



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

**Meeting Agenda**  
**Commonwealth Regional Council**  
**Tuesday, June 18, 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 May 8<sup>th</sup>, 2024, Council Meeting, (pg 1) ..... Council Members
- V. Treasurers' Report – May/June Financial Statements, (pg 7) ..... Treasurer Walker
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report.....Chairman
    - 1) Adoption of CRC FY24-25 Budget (**Separate Insert**).....Chairman
    - 2) Election of New CRC Chairman effective July 1, 2024.....Chairman
  - B. Executive Director's Monthly Activities Report, pg (11)  
Interim Executive Director's Monthly Activities Report, pg (12)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 13)..... Council Members
- VIII. Old Business
  - A. Staff Monthly Project Reports
    - 1) Update on Watershed Implementation Plan (WIP) Phase III (pg 14)..... Lauren Pugh
    - 2) Update on Buckingham County Comprehensive Plan (pg 15)..... Tyler Henderson
    - 3) Update on Lunenburg County Comprehensive Plan Update, (pg 16)..... Tyler Henderson
    - 4) Update on CRC Affordable Workforce Housing Development Program, (pg 17)..... Lauren Pugh
    - 5) Update on Kenbridge & Charlotte County ESHP Projects, (pg 19)..... Lauren Pugh
    - 6) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, pg (20)..... Lauren Pugh
    - 7) Update on Drakes Branch Admin – SLFRF Funds Projects, pg (21)..... Melody Foster
    - 8) Update on Drakes Branch Building Acquisition Project, pg (22)..... Lauren Pugh
    - 9) Update CRC Regional Hazard Mitigation Plan Update, pg (25)..... Tyler Henderson
    - 10) Update on Longwood SEED Innovation Hub Project, pg (26)..... Lauren Pugh
    - 11) Update on Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDA), pg (27)..... Melody Foster
    - 12) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 28)..... Lauren Pugh
    - 13) Charlotte Court House Lead Service Project, (pg 29)..... Lauren Pugh
    - 14) The Town of Crewe Downtown Revitalization Planning Grant, (pg 30)..... Lauren Pugh
    - 15) EDA Planning and Local Technical Assistance Program, (pg 31)..... Lauren Pugh
    - 16) VDOT Rural Transportation Planning Program (pg 32)..... Tyler Henderson
    - 17) SCRC, LDD Program (pg 33)..... Tyler Henderson
    - 18) Council Member Comments
- IX. New Business .....Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 34)..... Lauren Pugh
    - 2) 2024 Virginia CDBG Program Regional Priorities (pg 37)..... Lauren Pugh
    - 3) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 39)
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – **Next Meeting Date –Wednesday, July 17, 2024**  
**CRC Conference Room**

**COMMONWEALTH REGIONAL COUNCIL**  
200 Heartland Road  
Keysville, VA 23947 | 434-392-6104 PHONE  
[www.virginiashearthland.org](http://www.virginiashearthland.org)

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**Commonwealth Regional Council  
CRC Conference Room  
Keysville, Virginia  
May 8, 2024**

**Welcome & Call to Order**

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

(Secretary)

\*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:**

Mr. John Newman

\*Mr. Eurika Tyree

Mr. John Newman(V)

\*Mr. Eurika Tyree

**Lunenburg:**

Mr. Mike Hankins

\*Ms. Taylor King

Mr. Mike Hankins

(Vice-Chairman)

\*Ms. Taylor King

**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

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)

**STAFF**

Ms. Melody Foster, Executive Director

Ms. Christin Jackson, Interim Director

Ms. Wendy Newton, Finance Director

Ms. Lauren Jones Pugh, Planning Director

Mr. Tyler Henderson, Regional Planner

**GUESTS:**

Ms. Sara Crawford, Charlotte Court House Town Manager

Mr. Tony Matthews, Town Manager of Kenbridge

Mr. Terry Ramsey, Charlotte Court House Town Council Member

(V) Denotes attendees who participated virtually.

**Approval of Minutes of April 17, 2024, Council Meeting:**

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

**Treasurer's Report:**

**March/April:** Mr. Emert stated he had reviewed the financial report and found everything to be in order. Mr. Harkins moved, and Mr. Jones seconded to approve the Treasurer's Report as presented. Motion carried.

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

**Chairman's Report:** Mr. Emert stated that he will rotate off as Chairman in July. Mr. Emert stated that the CRC's Budget Committee have met and have found the 2024 – 2025 Fiscal Year Budget to be in order. Ms. Foster stated that she is expecting to adopt the budget at the June Council meeting.

**Executive Director Monthly Activities Report:** Ms. Foster stated that the report is included in the Council Packet. Ms. Foster stated that after discussions with the CRC Budget Committee, Ms. Foster promoted Lauren Jones Pugh to Planning Director effective April 25, 2024, and hired Monica Frisby-Hazelwood as the new Regional Planner. Monica Frisby-Hazelwood will begin work on June 3, 2024. Ms.

Foster stated that Ms. Jackson, the CRC Interim Executive Director, has been camping out in her office since May 1, 2024, and has been shadowing her to learn about the Executive Director position. Ms. Foster stated Ms. Jackson had already jumped into her new roll. Ms. Foster stated that the CRC hosted the Town Mayor/Manager's meeting in the CRC Conference Room. Ms. Foster stated that she will continue to work with staff to transition CRC projects that she had previously worked on to ensure a smooth transition. Ms. Foster also stated that she attended and made a presentation at the VDOT/CTB Spring Public Input meeting in Lynchburg, VA. Ms. Foster stated that at this meeting she introduced Mr. Henderson who will be taking over the CRC Transportation program and the Interim Executive Director, Ms. Jackson. Ms. Foster stated that she provided comments regarding the increased cost of grant funded projects resulting in some awards being forfeited due to the locality's match share of project.

**Interim Executive Director Monthly Activities Report:** Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated that she attended the Lynchburg Regional VDOT meeting in Lynchburg with Ms. Foster and Mr. Henderson. Ms. Jackson said she read through the completed REDO study to ensure an understanding of the project. Ms. Jackson stated that she met with ITG to discuss their new computer/internet proposal. She asked if they could give a quote on storage in the Cloud, so that we could compare that to the physical (in-house) server. Ms. Jackson stated that she also reached out to, Cameron Lewis, from DHCD to ask a few specific questions about the BEAD grant. Ms. Jackson stated she reviewed another DHCD grant called PRICE (Preservation Initiative for Community Enhancement). She discussed the pros and cons of this type of grant with Ms. Foster. Ms. Jackson met with Andy Brubaker from Convergent Nonprofit Solutions to discuss the Private Fundraising Campaign for the VHREDA (Virginia's Heartland Regional Economic Development Alliance). Ms. Jackson stated that she also worked with Ms. Foster and learned how to prepare the Board Packet. Also, Ms. Jackson contacted Gary Elder from Elder, Watkins, Friedman, & Allen, P.C. to see if he could set up VHREDA as a non-profit 501c3. Ms. Jackson stated that Mr. Elder has agreed to assist us with the process for obtaining 501C3 status for VHREDA.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** There were no comments.

#### **Old Business:**

#### **Staff Monthly Project Reports:**

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that she has corresponded with Terry Abston with the Nottoway County Extension Office to discuss a potential Rain Barrel Workshop. Mr. Emert requested Ms. Pugh reach out to Erin Small from the Prince Edward County Extension Office about holding a workshop in Prince Edward County.

**Update on Charlotte County Comprehensive Plan Update:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the Charlotte County Board of Supervisors held the Comprehensive Plan Public Hearing on April 10<sup>th</sup>. After the public hearing was held, the Board of Supervisors passed a resolution to adopt the Charlotte County Comprehensive Plan.

**Update on Buckingham County Comprehensive Plan Update:** Mr. Henderson stated that a report was included in the Council packet. Mr. Henderson stated that CRC staff attended the Planning Commission work session on April 16<sup>th</sup>. At this meeting, the Commission reviewed revisions to draft Section 3 (Inventory and Analysis: Community Resources), and Section 4 (Transportation) of the plan plus changes to the draft citizen survey summary results. Mr. Henderson stated the Commission asked for some changes to draft Sections 3, but no edits were suggested for draft Section 4 or the citizen survey summary report. Mr. Henderson stated that the next Planning Commission Work Session was

scheduled for May 20, at this meeting, The Commission will review changes to the draft Sections 3 and discuss the Future Land Use map and over an updated schedule of remaining work based on the current timeline misalignment and transition of duties.

**Update on Amelia County Comprehensive Plan Update:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that she spoke with Brady Deal, and he said the Future Land Use map has been approved to go out with the survey. The survey was not included in our scope of work; therefore, the county will be completing this item.

**Update on Lunenburg County Comprehensive Plan Update:** Mr. Henderson stated that a report was included in the Council Packet. Mr. Henderson stated that the CRC held two community meetings, (April 15<sup>th</sup> in Kenbridge at the Kenbridge Town Hall and April 22<sup>nd</sup> in Victoria at the Victoria Public Library). The committee decided to use two group exercises (P.A.R.K. and Mapping) during the community meetings to get feedback. The resulting information is being compiled into a report to be presented at the June working committee meeting. Mr. Henderson stated the citizen survey was released May 13<sup>th</sup> in English and Spanish, and the survey was available online and paper format. Mr. Henderson stated the CRC created advertisement flyers in English and Spanish that was distributed to students throughout the school system and placed in various locations throughout the county to encourage citizen participation in the survey.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the CRC had a remaining \$225,357.46 in grant funding that had not been obligated. The CRC sought experienced housing partners to establish affordable workforce housing units throughout the CRC region by June 30, 2025. Ms. Pugh stated that the CRC received five applications. She stated after reviewing the submitted applications, the CRC has awarded the Town of Blackstone the remaining \$225,357.46 to complete three homes in Blackstone, VA. Ms. Pugh stated the Piedmont Habitat had completed the remaining work on two homes on East California Ave in Crewe and the CRC will be completing a compliance review on Friday, May 17<sup>th</sup>. Ms. Pugh said all seven housing units by Smyth Properties were complete and Broad Street Lofts were currently accepting rental applications for these housing units. Ms. Pugh also stated the Town of Blackstone/Southside Outreach was nearing completion on the home at 200 S. Dillard. The contractor ordered cabinets, but they are on backorder. The home, located at 610 E. Broad Street, has been completed. Ms. Pugh stated the CRC was in the process of setting up a compliance review.

**Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (ESHP) Fund Projects:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the Kenbridge Town Hall Repairs Project and Charlotte County Courthouse Complex project have been closed out. Ms. Pugh stated that the Kenbridge Town Staff have received the Preservation Agreement for a signature. Ms. Pugh stated that once signed, the document will need to be filed with the County's Deed Office. Ms. Pugh stated that the Charlotte County staff has signed the Baseline Agreement. CRC staff shared the signed agreement with DHR staff. Ms. Pugh stated that after further review of the Preservation agreement, the Charlotte County staff and their attorney requested several changes to the agreement. The CRC staff has notified the DHR staff of these changes and are working to address these issues.

**Update on VATI Grant for Cumberland, Lunenburg, and Prince Edward:** Ms. Pugh stated that a report was included in the Council packet. The CRC was awarded a grant by DHCD through the Virginia Telecommunication Initiative (VATI) program to provide funding to Kinex Telecom to complete a fiber buildout in part of Cumberland County, all of Prince Edward County, and part of Lunenburg County. Mr. Pugh stated that as of May 3, 2024, a total of 5,096 passings (out of a target of 11,397 total passings)



and 1,245 installations for new customers have been completed. Ms. Pugh stated the next site visit will occur on Monday, June 17. Ms. Pugh stated that the location of the next site visit will be determined close to June 17<sup>th</sup> date.

**Update on Drakes Branch SLFRF Projects:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated the Town is still prioritizing how to spend down the SLFRF funds. Ms. Foster said CRC staff are working with the Town in coordination with the U.S. Treasury to access the reporting portal due to staff changes. Both the CRC and the Town have contacted the U.S. Treasury and are working through the next actions to take. Ms. Foster stated the April 30<sup>th</sup> reporting date was not met due to this difficulty. Ms. Foster reported however, after delays they were finally able to submit the required report.

**Update on Drakes Branch Building Acquisition Project:** Ms. Pugh stated that the 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. Ms. Pugh stated the inspection report has come back from Hurt & Proffitt (H&P) who conducted lead and asbestos inspection on the properties. Ms. Pugh stated the reports determined that lead and asbestos have been identified. The CRC is working with the Town and VDEM to determine the next steps.

**Update on CRC Hazard Mitigation Plan Update:** Mr. Henderson stated that a report was included in the Council packet. Mr. Henderson stated that FEMA Region III has given the plan Approval Pending Adoption. Mr. Henderson stated that local adoptions are underway. As of today, 13 of 18 covered localities (six counties and seven towns) have adopted the plan. Mr. Henderson stated at the time of the meeting, Nottoway and Blackstone have sent in an adopted resolution. Mr. Henderson stated that the remaining localities (Crewe, Phenix, and Charlotte Courthouse) are expected to adopt the Plan this month. Once all localities have adopted the Plan, it will be sent back to FEMA for final approval.

**Update on SEED Innovation Hub Project:** Ms. Pugh stated that a report was included in the Council packet. The CRC is assisting the Longwood Real Estate Foundation (LUREF) 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. Pugh stated the lowest bidder, English Construction, has been awarded the contract. Ms. Pugh stated that the EDA has approved the budget and timeline amendment, bid opening checklist, and the executed construction contract. Therefore, the EDA has authorized LUREF to move forward with construction. Ms. Pugh stated construction on the project had begun.

**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 several committees are planning to meet in May. Ms. Foster stated that one is set up to assist in evaluating prospective investors/donor listings and the other will assist in refining the VHREDA Five-Year Plan. Ms. Foster stated that Ms. Jackson has contacted Gary Elder with Elder, Watkins, Friedman, & Allen, P.C. who has agreed to assist us with the process for obtaining 501c3 status for VHREDA. Ms. Foster stated that Longwood University has committed to providing in-kind match through administrative support and a physical location to house staff for this new organization.

**Central Virginia Poultry Cooperative:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the CRC has executed the VDACS, AFID Planning Grant agreement with VDACS. Ms. Pugh stated that the CRC has assembled and submitted three reimbursement requests to VDACS for reimbursement. Ms. Pugh stated that the CRC has received the AFID Infrastructure

Grant Agreement, and the agreement has been executed. Ms. Pugh stated that previously there was discussion by the Council that Poultry Cooperative should be working with local grain producers to provide feed to their birds. Ms. Pugh stated that she has included an insert in the Council packet that provides information on this topic. Ms. Pugh stated that the CVP would prefer to purchase grain from local mills in Virginia, or if necessary, from NC or PA.

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

**Update on Grant Writing:** Ms. Pugh stated a copy of the grant writing report was included in the Council packet. Ms. Pugh stated the CRC assisted Virginia Food Works, a local non-profit with a grant application to the VDACS, AFID Infrastructure Grant to purchase a variety of equipment for the Prince Edward Cannery that would serve local food producers. Ms. Pugh stated the CRC assisted Drakes Branch Volunteer Fire Department with an application to purchase a variety of equipment to perform lifesaving measures. Ms. Pugh also stated the CRC staff assisted Lunenburg County and the Towns of Victoria and Kenbridge on an application to establish a trailhead and expand the Tobacco Heritage Trail. Ms. Pugh stated that applications were due May 7, 2024. Ms. Pugh stated Cumberland County and Prince Edward County/Mary E. Branch Heritage Center was notified that their applications for the NPS, African American Civil Rights grants were not funded.

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

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

**Other Business:** There was none.

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

**Adjournment, Next Meeting:** The meeting adjourned at 9:28 a.m. The next meeting was set for Tuesday, June 18th, at the CRC's office located at the Heartland Building in Keysville, Virginia.

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Mr. Dexter Jones, Secretary

**Treasurer's Report - Cash on Hand & Account Balances**

**For the Period of July 1 , 2023 thru June 11, 2024**

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 5,904,111.89
Total Expenses	\$ 5,504,406.63
Net Income	\$ 399,705.26
Cash on Hand	\$ 1,266,970.34

**Account Balances as of June 11, 2024**

Benchmark (M2)	\$ 236,526.67
BB&T (M1)	\$ 504,086.00
Benchmark (CD1)	\$ 55,101.56
Benchmark (CD2)	\$ 15,049.30
BB&T (PR)	\$ 6,520.90
BB&T (Oprtg)	\$ 449,685.91
	<u>\$ 1,266,970.34</u>

Prepared by: Wendy Newton, June 11, 2024

**\*\*Please note that our financial report has a new look, as we have recently upgraded to QuickBooks Online. The reporting format has changed, but rest assured that all financial data and information remain accurate and up-to-date.\*\***

**\*\*Note: Net income is \$399,705.26 pending disbursement of \$361,737.65 to Kinex(VATI)**

**\*\*Note: Items 47060, 47070, 47080 and 47081 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 & 79047.**

**\*47060/70045 VH PDC Housing Program Funds**

**\*47070/79036 VATI Regional Broadband Grant - We have received \$1,281,867.60 in funds, Funds have not been disbursed yet.**

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

**\*47081 CVPC AFID PG**



# COMMONWEALTH REGIONAL COUNCIL

Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 1, 2023 - June 11, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
40000 Revenue		
43000 Local Member Investment		
43010 Amelia Local Member Investment	19,000.00	19,000.00
43020 Buckingham Local Member Investm	19,000.00	19,000.00
43030 Charlotte Local Member Investme	19,000.00	19,000.00
43040 Cumberland Local Member Investm	19,000.00	19,000.00
43050 Prince Ed Local Member Investme	19,000.00	19,000.00
43060 Lunenburg Local Member Investme	19,000.00	19,000.00
43095 Nottoway County	19,000.00	19,000.00
<b>Total 43000 Local Member Investment</b>	<b>133,000.00</b>	<b>133,000.00</b>
<b>Total 40000 Revenue</b>	<b>133,000.00</b>	<b>133,000.00</b>
44000 VA Regional Cooperation	89,971.00	89,971.08
45000 Project Funding		
45860 Prince Edward AFGS Grant Admin		0.00
45880 CRC Regional Haz Mit Plan Updat	52,071.05	31,062.00
45900 Prince Edward Access Road Admin	7,500.00	7,500.00
45955 PDC Housing Program	16,550.86	20,000.04
45965 Charlotte Comp Plan Update	2,550.00	2,550.00
45970 Kenbridge ESHPF Grant Admin	12,150.00	12,150.00
45975 Charlotte ESHPF Grant Admin	1,944.00	1,944.00
45985 VATI Regional Broadband Grant	19,600.00	23,333.04
45990 Drakes Branch SLFRF Admin		3,049.08
45991 Blackstone Armory Abatement Adm	8,000.00	4,000.08
45992 Amelia Mod Comp Plan Update		6,000.00
45993 VATI Audit funds	4,000.00	4,000.08
45994 Farmville SHSP Admin	1,800.00	
45995 Drakes Branch VDEM Grant Admin		20,626.08
45996 Buckingham Comp Plan Update 23	25,000.00	25,000.08
45997 Lunenburg Comp Plan Update 24	25,000.00	25,000.08
45998 SHSP Comm Outreach & Prep.	29,318.00	13,000.08
45999 Longwood SEED Inn Hub Admin	8,472.25	32,394.00
<b>Total 45000 Project Funding</b>	<b>213,956.16</b>	<b>231,608.64</b>
46000 Other Funding		
46005 DEQ 2021 CRC WIP II Assistance	58,000.00	58,000.08
46010 VDOT-Transport Planning	59,583.20	58,000.08
46040 Interest Income	3,621.17	800.04
46050 Misc. Income	2,028.47	
46081 EDA Technical Assistance Fund	18,641.29	70,000.04
46082 SCRC LDD Funds		33,000.03
<b>Total 46000 Other Funding</b>	<b>141,874.13</b>	<b>219,800.27</b>
47000 Pass Thru Fundds		
47060 VH PDC Housing Program Funds	461,311.49	

# COMMONWEALTH REGIONAL COUNCIL

Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 1, 2023 - June 11, 2024

	TOTAL	
	ACTUAL	BUDGET
47070 VATI Broadband	4,726,223.80	
47080 CRC REDO	84,279.45	
47081 CVPC AFID PG	53,495.96	
<b>Total 47000 Pass Thru Fundds</b>	<b>5,325,310.70</b>	
<b>Total Income</b>	<b>\$5,904,111.99</b>	<b>\$674,379.99</b>
Expenses		
71000 Personnel Costs		
71010 Salary Distribution	285,647.33	343,000.08
71040 Payroll Expenses (SS/FICA)	20,681.29	26,241.00
71150 Unemployment Ins.	63.11	132.00
71200 VRS Contribution	57,875.23	76,283.04
71350 Staff Train/Conference	2,697.55	17,000.04
71400 Workmens Comp Ins	500.00	500.04
71500 Group Health Insurance	38,755.03	40,000.08
71600 Life Insurance	360.30	350.04
71700 Other Staff Costs		903.00
71750 Employee Cell Phone Stipend	2,542.67	3,000.00
<b>Total 71000 Personnel Costs</b>	<b>409,122.51</b>	<b>507,409.32</b>
72000 Office Operations		
72005 Cleaning & Maint.-Bldg	4,400.00	5,760.00
72010 Lease Costs	13,200.00	14,400.00
72015 Utilities	4,020.25	2,500.08
72020 Telephone/Internet Costs	3,236.29	3,500.04
72030 Postage and Freight	1,488.68	1,200.00
72035 Express Mail	85.75	120.00
72040 Consumable Supplies	7,247.59	3,600.00
72050 Dues and Subscriptions	309.00	350.04
72060 Office Insurance	95.00	100.08
72070 Administrative Costs	24,551.80	13,000.08
72080 Office Costs - Other	10,049.90	3,000.00
72085 Office Moving Expense	1,256.15	
<b>Total 72000 Office Operations</b>	<b>69,940.41</b>	<b>47,530.32</b>
73000 Office Equipment		
73010 Office Equipment	1,600.00	2,500.08
73030 Equipment Maintenance	10,908.30	15,900.00
73040 Equipment Repair	138.84	2,000.04
73050 Equipment - Other	16,301.25	19,500.00
<b>Total 73000 Office Equipment</b>	<b>28,948.39</b>	<b>39,900.12</b>
74000 Auto/Staff Travel		
74020 Staff Mileage	5,284.37	9,500.04
<b>Total 74000 Auto/Staff Travel</b>	<b>5,284.37</b>	<b>9,500.04</b>
75000 Meetings/Memberships		

# COMMONWEALTH REGIONAL COUNCIL

Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 1, 2023 - June 11, 2024

	TOTAL	
	ACTUAL	BUDGET
75010 Council Meetings	2,607.54	5,200.08
75020 Committee Meetings		400.08
75030 Staff Meetings	221.29	500.04
75040 Council Memberships	7,120.00	7,100.04
75050 Other Meeting Costs		200.04
75060 Public Official Insurance Cov.	1,741.00	1,800.00
<b>Total 75000 Meetings/Memberships</b>	<b>11,689.83</b>	<b>15,200.28</b>
77000 Collateral Materials		
77010 Web Page Costs	261.05	3,500.04
<b>Total 77000 Collateral Materials</b>	<b>261.05</b>	<b>3,500.04</b>
78000 Local Relations		
78010 Newsletter/Annual Report		150.00
78030 Other		1,000.08
<b>Total 78000 Local Relations</b>		<b>1,150.08</b>
79000 Pass Thru Fund Expenses		
79036 VATI Broadband	4,364,486.15	
79045 VH PDC Hous Prog-Partner Expens	461,311.49	
79046 CRC REDO	85,199.52	
79047 CVPC AFID PG	18,495.96	
<b>Total 79000 Pass Thru Fund Expenses</b>	<b>4,929,493.12</b>	
90000 Other Program Costs		
90010 Planning Project Costs	12,043.79	
90011 EDA Other Costs	-13,767.48	9,000.00
90012 Consultant Contractural Service		5,000.04
90013 Printing Costs, etc.		2,500.08
90101 New REDO Costs	50,216.83	5,000.04
<b>Total 90000 Other Program Costs</b>	<b>48,493.14</b>	<b>21,500.16</b>
Payroll Expenses		
Taxes	1,173.81	
<b>Total Payroll Expenses</b>	<b>1,173.81</b>	
<b>Total Expenses</b>	<b>\$5,504,406.63</b>	<b>\$645,690.36</b>
<b>NET OPERATING INCOME</b>	<b>\$399,705.36</b>	<b>\$28,689.63</b>
<b>NET INCOME</b>	<b>\$399,705.36</b>	<b>\$28,689.63</b>



IN PARTNERSHIP WITH

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

**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: FINAL CRC Executive Director Monthly Activities report  
DATE: June 11, 2024

This is my final Executive Director's report. I just want to say it has been a joy and honor to serve the Commonwealth Regional Council as Executive Director for the past 7 years and to have worked for the CRC the past 38 years (38 years on August 18<sup>th</sup>). I will always be thankful that the CRC entrusted me to move up within the organization and try my wings in different positions over the years.

The CRC serves such an important role for the region in assisting localities to find additional funding sources for needed projects. We also consider ourselves as additional staff support for the counties as well. I will miss all of you - board members, county administrators, county staff, town staff and other colleagues I have met along the way on this journey. However, with Christin's leadership I look forward to hearing great things being accomplished in the coming years.

So, with that this is my final report:

- Spent time over the past month working closely with Christin to make this a smooth transition.
- Attended and took as my guest, Christin Jackson to the GO Virginia Region 3 (GOVAR3) Spring Advance Leadership Summit in South Boston, Virginia. GOVAR3 is trying to grow leaders for Region 3 and organized this event to have each GOVAR3 Board Member invite a guest for this leadership workshop. I will still be serving on the GOVAR3 Board after retiring until my position's term is up. I enjoy this role and will continue to serve in this capacity for the region.
- Along with other staff I have spent a lot of time working with the Convergent Consultant to help launch the Private Campaign for the new Virginia's Heartland Regional Economic Development Alliance (VHREDA).
- Worked with Christin to receive quotes on Managed IT services for the CRC.
- Worked with Christin to finalize the CRC FY24-25 Budget.
- Worked with Wendy and Christin to review the Budget process and worksheets.
- Welcomed new staff member Monica Frisby, Regional Planner.
- Continued to meet with staff to transition projects.
- Continued training of new Finance Director. However, Wendy and Christin have made some improvements to the CRC financial system that will benefit the efficiency of the operations. They will work well together in the future.
- Discussed ongoing project supervision with Lauren. Lauren is doing a great job in transitioning to the Planning Director position. She has great insight and will be a great value in this position and to Christin in the future as well.
- Christin and I will be attending the VAPDC Executive Director's meeting in Charlottesville, on June 21<sup>st</sup> where I will introduce her to her counterparts and allow her to learn about the organization.
- Say goodbyes and clean out my desk...



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## Memorandum

**TO:** CRC Board of Directors

**FROM:** Christin Jackson  
Interim Executive Director

**DATE:** June 11, 2024

**SUBJECT:** Update (May 8, 2024 – June 10th)

- Setup Business Tax Exempt Account with Amazon.
- Put all Melody's email contacts into my Outlook.
- Contacted DHCD about Regional Broadband Expansion Planning Grant for clarification.
- Asked Doug Stanley if Prince Edward would be the lead county for the Regional Broadband Expansion Planning Grant – He replied, "Yes."
- Sent requests to all other counties to see if they wanted to be a part of the Regional Broadband Expansion Planning Grant – All said, "Yes."
- Got quotes on new IT services for Fiscal year 2024-25 from Virginia Business Solutions and Zack McKinney Technologies and had review meetings with these agencies as well as ITG (our existing provider) to better understand quotes. Chose a new provider, Zack McKinney Technologies better price and potentially service since his business is located in Keysville.
- Met with David Blunt from VAPDC to discuss this organization and my upcoming partnership.
- Reviewed Personnel Policies and added the benefits to the handbook.
- Reached out to our Anthem Provider, W. A. Watson and Sons to get quotes on Dental Insurance and better Eye coverage. We got a great price on both and was able to add that to the employee benefit plan.
- Met with Lauren and the Town Mayor of Crewe on upcoming projects.
- Met with Andy Brubaker from Convergent to go on our first the Private Fundraising Campaign visit with Brian Vincent for the VHREDA (Viginia's Heartland Regional Economic Development Alliance).
- Got Tax information from all counties to use on the ROI statement for the Private Fundraising Campaign.
- Got with Daryl Prewitt from Honeycutt and McQuire on the pros and cons to QuickBooks online since our Desktop version was becoming obsolete. We decided to go to the online version and to start to do payroll by Direct Deposit. Our first Direct Deposit Payroll will be June 20<sup>th</sup>.
- Attended two Refinement Committee Meetings and an Evaluations Committee Meeting for VAREDA.
- Attended a NADO Focus Group meeting for the new Strategic Plan.
- Attended the GOVA Region 3 Council 2024 Leadership meeting in South Boston.
- Ordered Business Cards for everyone in the office.
- Worked with Tyler on AI options.
- Completed FOIA (Freedom of Information Act) training.





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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:** Lauren J. Pugh, Planning Director  
**DATE:** June 7, 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
  - Researching opportunities for the CRC to assist in documenting BMP activities in the region in the DEQ BMP warehouse.
  - CRC staff corresponded with Erin Small, the Prince Edward County Extension Agent, to discuss a potential rain barrel workshop in Prince Edward County.
  - CRC staff corresponded with Amber Taylor, Cumberland County Extension Agent and Linda Eanes, Cumberland County 4-H Extension Agent, to discuss a potential rain barrel workshop later this summer.
  - CRC staff corresponded and held a meeting with Nottoway County Extension Agents, Terry Abston and Lyle Currin, to discuss the incorporation of a Rain Barrel Program into the curriculum of an agriculture class this fall at Nottoway County High School.



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**MEMORANDUM**

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

**FROM:** Tyler Henderson  
Regional Planner

**DATE:** June 5, 2024

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

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 in May:

- CRC staff attended the Planning Commission Work Session on May 20th. At this meeting, the Commission reviewed revisions to draft sections 3 (Inventory and Analysis: Community Resources), and a draft of the Future Land Use Map. The group also discussed Section 5 (Land Use). The Commission asked for some minor changes to the draft of the Future Land Use Map.
- The next Planning Commission Work Session is scheduled for June 17th. At that meeting, the Commission will review changes to the draft of the Future Land Use Map and the update to Section 5.

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

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



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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:** June 11, 2024

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

The Commonwealth Regional Council (CRC) is assisting Lunenburg County, Victoria, and Kenbridge on an update 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:

- In May, the citizen survey was distributed online and in paper format in both English and Spanish. Responses will be collected up until July 1<sup>st</sup>. To date, 134 surveys have been collected via the online survey.
- The CRC is not holding a working committee meeting in June. The next committee meeting will take place in July.
- During the July meeting, the CRC will provide a summary of the two community meetings, give a brief update on the survey results, and begin working on Sections I and II of the Joint Comprehensive Plan.

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 Pugh, Planning Director

SUBJECT: CRC Affordable Workforce Housing Development Program

DATE: June 7, 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 12 modular homes in Cumberland County and the Towns of Farmville, Keysville, and Crewe. Smyth Properties established 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 six (6) homes in Blackstone for home ownership. Through these partners the CRC has been able to establish 25 affordable housing units.

**Update:** The CRC has a remaining \$225,357.46 in grant funding that has not been obligated to a housing partner or CRC staff time. The CRC submitted a request for funding applications from Experienced Housing Partners to establish affordable workforce housing units throughout the CRC region by June 30, 2025. Applications were due by Wednesday, April 8, 2024. We received five applications. After reviewing the applications, the CRC awarded the Town of Blackstone the remaining \$225,357.46 in grant funding to establish three homes in the Town of Blackstone.

- Piedmont Habitat – Piedmont’s contractor has completed the remaining work on two of the homes on California Ave in Crewe. CRC staff completed a final compliance review on May 17<sup>th</sup>. Please see the next page for photos of the two homes.
- Smyth Properties – All seven housing units are complete. The Smyths are currently accepting rental applicants for these housing units.
- Town of Blackstone/ Southside Outreach –The home located at 200 S. Dillard is nearing completion and is estimated to be 90% complete. The contractor has received and installed the cabinets and are awaiting the installation of the appliances. The home located at 610 E. Broad Street has been completed. CRC staff completed a final compliance review and site visit on both properties. Please see the next page for photos of the two homes.





Piedmont Habitat



The Town of Blackstone





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TO: Commonwealth Regional Council

FROM: Lauren J. Pugh, Planning Director

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

DATE: June 10, 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. Town Staff has signed the Preservation Agreement and the agreement has been recorded at the Lunenburg County's Clerks Office.

Charlotte County Courthouse Complex Drainage Project –All work for the project has been completed. The grant has been closed out. After further review of the Preservation Agreement by Charlotte County staff and their attorney, County staff and the attorney has requested several changes to the agreement. After CRC staff contacted DHR staff about the changes, DHR staff has updated and shared the agreement with County staff for review.

**\*\*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:** Lauren Jones Pugh  
Planning Director

**DATE:** June 10, 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.
- Kinex crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers. James Garrett, Kinex Telecom, has advised that Kinex continues to work on addressing the existing backlog for new installations.
- As of June 9, 2024, a total of 6,781 passings (out of a target of 11,397 total passings) and 1,329 installs for new customers have been completed.
- The CRC was granted an extension on the period of performance for the grant. The extension was requested after Kinex advised that they do not expect to have the work completed by the original end date (June 14, 2025). The new end date for the project is June 14, 2026.
- Kinex has filed 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.
- 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 June 14, 2024.
- Per an agreement with DHCD, CRC and local staff are making quarterly site visits to observe the work being done by Kinex and their contractors. The next site visit has been scheduled for June 17<sup>th</sup> and will take place in Prince Edward County.

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

cc: Melody Foster, Executive Director, CRC





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TO: CRC Representatives

FROM: Melody Foster, Executive Director

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

DATE: June 11, 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.

As reported last month, I was able to finally submit the Annual report to the US Treasury for the Town. The Town is still prioritizing how to spend down the remaining SLFRF funds. I will be working with Lauren to transition this project to ensure the final report is sent in for the Town, once the US Treasury determines when the final report submission will occur either early next year or at the usual annual submission date of April 30<sup>th</sup>. SLFRF funds must be obligated by December 31, 2024.



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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Lauren J. Pugh  
Planning Director

**DATE:** June 10, 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.
  - Hurt & Proffitt (H&P) conducted asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the asbestos abatement work.
- 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.
  - Hurt & Proffitt (H&P) conducted asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the asbestos abatement work.



- 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.
  - Hurt & Proffitt (H&P) conducted asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the asbestos abatement work.
- 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 a decree of sale hearing has been scheduled for April 24. Once a decree is entered by the Circuit Court Judge, the next step is for the judge to appoint a special commissioner who would schedule the sale. Staff from TACS has advised that the sale would likely occur sometime in June.
  - Hurt & Proffitt (H&P) conducted asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the asbestos abatement work.
- Building 9: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The sale of this property has been completed.
  - Hurt & Proffitt (H&P) conducted asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the asbestos abatement work.

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

cc: Melody Foster





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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Tyler Henderson  
Regional Planner

**DATE:** June 11, 2024

**SUBJECT:** Update of Regional Hazard Mitigation Plan – Monthly Update

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 plus their respective towns (11 towns). 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:** FEMA Region III has given the plan Approval Pending Adoption (preliminary approval). Local adoptions are underway. As of today, 18 of the 18 covered localities have adopted the Plan. The CRC has received 17 out of 18 of the adopted resolutions. Once the CRC receives the final adopted resolution (Town of Phenix), we will send the compiled adopted resolutions 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 J. Pugh, Planning Director  
SUBJECT: SEED Innovation Hub Project Update  
DATE: June 11, 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:** Construction on the project has begun.

EDA funds- CRC has conducted a Davis Bacon Act review on the Contractors' submitted certified payroll documents. The CRC staff are assembling documentation to submit the first reimbursement request to the EDA.

Tobacco Commission Funds- CRC staff are assembling documentation to submit the first reimbursement request to the Tobacco Commission.

GO Virginia Funds – CRC staff are assembling match documentation to submit to GO Virginia.

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road | Keysville, VA 23947  
Phone | 434-392-6104





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**MEMORANDUM:**

TO: CRC Member Localities & Longwood University  
FROM: Melody Foster, Executive Director  
SUBJECT: Status Report - Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDA)  
DATE: June 11, 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. This grant is complete and has been closed out. The results of the project concluded that a new REDO is a viable option. The new REDO – Virginia's Heartland Regional Economic Development Alliance (VHREDA) is being pursued by the CRC.

**Update:**

- Convergent Nonprofit Solutions, LLC began working on the Private Campaign Fundraising for the Virginia's Heartland Regional Economic Development Alliance (VHREDA) April 1, 2024. Convergent has been working CRC staff and in contact weekly on the VHREDA Campaign Fundraising. The CRC is paying for these services upfront and will be reimbursed by VHREDA once established. Please note in the CRC Treasurers Report *Item 90101 New REDO costs* is keeping an accounting of the costs, currently at \$50,216.83 (thru June 11th).
- Public Investment requests have been confirmed by six of the seven counties. Amelia County has requested that the Amelia Economic Development Authority (EDA) handle this request. A presentation was made to Amelia EDA on April 9, 2024. In follow-up they have put this back on their July 9<sup>th</sup> Agenda for consideration. Christin will be attending the meeting to answer questions.
- In the month of May, CRC staff along with Convergent staff met with the Evaluation Task Force comprised of local knowledgeable and connected people in the region to assist in confidentially reviewing the potential investor listing and providing refinements and additions. The Refinement Committee, comprised of local staff and private business and higher education representatives, met to provide input on refining the VHREDA Five-Year Plan.
- The CRC will be assisting in standing up the temporary board of directors for the VHREDA in the coming months.
- Staff are assisting in setting up appointments with private investors.

**Establishing VHREDA as a 501c3**

The CRC has authorized staff to work with an attorney to set up VHREDA as a 501c3 with a cap of \$8,000 in expense.

- Elder, Watkins, Friedman, & Allen, P.C. is continuing to assist the CRC with the process for obtaining 501c3 status for VHREDA.





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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: Creation of Central Virginia Poultry Cooperative  
TRRC and VDACS, AFID Planning & Infrastructure Grants

DATE: June 10, 2024

**Project:** The CRC assisted the Central Virginia Poultry growers since May of 2024 to find solutions for farmers who were affected by the Tyson closure in Glen Allen, Virginia. The growers came up with a solution – the creation of the Central Virginia Poultry Cooperative (CVPC). The Central Virginia Poultry Cooperative was created and has entered into an agreement with Dutch Country Organics, LLC of Middlebury, Indiana. CVPC will raise and sell wholesale cage-free and other premium table eggs to Dutch Country LLC. To assist with the start of costs for the CVPC, the Commonwealth Regional Council served as the applicant and fiscal agent obtaining the following grants: Virginia Department of Agriculture and Consumer Services (VDACS) Governor's Agriculture and Forestry Industries Development Fund (AFID) Planning Grant for \$35,000; VDACS, AFID Infrastructure Grant for \$50,000; and the Virginia Tobacco Region Revitalization Commission (TRRC) Southern Virginia Program Grant for \$1,400,000.

**Project Update:**

**VDACS, AFID Planning Grant:** The CRC has executed the Planning Grant agreement with VDACS. The CRC has assembled and submitted three reimbursement requests to VDACS for the reimbursement.

**VDACS, AFID Infrastructure Grant:** The CRC has executed the Infrastructure Grant agreement with VDACS.

**TRRC:** The CRC has executed both grant agreements with the Tobacco Commission. CRC staff, Cooperative staff, and the Tobacco Commission staff met to discuss the next steps for requests for reimbursement and advancement.



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: Charlotte Court House Lead Service Project

DATE: June 11, 2024

**Project:** The Town of Charlotte Court House has been awarded \$100,000 in grant funding from the Virginia Department of Health – Office of Drinking Water (VDH – ODW) to undertake a lead service line inventory for the Town’s municipal water system. Consequently, the Town has requested assistance from the Commonwealth Regional Council (CRC) in the implementation of this project. The CRC is aiding in implementing this project.

**Project Update:** The following activities have been completed or are in the process of being completed:

- CRC staff have met with Town and VDH staff for an initial kick-off meeting
- CRC staff researched MBE-WBE firms for direct mailing of RFP
- CRC staff corresponded with VDH staff to ensure Charlotte Court House is following proper procurement guidelines
- CRC staff met with Town staff to discuss the draft Request for Proposal (RFP)
- CRC staff is currently assisting the Town review and assemble the RFP



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: The Town of Crewe Downtown Revitalization Planning Grant

DATE: June 11, 2024

**Project:** The Town of Crewe has been awarded \$50,000 in planning grant funding from the Virginia Department of Housing and Community Development (DHCD), Community Block Development Grant (CBDG) program. With this planning grant, the Town will hire a consultant to complete an economic restructuring plan, building blight inventory, and a prioritized improvement plan for the Town's Business District with the hopes to apply for a CBDG, Downtown Revitalization Grant for the next grant cycle. During the submission of the planning grant application, the CRC had to complete several preliminary planning activities for application approval. CRC staff completed the following preliminary planning activities including: holding an initial public meeting, identifying a project management team (PMT), holding a PMT meeting, completing a preliminary building survey, and providing documentation on the CRC's on-call consultant RFP process to DHCD. DHCD has agreed to allow the Town to select a consultant from our on-call consultant program. The Commonwealth Regional Council (CRC) is assisting the Town of Crewe with implementation of this planning grant.

**Project Update:** The following activities has been completed or are in the process of being completed:

- CRC staff have met with Town and DHCD staff for an initial kick-off meeting
- CRC staff reached out to the CRC on-call consultant list for proposals. Two firms selected to submit proposals:
  - Hill Studio
  - Summit Design
- Town staff are currently reviewing the proposals to determine firm selection



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: Economic Development Administration (EDA), Planning and Local Technical Assistance Program

DATE: June 11, 2024

**Project:** The Commonwealth Regional Council (CRC) received \$70,000 in EDA Planning and Technical Assistance funds for staff support of the CRC's newly designated Economic Development District (EDD). These funds are utilized to facilitate activities that were identified by the EDA approved CRC Comprehensive Economic Development Strategy (CEDS) including support activities including grant writing, planning technical assistance, and GIS mapping services.

**Project Update:** The following activities have been completed this quarter (April 1st -June 11<sup>th</sup>) by CRC staff:

- Helping Stand up the new Regional Economic Development Organization (REDO) by:
  - Attending meetings weekly check-in meetings with Convergent Non-profit Solutions
  - Scheduling in-person meetings for the Consultant with perspective investors
  - Corresponding and scheduling the Refinement and Evaluation Taskforce
  - Attending the Refinement Committee and Evaluation Taskforce meetings
  - Corresponding with the consultant, Convergent Non-Profit Solutions
  - Conducting research for the Return on Investment (ROI)
  - Reviewing the ROI and Case for Investment
  - Corresponding with County staff regarding Tax rates for ROI
- The CRC provided grant writing services and submitted seven (7) grant applications.
- The CRC corresponded, set up meetings, researched grant opportunities, and vetted potential grant applications
- Assisting the Town of Crewe with the CBDG Planning Grant
- Providing Grant Administration Services the Central Virginia Poultry Group (CVPG) for the Tobacco Commission and VDACS grants by:
  - Submitting reimbursement requests
  - Acting as the Applicant and Fiscal agent for these grants
  - Corresponding with CVPG and Grant Administrative staff



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Tyler Henderson  
Regional Planner

**DATE:** June 11, 2024

**SUBJECT:** VDOT Rural Transportation Planning Program– Monthly Update

The Commonwealth Regional Council (CRC) is implementing the VDOT Rural Transportation Planning Program to address the transportation needs of the Commonwealth region of Virginia, covering seven counties and their respective towns. The program focuses on enhancing regional transportation planning, providing technical assistance, and supporting local jurisdictions in improving transportation infrastructure and efficiency.

**Update:** With the responsibility for the planning program transitioning from Todd and Melody to Tyler Henderson, CRC staff have been actively engaged in professional development and collaborative efforts. CRC staff attended virtual Title VI training offered by the Virginia Association of Metropolitan Planning Organizations, participated in VDOT's Coordinating Transportation and Land Use Forum on May 9th, and completed the Safety Circuit Rider Program course on Roundabouts: A Safer Solution training. Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road  
Keysville, VA 23947 | 434.392.6104 PHONE  
[www.virginiashartland.org](http://www.virginiashartland.org)





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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Tyler Henderson  
Regional Planner

**DATE:** June 11, 2024

**SUBJECT:** Southeast Crescent Regional Commission Program– Monthly Update

The Commonwealth Regional Council (CRC) is implementing various initiatives under the new Southeast Crescent Regional Commission (SCRC) Local Development District (LDD) program to foster economic development in the Commonwealth region of Virginia, covering seven counties and their respective towns. These initiatives focus on enhancing economic growth, providing technical assistance, and supporting local jurisdictions in improving infrastructure and efficiency.

**Update:** The CRC submitted our first quarterly report for the SCRC LDD program. In this report, we highlighted several key activities. We provided grant writing assistance for projects such as the Town of Crewe's Community Development Block Grant (CDBG) Planning Grant and the Town of Blackstone's application to the Virginia Department of Housing and Community Development (DHCD) Industrial Revitalization Fund. We supported the establishment of the Central Virginia Poultry Cooperative, securing over \$2 million in grant funds. Additionally, we completed an educational outreach campaign distributing emergency kits to local schools. The CRC continues to coordinate with state and federal agencies for economic development opportunities and provides GIS mapping services and comprehensive planning assistance to localities.

cc: Melody Foster, Executive Director, CRC



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## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Lauren Jones Pugh  
Planning Director

**DATE:** June 10, 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 May 8, 2024:

### Status Update

- DHCD, Broadband Equity, Access, and Deployment (BEAD) Program: CRC staff have been leading discussions with all seven of our member counties regarding a submission of a regional application to the BEAD program. If awarded, the CRC would act as the consultant to develop a regional plan on broadband equity, access, and deployment. All seven of our member counties have agreed to move forward with this application and Prince Edward County has agreed to serve as the lead applicant. Applications are due each month on the 15<sup>th</sup>.
- TRRC: **Congratulations Prince Edward County** on being **awarded \$442,005** in grant funding to fund Engineering Design Services, Right-of-way costs, and Utility Relocation Cost for the build out of an access road into the Heartland Innovative Technology Park (HIT). The CRC assisted the County with this application.
- NPS, History of Equal Rights (HER) grant: CRC staff is assisting Cumberland County with a grant application to fund the renovation of the Luther P. Jackson High School. Applications are due on August 20<sup>th</sup>.
- VDCJS, Byrne Justice Assistance Grant: The Charlotte County Sheriff's Office was notified that their grant was approved with conditions. The agency requested changes to the application prior to an award package to be issued. The CRC assisted Charlotte County Sheriff's Office with these changes to the application and the application has been resubmitted for further review.
- Southeast Crescent Regional Commission (SCRC), State Economic and Infrastructure Development (SEID) Grant Program: The **Town of Blackstone** was notified that they were **not funded**. If funded, the Town would have used these funds to cover additional construction costs for the renovation and rehabilitation of the Harris Memorial Armory.

## Awaiting Approval

- VDACS, AFID Infrastructure Grant: The CRC assisted Virginia Food Works, a local non-profit, with a grant application to purchase a variety of equipment for the Prince Edward Cannery that would serve local food producers.
- CENTRA: The CRC assisted the Drakes Branch Volunteer Fire Department with an application to purchase a variety of equipment to perform lifesaving services.
- DCR, Recreation Trails Grant Program: CRC staff assisted Lunenburg County and the Towns of Victoria and Kenbridge on an application to establish a trailhead and expand the Tobacco Heritage trail. Applications were due on May 7, 2024.
- Congressional Directed Spending (CPS): The CRC assisted Prince Edward County with an application for the build out of Sandy River Reservoir as a public water source.
- FEMA, FP&S Grant: The CRC assisted the Charlotte County Dept. of Public Safety with an application to purchase smoke detectors, medical equipment for fire personal, and accountability system for firefighters. The application was due on April 12<sup>th</sup>.
- FEMA, SAFER Grant: The CRC is assisting Farmville Fire Department with an application to hire additional paid fire staff. The applications are due on April 12<sup>th</sup>.
- Assistance to Firefighters Grant (AFG): Applications were due on March 8<sup>th</sup>. The CRC assisted the following agencies with AFG applications:
  - Victoria Fire and Rescue – purchase a vehicle
  - Blackstone VFD – purchase an exhaust system
  - Keysville VFD – purchase breathing apparatus
  - Prince Edward County (regional application) – purchase radios
- 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>.
- NPS, Save America's Treasures Grant: The CRC assisted Mary E. Branch Heritage Center with a submitted application to the renovate the historic Mary E. Branch Elementary School. Applications were due on December 1, 2023.
- VDOT Transportation Alternatives Program (TAP): The CRC assisted Amelia County with the submission of a full TAP application to fund the construction of a sidewalk. Applications were due October 2, 2023.

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

- Crewe Volunteer Fire Department: CRC staff is working with Crewe Volunteer Fire Department on a potential application to Firehouse Subs for Gear Dryer for turnout gear. The next round for Firehouse Subs opens on July 11<sup>th</sup>. CRC staff is also working with the fire department on a potential application to RSAF for a LUCAS Device. The next round of RSAF funds will open on September 15<sup>th</sup>.
- HITT: CRC staff is working with Prince Edward County on a potential application to VDOT for access road funds.

- Nottoway County: CRC staff is working with Nottoway County to identify funding to assist with operational costs for the landfill.
- Better Days Farmville: CRC staff is working with Better Day Farmville, a local non-profit, to identify funding sources to purchase a new building for its operations.
- Town of Kenbridge: CRC staff is working with Lunenburg County and the Town of Kenbridge to identify funding sources to purchase a HVAC system for the Kenbridge Recreation Center.
- 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.
- 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 in the fall.
- 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.

Upcoming Grant Funding Opportunities	
Grant Opportunity	Deadline
NPS, History of Equal Rights (HER)	Open – Closes on August 20, 2024
VDACS, AFID Planning Grant	Open – Rolling Basis
DEQ, Litter Prevention and Recycling Fund	Open – June 17, 2024
DEQ, Non-Point Source Grant Program	Open – August 30, 2024
DHCD, CBDG Planning Grant	Opens on June 15, 2024
Firehouse Subs	Opens on July 11, 2024
Rescue Squad Assistance Fund (RSAF)	Closed, Opens on September 15, 2024
VEDP, Site Remediation Grant	Fall 2024
VOF, Preservation Trust Fund	Summer 2024
VDF, Virginia Trees for Clean Water	Open - Rolling Basis
VTC, VA250 Marketing Leverage Program	Opens: August 1, 2024 – September 17, 2024
VTC, Microbusiness Marketing Leverage Program	Opens: July 16 – August 22, 2024
VTC, Virginia Special Events and Festivals Program	Opens: July 16 – September 26, 2024
Charging and Fueling Infrastructure Grants	Open – August 28, 2024
<i>*Programs with rolling submissions include: EDA, USDA, Virginia Housing, GO Virginia, DHCD, Tobacco Commission TROF, VEDP, etc.</i>	



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: 2024 Virginia CDBG Program Regional Priorities

DATE: June 11, 2024

**Regional Priorities outline:** Each year the Virginia Department of Housing and Community Development requests each Planning District Commission to identify and rank CDBG categorizes regional priorities for their region. To identify and rank our regional priorities, the Commonwealth Regional Council (CRC) contacted all local units of government within the CRC Region to receive input on the 2024 Virginia CDBG Program Regional Priorities. Five (5) localities responded with information on the Regional Priorities Ranking for 2024. The Council utilized this information as well as information on other projects that Council staff was aware of to prioritize the Regional Priorities for the Region.

On the next page, please find the 2024 Regional Priorities Worksheet that ranks the regional priorities and provides a list of known projects for the 2024 CDBG grant cycle.

Let me know if you have any questions.

CC: Melody Foster, Executive Director  
Christin Jackson, Interim Executive Director



## 2024 Regional Priorities and Anticipated CDBG Projects Worksheet

### Regional Priorities and Project Types

Please reference the 2024 CDBG Program Design, when released, for additional information on the project types and activity categories. The following items must be ranked in one of the three numerical priority groups below, where “1” is the highest and “3” is the lowest. **Please check no more than 3 in any numerical priority group.**

PDC NAME AND NUMBER: Commonwealth Regional Council , PDC # 14

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### Ranking Information

#### Planning District Commission:

Priority (1 is highest, 3 is lowest)

#1	#2	#3	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive Community Development
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economic Development – Business District Revitalization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing – Housing Rehabilitation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Infrastructure (Including Housing Production)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community Service Facility
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other <u>Quality of Life – outdoor trails, community parks, and river access</u>

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#### Anticipated 2024 CDBG Applications:

None

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**Please Return by May 31, 2024**

Staff Recommendations	
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[illegible]