



Ex. Dir. Search Committee  
meeting at 8:15 a.m. prior to  
CRC Meeting

**Meeting Agenda**  
**Commonwealth Regional Council**  
**Wednesday, February 21, 2024 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 January 17th Council Meeting, (pg 1) ..... Council Members
- V. Treasurers' Report – January/February Financial Statements, (pg 8) ..... Treasurer Walker
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report ..... Chairman
  - Executive Director Search Committee Report ..... Chairman
  - B. Executive Director's Monthly Activities Report, (pg 12)
  - C. Presentation of CRC FY22-23 Audit, Robin B. Jones, CPA, CFP - Creedle, Jones, & Associates, P.C.  
(Audit will be sent separately to CRC members)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 13) ..... Council Members
- VIII. Old Business
  - A. Staff Monthly Project Reports
    - 1) Update on Regional Emergency Planning Activities, (pg 14) ..... Todd Fortune
    - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 16) ..... Lauren Jones
    - 3) Update on Charlotte County Comprehensive Plan (pg 17) ..... Lauren Jones
    - 4) Update on Buckingham County Comprehensive Plan (pg 18) ..... Todd Fortune
    - 5) Update on Amelia County Comprehensive Plan Update (modified) (pg 19) ..... Todd Fortune
    - 6) Update on Lunenburg County Comprehensive Plan Update, (pg 20) ..... Tyler Henderson
    - 7) Update on CRC Affordable Workforce Housing Development Program, (pg 21) ..... Lauren Jones
    - 8) Update on Kenbridge & Charlotte County ESHP Projects, (pg 22) ..... Lauren Jones
    - 9) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 23) ..... Todd Fortune
    - 10) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 25) ..... Melody Foster
    - 11) Update on Drakes Branch Building Acquisition Project, (pg 26) ..... Todd Fortune
    - 12) Update on Blackstone Armory-Environmental Cleanup Project, (pg 29) ..... Todd Fortune
    - 13) Update CRC Regional Hazard Mitigation Plan Update, (pg 30) ..... Todd Fortune
    - 14) Update on Longwood SEED Innovation Hub Project, (pg 31) ..... Lauren Jones
    - 15) Update on New Regional Economic Development Organization (REDO) Grant, (pg 32) ..... Melody Foster
    - 16) Update on Central Virginia Poultry Cooperative ..... Melody Foster
    - 17) Council Member Comments
- IX. New Business ..... Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 33) ..... Lauren Jones
    - 2) Virginia Department of Health, Office of Emergency Medical Services (OEMS)  
Update on Rescue Squad Assistance Fund Grant delays, (pg 36) ..... Melody Foster
    - 3) Update on Request for Additional Planning District Funding ..... Melody Foster
    - 4) Council Member Comments
  - B. Commonwealth Intergovernmental Review Process, (pg 37) No Comment
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date – Wednesday, March 20, 2024,  
CRC Conference Room

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**Commonwealth Regional Council  
CRC Conference Room  
Keysville, Virginia  
January 17, 2024**

**Welcome & Call to Order**

The Chairman, Mr. Emert, called the meeting to order at 9:00 a.m.

**Invocation and Introductions**

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

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

Amelia:

Mr. Dexter Jones

\*Mr. David Felts

Mr. Dexter Jones

\*Mr. David Felts

Buckingham:

Mr. Paul Garrett

\*Mr. Karl Carter

Mr. Paul Garrett

\*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

\*Mr. Walt Bailey

Mr. Gary Walker  
(Treasurer)

\*Mr. Walt Bailey

Cumberland:

Vacant

\*Ms. Stephany Johnson

Vacant

\*Ms. Stephany Johnson

Lunenburg:

Mr. Mike Hankins

\*Ms. Taylor King

\*Ms. Taylor King

Mr. Mike Hankins  
(Vice-Chairman)

Nottoway:

Mr. Dickie Ingram

\*Mr. Bill Collins

Mr. Dickie Ingram

\*Mr. Bill Collins

Prince Edward:

Mr. David Emert

\*Dr. Odessa Pride

Mr. David Emert  
(Chairman)

\*Dr. Odessa Pride (V)

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

Mr. Derek Stamey, Cumberland County(V)

Mr. Steve Bowen, Nottoway County (v)

Mr. Doug Stanley, Prince Edward County(V)

**STAFF**

Ms. Melody Foster, Executive Director

Mr. Todd Fortune, Deputy Director

Ms. Nikki Hall, Finance Director

Ms. Lauren Jones, Regional Planner

Mr. Tyler Henderson, Regional Planner

**GUESTS:**

Mr. Tony Matthews, Kenbridge Town Manager

Gregg Zody, Nottoway County Planning and Economic Development Director (V)

(V) Denotes attendees who participated virtually.

**Approval of Minutes of December 20, 2023 Council Meeting:**

Mrs. King moved and Mr. Jones seconded to approve the minutes as presented. Motion carried.

**Treasurer's Report:****December/January:** Mr. Emert gave the Financial Report in the place of Mr. Walker. He stated that he reviewed the financial report and found everything to be in order. Mr. Jones moved and Mr. Emert seconded to approve the Treasurer's Report as presented. Motion carried.**Report of Officers, Committees & Executive Director:****Chairman's Report:** Mr. Emert welcomed the new Council members that were appointed to the Council. Mr. Emert stated that the Council will need to appoint an Executive Director Search Committee. Mr. Emert appointed the committee of the following individuals: Mr. Mike Harkins, Mr. Taylor Harvie, Mr. Gary Walker, and himself. Mr. Emert welcomed the new Regional Planner, Tyler Henderson. Mr. Henderson stated that he is happy to be here.**Executive Director Monthly Activities Report:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that she participated in a virtual meeting with TRRC staff and CVPC

members to discuss funding opportunities for the Central Virginia Poultry Cooperative. Ms. Foster stated that she corresponded with the Auditor on the FY23 Audit and hopes to have the audit ready to be presented at the February meeting.

**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 after evaluating different options with the Project Management Team, it was decided to deliver educational materials and emergency kits to local emergency managers for distribution to citizens. Mr. Fortune stated that distribution is currently underway. Every county will receive 50 kits, with each kit containing 71 items and multiple information packets. Mr. Fortune stated that the CRC is currently coordinating with Nottoway and Cumberland Counties to pick up their kits. Mr. Fortune stated that Fuqua students volunteered to assist with assembling 350 emergency kits. Mr. Fortune stated that Charlotte County passed out all 50 kits within two hours.

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Jones stated that a report was included in the Council packet. Ms. Jones stated that the CRC hosted a webinar on the State of the CRC Region's Forests on December 28<sup>th</sup>. Ms. Jones stated that the webinar had nine attendees. She stated that attendees learned about the current state of the region's forest, how the forests are changing, and the different types of tree cover and their benefits. The CRC also shared information on grant programs to assist with tree planting efforts. Ms. Jones provided a visual presentation of the Charlotte Co. Rain Barrel Workshops that were held in November. Ms. Jones stated that she had been working with Charlotte County Extension staff to hold Rain Barrel workshops in after-school programs at all three Elementary schools in Charlotte County. Ms. Jones stated the Extension office and the CRC has held the first two rain barrel workshops on November 6<sup>th</sup> at Bacon District Elementary and November 8<sup>th</sup> at Eureka Elementary. She stated the Bacon District had four kids in attendance and Eureka had three kids in attendance. The last rain barrel workshop will be held on November 15<sup>th</sup> at Phenix Elementary from 4 to 6pm.

**Update on Charlotte County Comprehensive Plan Update:** Ms. Jones stated that a report was included in the Council packet. Ms. Jones stated that the CRC met with the Charlotte County Board of Supervisors on December 11<sup>th</sup> for a work session to provide a brief overview of the plan and address any board member concerns about the Plan. Board members posed questions regarding whether or not language on the solar cap can legally be included in the plan. Ms. Jones stated that the board was notified at their January meeting that solar cap language can legally be included in the plan. The board selected to change the recommended solar language and lower the cap to four percent.

**Update on Buckingham County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that CRC staff attended the Planning Commission work session on November 20<sup>th</sup>. At this meeting, CRC staff reviewed revisions to draft Section 2 and draft Section 3 with the Commission. The Planning Commission was scheduled to hold their next work session with the CRC on January 16<sup>th</sup>. This work session was cancelled due to weather. Mr. Fortune stated that the CRC is scheduled to meet with the Planning Commission on February 12<sup>th</sup> instead.

**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 Planning Commission on October 23<sup>rd</sup> to review the Demographics section of the Comprehensive Plan. The



Planning Commission requested some changes, which CRC staff are working on making. Mr. Fortune stated that CRC staff corresponded with Amelia County staff in November on logistics for developing and disseminating citizen surveys. Mr. Fortune noted that the CRC is not working on the citizen surveys for the comprehensive plan. He stated that we were only giving advice and reference material for the County to complete this task. Mr. Fortune stated that CRC staff is working with the Planning Commission on revising the Future Land Use map. Mr. Jones asked if the Planning Commission has discussed the proposed new Powhite, Route 288 exchange that will have a major effect on Amelia County. Mr. Fortune stated that he has not aware of any discussion regarding this. Mr. Fortune stated that he will discuss this with County staff.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Jones stated that a report was included in the Council packet. Ms. Jones 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 working with the homeowners and the USDA Rural Development Loan office to close on the Andrew Drive homes. Smyth Properties has noted that all seven housing units are almost complete. Plumbers/electricians are working this week to finish plumbing connections and the remaining electrical at 120 S Broad St. 114 S. Broad Street has been completed. Ms. King noted that the building has received the Certificate of Occupancy. CRC staff, Virginia Housing staff, Town staff, County staff, and Mr. Hankins completed a final compliance review on December 15<sup>th</sup>. Ms. Jones stated that Southside Outreach has awarded the bid to Divine Buildie of Amelia, Virginia. The contractor has begun construction.

**Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (ESHP) 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. She stated that our previous contact at DHR is on medical leave. Our new contact at DHR stated that he is working on finalizing these documents with us. Ms. Jones stated that the contractor, Virginia Drywall and Plaster, LLC., has completed the plaster repairs work. CRC staff is working with County staff to assemble and submit any final reimbursement requests, set up a final site visit and complete the close out report for the project.

**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. Mr. Fortune stated Kinex and their crews are continuing to work in parts of all three counties where middle-mile fiber is in place to complete installations for all three customers. Mr. Fortune stated that there is currently a backlog for new installations due to staffing issues. Kinex has added new staff and hopes to see installs ramp up after the holidays. Mr. Fortune stated that Mr. Garrett has advised that Kinex is filing a challenge to DHCD on an application form Firefly to connect VATI-eligible customers in Cumberland County. The challenge involves 239 houses. Kinex is challenging on the grounds that they have fiber within 1,000 feet of these houses. Mr. Fortune stated that the CRC received word on December 19<sup>th</sup> that VDOT planned to shut down middle-mile fiber work in Lunenburg County until January 2<sup>nd</sup>. Mr. Fortune stated that this was due to a crew from GAC, one of the contractors for Kinex, having a crew in the road with no traffic control. Kinex and GAC worked with VDOT to resolve the matter, and crews are back in the County laying fiber. Ms. King stated that crews were not only shutdown because of the lack of traffic control, but also due to damage of covert pipes within the

County. Mr. Matthews stated that there have been several complaints from homeowners on how the crews have repaired ditching as well. Mr. Matthews will reach out to Kinex regarding this.

**Update on Drakes Branch SLFRF Projects:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that the water metering project is complete. Ms. Foster stated that she is still working with the Town to discuss additional projects to spend down the rest of their SLFRF funds.

**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. Mr. Fortune stated that building 1 and 7 has opted out of participating in the project. Mr. Fortune stated that this leaves seven building that are participating. He stated that the environmental inspector has inspected the properties for lead and asbestos to properly dispose of any lead and asbestos that is found. Mr. Fortune stated that on buildings 4, 5, and 6 are awaiting the property owner to sign off on program participation. Mr. Fortune stated that building nine's paperwork is currently being processed. Mr. Emert asked if these buildings will be torn down. Mr. Fortune stated that these buildings will be torn down. If asbestos is found, the contractor will be required to remove the asbestos and dispose of the containments properly. Ms. Foster asked if building 7 will be condemned. Mr. Fortune stated that the building will not be condemned.

**Update on Blackstone Armory VBAF Grant:** Mr. Fortune stated that there is not a report 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. Mr. Fortune stated that all abatement/removal activities are complete. The CRC assisted the Town in preparing and submitting the required reporting and financial documentation to VEDP on October 5, 2023. There was a miscommunication on the status of payment. Upon further coordination with the Town and VEDP, it was determined that the Town is still waiting for reimbursement from VEDP. Mr. Fortune stated that the CRC has been contact with VEDP for an update on the status.

**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 has been working with VDEM and FEMA Region 3 staff, Lunenburg County staff, and representatives from Southside Electric Cooperative (SEC) on how to address the project submitted by SEC for mitigation funding. Mr. Fortune stated that there are two options to address this: Add SEC as a participant to our Regional Plan, which would require significant changes to the draft Plan; or amending on of Lunenburg County's mitigation actions to make this project eligible, which would require the County to act as applicant and (if funded) grantee for the project. As of today, CRC staff was in communication with Lunenburg County staff and SEC representatives to determine the preferred option. Mr. Fortune stated that there are currently four known mitigation funding applications from this region that are being held by VDEM until preliminary approval of our Plan has been granted. After discussions with VDEM staff, it was selected to move forward with plan approval without adding any SEC mitigation actions to the plan. Mr. Fortune stated that the required changes have been made to the Plan and the Plan has been sent to FEMA region 3 staff for preliminary approval.

**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). Ms. Jones stated that the LUREF has recorded the Covenant of Use. Longwood has begun advertising for bids for the construction of the

project with a due date of January 25<sup>th</sup> at 2pm. The CRC has been working with Longwood staff to ensure EDA procurement policies are followed. Ms. McGuire stated that the pre-bid conference was well attended.

**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 CRC REDO Working Committee that is made up of all of the County Administrators and Longwood did meet this month to discuss the feasibility of moving forward with fundraising. Ms. Foster stated that most of the Counties noted that a consultant that is experienced in fundraising is needed to complete this fundraising piece. Ms. Foster stated she provided the working committee with full-time and part-time consulting fees and the working committee felt the part-time consulting was the best option. Ms. Foster stated that the biggest concern of the working committee is the costs and how they would be covered. She stated that Convergent does provide cash flow assistance by reducing monthly fees upfront until the completion of the project, stretching payments out, and requesting smaller payments upfront and gradually increasing the payments over time. Ms. Foster recommended that the CRC would cover the costs for the consultant upfront until the new REDO starts receiving County dues and pledges from the private sector. Ms. Foster stated that if we wait to move forward with the fundraising piece, then we could lose potential momentum that was creating during fundraising feasibility study. Ms. Foster stated that her recommendation is to continue forward with this fundraising campaign by going under contract with Convergent. Ms. Foster stated that the CRC will seek membership dues from the localities while Convergent conducts their campaign. Mr. Witt stated that he felt this is the best direction to move forward for the Council. Mr. Witt stated that the County's Board of Supervisors ultimately has the decision to whether or not they would like to join this new REDO. Mr. Witt stated that the County does not have the staff capacity nor the expertise to conduct a fundraising campaign the same way a consultant like Convergent can do. Mr. Carter stated if the region would like for new businesses and industries to relocate to the region outsourcing professionals that have the expertise to conduct a successful fundraising campaign is key. Mr. Stanley stated that the biggest thing is for public regional commitment from the Counties for multiple years. Mr. Bowen asked if there was a five-year commitment to be a part of this organization. Ms. Foster stated that there would be a five-year commitment. Mr. Carter motioned and Mr. Jones seconded for the CRC to go under contract with Convergent to conduct a fundraising campaign and for the CRC to approach localities to be a part of this organization under a per-capita membership model. Motion carried.

**Central Virginia Poultry Cooperative:** Mr. Foster stated that a report was included in the Council packet. Ms. Foster stated that due to this project being an ongoing Economic Development project, the TRRC cannot make a comment at this time.

**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 congratulated the Town of Blackstone on being awarded \$121,383.29 grant from the Tobacco Commission to fund equipment costs for the hospitality training program that will be located in the Harris Memorial Armory. Ms. Jones also stated that the CRC is assisting the Town with an application to the SCRC, State Economic Infrastructure Development Grant Program to fund construction costs for the renovation and rehabilitation of the Harris Memorial Armory. The CRC staff assisted the Town of Blackstone with this application. The CRC assisted the Mary E. Branch Heritage Center with an application to the National Park Service, Save America's Treasure grant to renovate the historic Mary E. Branch Elementary School. Ms. Jones stated that the CRC is assisting Virginia Food

Works with a planning grant application to purchase a new liquid goods filling machine and dry goods filling machine for the Prince Edward Cannery that would serve local food producers. Ms. Jones also stated that the CRC is assisting PSR with an application to purchase a vehicle through the USDOT FTA, Innovative Coordinated Access and Mobility grant program.

**Update on Request for Additional Planning District Funding:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that there was no additional State funding included in the Governor's released budget. The VAPDC will be working with legislators on a possible budget amendment.

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

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

**Other Business:** Ms. Foster stated that she has provided each Council member with a copy of a letter from Southside Electric Cooperative and information on House Bill 880. Ms. Foster stated that Mr. Stamey has requested for the CRC to share this information with you. Mr. Stamey stated that House Bill 880 will require electric companies to pay to upgrade poles to FCC standards. Mr. Stamey stated that this House Bill will inequitably shift costs from large companies to individual homes and business in rural communities.

Mr. Emert moved and Mr. Jones seconded that the Council convene in closed session for the discussion of a public contract, as permitted by Virginia Code Section 2.2-3711. A.4 – a matter requiring the protection of the privacy of individuals in personal matters not related to public business. Motion carried unanimously.

Mr. Emert moved and Mr. Jones seconded to return to regular session. Motion carried unanimously.

Mr. Emert moved and Mr. Jones seconded that the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Commonwealth Regional Council convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3711.A.1 of the Code of Virginia requires a certification by the Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the CRC hereby certifies that to the best of each representative's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the CRC.

The motion carried unanimously.

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

**Adjournment, Next Meeting:** The meeting adjourned at 9:58 a.m. The next meeting was set for Wednesday, February 21th, 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 January 11, 2024 thru February 15, 2024**

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 383,043.72	\$ 3,777,280.25
Total Expenses	\$ 346,237.03	3,763,105.12
Net Income	\$ 36,806.69	\$ 14,175.13
Cash on Hand	\$ 881,623.01	\$ 881,623.01

**Account Balances as of February 15, 2024**

Benchmark (M2)	\$ 235,939.56
BB&T (M1)	\$ 526,234.72
Benchmark (CD1)	\$ 54,439.71
Benchmark (CD2)	\$ 15,043.36
BB&T (PR)	\$ 28,036.74
BB&T (Oprtg)	\$ 21,928.92
	<u>\$ 881,623.01</u>

Prepared by: Nicolette Hall, January 10th, 2024

**\*\*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.*

**\*\*\*\$900.00 from P.E. for SHSP Barricades Grant Admin costs, placed temporarily in Misc Income due to Quickbooks audit in progress not allowing new income codes to be generated.\*\*\***

# Commonwealth Regional Council Financial Statement

January 11 through February 15, 2024

	Jan 11 - Feb 15, 24	Budget	Jul 1, '23 - Feb 15, 24	YTD Budget	Annual Budget
<b>Income</b>					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Anellia 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 Investment	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 Investment	0.00	0.00	19,000.00	19,000.00	19,000.00
43060 - Lunenburg Local Member Investment	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
<b>Total 43000 - Local Member Investment</b>	0.00	0.00	133,000.00	133,000.00	133,000.00
<b>Total 40000 - Revenue</b>	0.00	0.00	133,000.00	133,000.00	133,000.00
44000 - VA Regional Cooperation					
45000 - Project Funding	22,493.00	8,827.81	67,478.00	56,231.93	89,971.08
45880 - CRC Regional Haz Mit Plan Updat	0.00	3,047.75	52,071.05	19,413.75	31,062.00
45900 - Prince Edward Access Road Admin	0.00	735.89	7,500.00	4,687.50	7,500.00
45955 - PDC Housing Program	0.00	1,962.37	8,636.69	12,500.03	20,000.04
45965 - Charlotte Comp Plan Update	0.00	250.20	0.00	1,593.75	2,550.00
45970 - Kenbridge ESHPF Grant Admin	0.00	1,192.14	12,150.00	7,593.75	12,150.00
45975 - Charlotte ESHPF Grant Admin	1,944.00	190.74	1,944.00	1,215.00	1,944.00
45985 - VATI Regional Broadband Grant	0.00	2,289.40	0.00	14,583.15	23,333.04
45990 - Drakes Branch SLFRF Admin	0.00	299.18	0.00	1,905.68	3,049.08
45991 - Blackstone Armory Abatement Adm	0.00	392.48	8,000.00	2,500.05	4,000.08
45992 - Anellia Mod Comp Plan Update	0.00	588.71	0.00	3,750.00	6,000.00
45993 - VATI Audit funds	0.00	392.48	0.00	2,500.05	4,000.08
45995 - Drakes Branch VDEM Grant Admin	0.00	2,023.80	0.00	12,891.30	20,626.08
45996 - Buckingham Comp Plan Update 23	0.00	2,452.96	0.00	15,625.05	25,000.08
45997 - Lunenburg Comp Plan Update 24	0.00	2,452.96	0.00	15,625.05	25,000.08
45998 - SHSP Comm Outreach & Prep.	0.00	1,275.55	0.00	8,125.05	13,000.08
45999 - Longwood SEED Inn Hub Admin	8,472.25	3,178.44	8,472.25	20,246.25	32,394.00
<b>Total 45000 - Project Funding</b>	10,416.25	22,725.05	98,773.99	144,755.41	231,608.64
<b>Total 46000 - Other Funding</b>					
46005 - DEQ 2021 CRC WIP II Assistance	0.00	5,690.87	0.00	36,250.05	58,000.08
46010 - VDOT-Transport Planning	0.00	5,690.87	25,538.91	36,250.05	58,000.08
46040 - Interest Income	0.00	78.50	2,717.06	500.03	800.04
46050 - Misc. Income	15,000.00	0.00	17,756.30	0.00	70,000.04
46081 - EDA Technical Assistance Fund	18,641.29	7,492.67	18,641.29	41,363.66	33,000.03
46082 - SCRC LDD Funds	0.00	4,317.21	0.00	16,500.02	
<b>Total 46000 - Other Funding</b>	33,641.29	23,270.12	64,653.56	130,863.81	219,800.27
<b>Total 47000 - Pass Thru Funds</b>					
47000 - Pass Thru Funds					
47060 - VH PDC Housing Program Funds	0.00	0.00	260,719.49	0.00	
47070 - VATI Broadband	278,406.25	0.00	3,082,618.55	0.00	
47080 - CRC REDO	38,086.93	0.00	70,036.66	0.00	
<b>Total 47000 - Pass Thru Funds</b>	316,493.18	0.00	3,413,374.70	0.00	
<b>Total Income</b>	383,043.72	54,822.98	3,777,280.25	464,851.15	674,379.99
<b>Expense</b>					
71000 - Personnel Costs					
71010 - Salary Distribution	38,122.35	33,654.58	172,543.79	214,375.05	343,000.08
71040 - Payroll Expenses (SS/FICA)	2,916.39	2,574.73	13,198.63	16,400.63	26,241.00

# Commonwealth Regional Council Financial Statement

January 11 through February 15, 2024

	Jan 11 - Feb 15, 24	Budget	Jul 1, '23 - Feb 15, 24	YTD Budget	Annual Budget
71150 - Unemployment Ins.	27.50	12.95	49.08	82.50	132.00
71200 - VRS Contribution	6,360.32	7,484.76	33,805.25	47,676.90	76,283.04
71350 - Staff Train/Conference	150.00	1,688.02	2,697.55	10,625.03	17,000.04
71400 - Workmens Comp Ins	0.00	49.07	0.00	312.53	500.04
71500 - Group Health Insurance	7,505.99	3,924.74	24,695.53	25,000.05	40,000.08
71600 - Life Insurance	33.90	34.35	262.20	218.78	350.04
71700 - Other Staff Costs	0.00	88.61	0.00	564.38	903.00
71750 - Employee Cell Phone Stipend	250.00	294.35	1,600.00	1,875.00	3,000.00
<b>Total 71000 - Personnel Costs</b>	<b>55,366.45</b>	<b>49,786.16</b>	<b>248,853.03</b>	<b>317,130.85</b>	<b>507,409.32</b>
72000 - Office Operations					
72005 - Cleaning & Maint.-Bldg	400.00	565.16	2,800.00	3,600.00	5,760.00
72010 - Lease Costs	1,200.00	1,412.90	8,400.00	9,000.00	14,400.00
72015 - Utilities	499.90	245.30	3,044.01	1,562.55	2,500.08
72020 - Telephone/Internet Costs	276.39	343.42	1,840.76	2,187.53	3,500.04
72030 - Postage and Freight	28.75	117.74	1,145.26	750.00	1,200.00
72035 - Express Mail	34.20	11.77	57.00	75.00	120.00
72040 - Consumable Supplies	799.78	353.23	5,795.83	2,250.00	3,600.00
72050 - Dues and Subscriptions	24.00	34.35	97.00	218.78	350.04
72060 - Office Insurance	0.00	9.82	0.00	62.55	100.08
72070 - Administrative Costs	1,050.00	1,275.55	5,250.00	8,125.05	13,000.08
72080 - Office Costs - Other	6.36	294.35	4,058.12	1,875.00	3,000.00
72085 - Office Moving Expense	0.00	0.00	1,256.15	0.00	
<b>Total 72000 - Office Operations</b>	<b>4,321.38</b>	<b>4,663.59</b>	<b>33,744.13</b>	<b>29,706.46</b>	<b>47,530.32</b>
73000 - Office Equipment					
73010 - Office Equipment	0.00	245.30	1,600.00	1,562.55	2,500.08
73030 - Equipment Maintenance	2,085.30	1,560.08	7,801.54	9,937.50	15,900.00
73040 - Equipment Repair	0.00	136.84	136.84	1,250.02	2,000.04
73050 - Equipment - Other	3,242.88	1,913.31	16,041.31	12,187.50	19,500.00
<b>Total 73000 - Office Equipment</b>	<b>5,328.18</b>	<b>3,914.53</b>	<b>25,581.69</b>	<b>24,937.57</b>	<b>39,900.12</b>
74000 - Auto/Staff Travel					
74020 - Staff Mileage	401.69	932.13	4,135.04	5,937.53	9,500.04
<b>Total 74000 - Auto/Staff Travel</b>	<b>401.69</b>	<b>932.13</b>	<b>4,135.04</b>	<b>5,937.53</b>	<b>9,500.04</b>
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	510.22	2,607.54	3,250.05	5,200.08
75020 - Committee Meetings	0.00	39.26	0.00	250.05	400.08
75030 - Staff Meetings	0.00	49.07	221.29	312.53	500.04
75040 - Council Memberships	20.00	696.65	7,120.00	4,437.53	7,100.04
75050 - Other Meeting Costs	0.00	19.63	0.00	125.03	200.04
75060 - Public Official Insurance Cov.	0.00	176.61	0.00	1,125.00	1,800.00
<b>Total 75000 - Meetings/Memberships</b>	<b>20.00</b>	<b>1,491.44</b>	<b>9,948.83</b>	<b>9,500.19</b>	<b>15,200.28</b>
77000 - Collateral Materials					
77010 - Web Page Costs	0.00	343.42	261.05	2,187.53	3,500.04
<b>Total 77000 - Collateral Materials</b>	<b>0.00</b>	<b>343.42</b>	<b>261.05</b>	<b>2,187.53</b>	<b>3,500.04</b>
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	14.72	0.00	93.75	150.00
78030 - Other	0.00	98.13	0.00	625.05	1,000.08
<b>Total 78000 - Local Relations</b>	<b>0.00</b>	<b>112.85</b>	<b>0.00</b>	<b>718.80</b>	<b>1,150.08</b>

# Commonwealth Regional Council Financial Statement

January 11 through February 15, 2024

	Jan 11 - Feb 15, 24	Budget	Jul 1, '23 - Feb 15, 24	YTD Budget	Annual Budget
79000 - Other Program Costs					
79030 - Planning Project Costs					
79036 - VATI Broadband	278,406.25	0.00	3,082,618.55	0.00	
79045 - VH PDC Hous Prog-Partner Expens	0.00	0.00	260,779.49	0.00	
79046 - CRC REDO	1,925.65	0.00	85,199.52	0.00	
79030 - Planning Project Costs - Other	457.23	1,618.95	12,043.79	10,312.50	16,500.00
Total 79030 - Planning Project Costs	280,799.33	1,618.95	3,440,581.35	10,312.50	16,500.00
79050 - Contingency Costs	0.00	490.60	0.00	3,125.03	5,000.04
Total 79000 - Other Program Costs	280,799.33	2,109.55	3,440,581.35	13,437.53	21,500.04
Total Expense	346,237.03	63,354.07	3,763,105.12	403,556.46	645,690.24
Net Income	36,806.69	-8,531.09	14,175.13	61,294.69	28,689.75





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**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: CRC Executive Director Monthly Activities  
DATE: February 14, 2024

- Met virtually with representatives of Longwood University to review the status of the Longwood SEED Innovation Hub, the upcoming bid due date and reporting for all of the grant sources.
- Assembled and submitted the final DEQ WIP III report for the 2023 contract.
- Facilitated the CRC REDO Working Committee meeting with Andy Coe, Convergent Nonprofit Solutions LLC to discuss next steps in the CRC REDO Fundraising Campaign.
- Participated in the virtual GOVAR3 Board meeting (board member).
- Attended the Southern Virginia Partnership for Health Science Careers GO Virginia Region 3 Meeting at the Institute for Advanced Learning & Research (IALR) in Danville.
- Corresponded with Creedle, Jones, & Associates, P.C. staff to deliver requested data and to discuss and review Draft FY22-23 CRC Audit.
- Assembled and submitted the GOVA REDO Final Quarterly Report and Reimbursement request.
- Met virtually with Andy Coe, Convergent Nonprofit Solutions LLLC to discuss CRC REDO Fundraising Campaign and requested agreement for services.
- Met virtually with VDACS representatives to discuss funding options for the CVPC.
- Met virtually with Andy Coe, Convergent Nonprofit Solutions LLLC to review comments for the CRC REDO Fundraising Campaign Agreement for services.
- Met virtually with USDA and CVPC representatives to discuss loan options for the Cooperative.
- Corresponded with Prince Edward County staff to obtain information for the TRRC grant for the HIT Park Access Road project.
- Executed agreement with VDACS for the AFID PG for startup costs for the CVPC.
- Assembled and submitted 1<sup>st</sup> reimbursement request for CVPC AFID PG.
- Corresponded with Prince Edward County staff to coordinate with the County to apply for US DOT RAISE Planning Grant funds for the US 460 East Interchange Study project.
- Attended VACO/VML/VAPDC Local Government Day, VAPDC Meeting and visited General Assembly Delegate/Senate offices to support the increased funding for Virginia Planning Districts in Richmond.
- Met virtually with Bryan David, GOVAR3 Program Director, to discuss the CRC becoming the applicant for the Amelia County Regional Commerce Center Project.
- Met virtually with Tony Banks, Farm Bureau Federation to discuss CVPC funding.
- Meeting weekly with Todd Fortune and other staff to discuss Executive Director Transition tasks.
- Assembled and submitted the Prince Edward County TRRC grant for the HIT Park Access Road project.
- Assembled and submitted the requested CRC Budget request for FY24-25.
- Met virtually with Drakes Branch Town Mayor and Clerk to discuss remaining SLFRF funds and prioritizing projects to spend down the funds before the December 2024 deadline.
- Assembled and submitted EDA EDD 1<sup>st</sup> Reimbursement Request for EDA LTA funding.
- Corresponded with Southeast Crescent Regional Commission (SCRC) program.
- Discussed ongoing projects with CRC staff.

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road

Keysville, VA 23947 | 434.392.6104 PHONE  
[www.virginiashartland.org](http://www.virginiashartland.org)



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## Scoping the Future List of Innovative/Regional Ideas

### Ideas Previously Discussed:

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

### New Ideas:

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

Note: Items stricken through have been addressed or pursued.




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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 14, 2024

**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:** The educational materials and emergency kits have been delivered to local emergency managers in each county for distribution to citizens. Every county received 50 kits, with each kit containing 71 items and multiple information packets. Local distributions have occurred in Amelia, Buckingham, Charlotte, Lunenburg, and Prince Edward Counties. Local distributions for Cumberland and Nottoway Counties are pending.

The educational campaign is underway. CRC staff are in the process of coordinating with local school superintendents and school staff in each public school system in the region, plus the heads of school and school staff for the four private schools in our region. The CRC plans to deliver Pedro the Penguin preparedness activity books to each elementary school in late March for distribution to second grade students. The second-grade students would then be able to take the books home and complete the activities during Spring Break, which is in early April for most of the schools in the region, as a fun way to learn about emergency preparedness.

**NOTE:** The current end date for this grant is June 30, 2024. Given the delay in getting this grant under contract, the CRC considered requesting an extension of this deadline. However, CRC staff believe we can complete distribution of the educational materials in the Spring 2024. Therefore, 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



# PREPARE WITH PEDRO

DISASTER PREPAREDNESS ACTIVITY BOOK



FEMA P-2005 / June 2018



American  
Red Cross

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**MEMORANDUM:**

**TO:** CRC Council Members  
**FROM:** Lauren Jones, Regional Planner  
**DATE:** February 13, 2024  
**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 including the Virginia Department of Forestry's Virginia Trees for Clean Water grant program.
  - Discussing grant project ideas with localities
  - 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.
  - Emailed Lunenburg Virginia Cooperative Extension office to discuss a potential rain barrel workshop within the County



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Lauren Jones  
Regional Planner

**DATE:** February 13, 2024

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

As you are aware, the Commonwealth Regional Council (CRC) is assisting Charlotte County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred since the last update on January 8, 2024:

- The CRC met with the Charlotte County Board of Supervisors on December 11, 2023 for a work session to provide a brief overview of the plan and address any board member concerns about the Plan. Board members posed questions regarding whether or not language on the solar cap can legally be included in the plan.
- At the January Board of Supervisors meeting, the board was notified that the solar language can legally be included in the plan. The board selected to change the recommended solar language and lower the solar cap to 4%. The Board selected to defer setting a public hearing date until a later date.

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

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

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Keysville, VA 23947 | 434-392-6104



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**MEMORANDUM**

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

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

**DATE:** February 5, 2024

**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 January 3, 2024:

- The Planning Commission Work Session scheduled for January 16 was cancelled. The next Planning Commission Work Session is scheduled for February 20. At this meeting, CRC staff will review revised draft Sections 2 (Community Profile) and 3 (Inventory and Analysis: Community Resources) of the Plan and provide an update on the citizen survey results. Time permitting, CRC staff will review draft Section 4 (Transportation) of the Plan with the Commission.
- CRC staff presented materials to the Planning Commission for the January 16 meeting prior to the meeting cancellation. Staff worked on some changes based on comments from Planning Commission members, and will present updated materials to the group for the February 20 meeting. This includes the draft sections of the Plan and the draft citizen survey results.


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

cc: Melody Foster, Executive Director, CRC  
Lauren Jones, Regional Planner, CRC  
Nicci Edmonston, Zoning/Planning Administrator, Buckingham County



**MEMORANDUM**

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

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 12, 2024

**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 are working with the Amelia County Planning Commission to finalize the update of the Demographics section of the Comprehensive Plan.
- CRC staff are working with County staff and the Planning Commission on revising the Future Land Use map. A draft map was presented to the Commission for review. The Commission requested a second option, which CRC staff are working to develop and will present to the Commission for review at its meeting on February 26<sup>th</sup>.

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:** Tracy Gee, Lunenburg County Administrator  
Rodney Newton, Victoria Town Manager  
Tony Matthews, Kenbridge Town Manager  
Members of the Lunenburg County Board of Supervisors  
Members of Victoria Town Council  
Members of Kenbridge Town Council

**FROM:** Tyler Henderson   
Regional Planner

**DATE:** February 14, 2024

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

The Commonwealth Regional Council (CRC) has begun assisting Lunenburg County, Victoria, and Kenbridge with an update of their Joint Comprehensive Plan. As part of the CRC's efforts to assist the County and Towns, the following is a summary of activities completed to date:

- The CRC held a kickoff meeting for the working committee on Thursday, February 8, 2024. CRC staff presented and distributed information on the existing CRC Comprehensive Planning process, which included an overview of the relevant Code of Virginia requirements for a Comprehensive Plan, a tentative schedule of meetings, and an explanation for the methods used for gathering public input. At the end of the presentation, the CRC gathered input from the committee members on the previous comprehensive plan and on the plan for the current update.
- Topics covered included the timeline, community meetings, and updating the plan with minimal changes. In addition, the committee brainstormed about special issues including broadband, solar, changing housing market, attracting major industries, solid waste transit and outdoor recreation.
- The next meeting is scheduled for Thursday, March 7<sup>th</sup>. At this meeting, the committee will discuss likes/dislikes from the previous plan in more detail and the CRC staff will discuss logistics of the community meeting(s).

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 Representatives

**FROM:** Lauren Jones, Regional Planner

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

**DATE:** February 13, 2024

As you are aware the CRC has received \$2 million in grant funds from Virginia Housing to establish 20 affordable and workforce housing units in the CRC region **over a 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. Through these partners the CRC has been able to establish 21 affordable housing units.

**Update:** The CRC has a remaining \$320,357.46 in grant funding that has not been obligated to a housing partner or CRC staff time. The CRC is now seeking funding applications from Experienced Housing Partners to establish affordable workforce housing units in the counties of Amelia, Cumberland, and Buckingham by June 30, 2025. These counties were not previously served by the first round of grant funding. Applications are due by Wednesday, February 28, 2024.

- **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. The project is expected to be completed in March 2024. All the Andrew Drive homes in Farmville have been completed. Piedmont Habitat is working with the homeowners and the USDA Rural Development loan office to close on the Andrew Drive homes.
- **Smyth Properties** – All seven housing units are complete and have received the Certificate of Occupancy. The Smyths are currently accepting rental applicants for these housing units.
- **Town of Blackstone/ Southside Outreach** – The contractor has completed siding on one of the two homes. The Town has completed the water, sewer, and electricity connection to both homes. The contractor was hired to build both homes and is currently completing the builds simultaneously.



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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

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

DATE: February 12, 2024

**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. Our contact with DHR has been out on medical leave, CRC staff has been working with a new contact to finalize the preservation agreement.


Charlotte County Courthouse Complex Drainage Project – Charlotte County staff awarded the bid for Plaster Repairs to Virginia Drywall and Plaster, LLC. The contractor has completed the Plaster Repairs work. CRC staff worked with County staff to assemble and submit the final reimbursement requests and to set up the final site visit with DHR staff. The final site visit has been set for February 14, 2024.

**\*\*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.**



**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 12, 2024

**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.

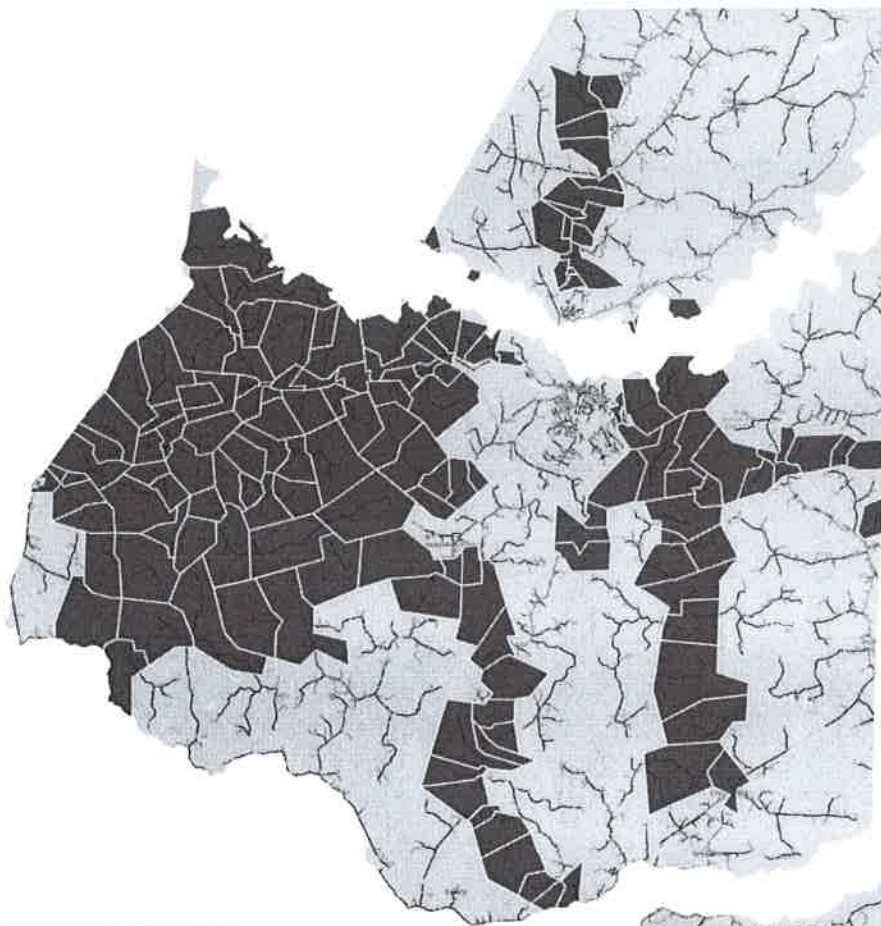
**Update:**

- Kinex and their contractors continue to work on laying down middle-mile fiber in unserved areas of all three counties.
  - Crews have resumed work on laying fiber in Lunenburg County. James Garrett, Kinex Telecom, has advised that his crews are working with VDOT on strategies to avoid old culvert lines.
- Kinex crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers. Mr. Garrett has advised that there is currently a backlog for new installations due to staffing issues. He has added new staff and they are working to address that backlog.
- Mr. Garrett has advised that Kinex is filing a challenge to DHCD on an application from Firefly to connect VATI-eligible customers in Cumberland County. The challenge involves 239 houses. Kinex is challenging on the grounds that they have fiber within 1,000 feet of these houses.
- CRC staff have requested an extension on the period of performance for the grant due to guidance from Kinex that they do not expect to have the work completed by the current end date (June 14, 2025). The CRC requested a new end date of June 14, 2026 for the grant.
- As of February 1, 2024, a total of 4,121 passings (out of a target of 11,397 total passings) and 872 installs for new customers have been completed.
  - The target number of passings was incorrectly stated in prior reports. The correct target number of passings is 11,397 as listed above.
- The Project Management Team meets monthly to discuss the project. The team includes local staff, CRC staff, Kinex staff, and DHCD staff. The next meeting is scheduled for March 8, 2024.
- Per an agreement with DHCD, CRC and local staff will be making periodic site visits to observe the work being done by Kinex and their contractors. The most recent site visit was conducted on October 17, 2023, in Lunenburg County. The next site visit would occur in March 2024.

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

cc: Melody Foster, Executive Director, CRC

Cumberland Co.



Prince  
Edward Co.

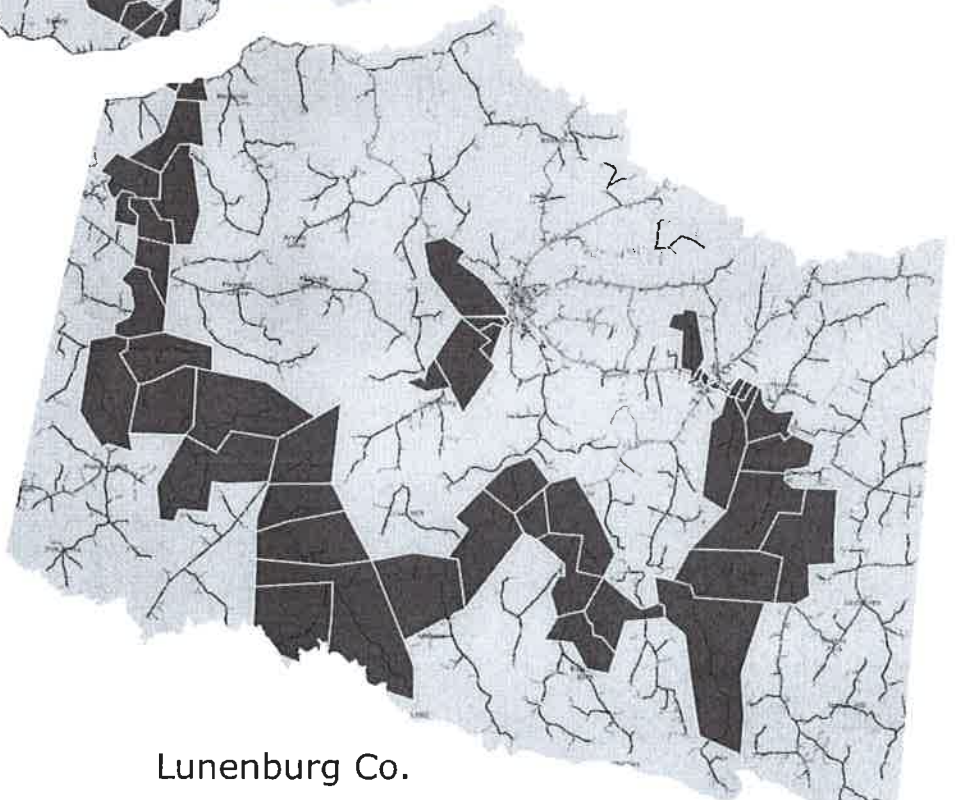
**Key**



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**Future  
Build**



Lunenburg Co.





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TO: CRC Representatives

FROM: Melody Foster, Executive Director

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

DATE: February 14, 2024

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. Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026.

Update:

Water Metering Project complete.

CRC staff have met with the Town Mayor and Clerk to review additional projects to expend funds. The Town will be working to prioritize projects and will be meeting again in March to discuss updates.




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## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 12, 2024

**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
  - The property owner has opted out, and will not be participating in the project.
- Buildings 2 and 3: Old Town Hall and fire station
  - Appraisals completed.
  - Title searches completed.
  - The Town has retained Hurt & Proffitt to conduct lead and asbestos inspections of these properties. The inspections are underway and scheduled to be complete by late February/early March. These inspections need to be done before the demolition/clearance work can be bid out.
- Building 4: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The owner has signed an agreement to sell the property to the Town. The sale is pending completion of the sale agreement and supporting paperwork.
  - This property has a deed of trust per the title search, which will need to be settled as part of the sale process.
  - The Town has retained Hurt & Proffitt to conduct lead and asbestos inspections of these properties. The inspections are underway and scheduled to be complete by late February/early March. These inspections need to be done before the demolition/clearance work can be bid out.

- Buildings 5 and 6: Privately owned, adjoining buildings, same owner
  - Appraisals completed.
  - Title searches completed.
  - The owner has agreed to terms on a sale of the property to the Town. The Town is working with the Town Attorney and the property owner to complete the sale of these properties.
  - The Town has retained Hurt & Proffitt to conduct lead and asbestos inspections of these properties. The inspections are underway and scheduled to be complete by late February/early March. These inspections need to be done before the demolition/clearance work can be bid out.
- Building 7: Privately owned property
  - Property owner has opted out, and will not be participating in the project.
- 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 (TACS), a Henrico County-based firm that assists local governments in collection, bankruptcy, and assessment matters, for a tax sale on the property. TACS has filed paperwork in Charlotte County Circuit Court to begin the sale process, and is working to appoint a Guardian ad Litem. Once the appointment is made, the next step is for TACS to request that the court to approve a decree of sale for the parcel.
  - The Town has retained Hurt & Proffitt to conduct lead and asbestos inspections of this property. The inspections are underway and scheduled to be complete by late February/early March. These inspections need to be done before the demolition/clearance work can be bid out.
- Building 9: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The owner has agreed to terms on a sale of the property to the Town. The Town is working with the Town Attorney to close on the sale.
  - The Town has retained Hurt & Proffitt to conduct lead and asbestos inspections of this property. These inspections are underway. The inspections are underway and scheduled to be complete by late February/early March. These inspections need to be done before the demolition/clearance work can be bid out.

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

cc: Melody Foster



- 1 - 4790 Drakes Main Street
- 2 - 4800 Drakes Main Street
- 3 - 4818 Drakes Main Street, connected to Bldg 2
- 4 - 4830 Drakes Main Street
- 5 - 4860 Drakes Main Street
- 6 - Harold Street, connected to Bldg. 5
- 7 - 4870 Drakes Main Street
- 8 - 4880/4884 Drakes Main Street
- 9 - 4881 Drakes Main Street

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus  
DigitalGlobe, USDA, AeroGRID, IGN, and the GIS User Community





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**MEMORANDUM**

**TO:** CRC Council Members

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

**DATE:** February 12, 2024

**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:** All abatement/removal activities are complete. The CRC assisted the Town in preparing and submitting the required reporting and financial documentation to VEDP on October 5, 2023. The consultant used by VEDP to review submittals under this program requested additional information. CRC staff worked with the Town and their project inspector to provide to the additional information to VEDP and their consultant on February 5, 2024. As of February 12, 2024, the Town is waiting for a response.

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

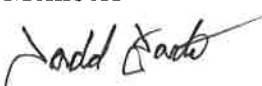
cc: Melody Foster





**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** February 12, 2024

**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 had made changes to the Plan as requested by FEMA, and was waiting for resolution of the issue with Southside Electric Cooperative (SEC) before submitting the Plan back to FEMA Region 3 staff for review and preliminary approval. The issue involves a project SEC submitted for mitigation funding to VDEM. The project is not currently listed in any Hazard Mitigation Plan, making it ineligible for funding. CRC staff had been coordinating with VDEM and FEMA staff, and Lunenburg County staff and representatives from SEC, on this matter. There are two options to address this: 1) Add SEC as a participant to our Regional Plan, which would require significant changes to the draft Plan; or 2) Amend one of Lunenburg County's mitigation actions to make this project eligible, which would require the County to act as applicant and (if funded) grantee for the project.

Based on the information received to date from SEC about the project, Lunenburg County was not comfortable acting as the applicant or grantee for the project. Consequently, it was decided that Option 2 was not feasible. CRC staff investigated Option 1; however, there are at least four (4) other mitigation funding applications in the CRC region that are being held up by the Plan approval. Therefore, after consulting with VDEM staff and given the amount of time it would take to add SEC as a participant to the Plan, the decision was made to go ahead and submit the Plan 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: February 12, 2024

**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- Longwood advertised for bids for the construction of the project with a due date of January 25<sup>th</sup> at 2pm. On January 25<sup>th</sup> at 2:15pm, LUREF held a public bid opening with two submitted bids from Kenbridge Construction and English Construction. The CRC is assisting LUREF with providing the EDA with the necessary documentation that is required for the final approval of the lowest bidder.

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:** February 14, 2024

**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
  - CRC REDO Fundraising Feasibility
- FINAL DELIVERABLES were presented at the CRC December 20, 2023 Meeting.

The CRC at the January 17<sup>th</sup> Council meeting took action to allow the Executive Director to negotiate an agreement with Convergent Nonprofit Solutions, LLC to proceed with the Fundraising Campaign for the new REDO. The CRC also determined dues for the new CRC REDO would be based on \$2.50 per capita. The CRC would support the monthly costs upfront and be reimbursed by membership dues or by private pledges received for the new REDO. The CRC plans to utilize a student intern to assist with the administrative support to Convergent.

Due to a staffing change at the CRC and a delay in finding an intern to assist with the fundraising tasks, the project has been delayed.



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## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Lauren Jones  
Regional Planner

**DATE:** February 13, 2024

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

As per the CRC's ongoing efforts to provide grant writing services for County Public Schools, local government, law enforcement, and 501 (c)(3) organizations in the region, the following activities have taken place since January 9, 2024:

### Status Update

- Southeast Crescent Regional Commission (SCRC), State Economic and Infrastructure Development (SEID) Grant Program: The CRC assisted the Town of Blackstone with an application to fund construction costs for the renovation and rehabilitation of the Harris Memorial Armory. Applications were due on February 2, 2024.
- USDOT, RAISE Planning Grant: The CRC is assisting Prince Edward County to submit an application for a planning grant to complete a Prince Edward County - Farmville US 460 East Interchange Study. The application is due on February 28, 2024.
- USDOT Federal Transit Administration (FTA), Innovative Coordinated Access and Mobility grant: The CRC assisted Piedmont Senior Resources with an application to purchase a vehicle. Applications were due on February 13<sup>th</sup>.
- Crewe Cares, Wal-Mart Foundation: Crewe Cares was notified that they were **not awarded** funds to renovate a building for use as a food pantry in Crewe. The CRC assisted Crewe Cares with this application.
- Town of Drakes Branch, Department of Environmental Quality (DEQ), American Rescue Plan Act Wastewater Funds: The Town was notified that they were **not selected for funding** to undertake repairs to the Town's sewer system, to address problems with average flows exceeding acceptable limits. The CRC assisted with this application, which was submitted on December 15, 2022.
- VDACS, AFID Planning Grant: The CRC is assisting Virginia Food Works, a local non-profit, with a planning grant application to purchase a new liquid goods filling machine and dry goods filling machine for the Prince Edward Cannery that would serve local food producers. The planning grant applications are accepted on a rolling basis.
- Assistance to Firefighters Grant (AFG): Applications are due on March 8<sup>th</sup>. The CRC is assisting the following agencies with an AFG application:
  - Victoria Fire and Rescue – purchase a vehicle

- Blackstone VFD – purchase an exhaust system
  - Keysville VFD – purchase breathing apparatus
  - Kenbridge VFD – purchase extrication equipment
  - Prince Edward County (regional app.) – purchase radios
- VDF, Virginia Trees for Clean Water grant: The CRC is assisting the Town of Kenbridge with a grant application to purchase a second row of trees at the soccer complex to screen the wastewater plant.

#### Awaiting Approval

- NPS, Save America's Treasures Grant: The CRC assisted Mary E. Branch Heritage Center with a submitted application to renovate the historic Mary E. Branch Elementary School. Applications were due on December 1, 2023.
- VDOT, Ready, Set, Go: The CRC assisted the Town of Keysville with a submitted planning grant application to fund planning activities for a sidewalk project in Keysville.
- Tobacco Commission – By Invitation Only: The CRC assisted the Central Virginia Poultry Growers with a submitted application to the Tobacco Commission to fund start-up costs to develop a Poultry Growers Cooperative. The TRRC met on January 8<sup>th</sup> and 9<sup>th</sup>, however due to this project being an ongoing economic development project the TRRC cannot make a comment at this time.
- 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 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.
- 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 6, 2023.
- 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 of 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.

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

- Drakes Branch Volunteer Fire Department: CRC staff is working with the Drakes Branch Volunteer Fire Department to identify funding sources for the purchase of turnout gear and breathing apparatus. CRC staff are looking into submitting a potential application to Firehouse Subs.
- Town of Keysville: CRC staff is working with the Town of Keysville to identify funding sources for the construction of a pickle ball court and public parking lot. CRC staff are looking into submitting a potential application to the VOF, Preservation Trust Fund. CRC staff has set up a meeting with VOF staff to vet the project.



- **Community Resource Services:** CRC staff 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. CRC staff are looking into submitting a potential application to the Sentra Health grant program that are estimated to open in the spring.
- **Crewe Volunteer Fire Department:** CRC staff is working with Crewe VFD to identify funding sources to purchase an iPad for the EMS Truck. CRC staff are looking into submitting a potential application to the CENTRA health grant program that are estimated to open on March 4<sup>th</sup>.
- **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.
- **Animal Shelter Funding:** The CRC is continuing to research funding for new animal shelters.
- **Twin Lakes State Park, Friends of Twin Lakes State Park:** The CRC is working with the State Park and the non-profit group that supports the State Park to identify funding opportunities for various projects at the Park.

<b>Upcoming Grant Funding Opportunities</b>	
<b>Grant Opportunity</b>	<b>Deadline</b>
VDACS, AFID Planning Grant	Open – Rolling Basis
Assistance to Firefighter Grant (AFG)	Due – March 8, 2024
DCR, Land and Conservation Trust Fund	Pre-app. due - March 15, 2024
VOF, Get Outdoors Fund (pre-app. is required to submit a full app.)	Pre- App. Due – February 12, 2024 Full App. Due – March 8, 2024
VOF, Preservation Trust Fund	Due - March 8, 2024
Sentra Health Grant	Estimated open date – Spring 2024
CENTRA Health Grant	Mandatory Training – February 21, 2024 Open – March 1, 2024 Due – May 1, 2024
VDF, Virginia Trees for Clean Water	Open - Rolling Basis
US DOT RAISE Grant Program	Due - February 28, 2024
<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.

## RSAF 2024 Spring Grant Cycle Update

Virginia Department of Health <vdh@public.govdelivery.com>

Fri 1/26/2024 9:22 PM

To: crc@viriniashheartland.org <crc@viriniashheartland.org>



# COMMONWEALTH of VIRGINIA

## Department of Health

January 26, 2024

Dear EMS Agency Leadership:

The Office of Emergency Medical Services (OEMS) continues to focus on financial restructuring. Due to ongoing budget concerns OEMS will not be funding Rescue Squad Assistance Fund (RSAF) grants for the upcoming Spring 2024 grant cycle and therefore will not be taking new applications.

Incoming funds from the "4 for Life" program specific to the RSAF will be used to fund grants previously obligated. Payment of these awards will be made when all criteria for the award of these grants have been made and sufficient funds to cover these obligations exist in the OEMS budget. As financial resources become available we will continue to reevaluate for the next grant cycle.

For additional questions or information, please contact Michael Berg with EMS Systems Funding at (804) 888-9106 or [Michael.Berg@vdh.virginia.gov](mailto:Michael.Berg@vdh.virginia.gov).



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