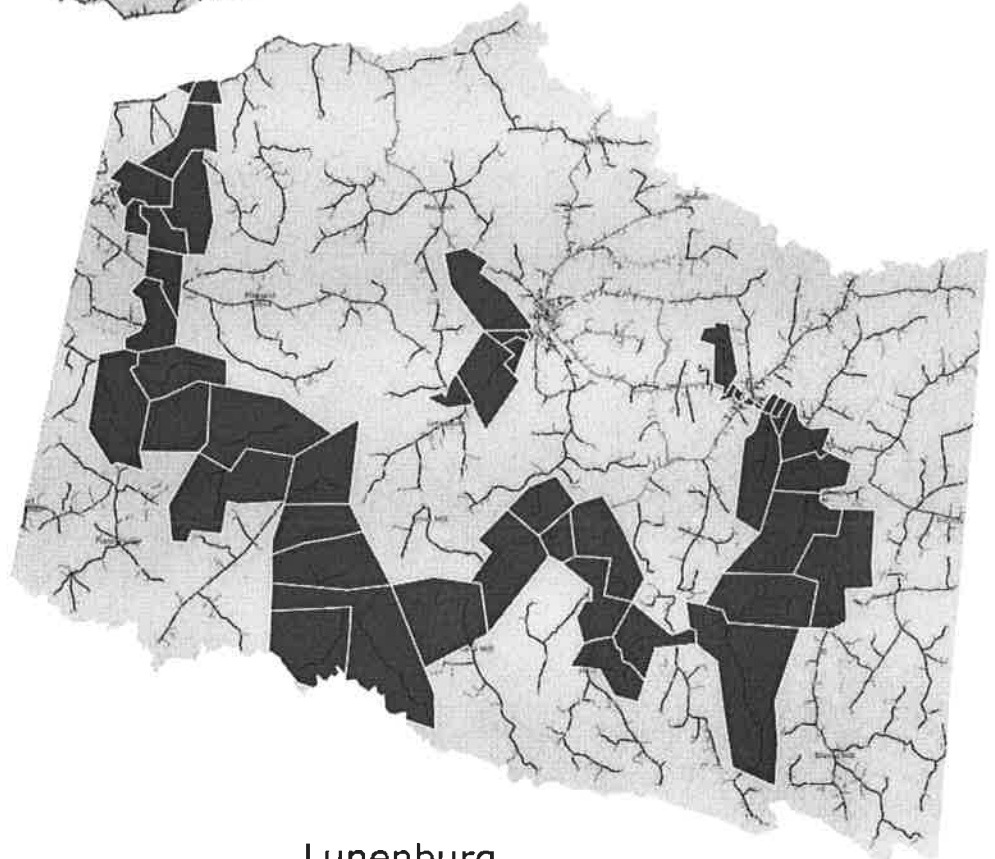
Key



Built



**Future
Build**



Lunenburg

Box installation on Fifth Avenue, Kenbridge









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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: November 8, 2023

Project:

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

Update:

Water Metering Project: 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 Contractor, Fortiline has installed all the meters. The Town has selected RDA's proposal that will support utility billing and a tax software package combined.

I will be meeting with the Town in the coming months to discuss spending the rest of the their SLFRF funds available.



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MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune *Todd Fortune*
Deputy Director

DATE: November 6, 2023

SUBJECT: Update – Drakes Branch Building Acquisition Project

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

Update:

- Building 1: Privately owned property
 - Appraisal completed.
 - Title search underway, expected to be completed in November.
 - The Town is in the process of negotiating with the owner on a purchase of the property.
- Buildings 2 and 3: Old Town Hall and fire station
 - Appraisals completed.
 - Title searches completed.
 - CRC staff are working with Town on bidding the demolition/clearance of these buildings. The work was advertised November 6, with bids due December 15.
- Building 4: Privately owned property
 - Appraisal completed.
 - Title search completed.
 - The owner has signed an agreement to sell the property to the Town. This property has a deed of trust per the title search, which will need to be settled as part of the sale process.
 - CRC staff are working with Town on bidding the demolition/clearance of this building. The work was advertised November 6, with bids due December 15.
- Buildings 5 and 6: Privately owned, adjoining buildings, same owner
 - Appraisals completed.
 - Title searches completed.
 - The Town worked to negotiate with the owner on a purchase of the properties, but the owner opted out.

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- Building 7: Privately owned property
 - Appraisal completed.
 - Title search completed.
 - The Town worked to negotiate with the owner on a purchase of the property, but the owner opted out.
- Building 8: Privately owned property
 - Appraisal completed.
 - Title search completed.
 - Property has tax liens. The County has referred the property to Tax Authority Consulting Services, a Henrico County-based firm that assists local governments in collection, bankruptcy, and assessment matters, for a tax sale on the property. The firm is working to retain a Guardian ad Litem to assist with the purchase, as one of the owners is incarcerated. A sale of the property would likely occur during Spring or Summer 2024.
- Building 9: Privately owned property
 - Appraisal completed.
 - Title search underway, expected to be completed in November.
 - The Town is in discussions with the owner regarding the status of the property.

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


cc: Melody Foster



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MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune 
Deputy Director

DATE: November 6, 2023

SUBJECT: Update of Regional Hazard Mitigation Plan – Monthly Update

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

Update: CRC staff has been working with VDEM and FEMA Region 3 staff to make final changes to the draft Plan before the Plan is submitted to FEMA Region 3 for preliminary approval. On October 16, it was brought to our attention that Southside Electric Cooperative (SEC) submitted a grant application under the most recent round of Hazard Mitigation Grant Program funding. This project covers Lunenburg and Dinwiddie Counties, but is currently not eligible since it was not included in either the CRC's Plan or the Crater Planning District Commission (PDC)/Plan RVA Joint Hazard Mitigation Plan (which covers Dinwiddie County). A virtual meeting was held on October 31 between CRC staff, members of the Project Management Team for the CRC's Plan, Crater PDC staff, Plan RVA staff, VDEM staff, and FEMA staff to discuss options to address this. Subsequent conversations with VDEM and Lunenburg County staff focused on the option of amending one of Lunenburg County's mitigation actions to make this project eligible. A second virtual meeting has been scheduled between all parties listed above for November 8 to discuss this option further.

Once this issue with the SEC project has been resolved, any additional changes will be made to the Plan as needed and the Plan sent to FEMA Region 3 staff for preliminary approval. Once FEMA has given preliminary approval, the Plan will be sent to all participating localities for adoption. When all localities have adopted the Plan, it will be sent back to FEMA for final approval.

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

cc: Melody Foster, Executive Director, CRC



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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

SUBJECT: SEED Innovation Hub Project Update

DATE: November 8, 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:

EDA funds- LUREF is working on recording the Covenant of Use. Once recorded, LUREF will have to share the recorded Covenant with EDA staff for final approval.

Tobacco Commission Funds- Due to the funds uses, these is not an update at this time (funds will be used for construction costs).

GO Virginia Funds - Due to the funds uses, these is not an update at this time (funds will be used for equipment).



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MEMORANDUM:

TO: CRC Member Localities & Longwood University

FROM: Melody Foster, Executive Director

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

DATE: November 8, 2023

Project: CRC GO Virginia Enhanced Capacity Building Grant to fund a business plan & strategy for the creation of a NEW CRC (footprint) Regional Economic Development Organization (REDO) in partnership with Longwood University. The CRC hired a consultant team in March 2023: Creative Economic Development Consulting, Timmons Group/Mangum Economics and Convergent Nonprofit Solutions to assist the CRC staff, CRC REDO Working Committee and CRC Advisory Board in completing this feasibility project.

Project Update: The CRC REDO Working Committee has met 6 times with the Consultant Team since May of 2023. The CRC Advisory Board has met 3 times over the same period with the Consultant Team.

Activities completed so far include:

- SWOT Analysis
- Research
- CRC REDO Infrastructure & Site Analysis
- CRC REDO Organizational Development
- CRC REDO Economic Profile
- CRC REDO Strategic Plan

In Progress:

- CRC REDO Fundraising Feasibility
 - Contact information on Businesses/Local Government/Higher Ed were obtained working with the CRC REDO Working Committee (125+ contacts identified from the region).
 - CRC assisted in obtaining co-signers from around the region for the interview request letter.
 - CRC REDO interview request letters were emailed and hard copy mailed out to prospective interviewees (CRC REDO Strategic Plan Prospectus was attached).
 - CRC staff have been diligently scheduling interviews, with 61 interviews scheduled so far (in-person or thru zoom) throughout the region over a 3 week period.
 - Private investors and local government/university/college representatives will be interviewed by our consultant team (Convergent Nonprofit Solutions) to begin the process of sharing the plans for creating this new organization, seeking input, and testing the waters for their initial investment/membership likelihood. Interviews began November 6th and will continue thru December 1st.

Next steps: Fundraising Feasibility Phase – October – November.
Present findings & recommendations to the CRC at the
December 20, 2023 meeting.



MEMORANDUM

TO: CRC Council Members

FROM: Todd Fortune
Deputy Director

DATE: November 8, 2023

SUBJECT: Virginia Rural Leadership Institute
Recap of Institute Experience

As you are aware, I have been attending the 2023 Virginia Rural Leadership Institute course. The course consisted of four sessions: Danville/South Boston (May), Tappahannock (June), St. Paul/Abingdon (September), and Broadway/Staunton (November).

The final session was held November 2nd through November 4th in Broadway (north of Harrisonburg) and Staunton. The first day consisted of an afternoon roundtable with the Honorable Matthew Lohr, Virginia Secretary of Agriculture and Forestry, to discuss agriculture issues and an evening reception with remarks by Delegate Chris Runion. Day two consisted of informational sessions covering the following topics:

- Housing (including workforce housing) – Luke Tate with Virginia Housing covered some housing trends they are seeing.
 - Housing starts are only about half of what they were before the Great Recession.
 - Demand is high, and supply is dropping.
 - Rental vacancy rates have been dropping.
 - Virginia Housing has programs that can help for planning and capacity building and housing development.
- Workforce Development, Career Exploration for Youth – Patrick Barker with the Frederick County EDA discussed a program they use to encourage career exploration for students.
 - The Frederick County EDA works with area schools in the northern Shenandoah Valley area to offer an annual career exploration event for middle school students. At this event, Worlds of Work, dozens of businesses provide hands-on exploration of possible careers.
 - Do not discourage college, but let students know there are options. It is estimated that 60% of new jobs will not require a college degree.
- Demographics – Hamilton Lombard with the Weldon-Cooper Center covered some trends that they are seeing.
 - Nature of remote work changing, so data can be tricky. Telework was already a trend before COVID.
 - Rural areas are losing young adults.
 - Deaths outpacing births in rural areas.
 - Many local/regional/state agencies use Census data, but the 2020 Census data is “fairly sketchy.” It is recommended to use other sources when possible
 - American Community Survey (margin of error might be an issue – if data from one year looks sketchy, go back a year or two).
 - University of Wisconsin (age data – migration).
 - Census Opportunity Atlas (age distribution)

- Broadband – Tamarrah Holmes with the DHCD gave an update on broadband in the State.
 - VATI: For the 2023 funding cycle, the State received a total of more than \$302 million for VATI projects and awarded a total of \$59.5 million.
 - The State has received \$1,481,489,572 in federal funds through the federal Broadband Equity, Access, and Deployment (BEAD) program to provide service to remaining unserved homes, businesses, and community anchors in the State.
 - DHCD expects to start accepting applications in early- to mid-2024.
 - DHCD has created a dashboard that allows citizens to check the status of their location. The dashboard is located at connectingvirginia.com.
 - If someone feels that the dashboard does not accurately reflect their status, a challenge can be filed. Challenges may be filed by local and tribal government, non-profit organizations, Broadband service providers, Community Anchor Institutions (schools, libraries, medical and health care providers, public safety entities, community colleges and other institutions of higher education, and other community support organizations, etc.) Residents can submit challenges through one of these eligible entities.
 - The Virginia Digital Opportunity Plan is set to be released in November for public comment. The Plan is required under planning grant the State received from the National Telecommunications and Information Administration. This Plan will make the State eligible for additional federal broadband funding.
- Food/Agriculture Issues – Martha Moore with Virginia Farm Bureau discussed issues affecting agriculture and food production.
 - By 2050, there is expected to be an increase of 2 billion in the world population.
 - There is a need to increase output and reduce food loss and waste.
 - Working farmland in Virginias has decreased from 13.5 million acres in 1960 to 7.7 million acres today.
 - Virginia Farm Bureau is working with state and local governments, and other stakeholders (Soil and Water Conservation Districts, etc.) on a variety of issues affecting farming. They include:
 - Water quality/quantity.
 - Solar development.
 - Agricultural education.
 - Preserving working lands.
 - Broadband.
- Faith in Rural Communities – Deborah Ramsey with LOVE, Inc. discussed the role faith-based groups can play in addressing needs in rural areas.
 - LOVE, Inc. is a national faith-based organization has two chapters in Virginia (Staunton-Waynesboro-Augusta and Charlottesville). They are a non-profit that works with participating churches to help people in need. Assistance can include household furniture and items, connecting people to community resources, educational classes to help address spiritual needs, and other types of assistance.
 - In addition to helping people in the community, their work includes building relationships and creating community in the areas they serve.
- There was also a walking tour of Historic Downtown Staunton and the Staunton Innovation Hub.

The final day consisted of the graduation ceremony. Remarks were made by Secretary Lohr; the Honorable Emmet Hanger, State Senator; the Honorable R. Steven Landes, former State Delegate and member of the Center for Rural Virginia Board of Trustees; and Bryan David, Council for Rural Virginia Chair. Additionally, each member of the cohort gave a brief presentation on their community impact project.

Community Impact Project:

My community impact project envisions assisting Piedmont Senior Resources (PSR) Area Agency on Aging in developing a Regional Aging Plan for the seven-county region. According to recent Census figures, nearly 26% of the region's population is aged 60 or older (compared with 22% for the State as a whole). The COVID pandemic created a greater need for seniors in the region, and made PSR realize that a planning tool is needed to assess those needs and how best to address them. The project entails working with PSR plus local and regional stakeholders to develop a plan using data from the U.S. Census, the Virginia Department of Aging and Rehabilitative Services, and other sources plus input from local and regional stakeholders to assess needs and identify gaps in service. The goal is to develop a resource for PSR (and local/regional stakeholders as needed) to identify gaps in service for the region's elderly population and develop strategies to fill those gaps.

Overall Experience at the Institute:

Each session has provided valuable insight on skills and attributes needed to be an effective leader. While there was some variation on the subjects and topics, some common themes emerged as important components of leadership. They are:

- **Communication:** This applies to working both with local and state officials as well as the people in the workplace. There are different components involved including:
 - Knowing when to be ingoing and outgoing (knowing when to talk and when to listen).
 - Knowing when to “spreadsheet” and when to “people” (getting technical and in the weeds versus engaging on a personal level).
 - Watching your tone.
 - Reading non-verbal clues.
- **Related to that, having difficult conversations.** Some of the tips that stood out are:
 - Prepare in advance.
 - Do not let things get personal.
 - Speak, then listen.
 - Stay calm.
 - Seek a resolution.
- **The importance of regional collaboration and partnerships.** Some examples of successful regional collaborations:
 - Go Virginia (including Region 3) – provides funding for projects and programs to help develop the region's workforce and enhance the region's competitiveness.
 - SOVA Innovation Hub – Formed by Mid-Atlantic Broadband (MBC) and Microsoft TechSpark, facilitates digital skills and entrepreneurship.
 - Southern Virginia Regional Alliance – City of Danville, Pittsylvania County, Halifax County, Patrick County, works with schools to implement career and technical education programs and market the region to prospective employers.
 - UVA College at Wise – RALLY (Real Action Leadership Learning Yay!) program, Opportunity SWVA, and the Appalachian Prosperity Project.
 - United Way of Southwest Virginia - Works on regional approaches to problems in Southwest Virginia (for instance, workforce/Career Training, reading programs, subsidies for daycare to cover staffing).
- **The importance of education and workforce training.**
 - Working with schools to engage students as early as Fifth Grade on technical skill development.
 - Related to collaborations and partnerships, the benefit of coalitions (school superintendents, etc.) to provide a regional voice, engage policymakers, and look for solutions to challenges.

- The importance of leveraging outside resources to help meet community needs. Resources include (but are not limited to):
 - Tobacco Commission
 - Virginia Tourism Corporation
 - Department of Housing and Community Development
- The importance of environmental and recreational-based tourism to revitalize local economies that had previously relied on industries such as manufacturing or coal mining. These assets draw in visitors who not just patronize local businesses, but create demand for new businesses. For example, state parks and local recreation-based businesses.
- Ways to address the need for healthcare in rural areas – not just providing care, but having trained workers to fill needed jobs (nursing) – and how economic stability, education, and access to healthy food, shelter, and transportation are linked to health.
 - Rural areas are using partnerships with larger health systems (example – VCU, Centra Health) and local colleges (example – Rappahannock Community College, Longwood University) to provide access through clinics and trained staff through nursing programs.
 - One creative way to provide services is using mobile clinics. Example: Health Wagon in Southwest Virginia uses a combination of mobile and stationary clinics provide medical, dental, and behavioral health services for medically underserved people.

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

cc: Melody Foster, Executive Director, CRC



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MEMORANDUM

TO: CRC Council Members

FROM: Lauren Jones
Regional Planner

DATE: November 8, 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 October 5, 2023:

Status Update

- Town of Crewe, DHCD Community Development Block Grant – Planning Grant: The Town received word November 1st that it was awarded a **\$50,000 planning grant** to undertake planning activities for a potential future Downtown Revitalization Project. The CRC assisted the Town with this application.
- Amelia Emergency Squad, CENTRA Health Grant: The Amelia Emergency Squad received word on September 31st that it was awarded a **\$33,123.87 grant** from Centra to purchase an AED device for one of its ambulances. The CRC assisted the Emergency Squad with this application.
- Tobacco Commission – By Invitation Only: The CRC is assisting the Central Virginia Poultry Growers with an application to the Tobacco Commission to fund start up costs to develop a Poultry Growers Cooperative. This special round of funding of the Tobacco Commission is open to applicants by invitation only. The CRC will be the applicant. Applications is due by November 30, 2023.
- VDACS, AFID - Planning Grant: The CRC is also assisting the Central Virginia Poultry Growers with a planning grant application to fund the start up costs to develop a Poultry Growers Cooperative. The CRC is planning to submit the full application in the next week. CRC is the applicant.
- Crewe Cares, Wal-Mart Foundation: The CRC is assisting Crewe Cares, a local non-profit, with a grant application to the Wal-Mart Foundation for funds to renovate a building for use as a food pantry in Crewe. The Foundation accepts applications quarterly, and the next round of applications closes on December 31st.
- NPS, Save America's Treasures Grant: The CRC is assisting Mary E. Branch with an application to the renovate the historic Mary E. Branch Elementary School. The CRC is also assisting Buckingham County with a potential application to renovate the historic Buckingham Courthouse. The CRC may be assisting Charlotte County with a potential application to fund repairs to the Charlotte Court House Complex.

- NPS, African American Civil Rights: The CRC assisted Cumberland Co. with submitting two applications to renovate and establish the historic designation for the historic Luther P. Jackson High School. The CRC is also assisted Mary E. Branch Heritage Center/ Prince Edward County with a submitted application to renovate the historic Mary E. Branch Elementary School. Applications were due November 1, 2023.

Awaiting Approval

- DHCD – Affordable and Special Needs Housing Program: CRC staff assisted Piedmont Habitat for Humanity, a non-profit based out of Farmville, with a submitted application to partially fund the construction of five-homes on Ashley Way in Keysville. Applications were due on October 6th.
- VDOT Transportation Alternatives Program (TAP): The CRC assisted Amelia County, Lunenburg County, the Town of Farmville and the Town of Keysville with pre-application submissions to fund the construction of pedestrian sidewalks. Lunenburg County and the Town of Farmville has selected to not submit a full application for the TAP. The Town Keysville has been advised to pursue another VDOT grant opportunity. The CRC assisted Amelia County with the submission of a full TAP application. Applications were due October 2, 2023.
- Rescue Squad Assistance Fund (RSAF): CRC staff assisted the Town of Kenbridge, Crewe Volunteer Fire Department, Charlotte County Fire and Rescue, and Buckingham County with submitting applications to the Rescue Squad Assistance Fund. These applications were due on September 15th. Award will be announced in January 2024.
- VDEM State Homeland Security Grant: The CRC assisted Amelia County (regional application), the Town of Farmville, and Prince Edward with applications. Applications were due on July 17, 2023.
- Firehouse Subs: The CRC assisted the Drakes Branch Volunteer Fire Department with an application to purchase a rescue strut to help secure overturned vehicles during search and rescue efforts. Applications are taken quarterly and opened on July 13th.
- Virginia Department of Health, Office of Drinking Water - Drinking Water State Revolving Fund: The CRC assisted Prince Edward County with a request for funds to develop the Sandy River Reservoir to a public drinking water source. The CRC also assisted the Town of Charlotte Court House with a request for funds to replace water meters and install isolation valves. Applications were due by May 5th.
- 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.
- 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.

- Assistance to Firefighters Grant (AFG): CRC staff are awaiting word on when award announcements for the most recent submitted applications. Awards are ongoing until funds are depleted. 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.
 - Drakes Branch Fire and Rescue requested funds to purchase a thermal imaging camera and turnout gear.

Projects on Standby (work undertaken as developments warrant)

- Virginia Food Works: The CRC is assisting Virginia Food Works, a local non-profit, in identifying funding sources for a new liquid goods filling machine and dry goods filling machine for the Prince Edward Cannery that would serve local food producers.
- Community Resource Services: The CRC is working with Community Resource Services, a local non-profit, to identify funding sources for the construction of a new food pantry that would serve Lunenburg County.
- Curdsville Community Center (Buckingham County): The CRC is working with the group to seek funding opportunities to renovate the community center.
- 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
- 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
Southeast Crescent Regional Commission, State Economic and Infrastructure Development (SEID) Grant Program	Full App. Opens – Nov. 6, 2023 (only if pre-app. was approved) Full App. – Dec. 15, 2023
NPS, Save America's Treasure Grant	Open – December 15, 2023
DHCD CBDG Planning Grants	Open – December 30, 2023
VBAF Assessment and Planning Grant	Open; Rolling Basis
DHCD Mixed Use on Main Street (MUMS)	Rolling Basis in 2023 until all funds are distributed
Wal-Mart Foundation	Open on a Quarterly Basis, Closes – December 31, 2023
VDOF Virginia Trees for Clean Water	Rolling Basis through December 1, 2023
Tobacco Commission, Southern Virginia Program	Open – February 8, 2024
<i>*Programs with rolling submissions include: EDA, USDA, Virginia Housing, GO Virginia, DHCD, Tobacco Commission TROF, VEDP, etc.</i>	



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MEMORANDUM:

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: Request for Proposals for Audit Services

DATE: November 8, 2023

The Commonwealth Regional Council is being required to conduct a Single Audit (2 CFR 200 Subpart F) for fiscal year ending June 30, 2023 due to the threshold of funds being passed through the CRC for the Regional VATI project (\$15 million dollar project). The CRC received additional funding from DHCD, \$12,000 (\$4,000 for 3 years = \$12,000) to complete this type of audit.

Threshold Requirement	Document
Total annual expenditures <\$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA
Federal expenditures >\$750,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

The CRC submitted a Request for Proposals for the fiscal years ending in 2023, 2024 and 2024 (can be extended) on October 25th with a due date of November 6, 2023. The CRC received only one proposal from Creedle, Jones & Associates, PC, Certified Public Accountants. The cost for services for FY23 is proposed as \$17,500 (includes first year set-up fee), FY24 \$12,500 and FY25 \$15,000.

I have reviewed the proposal and affirm it meets the needs of a Single Audit as required by our funding agency and will be issuing a contract to Creedle, Jones and Associates, PC to complete the FY23 Audit. Work will commence in November with the final audit being completed by February 28, 2024. Future audits will be completed by September 15th.

I bring this to your attention as the amount for conducting the audit does exceed our projected cost for auditing services in the FY24 CRC Budget, as the amount was unknown at the time of the budgeting process. However, the CRC has adequate funds available to complete this task.