

**Meeting Agenda**  
**Commonwealth Regional Council**  
**Wednesday, August 21, 2024, 9:00 a.m.**  
**Commonwealth Regional Council Conference Room, 200 Heartland Road, Keysville, VA**

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes of July 17, 2024, Council Meeting, (pg 1) ..... Council Members
- V. Treasurers' Report – July/Aug Financial Statements, (pg 7) ..... Treasurer Walker
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report..... Chairman
  - B. Executive Director's Monthly Activities Report, (pg 11) ..... Exec Director
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 12)..... Council Members
- VIII. Old Business
  - A. Staff Monthly Project Reports
    - 1) Update on Watershed Implementation Plan (WIP) Phase III (pg 13) ..... Monica Frisby
    - 2) Update on Buckingham County Comprehensive Plan (pg 14) ..... Tyler Henderson
    - 3) Update on Lunenburg County Comprehensive Plan Update, (pg 15)..... Tyler Henderson
    - 4) Update on CRC Affordable Workforce Housing Development Program, (pg 16) ..... Lauren Pugh
    - 5) Update on Kenbridge & Charlotte County ESHP Projects, (pg 17) ..... Lauren Pugh
    - 6) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 18) ..... Lauren Pugh
    - 7) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 19) ..... Lauren Pugh
    - 8) Update on Drakes Branch Building Acquisition Project, (pg 20) ..... Lauren Pugh
    - 9) Update CRC Regional Hazard Mitigation Plan Update, (pg 23) ..... Tyler Henderson
    - 10) Update on Longwood SEED Innovation Hub Project, (pg 24) ..... Lauren Pugh
    - 11) Update on Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDA), (pg 25) ..... Christin Jackson
    - 12) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 26)..... Monica Frisby
    - 13) Charlotte Court House Lead Service Project, (pg 27)..... Lauren Pugh
    - 14) The Town of Crewe Downtown Revitalization Planning Grant, (pg 28)..... Lauren Pugh
    - 15) EDA Planning and Local Technical Assistance Program, (pg 29) ..... Lauren Pugh
    - 16) VDOT Rural Transportation Planning Program (pg 30)..... Tyler Henderson
    - 17) SCRC, LDD Program (pg 31)..... Tyler Henderson
    - 18) Council Member Comments
- IX. New Business .....Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 32) ..... Monica Frisby
    - 2) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 36)
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date –Wednesday, September 18, 2024  
CRC Conference Room

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**Commonwealth Regional Council**

**CRC Conference Room  
Keysville, Virginia  
July 17, 2024**

**Welcome & Call to Order**

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

**Invocation and Introductions**

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

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

Amelia:

Dexter Jones

Dexter Jones  
(Vice-Chair)

\*Mr. David Felts

\*Mr. David Felts

Buckingham:

Mr. Paul Garrett

Mr. Paul Garrett

\*Mr. Karl Carter

\*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

Gary Walker  
(Treasurer)

\*Mr. Walt Bailey

\*Mr. Walt Bailey

Cumberland:

Mr. John Newman

Mr. John Newman

\*Mr. Eurika Tyree

\*Mr. Eurika Tyree

Lunenburg:

Mr. Mike Hankins

Mr. Mike Hankins  
(Chairman)

\*Ms. Taylor King

\*Ms. Taylor King (V)

Nottoway:

Mr. Dickie Ingram

Mr. Dickie Ingram

\*Mr. Bill Collins

\*Mr. Bill Collins

Prince Edward:

Mr. David Emert

Mr. David Emert  
(Secretary)

\*Dr. Odessa Pride

\*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. Steve Bowen, Nottoway County (V)

**STAFF**

Ms. Christin Jackson, Interim Director

Ms. Lauren Jones Pugh, Planning Director

Mr. Tyler Henderson, Regional Planner

Ms. Monica Frisby, Regional Planner

**GUESTS:**

Ms. Tony Matthews, Kenbridge, VA

(V) Denotes attendees who participated virtually.

**Approval of Minutes of June 18, 2024, Council Meeting:**

Ms. Pride moved, and Mr. Garrett seconded to approve the minutes as presented. Motion carried.

**Treasurer's Report:**

**May/June:** Mr. Harkins stated he had reviewed the financial report and found everything to be in order. Mr. Emert 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. Harkins gave a Presentation of Thanks to the Former Chairman, Mr. Emert for his hard work and dedication and presented him with his gavel he used as Chairman of the Board. Ms. Jackson presented Mr. Emert with a gift from the board.

**Executive Director Monthly Activities Report:** Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated she met with Convergent on Return on Investment and Campaign Pitch for Staff. Ms. Jackson stated that she worked on DHCD Regional Planning Grant with Letters of Support. Ms. Jackson stated that she attended a meet and greet with Doug Stanley, the County Administrator of Prince Edward County, to learn about his experience and expectations of the CRC and her role. Ms. Jackson stated she did an Audit Prep with Ms. Foster and Ms. Newton. Ms. Jackson said she attended a Community Needs Assessment Regional Transportation meeting and the VAPDC Board Meeting and the Leadership Meeting in Charlottesville. Ms. Jackson stated she did some research on Adobe Licenses and purchased the Standard Adobe for the office staff. Ms. Jackson stated she started

gathering checking account information for the upcoming VATI audit. Ms. Jackson stated she met with Stephanie Heintzelman from VACORP to discuss Bonding and Insurance against theft for the entire staff and the board. Ms. Jackson changed over to their policy to get \$50,000 in coverage for all staff and board members versus our \$15,000 in coverage for three people at the same cost. She stated she also sent them our Personnel Policy for legal review. Ms. Jackson stated she signed paperwork at Truist for CRC accounts and created a new account for VHREDA. Ms. Jackson stated she spoke with Shannon Feinman, Vice President of Finance for Southside Community College, about in-kind funding for VHREDA. She also stated she met with Dexter Gilliam, President of Bank of Charlotte about a VHREDA investment. Ms. Jackson stated she created a potential MOU for the DHCD Broadband Planning Grant and sent it to Mr. Stanley for review and approval. Ms. Jackson stated she met with Kimberly Mitchell from eVA and discussed Procurement through eVA training. Ms. Jackson stated she presented to the Amelia EDA Board about getting invested in VHREDA since they are the only county not participating. Ms. Jackson was told they would put any decision on hold until the next meeting. Ms. Jackson also stated she attended the Mary E. Branch Heritage Meeting at the Moton Museum to discuss grant options with Lauren Pugh.

**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 have been researching and sending along grant opportunities to localities. Ms. Pugh stated CRC staff met with Linda Eanes, Cumberland County 4-H Extension Agent, and set a date to host the rain barrel workshop on August 15<sup>th</sup> to a homeschool group in Cumberland County. CRC staff are still working with Linda on the logistics of the workshop. Mr. Hankins suggested contacting Central High School about the rain barrel workshop and Ms. Pugh stated she would.

**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 June 17<sup>th</sup>. At this meeting, the Commission reviewed revisions to the draft of the update to 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 July 15<sup>th</sup> Planning Commission Work Session only minor revisions were made to the Future Land Use Map. Mr. Henderson stated that the next session in August they will be working on Section 6 "Special Policy Areas".

**Update on Lunenburg County Comprehensive Plan Update:** Mr. Henderson stated that a report was included in the Council Packet. Mr. Henderson stated that in June, the citizen survey was distributed online and in paper format in both English and Spanish. Mr. Henderson stated 246 total responses have been collected. Mr. Henderson also stated the CRC was holding the next working committee meeting today at 3 pm in the Victoria Town Office. Mr. Henderson said the CRC will summarize the two community meetings, give an update on the survey results, and begin working on Sections I and II of the Joint Comprehensive Plan and schedule the next working committee meeting for August.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh said the land clearing for Ashley Way homes in Keysville should take place in August. Ms. Pugh stated 4 of the 5 homes have been completed at Cardinal Homes and are awaiting delivery. The final family was selected and are applying for USDA funding for their mortgage. Ms. Pugh stated the CRC was working with Southside Homes in

Cumberland County on a build as well. Ms. Jones stated the first step is scheduling demolition of the existing structure on the site.

**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 the Charlotte County Courthouse Complex project has been completed. Ms. Pugh stated after reviewing the updated document that Charlotte County found this agreement in order and requested it be mailed to them for signature. Once received the document will be signed and recorded at the Charlotte County Clerk's Office.

**Update on VATI Grant for Cumberland, Lunenburg, and Prince Edward:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh said that as of July 9, 2024, 6,991 passings (out of a target of 11,397 total passings) and 1,407 installations for new customers have been completed. Ms. Pugh stated the CRC staff and Prince Edward County staff completed a site visit on June 17<sup>th</sup> in Prince Edward County to observe work being done by Kinex and their contractors.

**Update on Drakes Branch SLFRF Projects:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated the water Metering Project was complete.

**Update on Drakes Branch Building Acquisition Project:** Ms. Pugh stated that the report was included in the Council packet. The CRC staff are preparing bid documents to bid out the lead and asbestos abatement work. Ms. Pugh said Building 8, the Bunn building, was purchased by another individual, so the staff 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. Mr. Henderson stated that each locality will receive a final approval letter from FEMA. Mr. Henderson stated Amelia County has received their approval letter. Mr. Henderson also said the CRC had a good turnout on July 8th hosting the Regional Hazard Mitigation Plan meeting.

**Update on SEED Innovation Hub Project:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated the CRC has conducted a Davis Beacon Act on the Contractors' submitted certified payroll documents and the CRC staff assembled and submitted documentation for the first reimbursement request to the EDA. Ms. Pugh stated the CRC staff are working with LUREF staff to assemble and submit a reimbursement request to the Tobacco Commission. Ms. Pugh also stated the CRC staff was working with LUREF staff to assemble and submit match documentation to GO Virginia.

**Update on CRC GO Virginia Grant – Development of Business Plan and Strategy for NEW REDO:** Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated the Public Investment requests have been confirmed by six of seven counties. Ms. Jackson stated after the second meeting held with Amelia County that they were not receptive to the idea. Amelia decided to table it until their next meeting. Ms. Jackson stated she visited with Dexter Gilliam, the President of Bank of Charlotte and he stated once off the ground, the Bank of Charlotte would invest. Mr. Gilliam also stated he was willing to be a board member, but he thought we should have a board meeting of all potential board members and County Administrators to discuss the commitment of board members, new by-laws, the Case for Investment, and the Return of Investment, then ask who would be willing to serve.

**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 the CRC staff assisted the Town to review and assemble the RFP for a consultant to complete the Lead Service Inspection for Charlotte Court House. Ms. Pugh stated the Town staff direct mailed the RFP to four firms, three of which were WBE firms as required by VDH. The RFP will close on July 31<sup>st</sup>.

**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 two firms, Hill Studio and Summitt Design submitted proposals and Town staff reviewed both proposals and decided to hire Hill Studio and their subcontractor, Arnett Muldrow & Associates, Ltd. as the firms to complete the scope of work for this grant. Ms. Pugh stated Hill Studio is currently putting together a contract for execution of the project

**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 the CRC provided grant writing services and submitted nine grant applications and corresponded, set up meetings, researched grant opportunities, and vetted potential grant applications.

**Update on the VDOT Rural Transportation Planning Program:** Mr. Henderson stated that the report is included in the Council packet. Mr. Henderson stated the CRC staff attended A Safer Solution training on June 12 and participated in a new recurring regional transportation meeting hosted by Piedmont Health District. Mr. Henderson stated the CRC staff will attend two more training courses this month offered by UVA Center for Transportation with specific training in "Safe Roads: Crash Data Analysis and Countermeasure Implementation" and "Preventing Roadway Departures." Mr. Henderson stated that with the recent buggy accident this could help with reducing countermeasures in the future.

**Update on the SCRC, LDD Program:** Mr. Henderson stated that the report is included in the Council packet. Mr. Henderson stated that the CRC is awaiting its first reimbursement from the SCRC LDD program. Mr. Henderson stated 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 July 31<sup>st</sup> deadline.

### **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 Prince Edward County was 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 facility. Ms. Pugh stated that the CRC staff is assisting all seven of our member counties with the DHCD, Virginia Broadband Affordability and Adoption Planning Grant Program. Ms. Pugh stated the CRC staff is assisting Cumberland County with a grant application to fund the development of an Agricultural Economic Development Plan through the Tobacco Commission, Southern Virginia Program. Application is due on July 31<sup>st</sup>. Ms. Pugh also stated the CRC staff is assisting Cumberland County with a grant application to fund the development of an Agricultural Economic Development Plan with AFID, Infrastructure Planning Grant. Applications are accepted on a rolling basis. Ms. Pugh stated the CRC staff assisted

Keysville Volunteer Fire Department with a grant application to purchase ladder belts and hoses through the Dominion Fire Grant. 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.

**Projects on Standby (work undertaken as developments warrant):** Ms. Pugh stated that the report is included in the Council packet. Ms. Pugh stated the CRC staff is working with the Longwood Real Estate Foundation on identifying potential grants to fund a position at the SEED Innovation Hub. Ms. Pugh stated the CRC staff met with the Chief from the Keysville Volunteer Fire Department to discuss grant opportunities for their department and the CRC staff is working with the Town of Victoria on a potential application to VDOF Preservation Trust Fund to upgrade the recreational area and bridge on Modest Creek Reservoir. Ms. Pugh stated the inspected dam bridge at the lake is dangerous. Ms. Pugh stated the CRC staff is working with the Town of Kenbridge on a potential application to the VDOF Preservation Trust Fund for the land acquisition and construction of a trailhead for the Tobacco Heritage Trail. Ms. Pugh stated the 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. Ms. Pugh also stated the CRC staff is working with Crewe Volunteer Fire Department on a potential application to Firehouse Subs for a Gear Dryer for turnout gear and a potential application to RSAF for a LUCAS Device. The next round of RSAF funds will open September 15<sup>th</sup>.

**Purposed Holiday Schedule:** Ms. Jackson stated that the report is included in the Council packet. Mr. Jackson stated the CRC staff wanted to work on the following holidays, Columbus Day, Election Day, and Veteran's Day and in return take those days off at the end of the year meaning the office would be closed December 24<sup>th</sup>-January 2<sup>nd</sup>. Mr. Hankins moved, and Mr. Emert seconded to approve of the Proposed Holiday schedule.

**Closed Session:** N/A

**Council Member Comments:** Mr. Hankins stated the VAPDC was honoring former Senator Frank M. Ruff, Jr. with a Lifetime Legislative Achievement Award on July 31<sup>st</sup>. Mr. Hankins stated he would be attending the event in South Hill, VA. Mr. Hankins stated he received a scam letter asking for money from the Town of Kenbridge.

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

**Other Business:**

**Council Member Comments:**

**Adjournment, Next Meeting:** The meeting adjourned at 9:52 a.m. The next meeting was set for Wednesday, August 21st, at the CRC's office 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 10, 2024 thru August 13, 2024**

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 560,036.09
Total Expenses	\$ 47,430.22
Net Balance	\$ 512,605.87
Cash on Hand	\$ 1,377,550.89

**Account Balances as of July 10, 2024**

Truist 4425 (M1)	\$ 527,274.28
Truist 4301 (PR)	\$ 53,592.80
Truist 1827 (Oprtg)	\$ 489,630.67
Truist 7840 (VHREDA)	\$ 181.74
Benchmark (M2)	\$ 236,720.54
Benchmark (CD1)	\$ 55,101.56
Benchmark (CD2)	\$ <u>15,049.30</u>
	\$ 1,377,550.89

Prepared by: Wendy Newton, August 13, 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 \$459,965.35 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

July 10 - August 13, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
40000 Revenue		
43000 Local Member Investment		
43010 Amelia Local Member Investment	19,000.00	1,583.33
43020 Buckingham Local Member Investm		1,583.33
43030 Charlotte Local Member Investme		1,583.33
43040 Cumberland Local Member Investm	19,000.00	1,583.33
43050 Prince Ed Local Member Investme	19,000.00	1,583.33
43060 Lunenburg Local Member Investme	19,000.00	1,583.33
43095 Nottoway County		1,583.33
Total 43000 Local Member Investment	76,000.00	11,083.31
Total 40000 Revenue	76,000.00	11,083.31
44000 VA Regional Cooperation		9,580.92
45000 Project Funding		
45860 Prince Edward AFGS Grant Admin	1,000.00	
45880 CRC Regional Haz Mit Plan Updat		131.00
45955 PDC Housing Program		1,666.67
45985 VATI Regional Broadband Grant		1,758.33
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	1,000.00	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	23,070.74	2,750.00
Total 46000 Other Funding	23,070.74	18,316.66
47000 Pass Thru Fundds		
47070 VATI Broadband	459,965.35	
Total 47000 Pass Thru Fundds	459,965.35	
Total Income	\$560,036.09	\$72,682.79
Expenses		

# COMMONWEALTH REGIONAL COUNCIL

Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 10 - August 13, 2024

	TOTAL	
	ACTUAL	BUDGET
71000 Personnel Costs		
71010 Salary Distribution	26,423.08	28,625.00
71040 Payroll Expenses (SS/FICA)		2,189.92
71150 Unemployment Ins.		11.00
71200 VRS Contribution	6,067.60	5,830.92
71350 Staff Train/Conference	297.89	1,291.67
71400 Workmens Comp Ins		41.67
71500 Group Health Insurance	390.66	2,916.67
71600 Life Insurance	13.20	22.92
71700 Other Staff Costs		151.17
71750 Employee Cell Phone Stipend	250.00	250.00
<b>Total 71000 Personnel Costs</b>	<b>33,442.43</b>	<b>41,330.94</b>
72000 Office Operations		
72005 Cleaning & Maint.-Bldg	400.00	416.67
72010 Lease Costs	1,200.00	1,200.00
72015 Utilities	851.90	350.00
72020 Telephone/Internet Costs	553.54	280.00
72030 Postage and Freight		100.00
72035 Express Mail		8.33
72040 Consumable Supplies	448.72	750.00
72050 Dues and Subscriptions		26.67
72060 Office Insurance		8.33
72070 Administrative Costs	1,973.00	1,750.00
72080 Office Costs - Other		250.00
<b>Total 72000 Office Operations</b>	<b>5,427.16</b>	<b>5,140.00</b>
73000 Office Equipment		
73010 Office Equipment		269.17
73030 Equipment Maintenance	2,583.88	891.67
73040 Equipment Repair		166.67
73050 Equipment - Other		358.33
<b>Total 73000 Office Equipment</b>	<b>2,583.88</b>	<b>1,685.84</b>
74000 Auto/Staff Travel		
74020 Staff Mileage	3,091.88	500.00
<b>Total 74000 Auto/Staff Travel</b>	<b>3,091.88</b>	<b>500.00</b>
75000 Meetings/Memberships		
75010 Council Meetings	572.25	488.33
75020 Committee Meetings		25.00
75030 Staff Meetings		33.33
75040 Council Memberships		350.00
75050 Other Meeting Costs		16.67
75060 Public Official Insurance Cov.		150.00
<b>Total 75000 Meetings/Memberships</b>	<b>572.25</b>	<b>1,043.33</b>

# COMMONWEALTH REGIONAL COUNCIL

Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 10 - August 13, 2024

	TOTAL	
	ACTUAL	BUDGET
77000 Collateral Materials		
77010 Web Page Costs	23.17	216.67
<b>Total 77000 Collateral Materials</b>	<b>23.17</b>	<b>216.67</b>
78000 Local Relations		
78010 Newsletter/Annual Report		12.50
78030 Other		250.00
<b>Total 78000 Local Relations</b>		<b>262.50</b>
79000 Pass Thru Fund Expenses		
79036 VATI Broadband	0.00	
<b>Total 79000 Pass Thru Fund Expenses</b>	<b>0.00</b>	
90000 Other Program Costs		
90010 Planning Project Costs		18,166.67
90011 EDA Other Costs	265.65	
90100 Contingency Costs		416.67
<b>Total 90000 Other Program Costs</b>	<b>265.65</b>	<b>18,583.34</b>
Payroll Expenses		
Taxes	2,023.80	
<b>Total Payroll Expenses</b>	<b>2,023.80</b>	
<b>Total Expenses</b>	<b>\$47,430.22</b>	<b>\$68,762.62</b>
<b>NET OPERATING INCOME</b>	<b>\$512,605.87</b>	<b>\$3,920.17</b>
<b>NET INCOME</b>	<b>\$512,605.87</b>	<b>\$3,920.17</b>



IN PARTNERSHIP WITH

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

## **Memorandum**

**TO:** CRC Board of Directors

**FROM:** Christin Jackson  
Interim Executive Director

**DATE:** August 21, 2024

**SUBJECT:** Update (July 11, 2024 – August 13th)

- Worked with Lauren on a quote for the Amelia Comp Plan.
- Submitted the application for the DHCD Regional Broadband Expansion Plan
- Attended Buckingham Comp Plan Meeting
- Lauren and I met with Heather Beachly on Donnington Mansion Grant Opportunities
- Attended Lunenburg, Victoria, and Kenbridge Joint Comp Plan Meeting
- Met with Karl Carter to review his expectations for the CRC and my new role.
- Lauren and I met with Andy Wells from the Southside Planning District to discuss GIS training and/or assistance with upcoming maps.
- Discussed our upcoming FOIA Training with Alan Gernhart
- Discussed potential Cyber-Security Training with Chris Ballard from VACorp
- Completed a FEMA Fire Fighters Grant Reimbursement for Prince Edward County for \$161,464.50
- Had a VATI audit debrief with Christina Kline
- Got with Katie Vugdalic with VDEM to get the \$29,484.56 payment that Todd had been working on since November.
- Wrote and submitted the new EDA grant to ensure our \$70,000 to use towards staff time to create our new CEDS.
- Attended the Southside Planning District's Board meeting with Mike Hankins
- Sent information about the Central Virginia's Poultry Cooperative Economic Development to be listed in the state Economic Development Database
- Lauren and I attended the NADO – Wealth Creation Summit in Greenville, SC
- Participated in the VAPDC Training Session #2 on The VA Legislative Process
- Created a spreadsheet on the last five years of grants per county per request of Mike Hankins
- Presented about the VHREDA at the VAPDC's Annual Meeting
- Completed VRS training.
- Talked to Dr. Melba Moore about how the CRC can help Crossroads in grant writing.
- Accepted the 2023 FEMA Fire Fighters Award for Prince Edward County for \$990,761.90
- Met with Lauren Stuhldreher from the EDA to help me better understand what our localities can and can qualify to apply.
- Did significant work on the VHREDA project which will be in that report.

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road  
Keysville, VA 23947 | 434.392.6104 PHONE  
Fax 434-392-5933  
[www.virginiashheartland.org](http://www.virginiashheartland.org)



IN PARTNERSHIP WITH

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

## Scoping the Future List of Innovative/Regional Ideas

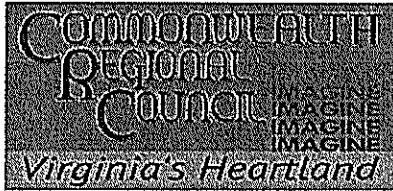
### Ideas Previously Discussed:

- 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:** Monica H. Frisby, Regional Planner  
**DATE:** August 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.
  - Attending DEQ Annual BMP Warehouse Update Discussion topics will include updating existing BMP records, searching/exporting data, and reporting for BMPs requiring multiple measurements.
  - CRC staff met with Linda Eanes, Cumberland County 4-H Extension Agent, to discuss the rain barrel workshop for August 15<sup>th</sup> to a homeschool group in Cumberland County. Planning for a group of twenty students.
  - CRC staff corresponded 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:** August 12, 2024

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

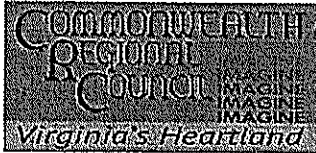
The Commonwealth Regional Council (CRC) is assisting Buckingham County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred since the last update in May:

- CRC staff attended the Planning Commission Regular Meeting on July 15th. At this meeting, the revised draft of the update to Section 5 (Land Use) was presented. The Commission requested additional time to review the revised draft. In addition, the revised Future Land Use Map was presented and accepted.
- The next Planning Commission Work Session is scheduled for August 19th. At that meeting, the Commission will review the update to Section 6 (Special Policy Areas).

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:** August 12, 2024

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

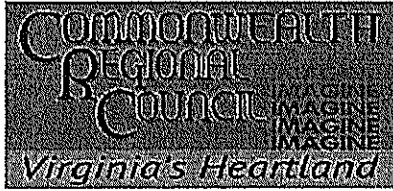
The Commonwealth Regional Council (CRC) is assisting Lunenburg County, Victoria, and Kenbridge on an update to their Joint Comprehensive Plan. As part of the CRC's efforts to assist the County and Towns, the following is a summary of activities completed to date:

- CRC staff provided a summary of the two community meetings (P.A.R.K and mapping exercises) and the citizen survey results on July 18<sup>th</sup>. During the meeting, it was requested by the joint working committee to focus on completing the Land Use Section and Special Policy Areas Section first. In addition, the joint working committee requested that the update to the Comprehensive Plan be completed by January.
- On August 1<sup>st</sup>, CRC staff attended the joint working committee meeting and presented the update to the Land Use Section. The joint working committee requested several revisions, which CRC staff are working on to present at the next joint working committee meeting.
- The next joint working committee meeting is scheduled for 4:00 pm on September 5<sup>th</sup> at Kenbridge Town Hall. During the meeting, CRC staff will present the revised Land Use Section draft, the update to the Special Policy Areas Section, and the update to the Demographics Section.

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: August 14, 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:
  - Ashley Way homes in Keysville – The land clearing is currently taking place. Four of the five 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. Smyth Properties is 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. Southside Outreach is working with the homeowners to close on the property. 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: August 12, 2024

**Project:** The CRC is assisting Charlotte County and the Town of Kenbridge with grant administration of the two grant funded projects.

Project Synopsis: Kenbridge Town Hall Repairs project – grant funds will be utilized to repair the Kenbridge Town Hall which was damaged during Hurricane Michael. Charlotte County Courthouse Complex Drainage project – grant funds will be utilized to address moisture issues for the Charlotte Courthouse Complex that flooded and was damaged during Hurricane Michael.

**Project Update:**

Kenbridge Town Hall Repairs Project –The 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. Charlotte County staff is still awaiting the document to be mailed. CRC staff reached out to DHR staff to see the status of this document. 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.**



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**MEMORANDUM**

**TO:** CRC Council Members

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

**DATE:** August 12, 2024

**SUBJECT:** Virginia Telecommunications Initiative (VATI) Grant for Cumberland,  
Lunenburg, and Prince Edward Counties – Monthly Update

**Project:** CRC VATI grant for the expansion of broadband in Cumberland, Lunenburg, and Prince Edward Counties. The project involves working with Kinex Telcom, a local internet service provider.

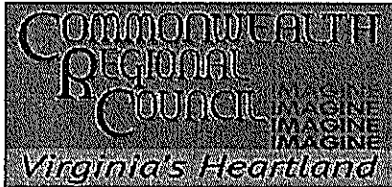
**Update:**

- Kinex and their contractors continue to work on laying down middle-mile fiber in unserved areas of all three counties.
- 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 August 5, 2024, a total of 7,201 passings (out of a target of 11,397 total passings) and 1,490 installs for new customers have been completed.
- VATI Audit update –At DHCD's staff request, CRC staff and Kinex collected financial documents to complete an audit on July 23<sup>rd</sup>. CRC and Kinex did provide the documentation to complete the audit on the 23<sup>rd</sup>. CRC and Kinex did receive an overall positive report. DHCD has requested some additional documentation that CRC and Kinex are currently collecting.
- 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 September 13, 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 17<sup>th</sup> in Prince Edward County.

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: August 12, 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:** August 12, 2024

**SUBJECT:** Update – Drakes Branch Building Acquisition Project

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

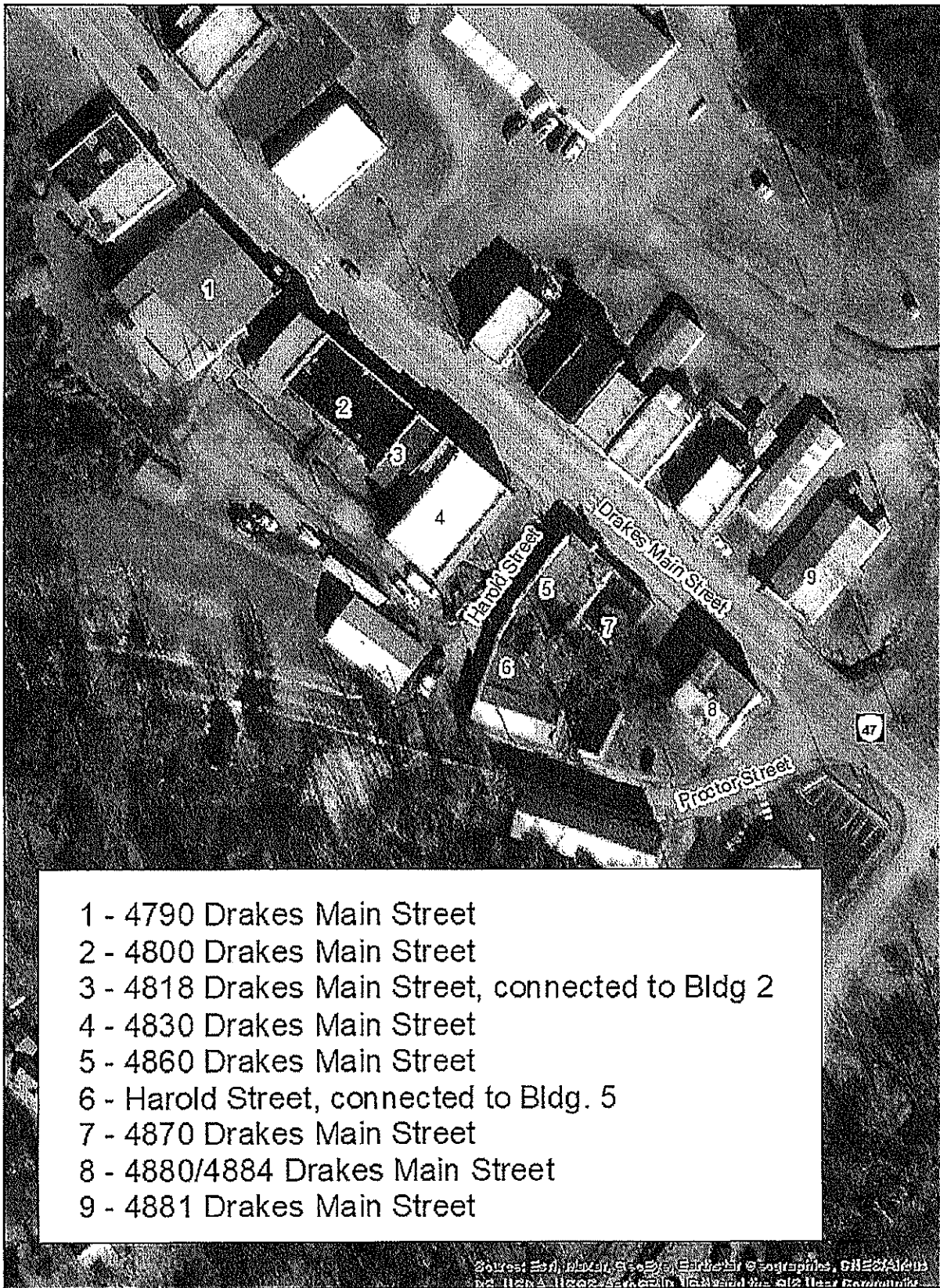
### **Update:**

- Building 1: Privately owned property
  - The property owner has opted out, and will not be participating in the project.
- Buildings 2 and 3: Old Town Hall and fire station
  - Appraisals completed.
  - Title searches completed.
  - 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.

- 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 17<sup>th</sup>. 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:** August 13, 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.

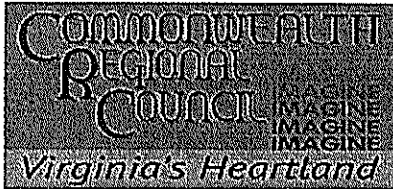
**Update:** FEMA Region III sent the approval letters and adopted resolutions for all 18 localities in the Commonwealth Region to the CRC. The approval letters were forwarded to the localities via email on August 12<sup>th</sup>.

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: August 12, 2024

**Project:** The CRC is under contract with the Longwood Real Estate Foundation to provide project administration assistance for three grants that will fund the rehabilitation, renovation, and will provide equipment for the development of the SEED Innovation Hub. The Economic Development Association (EDA) has awarded the Longwood Real Estate Foundation with \$1,986,965.00 in grant funds for construction costs for the facility. The Tobacco Commission also awarded the project \$500,000 in grant funds for construction costs for the facility. Go Virginia awarded the project \$674,304.00 in grant funds to purchase necessary equipment to establish the SOVA Innovation Hub.

**Project Update:** 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 second reimbursement request to the EDA.

Tobacco Commission Funds- CRC staff assembled and submitted documentation for the first reimbursement request to the Tobacco Commission. CRC staff is also assembling an extension letter to the Tobacco Commission to extend the grant from September 2024 to March 2025 to give the LUREF ample time to complete the project.

GO Virginia Funds – Awaiting purchase of the equipment.



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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: August 21, 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.

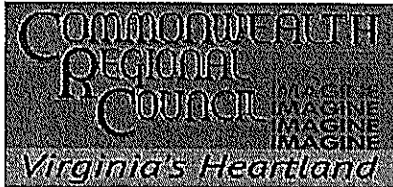
**Update:**

- 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 with 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 46088 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 10<sup>th</sup>, 2024, for a total of \$61,716.83. (August bill has not been paid)
- 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. On July 13<sup>th</sup>, Christin Jackson and Andy Brubaker from Convergent attended the meeting and gave another pitch for Amelia to invest and again they voted with a tie and the tie went to the "Nos", so Amelia will not be in the VHREDA.
- Christin and Andy Brubaker made personal visits to potential Board Members upon the suggestion of Dexter Gilliam last month. Either Andy or Christin and Andy visited: Sheri McGuire, William McGuire, Shannon Feinman, Dexter Gilliam, Taylor Quicke, LeAnne Emert and Neal Burke, Faustine Dye, and Nick Patel. Andy also made phone calls to Naj Patel, and Barbara Byard.
- Worked with Catherine Douglas and Gary Elder on Bylaws and Agenda for first Board Meeting.
- On July 13<sup>th</sup>, 2024, the first VHREDA Board Meeting was held virtually and in-person at the CRC office. The Board discussed and approved bylaws and elected officers. Steven Bowen is the Executive Director, Doug Stanley is the Vice Executive Director, Tracy Gee is the Secretary, and Dexter Gilliam is the Treasurer. At this time the CRC will continue to support VHREDA with a person to take board minutes and do the treasurer's report.

**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: Monica H. Frisby, Regional Planner

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

DATE: August 13, 2024

**Project:** The CRC assisted the Central Virginia Poultry growers since May of 2023 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.

**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 is working to assembly reimbursement for all the grants.

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TO: CRC Representatives

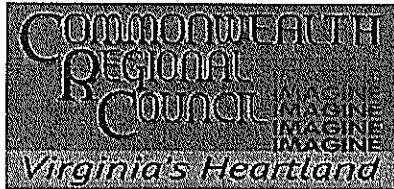
FROM: Lauren J. Pugh, Planning Director

SUBJECT: Charlotte Court House Lead Service Project

DATE: August 12, 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 closed on July 31<sup>st</sup>. The Town received one proposal from Samples’ Monitoring Services. As required by VDH, CRC staff prepared the bid document checklist, required documents, and shared this checklist with VDH staff for approval of procurement. VDH is in the process of approving the bid to award the contractor. Once approved, Charlotte Court House can move forward with awarding the contractor.



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: The Town of Crewe Downtown Revitalization Planning Grant

DATE: August 12, 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 Town Manager for Crewe 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 had provided the Draft agreement. CRC staff and Crewe staff reviewed the agreement and set up a meeting with Hill Studio to discuss the timeline. After the meeting and the timeline was solidified, the Town of Crewe executed the contract. The kick-off meeting with community stakeholders, the project management team, and the consultant will be held on August 20<sup>th</sup>.

The estimate competition date for this project is March 2025.

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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: August 12, 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 31<sup>st</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, scheduling and attending the Refinement and Evaluation Taskforce
  - Corresponding with the consultant, Convergent Non-Profit Solutions
  - Conducting research and reviewing the Return on Investment (ROI)
  - Corresponding with County staff regarding Tax rates for ROI
  - Scheduling a hybrid meeting to set up the new Board of Directors
- The CRC staff applied for the next round of Planning and Technical Assistance funds.
- CRC staff is currently assembling the final report and reimbursement requests for the remaining funds.
- The CRC provided grant writing services.
- 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:** CRC staff have been actively engaged in professional development and collaborative efforts in the region. CRC staff forwarded a funding opportunity to region leaders for systemic initiatives available through the Virginia Highway Safety Improvement Program for localities which own or maintain their own roads. The deadline for applications is October 31<sup>st</sup>.

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:** August 12, 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.

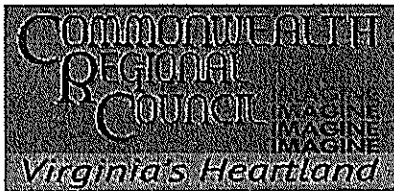
**Update:** The CRC received its first reimbursement from the SCRC LDD program, and we submitted our second request for reimbursement with our quarterly report through the new online portal on July 31<sup>st</sup>. After the second request for reimbursement, the CRC exhausted all SCRC funds for the year. 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.

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:** Monica H. Frisby, Regional Planner

**DATE:** August 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 July 9, 2024:

#### Status Update

- Town of Victoria: CRC staff is working with the Town and an application has been submitted to the VDOF Preservation Trust Fund to upgrade the recreational area and bridge on Modest Creek Reservoir.
- Congratulations to the Prince Edward Broadband Affordability and Adoption Planning Grant on being awarded \$175,000 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.
- 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 have been submitted.
- AFID, Infrastructure Planning Grant: CRC staff are assisting Cumberland County with a grant application to fund the development of an Agricultural Economic Development Plan. Applications are accepted on a rolling basis.
- 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>.
- 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.
- 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. Grant was not awarded, and a review of grant has been requested.
- USDOT, RAISE Grant Application: CRC staff assisted Prince Edward County with the application for RAISE Grant Funds that were authorized under the Local and Regional

Assistance Program in the Infrastructure Investment and Jobs Act, known as the Bipartisan Infrastructure Law (BIL). These funds were for the 460-interchange study the grant was not awarded, and a review of the grant has been requested.

- 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. The grant was not awarded.
- Congratulations to the Prince Edward County Firefighters for the EMW-2023 FG-08035 Assistance to Firefighters Grant of \$990,761.90 for new equipment. CRC has accepted this award for them.

#### Awaiting Approval

- Dominion Fire Grant: CRC staff assisted Keysville Volunteer Fire Department with a grant application to purchase ladder belts and hoses.
- 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.
- 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 personnel, 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 – Awarded listed above.
- 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)

- Longwood Real Estate Foundation: CRC staff is working on identifying potential grants to fund a position at the SEED Innovation Hub
- The Town of Blackstone - Department of Historic Resources, VA250 grant, Fund the renovation of the exterior finishes on the Armory Building.
- Nottoway County - Virginia Department of Fire Protection (VDFP), Live Fire Training Structure Grant to purchase items for the Blackstone Burn building.
- VHSIP Local Systemic Grant: CRC staff is working Prince Edward to discuss potentially applying for this grant.
- Keysville Volunteer Fire Department: CRC staff met with the Chief to discuss grant opportunities for their department.
- 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 15<sup>th</sup>.
- 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 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
VDF, Virginia Trees for Clean Water	Open - Rolling Basis
VHSIP Local Systemic Grant	Open- October 31, 2024
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>	

Staff Recommendations	
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