



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

Meeting Agenda
Commonwealth Regional Council
Tuesday, July 17, 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 June 18, 2024, Council Meeting, (pg 1) Council Members
- V. Treasurers' Report – May/June Financial Statements, (pg 8) Treasurer Walker
- VI. Report of Officers, Committees & Executive Director
 - A. Chairman's Report..... Chairman
 - 1) Swearing in the new Chairman..... Chairman
 - 2) Presentation of Thanks to the Former Chairman..... Exec Director
 - B. Executive Director's Monthly Activities Report, (pg 14) Exec Director
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 15)..... Council Members
- VIII. Old Business
 - A. Staff Monthly Project Reports
 - 1) Update on Watershed Implementation Plan (WIP) Phase III (pg 16) Lauren Pugh
 - 2) Update on Buckingham County Comprehensive Plan (pg 17) Tyler Henderson
 - 3) Update on Lunenburg County Comprehensive Plan Update, (pg 18)..... Tyler Henderson
 - 4) Update on CRC Affordable Workforce Housing Development Program, (pg 19) Lauren Pugh
 - 5) Update on Kenbridge & Charlotte County ESHP Projects, (pg 20) Lauren Pugh
 - 6) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 21) Lauren Pugh
 - 7) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 23) Lauren Pugh
 - 8) Update on Drakes Branch Building Acquisition Project, (pg 24) Lauren Pugh
 - 9) Update CRC Regional Hazard Mitigation Plan Update, (pg 27) Tyler Henderson
 - 10) Update on Longwood SEED Innovation Hub Project, (pg 28) Lauren Pugh
 - 11) Update on Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDA), (pg 29) Christin Jackson
 - 12) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 30)..... Lauren Pugh
 - 13) Charlotte Court House Lead Service Project, (pg 31)..... Lauren Pugh
 - 14) The Town of Crewe Downtown Revitalization Planning Grant, (pg 32) Lauren Pugh
 - 15) EDA Planning and Local Technical Assistance Program, (pg 33) Lauren Pugh
 - 16) VDOT Rural Transportation Planning Program (pg 34)..... Tyler Henderson
 - 17) SCRC, LDD Program (pg 35)..... Tyler Henderson
 - 18) Council Member Comments
- IX. New Business Chairman
 - A. Staff Reports
 - 1) Update on Grant Writing, (pg 36) Lauren Pugh
 - 2) Proposed Holiday Schedule (pg 40)..... Christin Jackson
 - 3) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 42)
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date –Wednesday, August 21, 2024
CRC Conference Room

COMMONWEALTH REGIONAL COUNCIL
200 Heartland Road
Keysville, VA 23947 | 434-392-6104 PHONE
www.virginiashartland.org

Commonwealth Regional Council
CRC Conference Room
Keysville, Virginia
June 18, 2024

Welcome & Call to Order

The Chairman, Mr. Emert, called the meeting to order at 9:02 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

*Mr. Eurika Tyree

Lunenburg:

Mr. Mike Hankins

*Ms. Taylor King

Mr. Mike Hankins
(Vice-Chairman)
*Ms. Taylor King (V)

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. Steve Bowen, Nottoway County

Mr. Taylor Harvie, Amelia County

Ms. Tracy Gee, Lunenburg (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

Ms. Monica Frisby, Regional Planner

GUESTS:

Ms. Sara Crawford, Charlotte Court House Town Manager

Mr. Todd Fortune, Fluvanna County Director of Planning (V)

(V) Denotes attendees who participated virtually.

Approval of Minutes of May 15, 2024, Council Meeting:

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

Treasurer's Report:

April/May: Mr. Emert stated he had reviewed the financial report and found everything to be in order. Mr. Harkins 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 stated the recommendation to approve the Adoption of CRC FY24-25 Budget as presented. Mr. Harkins approved, and Mr. Carter seconded to approve the Budget as presented. Mr. Emert announced the nominations for the Election of New Officers as follows: Mike Harkins, Chairman; Dexter Jones, Vice-Chairman; David Emert, Secretary; and Gary Walker, Treasurer (Stayed the same). Mr. Emert moved; Mr. Harkins seconded to approve the Election of New Officers. Mr. Emert stated Ms. Christin Jackson will serve as the new Executive Director of the Commonwealth Regional Council as of July 1, 2024. Mr. Emert stated that Ms. Jackson, Mr. Walker, and Mr. Harkins will be the authorized signatory on the bank accounts. Mr. Emert stated that at this time he would like Ms.

Pugh to present a Resolution to Ms. Foster. Ms. Pugh stated that the Council would like to present a resolution to Melody for her 38 years of dedication to the Council. Ms. Pugh stated that the Council appreciated all the hard work, leadership, and dedication that she has provided to the Council and the Region.

Executive Director Monthly Activities Report: Ms. Foster stated that the report is included in the Council Packet. Ms. Foster stated that this was her final Executive Director report. Ms. Foster expressed it had been a joy and honor to serve the CRC. Ms. Foster stated she had spent the last month working closely with Ms. Jackson and all the staff for a smooth transition after her retirement.

Interim Executive Director Monthly Activities Report: Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated that she corresponded with DHCD about the Regional Broadband Expansion Planning Grant (RBEPG) for clarification. Ms. Jackson stated that she corresponded with Doug Stanley, the County Administrator of Prince Edward County, to see if Prince Edward would be the lead applicant for the RBEPG. Ms. Jackson stated that Mr. Stanley agreed to be the lead applicant. Ms. Jackson stated she also corresponded with the County Administrator from our six other Counties to see if they would like to be a regional partner with us and be included in this application. Ms. Jackson stated she met with David Blount from the VAPDC to discuss the organization and her upcoming partnership. Ms. Jackson stated she reached out to W.A. Watson and Sons, our Anthem provider, to get quotes on dental and better eye coverage. Ms. Jackson said she was able to get a great price on both and add that to the employee benefit plan. Ms. Jackson stated she also attended the Refinement Committee Meetings and an Evaluations Committee Meeting for VHREDA. She also attended a NADO Focus Group for the development of a new NADO Strategic Plan and attended the GOVA Region 3 Council 2024 Leadership meeting in South Boston. Mr. Bowen led a discussion on broadband access within our region.

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 the 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. Ms. Pugh stated the CRC staff responded with Erin Small, the Prince Edward County Extension Agent to discuss a potential rain barrel workshop in Prince Edward County. Ms. Pugh stated 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.

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 May 20. At this meeting, the Commission reviewed revisions to draft Section 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 minor changes to the draft of the Future Land Use Map. Mr. Henderson stated that at the June 17th Planning Commission Work Session only minor revisions were made to the Future Land Use Map.

Update on Lunenburg County Comprehensive Plan Update: Mr. Henderson stated that a report was included in the Council Packet. Mr. Henderson stated that in May, the citizen survey was distributed

online and in paper format in both English and Spanish. Mr. Henderson stated responses will be collected until July 1st. Mr. Henderson stated 189 surveys have been collected to date via the online survey. Mr. Henderson also stated 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.

Update on CRC Affordable Workforce Housing Development Program: Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that Piedmont's contractor had completed the remaining work on the two homes on East California Ave in Crewe and the CRC staff completed a final compliance review on Friday, May 17th. Ms. Pugh also stated the Town of Blackstone/Southside Outreach completed the home at 200 S. Dillard. The contractor received and installed the cabinets. Ms. Pugh stated the home, located at 610 E. Broad Street, has been completed and the CRC completed a final compliance review and site visit on both properties.

Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (ESHPP) 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 signed the Preservation Agreement and has been recorded at the Lunenburg County Clerk's Office. Ms. Pugh stated that the CRC staff contacted DHR staff about the changes and DHR staff has updated and shared the agreement with County staff for review.

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. Ms. Pugh stated that as of June 9, 2024, a total of 6,781 passings (out of a target of 11,397 total passings) and 1,329 installations for new customers have been completed. Ms. Pugh stated the crews are currently laying fiber in Prince Edward County. Ms. Pugh stated the Project Management Team meets monthly to discuss the project and the team includes local staff, CRC staff, Kinex staff, and the DHCD staff and this meeting was held on June 14, 2024. Ms. Pugh stated the CRC staff and Prince Edward County staff attended site visits on June 17th in Prince Edward County to observe work being done by Kinex and their contractors.

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 she had transitioned this project to Ms. Pugh to ensure that the final report is sent.

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 Building 8, the Bunn building, had been purchased by another individual therefore she is unsure if the building will participate in the project.

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 all covered localities (six counties and seven towns) have adopted the plan. Since all localities have adopted the Plan, it will be sent back to FEMA for final approval. Mr. Henderson stated that each locality will receive a final approval letter from FEMA.

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 CRC has conducted a Davis Beacon Act on the Contractors' submitted certified payroll documents. Ms. Pugh stated the CRC staff are assembling documentation to submit the first reimbursement request to the EDA and to the Tobacco Commission.

Update on CRC GO Virginia Grant – Development of Business Plan and Strategy for NEW REDO: Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that Longwood University has committed to providing an in-kind match of \$34,000 through administrative support and a physical location to house staff for this new organization. Ms. Foster stated the Public Investment requests have been confirmed by six of seven counties. Ms. Foster stated that Amelia County has requested that the Amelia County Economic Development Authority handle this request. Ms. Foster stated that Ms. Jackson will be attending a meeting on July 9th to answer any questions from the authority. Ms. Foster stated that VHREDA can now establish a bank account, since they received an EIN # from the Commonwealth of Virginia State Corporation Commission.

Update on Central Virginia Poultry Cooperative TRRC & AFID Grants: Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the CRC has executed both grant agreements with the Tobacco Commission. Ms. Pugh stated that the CRC staff, Cooperative staff, and the Tobacco Commission staff met to discuss the next steps for requests for reimbursement and advancement.

Update on Charlotte Court House Lead Service Project Update: Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the 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. Ms. Pugh stated that the Town has requested assistance from the CRC in the implementation of this project. Ms. Pugh stated that CRC staff have met with Town and VDH staff for an initial kick-off meeting for the project. Ms. Pugh stated that CRC researched MBE-WBE firms for direct mailing of the RFP. Ms. Pugh stated that the CRC staff corresponded with VDH staff to ensure the town is following proper procurement guidelines. Ms. Pugh stated that CRC staff met with Town staff to discuss the draft RFP. Ms. Pugh stated that the CRC staff is currently assisting the Town review and assemble the RFP.

Update on the Town of Crewe Downtown Revitalization Planning Grant: Ms. Pugh stated that a report was included in the Council Packet. Ms. Pugh stated that the Town of Crewe has been awarded \$50,000 in planning grant funding from the Virginia Department of Housing and Community Development (DHCD), Community Development Block Grant (CBDG) program. Ms. Pugh stated that with this 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 hopes to apply for a CBDG Downtown Revitalization Grant for the next grant cycle. Ms. Pugh stated that the CRC is assisting the Town of Crewe with implementation of this planning grant. Ms. Pugh stated that CRC staff met with Town and DHCD staff for an initial kick-off meeting. Ms. Pugh stated that CRC staff reached out to the CRC on-call consultant list for proposals. Ms. Pugh stated that two firms selected to submit proposals: Hill Studio and Summit Design. Ms. Pugh stated that the Town is currently reviewing the proposals to determine firm selection.

Update on the EDA Planning and Local Technical Assistance Program: Ms. Pugh stated that a

report was included in the Council packet. Ms. Pugh stated that the CRC received \$70,000 in EDA Planning and Technical Assistance Funds for staff support of the CRC's newly designated Economic Development District (EDD). Ms. Pugh stated that these funds were utilized to facilitate activities that were identified by the EDA approved CRC Comprehensive Economic Development Strategy (CEDS) including support activities including grant writing, planning and technical assistance, and GIS mapping services. Ms. Pugh stated that CRC staff have completed a lot of activities this quarter including helping stand up the new Regional Economic Development Organization, providing grant writing services, submitting seven grant applications, and assisting the Town of Crewe with the CBDG Planning Grant activities. Ms. Pugh also stated that the CRC corresponded, set up meetings, researched grant opportunities, and vetted potential grant applications as well.

Update on the VDOT Rural Transportation Planning Program: Mr. Henderson stated that the report is included in the Council packet. Mr. Henderson stated the responsibility for the planning program transitioned from Todd and Melody to himself. Mr. Henderson stated that 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.

Update on the SCRC, LDD Program: Mr. Henderson stated that the report is included in the Council packet. Mr. Henderson stated that the CRC submitted our first quarterly report for the SCRC LDD program. Mr. Henderson stated that the CRC provided CRC grant writing assistance for projects such as the Town of Crewe's Community Development Block Grant (CBDG) Planning Grant and the Town of Blackstone's application to DHCD's IRF grant program. Mr. Henderson also stated that these funds also supported the establishment of the Central Virginia Poultry Cooperative, securing over \$ 2 million in grant funds. Mr. Henderson stated that 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.

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 Prince Edward County with the TRRC grant to fund Engineering Design Services, Right-of-Way costs, and Utility Relocation Costs for the build-out of an access road into Heartland Innovative Park (HIT). Prince Edward County was rewarded with \$442,005. Ms. Pugh stated the CRC staff was assisting Cumberland County with the NPS, History of Equal Rights (HER) grant application to fund the renovation of Luther P. Jackson High School. The applications are due on August 20th. Ms. Pugh stated that The Charlotte County Sheriff's Office was notified that their VDCJS, Byrne Justice Assistance Grant was approved for body cameras with conditions. Ms. Pugh stated the agency requested changes to the application prior to an award package to be issued. Ms. Pugh stated the CRC assisted Charlotte County Sheriff's Office with the changes to the application and the application has been resubmitted for further review.

2024 Virginia CBDG Program Regional Priorities: Ms. Pugh stated that there is a memo and a copy of the CRC's 2024 CBDG Regional Priorities included in the Council packet. Ms. Pugh stated that each year the DHCD requests each planning district in Virginia to identify and rank CBDG-categorized regional priorities for their region. To identify and rank our regional priorities, the CRC contacted all local units of government within our region to receive input on the 2024 Virginia CBDG Regional Priorities. The Council utilized this information as well as information on other projects that Council staff were aware of to prioritize the Regional Priorities for the Region.

Closed Session: Mr. Walker moved, and Mr. Hankins seconded that the Council convene in closed session for the discussion of Personnel matters, as permitted by Virginia Code Section 2.2-3711. A.1 Motion carried unanimously.

Mr. Emert moved to return to regular session. Motion carried unanimously.

Mr. Emert moved 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.

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

Other Business: Mr. Fortune stated that he wished Ms. Foster the best of luck in her retirement.

Council Member Comments: Mr. Hankins requested that the CRC release an article on Melody's retirement and provide information on Ms. Jackson serving as the new Executive Director.

Adjournment, Next Meeting: The meeting adjourned at 10:12 a.m. The next meeting was set for Wednesday, July 17th, at the CRC's office located at the Heartland Building in Keysville, Virginia.

Mr. Dexter Jones, Secretary

Treasurer's Report - Cash on Hand & Account Balances

For the Period of June 12 , 2024 thru June 30, 2024

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 528,738.35
Total Expenses	\$ 388,310.36
Net Balance	\$ 140,427.99
Cash on Hand	\$ 838,134.18

Account Balances as of July 10, 2024

Truist 4425 (M1)	\$ 477,134.50
Truist 4301 (PR)	\$ 11,345.90
Truist 1827 (Oprtg)	\$ 42,682.38
Truist 7840 (VHREDA)	\$ 100.00
Benchmark (M2)	\$ 236,720.54
Benchmark (CD1)	\$ 55,101.56
Benchmark (CD2)	\$ <u>15,049.30</u>
	\$ 838,134.18

Prepared by: Wendy Newton, July 10, 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:** 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.

*47060/79045 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_2024_2025 - FY25 P&L

June 12-30, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
45000 Project Funding		
45690 Drakes Branch Downton Rev PG	9,000.00	
45992 Amelia Mod Comp Plan Update	6,000.00	
Total 45000 Project Funding	15,000.00	
47000 Pass Thru Fundds		
47070 VATI Broadband	513,138.35	
Total 47000 Pass Thru Fundds	513,138.35	
Uncategorized Income	600.00	
Total Income	\$528,738.35	\$0.00
Expenses		
71000 Personnel Costs		
71010 Salary Distribution	17,000.00	
71200 VRS Contribution	117.72	
71500 Group Health Insurance	4,601.11	
Total 71000 Personnel Costs	21,718.83	
72000 Office Operations		
72010 Lease Costs	1,200.00	
72020 Telephone/Internet Costs	276.77	
72030 Postage and Freight	372.17	
72040 Consumable Supplies	101.81	
72070 Administrative Costs	525.00	
Total 72000 Office Operations	2,475.75	
73000 Office Equipment		
73030 Equipment Maintenance	1,075.20	
Total 73000 Office Equipment	1,075.20	
79000 Pass Thru Fund Expenses		
79036 VATI Broadband	361,737.65	
Total 79000 Pass Thru Fund Expenses	361,737.65	
Payroll Expenses		
Taxes	1,302.93	
Total Payroll Expenses	1,302.93	
Total Expenses	\$388,310.36	\$0.00
NET OPERATING INCOME	\$140,427.99	\$0.00
NET INCOME	\$140,427.99	\$0.00

Treasurer's Report - Cash on Hand & Account Balances

For the Period of July 1, 2024 thru July 9, 2024

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 3,048.50
Total Expenses	\$ 572,680.06
Net Balance	\$ -569,631.56
Cash on Hand	\$ 838,134.18

Account Balances as of July 10, 2024

Truist 4425 (M1)	\$ 477,134.50
Truist 4301 (PR)	\$ 11,345.90
Truist 1827 (Oprtg)	\$ 42,682.38
Truist 7840 (VHREDA)	\$ 100.00
Benchmark (M2)	\$ 236,720.54
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*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_2024_2025 - FY25 P&L

July 1-9, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
40000 Revenue		
43000 Local Member Investment		
43010 Amelia Local Member Investment		1,583.33
43020 Buckingham Local Member Investm		1,583.33
43030 Charlotte Local Member Investme		1,583.33
43040 Cumberland Local Member Investm		1,583.33
43050 Prince Ed Local Member Investme		1,583.33
43060 Lunenburg Local Member Investme		1,583.33
43095 Nottoway County		1,583.33
Total 43000 Local Member Investment		11,083.31
Total 40000 Revenue		11,083.31
44000 VA Regional Cooperation		9,580.92
45000 Project Funding		
45880 CRC Regional Haz Mit Plan Updat		131.00
45955 PDC Housing Program		1,666.67
45985 VATI Regional Broadband Grant		1,758.33
45990 Drakes Branch SLFRF Admin	3,048.50	
45993 VATI Audit funds		333.33
45995 Drakes Branch VDEM Grant Admin		2,494.08
45996 Buckingham Comp Plan Update 23		2,083.33
45997 Lunenburg Comp Plan Update 24		2,083.33
45999 Longwood SEED Inn Hub Admin		1,993.50
46083 Drakes Branch Comp Plan Update		1,333.33
46084 CRC REDO Oversight & Fiscal Management		2,000.00
46085 CCH VDH Lead Service Line Admin		833.33
46086 Crewe PG CRC Admin		416.67
46087 SHSP Farmville Camera Admin		75.00
46088 VHREDA Private Campaign Costs Reimbursement		16,500.00
Total 45000 Project Funding	3,048.50	33,701.90
46000 Other Funding		
46005 DEQ 2021 CRC WIP II Assistance		4,833.33
46010 VDOT-Transport Planning		4,833.33
46040 Interest Income		66.67
46081 EDA Technical Assistance Fund		5,833.33
46082 SCRC LDD FUnDs		2,750.00
Total 46000 Other Funding		18,316.66
Total Income	\$3,048.50	\$72,682.79
Expenses		
71000 Personnel Costs		
71010 Salary Distribution	31,457.90	28,625.00
71040 Payroll Expenses (SS/FICA)		2,189.92

COMMONWEALTH REGIONAL COUNCIL

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July 1-9, 2024

	TOTAL	
	ACTUAL	BUDGET
71150 Unemployment Ins.		11.00
71200 VRS Contribution	8,061.06	5,830.92
71350 Staff Train/Conference	235.46	1,291.67
71400 Workmens Comp Ins		41.67
71500 Group Health Insurance	110.00	2,916.67
71600 Life Insurance	21.30	22.92
71700 Other Staff Costs		151.17
71750 Employee Cell Phone Stipend	250.00	250.00
Total 71000 Personnel Costs	40,135.72	41,330.94
72000 Office Operations		
72005 Cleaning & Maint.-Bldg	400.00	416.67
72010 Lease Costs		1,200.00
72015 Utilities		350.00
72020 Telephone/Internet Costs		280.00
72030 Postage and Freight		100.00
72035 Express Mail		8.33
72040 Consumable Supplies	375.23	750.00
72050 Dues and Subscriptions		26.67
72060 Office Insurance		8.33
72070 Administrative Costs	-392.50	1,750.00
72080 Office Costs - Other		250.00
Total 72000 Office Operations	382.73	5,140.00
73000 Office Equipment		
73010 Office Equipment		269.17
73030 Equipment Maintenance	2,583.88	891.67
73040 Equipment Repair		166.67
73050 Equipment - Other	989.98	358.33
Total 73000 Office Equipmnet	3,573.86	1,685.84
74000 Auto/Staff Travel		
74020 Staff Mileage	83.08	500.00
Total 74000 Auto/Staff Travel	83.08	500.00
75000 Meetings/Memberships		
75010 Council Meetings	200.00	468.33
75020 Committee Meetings		25.00
75030 Staff Meetings	743.43	33.33
75040 Council Memberships		350.00
75050 Other Meeting Costs		16.67
75060 Public Official Insurance Cov.		150.00
Total 75000 Meetings/Memberships	943.43	1,043.33
77000 Collateral Materials		
77010 Web Page Costs		216.67
Total 77000 Collateral Materials		216.67

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Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July 1-9, 2024

	TOTAL	
	ACTUAL	BUDGET
78000 Local Relations		
78010 Newsletter/Annual Report		12.50
78030 Other		250.00
Total 78000 Local Relations		262.50
79000 Pass Thru Fund Expenses		
79036 VATI Broadband	513,138.35	
Total 79000 Pass Thru Fund Expenses	513,138.35	
90000 Other Program Costs		
90010 Planning Project Costs	445.00	18,166.67
90011 EDA Other Costs	68.96	
90100 Contingency Costs		416.67
90101 New REDO Costs	11,500.00	
Total 90000 Other Program Costs	12,013.96	18,583.34
Payroll Expenses		
Taxes	2,408.93	
Total Payroll Expenses	2,408.93	
Total Expenses	\$572,680.06	\$68,762.62
NET OPERATING INCOME	\$ -569,631.56	\$3,920.17
NET INCOME	\$ -569,631.56	\$3,920.17



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Memorandum

TO: CRC Board of Directors

FROM: Christin Jackson
Interim Executive Director

DATE: July 17, 2024

SUBJECT: Update (June 11, 2024 – July 10th)

- Met with Convergent on Return on Investment and Campaign Pitch for staff.
- Worked on DHCD Regional Planning Grant Application with Letters of Support.
- Attended a meet and greet with Doug Stanley to learn about his experience and expectations of the CRC and my role.
- Did an Audit Prep with Melody Foster and Wendy Newton.
- Attended a Community Needs Assessment Regional Transportation meeting.
- Attended the VAPDC Board Meeting and the Leadership Meeting in Charlottesville.
- Did some research on Adobe Licenses and got the Standard Adobe for the office staff.
- Hosted Melody Foster's Retirement Dinner.
- Started gathering checking account information for the upcoming VATI audit.
- Met with Stephanie Heintzelman with VAcorp to discuss Bonding and Insurance against theft for the entire staff. Changed over to their policy to get \$50,000 in coverage for all staff versus our \$15,000 in coverage for three people at the same cost. I also sent them our Personnel Policy for legal review.
- Signed paperwork at Truist for CRC accounts and created a new account for VHREDA.
- Talked to Shannon Feinman, Vice President of Finance for Southside VA Community College about in-kind for VHREDA.
- Met Dexter Gilliam, President of Bank of Charlotte County about VHREDA contribution.
- Wrote an article on Melody's retirement and my new position with CRC.
- Created a potential MOU for the DHCD Broadband Planning Grant and sent it to Doug Stanley for review and approval.
- Tyler Henderson and I hosted the Regional Hazard Mitigation Plan review here with Leigh Chapman.
- Met with Kimberly Mitchell from eVA and discussed Procurement through eVA training.
- Talked with LeAnne Emert about Dexter Gilliam's ideas on the VHREDA and got her input.
- Presented to the Amelia EDA Board about getting invested in VHREDA since they are the only county not participating. They put it on hold until the next meeting.
- Attended the Mary E. Branch Heritage Meeting at the Moton Museum to discuss grant options with Lauren Pugh.
- Met with Lynn Mann from Sam.gov on Procurement classes and working in Sam.gov.
- Met with Carina DeRoche from VA Housing and Grant Programs to be trained on their website.

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Scoping the Future List of Innovative/Regional Ideas

Ideas Previously Discussed:

- Creation of New Regional Economic Development Initiative
- Building Entrepreneurial Economies (BEE) Grant Program through DHCD
- 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: July 9, 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 met with Linda Eanes, Cumberland County 4-H Extension Agent, to discuss a potential rain barrel workshop later this summer. We have set a date to host the rain barrel workshop for August 15th to a homeschool group in Cumberland County. CRC staff are still working with Linda on logistics of the workshop.
 - 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 28, 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 June 17th. At this meeting, the Commission reviewed the draft of the update to Section 5 (Land Use). The Commission asked for some minor changes to the draft.
- The next Planning Commission Work Session is scheduled for July 15th. At that meeting, the Commission will review changes to the draft of the Future Land Use Map and the minor changes to Section 5.

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

cc: Christin Jackson, 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: July 9, 2024

SUBJECT: Lunenburg County Comprehensive Plan Update – Monthly Update

The Commonwealth Regional Council (CRC) is assisting Lunenburg County, Victoria, and Kenbridge on an update to 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 June, the citizen survey was available online and in paper format at various locations across the county in both English and Spanish. Responses were collected up until July 1st. In total, 246 surveys were completed.
- The CRC is holding its next working committee meeting on July 18th at 3:00 pm in the Victoria Town Office. During this meeting, the CRC will provide a summary of the two community meetings, give a brief update on the survey results, begin working on Sections I and II of the Joint Comprehensive Plan, and schedule the next working committee meeting for August.

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

cc: Christin Jackson, Executive Director, CRC

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MEMORANDUM:

TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: CRC Affordable Workforce Housing Development Program

DATE: July 9, 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:

- Piedmont Habitat:
 - The East California Ave homes in Crewe have been completed.
 - Ashley Way homes in Keysville – The land clearing should take place in August. 4 of the 5 homes have been completed at Cardinal Homes and are awaiting delivery. The final family has been selected and they are in the process of applying for USDA funding for their mortgage.
 - Cumberland- The family is currently applying with USDA. We are working with Southside Homes on this build as well. First step is scheduling demolition of existing structure on the site.
- 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 homes on S. Dillard Street and E. Broad Street have been completed. The Town of Blackstone has executed the agreement to build the additional three homes with the remaining PDC Housing funds.



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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: July 9, 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 Preservation Agreement has been signed and recorded at the Lunenburg County's Clerks Office. This grant is complete and closed out.

Charlotte County Courthouse Complex Drainage Project –All work for the project has been completed. The grant has been closed out. DHR staff updated and shared the Preservation Agreement with County staff. After the review of the updated document, Charlotte County has found this agreement to be in order and has requested the document be mailed to them for signature. Once received, the document will be signed and recorded at the Charlotte County's Clerks Office.

****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 J. Pugh
Planning Director

DATE: July 9, 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 Telecom, 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 July 9, 2024, a total of 6,991 passings (out of a target of 11,397 total passings) and 1,407 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 July 12, 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. CRC, Prince Edward County, and Kinex staff completed a site visit on June 17th in Prince Edward County. Please see the next page for photos.

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

cc: Christin Jackson, Executive Director, CRC





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TO: CRC Representatives

FROM: Lauren Pugh, Planning Director

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

DATE: July 9, 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: Melody transitioned this project over to me prior to her retirement.

Water Metering Project complete.

Melody was able to submit the Annual report to the US Treasury for the Town. The Town is still prioritizing how to spend down the remaining SLFRF funds. 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: July 9, 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 lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos and lead have been identified. CRC staff are in the process of preparing bid documents to bid out the lead and 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 has been completed. CRC staff are working to submit a reimbursement request for this sale to VDEM.
 - Hurt & Proffitt (H&P) conducted lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that lead and asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the lead and asbestos abatement work.

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- 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 lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined lead and asbestos have been identified. CRC staff are in the process of preparing bid documents to bid out the lead and 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. Staff from TACS conducted a tax auction on the property on June 17th. The Town was outbid on the property; therefore, staff is unsure if this building will participate in this project.
 - Hurt & Proffitt (H&P) conducted lead and 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 lead and 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 lead and asbestos abatement work.

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

cc: Christin Jackson



- 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



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MEMORANDUM

TO: CRC Council Members

FROM: Tyler Henderson
Regional Planner

DATE: July 9, 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 covers 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 complete, as all 18 of the covered localities have adopted the Plan and sent their adopted resolutions to the CRC. The compiled adopted resolutions were sent to FEMA for final approval on 6/12. Next, FEMA will send out approval letters to the individual localities.

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

cc: Christin Jackson, Executive Director, CRC



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TO: Commonwealth Regional Council

FROM: Lauren J. Pugh, Planning Director

SUBJECT: SEED Innovation Hub Project Update

DATE: July 9, 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 staff conducted a Davis Bacon Act review on the Contractors' submitted certified payroll documents. The CRC staff assembled and submitted documentation for the first reimbursement request to the EDA.

Tobacco Commission Funds- CRC staff are working with LUREF staff to assembled and submit documentation to submit a reimbursement request to the Tobacco Commission.

GO Virginia Funds – CRC staff are working with LUREF staff to assemble and submit match documentation to submit to GO Virginia.



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MEMORANDUM:

TO: CRC Member Localities & Longwood University
FROM: Christin Jackson, Executive Director
SUBJECT: Status Report - Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDa)
DATE: July 17, 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, through the end of the year are \$50,216.83 plus the new fiscal year of \$11,500 as of July 10th, 2024 for a total of \$61,716.83.
- 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 a second presentation was made on July 9, 2024 by Christin Jackson and the Board decided to table it until their next meeting. They were not very receptive to the idea.
- In the month of June, CRC staff sent out emails to all potential donors and tried to set up visits for Andy Brubaker when he is back in July to discuss contributions and being on the VHREDa Board.
- Convergent created a Return-on-Investment document to be shown to potential investors.
- Christin Jackson visited Dexter Gilliam, President of Bank of Charlotte County. He stated that once off the ground, Bank of Charlotte County would invest and he may be a board member if Charlotte County wanted him to be, but he thought that we should have a meeting of all potential board members and the County Administrators to discuss the commitment of board members, new by-laws, the Case for Investment, and the Return on Investment, then ask who will be willing to serve.
- Christin Jackson talked to LeAnne Emert about Dexter Gilliam's suggestion and she fully agreed.
- Lauren Pugh has sent an email to all the county administrators and the members of the Evaluation Committee (Potential Board Members) to set up a meeting next week when the Convergent Consultant is in town.

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. We have the State Corporation Commission Letter, the EIN number, and a checking account set up for the new organization at Truist Bank.
- 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: July 9, 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 CVPS, 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; VDACS, Rural Rehabilitation Trust for \$341,750; 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, Rural Rehabilitation Trust: The CRC has executed the grant agreement with VDACS.

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. The Poultry Group is currently collecting items to determine projected costs for the next quarter to submit for advancement to the Tobacco Commission. The advancement will be granted to the CRC to help with cash flow. Once the Poultry group submits a reimbursement request to the CRC, the CRC will be able to review the request and pay the Poultry Group on the next time checks are cut. Then submit the documentation to the Tobacco Commission. This will shorten the time for reimbursements to be approved and paid out to the Cooperative.



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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: CRC staff assisted the Town to review and assemble the RFP for a consultant to complete the Lead Service Inspection for Charlotte Court House. As required by VDH, the CRC staff researched MBE-WBE firms for direct mailing of the RFP. Town staff direct mailed the RFP to four firms, three of which were MBE-WBE firms as required by VDH. The RFP will close on July 31st.

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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: The Town of Crewe Downtown Revitalization Planning Grant

DATE: July 9, 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: CRC staff reached out to the CRC on-call consultant list for proposals. Two firms selected to submit proposals: Hill Studio and Summit Design. Town staff reviewed both proposals and determined to request a meeting with one of the firms. CRC staff set up and attended a meeting between Town and Consultant staff to further discuss their proposal. After the meeting, the Town Manager selected to hire Hill Studio and their subcontractor, Arnett Muldrow & Associates, Ltd. as the firms to complete the scope of work for this grant. Hill Studio is currently putting together a contract for execution of the project.

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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: July 9, 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 -July 9th) 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
 - Scheduling a virtual meeting to set up the new Board of Directors
- The CRC provided grant writing services and submitted nine (9) 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

COMMONWEALTH REGIONAL COUNCIL
200 Heartland Road
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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: CRC staff have been actively engaged in professional development and collaborative efforts in the region. CRC staff completed the Safety Circuit Rider Program course on Roundabouts: A Safer Solution training on 6/12, participated in a new recurring regional transportation meeting hosted by Piedmont Health District. In addition, CRC staff will attend two more trainings this month offered by UVA Center for Transportation. The specific trainings are “Safe Roads: Crash Data Analysis and Countermeasure Implementation” and “Preventing Roadway Departures”.

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

cc: Christin Jackson, Executive Director, CRC



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MEMORANDUM

TO: CRC Council Members

FROM: Tyler Henderson
Regional Planner

DATE: July 9, 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 is awaiting its first reimbursement from the SCRC LDD program. In addition, the CRC has continued to coordinate with federal, state, and local agencies for economic development opportunities, providing GIS mapping services and comprehensive planning assistance to localities. The SCRC has created a new online portal for quarterly reporting and reimbursement requests, which will be used to submit the next quarterly report and reimbursement request before the July 31st deadline.

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

cc: Christin Jackson, Executive Director, CRC

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MEMORANDUM

TO: CRC Council Members

FROM: Lauren J. Pugh
Planning Director

DATE: July 9, 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 June 9, 2024:

Status Update

- **Congratulations to the Prince Edward County Cannery** on being awarded \$28,000 from VDACS AFID Infrastructure Grant Program to support Prince Edward Cannery and Virginia Food Works' upgrade and modernization of essential food processing equipment within the shared use facility.
- **DHCD, Virginia Broadband Affordability and Adoption Planning Grant Program:** CRC staff have been leading discussions with all seven of our member counties regarding a submission of a regional application to this program. If awarded, the CRC would act as the consultant to develop a regional plan to conduct needs assessments, identify priorities, and develop plans with implementation strategies to address and promote digital opportunity within our region. 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. CRC staff has been working on assembling the grant application. Applications are due each month on the 15th.
- **Tobacco Commission, Southern Virginia Program:** CRC staff is assisting Cumberland County with a grant application to fund the development of an Agricultural Economic Development Plan. Application is due on July 31st.
- **AFID, Infrastructure Planning Grant:** CRC staff is assisting Cumberland County with a grant application to fund the development of an Agricultural Economic Development Plan. Applications are accepted on a rolling basis.
- **Dominion Fire Grant:** CRC staff assisted Keysville Volunteer Fire Department with a grant application to purchase ladder belts and hoses.
- **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 20th.

Awaiting Approval

- VDCJS, Byrne Justice Assistance Grant: The Charlotte County Sherriff'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 Sherriff's Office with these changes to the application and the application has been resubmitted for further review.
- 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 12th.
- 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 12th.
- Assistance to Firefighters Grant (AFG): Applications were due on March 8th. 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 13th.
- 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)

- Longwood Real Estate Foundation: CRC staff is working on identifying potential grants to fund a position at the SEED Innovation Hub.
- Keysville Volunteer Fire Department: CRC staff met with the Chief to discuss grant opportunities for their department.
- Town of Victoria: CRC staff is working with the Town on a potential application to the VDOF Preservation Trust Fund to upgrade the recreational area and bridge on Modest Creek Reservoir.

- Town of Kenbridge: CRC staff is working with the Town on a potential application to the VDOF Preservation Trust Fund for the land acquisition and construction of a trailhead for the Tobacco Heritage Trail.
- Mary E. Branch: CRC staff met with Mary E. Branch to discuss grant opportunities for the rehabilitation and renovation of the Mary E. Branch Elementary School in Farmville, VA.
- 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. 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 15th.
- Nottoway County LRA: CRC is working on identifying potential grants to fund repairs to the Camp Pickett Officer's Club.
- 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 –August 20, 2024
VDACS, AFID Planning Grant	Open – Rolling Basis
DEQ, Non-Point Source Grant Program	Open – August 30, 2024
Rescue Squad Assistance Fund (RSAF)	Closed, Opens on September 15, 2024
Tobacco Commission, Energy Ingenuity Fund Program	Open – Pre-applications due on July 18th
Tobacco Commission, Southern Virginia Program	Open – July 31, 2024
VOF, Preservation Trust Fund	Open – August 8, 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>	

2024 DECEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Small LACTO Day	2	3 Self Day of Present and Evaluation	4	5	6	7 National Teacher's Day (Employee Resource Day)
8	9	10 Teacher Rights Day	11	12	13	14
15 Self LACTO Day	16	17 Teacher's Rights Day	18	19	20	21
22	23	24 1/2 Day Current + CRC Holi day 1/2 Day Proposed: Veteran's Day	25 1-Day Current + CRC Holiday	26 1-Day Proposed: For Columbus Day	27 1-Day Proposed: For Election Day	28
29	30 Staff Leave	31 1/2 Day Current + CRC Holi day 1/2 Day Proposed: Veteran's Day				

Currently, the CRC Holidays for December are:

1/2 day on December 24th

1 day on December 25th

1/2 day on December 31st

Proposed Change to Holiday Schedule:

1 day on Columbus Day on the Second Monday in October to December 26th

1 day on Election Day on the 1st Tuesday in November to December 27th

1 day on Veteran's Day on November 11th to 1/2 day on December 24th and 1/2 day on December 31st

Staff can use Leave to have off on December 30th

This would make the office closed from December 24th – January 2nd

There are no grants or projects due at this time, payroll will be done electronically through QuickBooks, and bills will be done on the Thursday that we return to the office. Christin will meet Chairman for signature on that Friday, January 3rd, so that they can be mailed that day.

Paid Holidays (14)

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Birthday/George Washington Day	Third Monday in February
Easter Monday	Monday following Easter
Memorial Day	Last Monday in May
Juneteenth Day	Third Wednesday in June
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	1 st Tuesday in November
Veteran's Day	November 11 th
Thanksgiving Day	4th Thursday & Friday in November
Christmas Eve (1/2 Day)	December 24 th
Christmas Day	December 25 th
New Year's Eve (1/2 Day)	December 31 st

If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If a holiday falls on a Sunday, the following Monday will be observed as a holiday. If a person must work on a holiday, he/she shall earn compensatory leave. Holidays falling within a period of vacation or sick leave will not be charged against vacation or sick leave taken. Only exempt employees are eligible for paid holidays. The Commonwealth Regional Council will also follow any State endorsed holidays as announced by the Governor's Office.

V. Leave Request

The Executive Director must approve anticipated leave in writing before the employee takes the requested leave. Should it be necessary for an employee to take leave without proper authorization, leave request forms must be submitted for approval within one day after the employee returns to work. **See attachment below for more details:**

Staff	
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