



Meeting Agenda
Commonwealth Regional Council
Wednesday, March 19, 2025 8:30 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 February 19, 2025, Council Meeting, (pg 1) Council Members
- V. Treasurers' Report – February Financial Statements, (pg 9)..... Treasurer Walker
- VI. Report of Officers, Committees & Executive Director
 - A. Chairman's Report..... Chairman
 - B. Executive Director's Monthly Activities Report, (pg 12) Exec Director
 - C. Resolution to Amend CRC Board Policy 6.3 (pg 13) Exec Director
 - D. Resolution to Accept and Match State Planning and Research Funds for Rural Transportation Planning Assistance Program for Fiscal Year 2025-26 from the VDOT (pg 19)..... Exec Director
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 27)..... Council Members
- VIII. Old Business
 - A. Staff Monthly Project Reports
 - 1) Update on Watershed Implementation Plan (WIP) Phase III (pg 28).....Lauren Pugh
 - 2) Update on Buckingham County Comprehensive Plan (pg 29).....Matt Swartout
 - 3) Update on Lunenburg County Comprehensive Plan Update, (pg 30).....Matt Swartout
 - 4) Update on CRC Affordable Workforce Housing Development Program, (pg 31).....Lauren Pugh
 - 5) Update on Amelia County Comp Plan, (pg 32).....Lauren Pugh
 - 6) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 33).Lauren Pugh
 - 7) Update on Drakes Branch Building Acquisition Project, (pg 34)Lauren Pugh
 - 8) Update on Longwood SEED Innovation Hub Project, (pg 37)Lauren Pugh
 - 9) Update on Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDA), (pg 38).....Christin Jackson
 - 10) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 39).....Lauren Pugh
 - 11) Update on Regional DHCD Broadband Affordability and Adoption Plan, (pg 40).....Ethan Bowman
 - 12) Charlotte Court House Lead Service Project, (pg 41).....Lauren Pugh
 - 13) Update on Town of Crewe Downtown Revitalization Planning Grant, (pg 42).....Lauren Pugh
 - 14) EDA Planning and Local Technical Assistance Program, (pg 43).....Lauren Pugh
 - 15) VDOT Rural Transportation Planning Program (pg 44).....Matt Swartout
 - 16) SCRC, LDD Program (pg 45).....Ethan Bowman
 - 17) Council Member Comments
- IX. New Business.....Chairman
 - A. Staff Reports
 - 1) Update on Grant Writing, (pg 46).....Lauren Pugh
 - 2) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 49) Christin Jackson
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date –Wednesday, April 16, 2025, at 8:30
CRC Conference Room

Commonwealth Regional Council

**CRC Conference Room
Keysville, Virginia
February 19, 2025**

Welcome & Call to Order

The Chairman, Mr. Hankins, called the meeting to order at 8:31 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:

Dexter Jones

Mr. Dexter Jones
(Vice-Chair)

*Mr. David Felts

*Mr. David Felts

Buckingham:

Mr. Paul Garrett

Mr. Paul Garrett

*Mr. Karl Carter

*Mr. Karl Carter (V)

Charlotte:

Mr. Gary Walker

Mr. Gary Walker
(Treasurer)

*Mr. Walt Bailey

*Mr. Walt Bailey

Cumberland:

Mr. John Newman

*Mr. John Newman (V)

*Mr. Eurika Tyree

*Mr. Eurika Tyree

Lunenburg:

Mr. Mike Hankins

Mr. Mike Hankins
(Chairman)

*Mr. Jonathon Chumney

*Mr. Jonathon Chumney

Nottoway:

Mr. Dickie Ingram

*Mr. Bill Collins

Mr. Dickie Ingram

*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. Dan Witt, Charlotte County (V)

Mr. Steve Bowen, Nottoway County (V)

Mr. Doug Stanley, Prince Edward County (V)

Mr. Karl Carter, Buckingham County (V)

STAFF

Ms. Christin Jackson, Executive Director

Ms. Wendy Newton, Finance Director

Ms. Lauren Jones Pugh, Planning Director

Mr. Matt Swartout, Regional Planner

Mr. Ethan Bowman, Regional Planner

Mr. Tyler Henderson, Regional Planner (V)

GUESTS:

Mr. Tony Matthews, Kenbridge Town Manager (V)

Mr. Terry Ramsey, Town of Charlotte Court House, Town Council Member (V)

(V) Denotes attendees who participated virtually.

Approval of Minutes of January 15, 2025, Council Meeting:

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

Treasurer's Report:

November: Mr. Walker 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. Hankins stated that he attended a zoom meeting yesterday morning along with CRC staff where the discussion was about housing, in some cases, lack thereof, and a surplus of houses that are not on the market. Mr. Hankins said basically in our area, you have Blackstone, South Hill, Clarksville, and Farmville that need housing right now and you have other little communities within a 25-mile radius that have empty houses, but the houses are not on the market. A discussion was led

about the surplus of houses that were not on the market due to inheritance from grandparents/parents or kids/grandkids not realizing they own the property. This leads to back taxes not being paid which turns into home foreclosures and auctions. As it stands, there is a market for these homes right now. Basically, the discussion was about how to get these unoccupied houses on the market, which could mean millions of dollars for everybody concerned. Mr. Hankins explained this is something that is going to take months to discuss and organize but it is going to be a great thing.

Executive Director Monthly Activities Report: Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated she closed on the 2022 Prince Edward County FEMA project and attended the Lunenburg Comp Plan meeting. Ms. Jackson stated she created CRC and VHREDA budget requests for all seven counties and distributed them. Ms. Jackson stated she presented the budget request to Amelia County. Ms. Jackson stated she attended VACO's Local Government Day in Richmond and VAPDC's Executive Director Meeting. Ms. Jackson stated she hosted a Cybersecurity training course at the CRC with Bryant Harrison. Ms. Jackson stated she participated in a WIOA Reauthorization meeting – Preparing for What's Next and participated in Mark Warner's meeting on navigating Policy Uncertainty Around Federal Funding. Ms. Jackson stated she attended the Tobacco Commission's 25th Anniversary Reception in Richmond. Ms. Jackson also stated she had a meeting with the Joint Commission of Recovery Housing and Dr. Almond to plan a presentation to the Localities for their OAA funds.

Resolution to Amend CRC Board Policy: Ms. Jackson stated a report was in the Council packet. Ms. Jackson explained to the board she wanted to amend the CRC Board Policy 6.3 Telephonic and Videoconference to align with the Code of VA Section 2.2-3708.2 and 3. Ms. Jackson stated the new Virginia code allows meetings to be 50% virtual. Ms. Jackson explained if a member of the board had a Personal Matter, Temporary or Permanent Disability or Other Medical Condition, they would be able to participate virtually if they let the Chairman know ahead of time. Mr. Emert noticed a section on the amendment under Personal Matter, Section B, that did not align with the amendment. Ms. Jackson agreed and stated she would follow up with Alan Gernhardt to make revisions. The board decided to follow up at the next board meeting.

Scoping the Future - Discussion of Innovative/Regional Ideas: None at this time.

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 assembled and submitted the final 2024 DEQ WIP report and reimbursement request. Ms. Pugh stated the CRC staff executed the contract for the 2025 DEQ QIP contract. Ms. Pugh said this contract begins January 1st and will end on December 31, 2025.

Update on Buckingham County Comprehensive Plan Update: Mr. Henderson stated that a report was included in the Council packet. Mr. Henderson stated the CRC staff attended the Planning Commission Work Session on January 27th where the entire draft was reviewed, and no changes were made. Mr. Henderson stated the CRC staff attended the Board of Supervisors meeting on February 10th, where the Board decided to hold a joint work session with the Planning Commission to begin reviewing the entire plan prior to scheduling a public hearing. Mr. Henderson stated the first Joint Work Session is scheduled for March 17th.

Update on Lunenburg County Comprehensive Plan Update: Mr. Henderson stated that a report

was included in the Council Packet. Mr. Henderson stated the final full draft of the Lunenburg/Kenbridge/Victoria Joint Comprehensive Plan 2025-2030 has been printed and distributed throughout the County. Mr. Henderson stated the copies of the plan are available for public review at Lunenburg County Administration, Kenbridge Town Office, Victoria Town Office, Ripberger Public Library in Kenbridge, and Victoria Public Library. The plan is also available online. Mr. Henderson stated the following public notices have been released announcing the upcoming public hearings, where residents will have the opportunity to provide feedback on the final draft.

Upcoming Public Hearings – Lunenburg County Comp Plan Update:

- Victoria Town Council & Planning Commission
 - March 11, 2025 – 7:00 PM – Victoria Municipal Building
- Lunenburg County Board of Supervisors & Planning Commission
 - March 13, 2025 – 6:00 PM – Lunenburg Courts Building
- Kenbridge Town Council & Planning Commission
 - March 18, 2025 – 7:00 PM – Kenbridge Town Hall

Update on CRC Affordable Workforce Housing Development Program: Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated the CRC staff assembled and submitted the Quarterly report and reimbursement request to Virginia Housing. Ms. Pugh said the land clearing for Ashley Way homes in Keysville has been completed and the foundation of four of the five homes has been completed and four of the five homes have been set. Ms. Pugh stated the partner family in Cumberland has been approved by USDA, so Piedmont Habitat is in the process of ordering their home through Cardinal Homes and Piedmonts contractor is working on the demolition of the existing burned down home that is on site. Ms. Pugh stated Southside Outreach plans to bid out the next three homes for construction.

Amelia County Comprehensive Plan Update: Ms. Pugh stated that a report was in the Council packet. Ms. Pugh stated the survey closed on January 15th. Ms. Pugh stated 509 paper and online responses to the survey were received. Ms. Pugh stated the next planning committee meeting will be held on February 20th. Ms. Pugh stated the CRC staff will review the requested revisions to the draft of the Transportation section, review the Natural Resources section, and provide the draft survey summary report.

Update on VATI Grant for Cumberland, Lunenburg, and Prince Edward: Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that Kinex is officially Planet Networks now. Ms. Pugh stated that Planet Networks is currently working with contractor crews to fix damage across all three counties. Ms. Pugh stated Mr. Boyle (CEO of planet Networks) is focusing on repairing damage created by these crews prior to building new areas and should be completed by the end of January. Ms. Pugh explained that because of this, the numbers have not changed since last month. Ms. Pugh stated as of January 31, 2025, 7,334 passings (out of a target of 11,397 total passings) and 1,650 installations for new customers have been completed. Ms. Pugh stated only 26 installations were completed last month. The next VATI meeting was scheduled for tomorrow but due to the weather it has been cancelled.

Update on Drakes Branch Building Acquisition Project: Ms. Pugh stated that the report was included in the Council packet. Ms. Pugh stated the CRC assembled and submitted a budget revision on behalf of the Town to cover the Lead and Asbestos activities. Ms. Pugh stated A&A Environmental has completed the asbestos abatement work on four buildings and completed air clearance activities and the Contractor has submitted regulatory reporting and their invoice to the CRC and Town. Ms. Pugh stated

Drakes Branch is working on hiring a new mayor to continue the scope of the project.

Update on SEED Innovation Hub Project: Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the CRC staff are assembling and submitting closeout reports to the EDA. Ms. Pugh stated the CRC staff assembled and submitted a reimbursement request to the TRRC as well. Ms. Pugh stated the CRC staff prepared and submitted additional match documentation and the final reimbursement request to GO Virginia staff. Ms. McGuire thanked the CRC for all their hard work with this project.

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 VHREDA owes the CRC \$88,571.76. Ms. Jackson stated Melody Foster, former Executive Director, had an Admin Fee of \$24,000 in the CRC budget to be paid by VHREDA for the ongoing work the CRC has done to get VHREDA up and running. Ms. Jackson asked the board if it was sufficient enough. Mr. Walker stated \$24,000 for the current year was sufficient but to re-evaluate the cost for next year depending on whether the CRC does more or less. Ms. Jackson stated she participated in the second interview on February 10th with one candidate. Ms. Jackson stated the interviewee is from Ohio and has 20 years of experience in Economic Development. Ms. Jackson stated the board will vote on the new Executive Director on February 27th. Ms. Jackson stated she had the opportunity to view the office space for VHREDA's Executive Director at the Longwood Seed Innovation Hub and it was nice. Ms. Jackson stated she spoke with Elder, Watkins, Freidman, & Allen, P.C. on the status of the 501c3 and they still had no news.

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 is awaiting additional reimbursement documentation to reimburse the CVPC, and the CRC has received each of the seven counties match of \$5,000 for the VDACS, AFID Planning Grant. Ms. Pugh stated the CRC received the \$325,000 Advancement from the TRRC

Update on Regional DHCD Broadband Affordability and Adoption Plan: Mr. Henderson stated a report was included in the Council packet. Mr. Henderson stated the research report, summarizing key findings from the surveys and community meetings, was presented at the January 21st Project Management Team meeting and accepted without changes. Mr. Henderson stated this marked the completion of Milestone #2 and made the county eligible to request 50% of the \$175,000 grant funds from DHCD. Mr. Henderson said the CRC presented the draft structure of the Broadband Affordability and Adoption Plan yesterday to the Project Management Team for feedback. Mr. Henderson stated the full draft of the plan will be developed and presented at the March Project Management Team meeting for review and refinement.

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 Samples Monitoring Services has completed the Lead Service Inventory review and has submitted an invoice for payment to the Town. Ms. Pugh stated the CRC submitted the proper documentation to VDH to close out the loan. Ms. Pugh explained once this is done, the CRC will submit proper documentation to request reimbursement.

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 in preparation for the CBDG application, the Town has scheduled two public input sessions related to this project. Ms. Pugh explained at the first public hearing, CRC staff will present information explaining the CBDG program and the national objectives of the program. The first public hearing date had to be rescheduled and is expected to be set

for late February to early March. Ms. Pugh explained at the second public hearing, the consultants will explain how the proposed project responds to the CDBG program and provide an explanation of the proposed project. This hearing is scheduled for March 10th.

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 held their first CEDS committee meeting on February 7th. Ms. Pugh explained in this meeting, CRC staff provided an overview of the CEDS, timeline for project completion, and conducted a SWOT analysis of the region. Ms. Pugh stated the meetings will be held quarterly and the next one is scheduled for April.

Update on the VDOT Rural Transportation Planning Program: Mr. Henderson stated that the report was included in the Council packet. Mr. Henderson gave an update on the following:

- **Transportation Coalition Meeting:** CRC staff attended the January 23rd Transportation Coalition meeting in Farmville. During this meeting, CRC introduced the possibility of Farmville becoming an Urban Development Area (UDA) for VDOT and discussed the potential benefits of the designation. Coalition members expressed interest in learning more, and the CRC has been asked to present further details at the next meeting on February 20th.
- **VDOT Coordination Meeting:** CRC staff continues coordination with VDOT, including discussions on the Scope of Work for the upcoming fiscal year. A draft Scope of Work must be submitted to VDOT by March, followed by a resolution for CRC Board approval in April.
- **Reimbursement Requests:** CRC submitted the Q2 reimbursement request and resubmitted the Q1 request to correct errors. Additionally, CRC has confirmed receipt of the Q3 and Q4 reimbursements from FY 2024.
- **Lynchburg District GIS Day:** CRC have been invited to participate in the Lynchburg District GIS Day, scheduled for March 7, 2025, from 1-4 PM at Ramey

Update on the SCRC LDD Program: Mr. Henderson stated that the report is included in the Council packet. Mr. Henderson stated CRC remains committed to providing grant writing and administration services for localities and nonprofit organizations throughout the region. Mr. Henderson stated the following updates on:

Comprehensive Planning:

- **Lunenburg/Victoria/Kenbridge Joint:** The final Joint Comprehensive Plan has been completed and printed for public review. Copies are available at local government offices and libraries, and public hearings have been scheduled for March 11 (Victoria), March 13 (Lunenburg County), and March 18 (Kenbridge) to gather community input before final adoption.
- **Buckingham County:** CRC staff attended the January 27th Planning Commission Work Session, where the entire draft plan was reviewed, and no changes were suggested. CRC staff also attended the February 10th Board of Supervisors meeting, where the Board decided to hold a joint work session with the Planning Commission, to begin reviewing the plan before scheduling a public hearing. The first joint work session is scheduled for March 17th.
- **Amelia County Modified:** CRC staff participated in the January 23rd working session to review revisions to the Transportation section, provide an update on survey results, and discuss map revisions for the Natural Resources section. The community survey has now closed, with a

total of 509 responses received. The next meeting will include a presentation of the requested changes to the Transportation section, a review of the draft survey summary report, and a draft of the Natural Resources section.

Broadband Affordability and Adoption Plan:

- CRC staff presented the survey summary report, which compiled data from 210 survey responses and feedback from seven in-person and one virtual community meeting to the Project Management Team for review. CRC has now begun developing the plan, using the survey results and additional research to draft key sections.

SCRC Cooperative Agreements for FY25:

- SCRC has confirmed that operations will continue at full capacity with no interruptions to grant administration or program implementation. However, cooperative agreements for FY25 have not been issued as SCRC works through the budget process. A quorum meeting between state leaders is expected to provide further clarity on funding.

New Business:

Staff Updates: Update on Grant Writing: Ms. Pugh stated a copy of the grant writing report was included in the Council packet. Ms. Pugh gave a status update on the following:

- **USDOT, RAISE Grant:** CRC assisted Prince Edward County with a grant application to conduct a 460 Interchange study.
- **Virginia Housing, Regional Housing Program:** The CRC is partnering with Piedmont Habitat for Humanity to submit a grant application to construct 10 homes in four counties in our region.
- **DHR, VA250 Grant:** The Town of Blackstone was **not awarded** a grant to purchase decorative light poles, a monument sign, and curb and gutter. In addition, the town would also construct a concrete walking pad for entry to the building, sidewalk, and a parking lot. The CRC has requested review comments from DHR to better understand why they were not awarded.
- **Virginia Food Access Investment Fund (VFAIF):** CRC staff assisted Prince Edward County, and 5 Pillar Meat were notified that they were **not selected to move forward with a full application**. The pre-application was for the purchase of equipment for a meat processing facility.

Upcoming Grant Funding Opportunities: Ms. Pugh stated a report was included in the Council packet. Ms. Pugh stated there were quite a few grant opportunities coming up.

Council Member Comments: Mr. Hankins wished Mr. Henderson good luck with his future endeavors.

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

Other Business:

Council Member Comments: There were none.

Adjournment, Next Meeting: The meeting adjourned at 9:14 a.m. The next meeting was set for Wednesday, March 19th, at the CRC's office at the Heartland Building in Keysville, Virginia.

Mr. David Emert, Secretary

Treasurer's Report - Cash on Hand & Account Balances

For the Period of February 1, 2025 thru February 28, 2025

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 23,506.45
Total Expenses	\$ 36,449.60
Net Balance	\$ -12,943.15
Cash on Hand	\$ 1,023,152.22

Account Balances as of February 28, 2025

CRC Accounts

Truist 4425 (M1)	\$ 711,947.57
Truist 4301 (PR)	\$ 638.92
Truist 1827 (Oprtg)	\$ 2,510.75
Benchmark (M2)	\$ 237,904.12
Benchmark (CD1)	\$ 55,101.56
Benchmark (CD2)	\$ 15,049.30
	\$ 1,023,152.22

Truist 7840 (VHREDA)	\$ 197,325.74
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Prepared by: Wendy Newton, March 10, 2025

****Note:** Items 47040, 47060, 47070, 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.

*47040 VHREDA Investment Funds - \$197,325.74

*47060/79045 VH PDC Housing Program Funds -

*47070/79036 VATI Regional Broadband Grant -

*47081/79047 CVPC AFID PG -

COMMONWEALTH REGIONAL COUNCIL
Profit and Loss by Class
February 2025

	CRC	VHREDA
Income		
45000 Project Funding		
45955 PDC Housing Program	9,467.55	
45993 VATI Audit funds	4,000.00	
Line Admin	10,000.00	
Total 45000 Project Funding	\$ 23,467.55	\$ 0.00
46000 Other Funding		
46040 Interest Income	38.90	
Total 46000 Other Funding	\$ 38.90	\$ 0.00
47000 Pass Thru Funds		
47040 VHREDA Investment		42,455.00
Total 47000 Pass Thru Funds	\$ 0.00	\$ 42,455.00
Total Income	\$ 23,506.45	\$ 42,455.00
Gross Profit	\$ 23,506.45	\$ 42,455.00
Expenses		
71000 Personnel Costs		
71010 Salary Distribution	23,817.91	
(SS/FICA)	1,827.86	
71200 VRS Contribution	4,945.67	
71350 Staff Train/Conference	130.13	
71500 Group Health Insurance	2,916.19	
71600 Life Insurance	9.75	
Total 71000 Personnel Costs	\$ 33,647.51	\$ 0.00
720.00 Bank Charges/Fees		
72000 Office Operations		
72005 Cleaning & Maint.-Bldg	400.00	
72010 Lease Costs	1,200.00	
72020 Telephone/Internet Costs	282.08	
Total 72000 Office Operations	\$ 1,882.08	\$ 0.00
73000 Office Equipment		
73030 Equipment Maintenance	480.80	
73050 Equipment - Other	305.67	

Total 73000 Office Equipment	\$ 786.47	\$ 0.00
75000 Meetings/Memberships		
75010 Council Meetings	128.54	
Meetings/Memberships	\$ 128.54	\$ 0.00
79000 Pass Thru Fund Expenses		
Partner Expens	0.00	
Expenses	\$ 0.00	\$ 0.00
Total Expenses	\$ 36,444.60	\$ 0.00
Net Operating Income	-\$ 12,938.15	\$ 42,455.00
Net Income	-\$ 12,938.15	\$ 42,455.00

Monday, Mar 10, 2025 09:40:20 AM GMT-7 - Accrual Basis

Memorandum

TO: CRC Board of Directors

FROM: Christin Jackson
Executive Director

DATE: March 19, 2025

SUBJECT: Update (February 12, 2025 – March 10, 2025)

- Participated in the VAPDC Winter Series Training – Examining the Shift in VA's Population Trends
- Held meetings with the Tobacco Commission representative, Sarah Capps.
- Held a meeting with the DHCD Representative, Courtney Mailey to discuss matching funds for the towns that want to participate in the Small Town Initiative to get them in the BOOMS registry.
- Completed and submitted the 2025 Tobacco Commission's grant for Small Town Initiation into the BOOMS database which the Towns can use DHCD and VA Housing funds towards their matches.
- Create a Scope of Work for VDOT along with a Resolution to be presented today.
- Created a Letter of Interest and answered a survey for the SCRC Funds. Then attended a meeting about the fact that we can only count on \$15,000 of our usual \$33,000 because of budget cuts.
- Schedule and host a Continuum of Operations Plan meeting for the Cumberland, Nottoway, and Prince Edward County Court System.
- Started gathering information from Meals on Wheels and Crossroads to submit grant applications to Sentara.
- Did onboarding with two new Regional Planners.
- Hosted a meeting with several towns and VA Housing about heir buildings and what to do with them.
- Participated in the DEQ Comprehensive Climate Action Plan's Community Listening session.
- Worked with Planet Network to get our phone systems working correctly.
- Set up and held a meeting with Matt Bright to discuss printing the DHCD Broadband plan.
- Hosted a meeting with Placer AI to discuss the pricing for CRC or VHREDA.
- Presented the CRC Budget request to Amelia County.
- Participated in two Talent Pathway Management meetings.
- Invited and attended with Rick Youngblood to the Farmville Transportation Coalition Meeting to tell the group about Urban Development Areas.
- Attended an in-person VDEM Hazard Mitigation meeting in Lynchburg to give input on the new state plan.
- Worked on CRC FY26 Budget.
- Applied for the SAM.gov website renewal so that CRC can apply for grants.
- Attended in person the Charlotte County and the Lunenburg County CTE meetings for the high schools.
- Collaborated with Dr. Maria Almond to establish grant options for OAA funds that the counties can apply. Hosted a meeting with the State OAA officials and participated in another meeting of the county officials to hear all the suggested options to use the OAA grant funding.
- Created a VDOT annual work plan.
- Reviewed the state virtual policy and updated the CRC policy to coincide with the State and create a Resolution to ask the Board to approve in today's meeting.



IN PARTNERSHIP WITH

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

RESOLUTION

Commonwealth Regional Council

Amendment to the CRC Board Bylaws Article 6.3 Telephonic and Videoconference

WHEREAS, the Commonwealth Regional Council Board of Directors approve the Amendment of Article 6.3 Telephonic and Videoconference of the Bylaws to abide by the Virginia State Law 2.2-3708.3 Meetings held through electronic communication means; situations other than declared states of emergency.

WHEREAS, the Virginia State law elaborates on the specifics as to when a member of the Board of Directors can attend a meeting virtually: Personal Matter, Residence more than 60 miles from meeting location, Temporary or Permanent Disability, Medical Condition, Caring for someone with a Disability or other Medication Condition.

WHEREAS, the CRC Board member must notify the Chairman prior to the meeting. The Chairman must approve or disapprove.

WHEREAS, the CRC Secretary must record the reason for the virtual attendance and in Personal Matters or 60 Miles from residence, record from what location the Board Member is participating and if the participation was approved or disapproved and why.

WHEREAS, the CRC Board Member that participates virtually for Personal Matters or 60 Miles Residence location may only participate three (3) meetings or 25% of the Council Meetings per year and be counted towards the quorum.

WHEREAS, the CRC Board Member that participates virtually for Temporary or Permanent Disability, Medical Condition, Caring for someone with a Disability or other Medication Condition participation is as being physically at the meeting and counts towards the quorum.

WHEREAS, the CRC Council shall make arrangements for the voice of the member participating remotely to be heard by all persons in attendance at the primary or central meeting location.

NOW, THEREFORE, BE IT RESOLVED, the Commonwealth Regional Council fully approves the amendment to Article 6.3 of the Bylaws.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Commonwealth Regional Council at a Regular Council meeting in Keysville, Virginia, at which a quorum was present and that same was passed by a vote of _____ in favor and _____ opposed, this 19th day of March, Two Thousand Twenty-Five.

Mike Hankins
Chairman

COMMONWEALTH REGIONAL COUNCIL

200 Heartland Road |

Keysville, VA 23947 | 434.392.6104 PHONE

www.virginiashartland.org

Page 13

6.3. Telephonic and Videoconference. (Note 6) Members of the Council, or of any committee designated by the Council, may, to the extent that it is compliant with, and not in violation of, Virginia's Freedom of Information Act, participate in meetings thereof by means of conference telephone, videoconference, or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this bylaw shall constitute presence in person at such meeting.

In compliance Code of VA Section 2.2-3708.3 at least 50% of meetings can be held virtually, however the Council has in-person meetings with the option to participate in the meetings virtually for the public and any interested parties. Council members can participate virtually if:

- A. Personal Matter or the Member's Principal Residences is more than 60 Miles from the Meeting location identified in the notice:
 - a. On or before the day of the meeting the member shall notify the Council Chair that the member is unable to attend the meeting due to a personal matter. The member must identify with the specificity the nature of the person matter.
 - b. The Secretary of the Council shall record in the Council's minutes the specific nature of the person matter and the remote location from which the absent member participated. If the absent member's remote participant is disapproved because such participant would violate this policy, such disapproval shall be recorded in the Council's minutes with specificity.
 - c. Such remote participation by a Council member shall be limited each calendar year to three (3) or 25% of the meetings of the Council.
 - d. For purposes of determining whether a quorum is physically assembled an individual member of a public body who is approved to be absent from being physically at the meeting and uses remote participation counts toward the quorum as if the individual was physically present.
- B. Temporary or Permanent Disability or Other Medical Condition:
 - a. On or before the day of the meeting the member shall notify the Chair that the member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

- b. The Secretary of the Council shall record in the Council's minutes the fact of the member's disability or other medical condition and the remote location from which the member participated.
- c. For purposes of determining whether a quorum is physically assembled an individual member of a public body who is a person with a disability as defined in 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present.

C. A Medical Condition of a Member or a Member's Family

- a. On or before the day of the meeting the member shall notify the Chair that the member is unable to attend the meeting due to a medical condition or being a caregiver to a family member with a medical condition the Chairman is made aware.
- b. The Secretary of the Council shall record in the Council's minutes the fact of the member's medical condition or the family member's condition and the remote location from which the member participated.
- c. For purposes of determining whether a quorum is physically assembled an individual member of a public body who is a person with a medical condition or caring for someone with a medical condition, an individual member of a public body who is a caregiver for a person with medical condition or has a medical condition and uses remote participation counts toward the quorum as if the individual was physically present.

- D. For any participation through electronic communication means, the Council shall make arrangements for the voice of the member participating remotely to be heard by all persons in attendance at the primary or central meeting location.

The policy shall not prohibit or restrict any individual member of a public body who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body.

6.4. Notice to Members. Notice to members of regular meetings stating the time, place and purposes thereof shall be given by mailing the same to each member at his or her residence or business address, or e-mailing the notice to the member to his or her e-mail of record, at least five (5) days before the meeting or by delivering the same to him or her personally at his or her residence or business address at least five (5) days before the meeting.

Code of Virginia

Title 2.2. Administration of Government

Chapter 37. Virginia Freedom of Information Act

§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to

subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see all members of the public body as well. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D § [2.2-3712](#);

9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § [2.2-3707](#) and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows member to use remote participation as described in subsection B, the public body shall at least once annually adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, witho exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy sha

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and

2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

The policy shall not prohibit or restrict any individual member of a public body who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual publ meetings.

2022, c. [597](#); 2024, cc. [56](#), [129](#), [610](#), [617](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired. 3/4/2C

**RESOLUTION OF THE
COMMONWEALTH REGIONAL COUNCIL
AUTHORIZING AND ACCEPTING STATE PLANNING AND RESEARCH (SPR) FUNDS
FOR THE RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM
FOR FISCAL YEAR 2025-2026**

WHEREAS, the Commonwealth Regional Council has received an offer of Rural Transportation Planning Assistance funds from the Virginia Department of Transportation for Fiscal Year 2025-2026.

WHEREAS, the Rural Transportation Planning Grant funds are to be used in cooperation with the Virginia Department of Transportation for transportation planning as required by Section 135, Title 23, U.S. Code.

WHEREAS, the Commonwealth Regional Council has reviewed a proposed agreement between the Virginia Department of Transportation and the Council which outlines the Scope of Work Activities (Attached).

WHEREAS, the terms of the offer require that the Council develop an annual scope of work for the program to include the aforementioned minimum activities and other appropriate transportation planning activities.

WHEREAS, the terms of the offer of the SPR funds include federal funding of \$58,000 (80%) for Fiscal Year 2025-2026, (July 1, 2025 to June 30, 2026).

WHEREAS, the terms of the offer of SPR funds include a \$14,500 (20%) Council match for Fiscal Year 2025-2026, (July 1, 2025 to June 30, 2026).

NOW THEREFORE BE IT RESOLVED, that the Commonwealth Regional Council hereby authorizes the acceptance of the Rural Transportation Planning Assistance funds in the amount of \$58,000 (80%) for Fiscal Year 2025-2026, and to provide the required \$14,500 (20%) match, this provides a total of \$72,500 to support the approved transportation planning activities.

BE IT FURTHER RESOLVED, that the Commonwealth Regional Council hereby authorizes the Chairman and the Executive Director to finalize the scope of work for the Commonwealth Regional Council's Rural Transportation Planning Program and to execute all documents necessary to implement the program.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Commonwealth Regional Council at a Regular Full Council meeting at which a quorum was present and that same was passed by a vote of ___ in favor and ___ opposed, the 19th day of March, Two Thousand Twenty-Five.

Mike Hankins, CRC Chairman

Christin Jackson, Executive Director

**Commonwealth Regional Council
FY-2026 Rural Transportation Planning Work Program
July 01, 2025 – June 30, 2026**

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2026 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval, and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.

FY 2026 - Program Administration (\$13,000.00)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation related issues through a continuing, comprehensive and coordinated planning process. This includes program management and administrative responsibilities. In general, these activities include but are not limited to:

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Conduct and attend meetings, training and conferences.
- Preparing Urban or Rural Transportation Planning Work Program, scope of work, manage program funds, provide outreach and data, and
- Maintaining Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

Description:

There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, resolution & scope of work, and grant applications in support of the work program. This activity also includes professional development of CRC staff.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Complete any unfinished tasks from FY-25 Rural Work Program.
- Preparation of quarterly financial progress reports.
- Preparation for and attendance at CRC Transportation Committee meetings.
- Prepare meeting agenda, minutes, resolutions, and arrange for and/or attend meetings, conferences, and training.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, and GIS Training.
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in the Fall and Spring Public Input Meetings held by VDOT/CTB for the region provide displays when appropriate (virtual or in person).
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in VTrans webinars and Smart Scale Regional Meetings.
- Attend Title VI and Environmental Justice Workshops when offered by VDOT.
- Complete and submit Title VI Annual Reporting to VDOT when requested.
- Staff will attend the Transportation Alternative Set-Aside Grant Workshops annually.
- Staff will attend other VDOT workshops/webinars.
- Staff will participate in GIS training to assist with transportation products as requested.

- Prepare Annual Resolution and Scope of Work for upcoming fiscal year.
- Maintain and Update the Commission's website transportation component.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021 <https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-01/Planning-Emphasis-Areas-12-30-2021.pdf>

SPR Funds (80%)	\$10,400.00
RC Funds (20%)	\$ 2,600.00

Total Budgeted Expenditure for Program Administration	\$13,000.00
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FY 2026 - Program Activities (\$59,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee, localities and the Regional Council. Individual projects and work elements are described below:

Local Technical Support

Description: This task allows for the assistance to localities on transportation related activities on a local level as needed. This task includes, but is not limited to, providing assistance to member jurisdictions on transportation planning related issues to improve the overall effectiveness and efficiency of the transportation network and reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan. This would include GIS mapping; and other duties as required by VDOT, FHWA, and the Council. This task also includes preparing grant applications for member jurisdictions as needed for transportation related programs.

Deliverable Products:

- Assistance to member localities in the development of transportation priorities for VDOT's Six Year Plan when requested.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Staff will review and assist in updating member localities transportation elements of comprehensive plans when requested.
- Staff will assist VDOT in the review and update of Small Urban Area Plans for member localities in the region when requested.
- Assist localities in applying for VDOT Transportation Alternative Set-Aside, SMART Scale, and other VDOT funding opportunities.
- CRC staff will alert localities of pending workshops and educational opportunities in transportation related fields.
- CRC staff will attend other VDOT meetings as requested.
- Staff will coordinate and host a Ride-Along Day to visit on-site, (VDOT provide

transportation) potential transportation issues (including Transportation Alternative Set-Aside Project & Smart Scale Project locations) in the region when CTB members are available. The purpose is to discuss problems and solutions with Local Government Representatives, VDOT, CRC Staff and CTB members.

- Staff will monitor Commonwealth Transportation Board Website and pass on relevant information to localities on transportation issues.

SPR Funds (80%)	\$16,000.00
RC Funds (20%)	\$ 4,000.00

Total Budgeted Expenditure for Local Technical Support	\$20,000.00
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Regional Planning Activities:

Description: The CRC will provide technical assistance to member localities on transportation related activities on a regional basis. The CRC will assist VDOT in reviewing transportation issues and participate in outreach meetings to make recommendations on a regional basis. The CRC Transportation Committee and staff will assist with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the CTB for inclusion in the Six Year Improvement Program. Staff will assist VDOT with local and regional input to annual statewide transportation improvement programs. The CRC will support regional and State requests for assistance as needed.

Deliverable Products:

- Assist VDOT in the review of data for the Virginia Surface Transportation Plan Update (VSTP) as requested.
- Provide updates to localities on Smart Scale, Transportation Alternative Set-Aside and other Grant Programs provided by VDOT.
- Coordinate with VDOT to provide information on the Safe Routes to School Program to localities.
- Coordinate with DRPT to provide information to localities on the intercity bus needs.
- Participate in discussions with VDOT and localities to develop VDOT Smart Scale projects for member localities.
- Assist localities in identifying possible VDOT Transportation Alternative Set-Aside projects.
- Coordinate with VDOT to identify possible strategies, funding, development opportunities, etc. for implementing priorities.
- Participate in outreach meetings and provide/review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Attend regional (CHSM) meetings, meetings include: review of all regional FTA Section 5310, 5316 and 5317 Grant Applications and information on training opportunities for Public Transit, etc. when notified.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT (if applicable).
- Assist VDOT's Transportation Mobility and Planning Division with updating a database

with information from localities comprehensive plans.

- Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestions data.
- Staff will alert Public Transit Providers of upcoming training opportunities.
- Park & Ride Lot Use Counts and Conditions Assessment - Conduct manual usage counts and conditions assessment at referenced rural P&R lots using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.
- Active Transportation Facilities Tracking – Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including text, tables, or spatial mapping. TMPD will coordinate with PDC staff on facilities tracking specifics.
- State Trails Plan Phase II Support – Participate and assist in development and implementation of phase II of the State Trails Plan.
- Work with VDOT to help localities apply to become Urban Development Areas (UDA).

SPR Funds (80%)	\$31,600.00
PDC Funds (20%)	\$ 7,900.00

Total Budgeted Expenditure for Regional Technical Assistance	\$39,500.00
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FY-2026 Budget Summary

FY-2026 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Administration	\$10,400.00	\$ 2,600.00	\$13,000.00
Total Budgeted Expenditure for Program Administration	\$10,400.00	\$ 2,600.00	\$13,000.00
<u>Program Activities</u>			
1. Local Technical Support	\$16,000.00	\$ 4,000.00	\$20,000.00
2. Regional Planning Activities	\$31,600.00	\$ 7,900.00	\$39,500.00
Total Budgeted Expenditure for Program Activities	\$47,600.00	\$11,900.00	\$59,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



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Nottoway | Prince Edward

Scoping the Future
List of Innovative/Regional Ideas

Ideas Previously Discussed:

- Creation of New Regional Economic Development Initiative – Currently Working on VHREDA
- 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 – Currently working on VATI and will all counties through the DHCD Broadband Affordability and Adoption Planning grant. – In the works.
- Expand Health Care Providers in the Region as well as Cancer Treatment Facilities
- Aging Plan for the Region (grants to develop)
- High Bridge Trail State Park Expansion to Burkeville
- Work with other counties on the upcoming Water Supply Plan – CRC will be hosting a public meeting here for the Roanoke River 3 Regional Planning Kick Off Meeting.

New Ideas:

- _____
- _____

Note: Items stricken through have been addressed or pursued.



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Nottoway | Prince Edward

MEMORANDUM:

TO: CRC Council Members
FROM: Lauren Pugh, Planning Director
DATE: March 10, 2025
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:
 - CRC staff shared the Virginia Department of Forestry's Trees for Clean Water Grant Program with our localities.
 - CRC staff are currently reviewing the DEQ WIP programs Scope of Work for the 2026 year. DEQ requires the draft 2026 Scope of Work to be submitted by March 28, 2025 to DEQ staff for review. The Final Scope of Work will be due in September 2025.
 - CRC staff will be attending a DEQ WIP program meeting on March 12th with other PDC's participating in this program.



MEMORANDUM

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

FROM: Matt Swartout
Regional Planner

DATE: March 11, 2025

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 recent progress:

- CRC staff attended the Board of Supervisors meeting on February 10th, where the Board decided to hold a joint work session with the Planning Commission to begin reviewing the entire plan prior to scheduling a public hearing.
- The first joint work session is scheduled for March 17th.

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



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: Matt Swartout
Regional Planner

DATE: March 11, 2025

SUBJECT: Lunenburg County Comprehensive Plan Update – Monthly Update

The Commonwealth Regional Council (CRC) continues to assist Lunenburg County, Victoria, and Kenbridge in finalizing the update to their Joint Comprehensive Plan. Since the last update, the following activities have been completed:

- The final full draft of the Lunenburg/Kenbridge/Victoria Joint Comprehensive Plan 2025-2030 has been printed and distributed throughout the County.
- Copies of the plan are available for public review at Lunenburg County Administration, Kenbridge Town Office, Victoria Town Office, Ripberger Public Library in Kenbridge, and Victoria Public Library. The plan is also available online.
- Public notices have been released announcing the upcoming public hearings, where residents will have the opportunity to provide feedback on the final draft.
 - Victoria Town Council & Planning Commission – March 11, 2025, at 7:00 PM, Victoria Municipal Building
 - Lunenburg County Board of Supervisors & Planning Commission – March 13, 2025, at 6:00 PM, Lunenburg Courts Building
 - Kenbridge Town Council & Planning Commission – March 18, 2025, at 7:00 PM, Kenbridge Town Hall

The CRC appreciates the collaboration and efforts of the County and Towns in reaching this final stage of the comprehensive plan update process.

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

cc: Christin Jackson, Executive Director, CRC



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Nottoway | Prince Edward

MEMORANDUM:

TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: CRC Affordable Workforce Housing Development Program

DATE: March 11, 2025

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 – All five sites have been cleared. The foundations for all five homes have been completed. As of March 10th, all five homes have been set.
 - Cumberland- The partner family has been approved by USDA, so Piedmont ordered their home through Cardinal. Piedmont's contractor demolished the existing burned down home that is on site.
- Smyth Properties – Project Completed.
- Town of Blackstone/ Southside Outreach –Southside Outreach bid out the next three homes for construction.

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



MEMORANDUM

TO: Clarence Monday, Interim County Administrator
Members of the Amelia County Board of Supervisors

FROM: Lauren J. Pugh
Planning Director

DATE: March 10, 2025

SUBJECT: Amelia County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Amelia County with a modified update of the County's Comprehensive Plan. The CRC will provide services to assist the County with developing and distributing a survey instrument, update the transportation section to VDOT standards, update the agricultural section data, GIS mapping services, and finalize/ refresh the Comprehensive Plan. As part of the CRC's efforts to assist the County, the following has been completed since the last report:

- The survey closed on January 15th. We have received 509 paper and online responses to the survey.
- CRC staff reviewed survey responses and developed a survey summary report.
- Due to the snowstorm, the planning committee meeting for February 20th was cancelled. The next planning committee meeting will be held on March 18th. At this meeting, CRC staff will review the draft survey summary report.

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

MEMORANDUM

TO: CRC Council Members

FROM: Lauren J. Pugh
Planning Director

DATE: March 10, 2025

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 Planet Networks (previously Kinex Telecom), an internet service provider (ISP). Planet Networks acquired Kinex Telecom and the CRC will continue to work with the ISP to finish this project.

Update:

- Planet Networks is currently working with contractor crews to fix damage across all three counties. Mr. Boyle (CEO of Planet Networks) advised that he is focusing on repairing the damage created by these crews prior to building new areas.
- In February, there was an ice storm that was experienced through most of Planet Network's South Central Virginia service area. Because of this, Planet Network had to complete repairs to these areas.
- Kinex crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers.
- As of March 7, 2025, a total of 7,359 passings (out of a target of 11,397 total passings) and 1,665 installs for new customers have been completed. 15 total installs were completed last month.
- The Project Management Team meets monthly to discuss the project. The team includes local staff, CRC staff, Kinex staff, and DHCD staff. The next meeting is scheduled for March 14, 2025.
- 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, Lunenburg, Cumberland and Planet Networks staff completed a site visit in Cumberland County on January 23rd.

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

cc: Christin Jackson, Executive Director, CRC



MEMORANDUM

TO: CRC Council Members

FROM: Lauren J. Pugh
Planning Director

DATE: March 11, 2025

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: The CRC assembled and submitted a budget revision on behalf of the Town to cover the Lead and Asbestos activities. The CRC corresponded with VDEM staff on the budget revision request. VDEM requested the CRC to create a detailed budget breakdown worksheet to include with the request. The CRC contacted the Town's newly appointed Interim Mayor for signature.

Asbestos Abatement Activities:

A & A Environmental has completed the asbestos abatement work on the buildings and completed air clearance activities. The Contractor has submitted regulatory reporting and their invoice to the CRC and Town.

Lead Abatement Activities:

Hurt & Proffitt has submitted their scope of work for this project. The scope of work consists of: TCLP testing. The TCLP will be performed by Hurt & Proffitt to ensure proper disposal of lead within the participating buildings. This will be completed prior to demolition of the buildings.

- 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.
 - Since the Town owns these buildings, the Town staff is working with VDEM staff and their attorney to develop the appropriate Deed language to be reimbursed for the cost of this building.
 - 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 report determined that lead and asbestos have been identified.

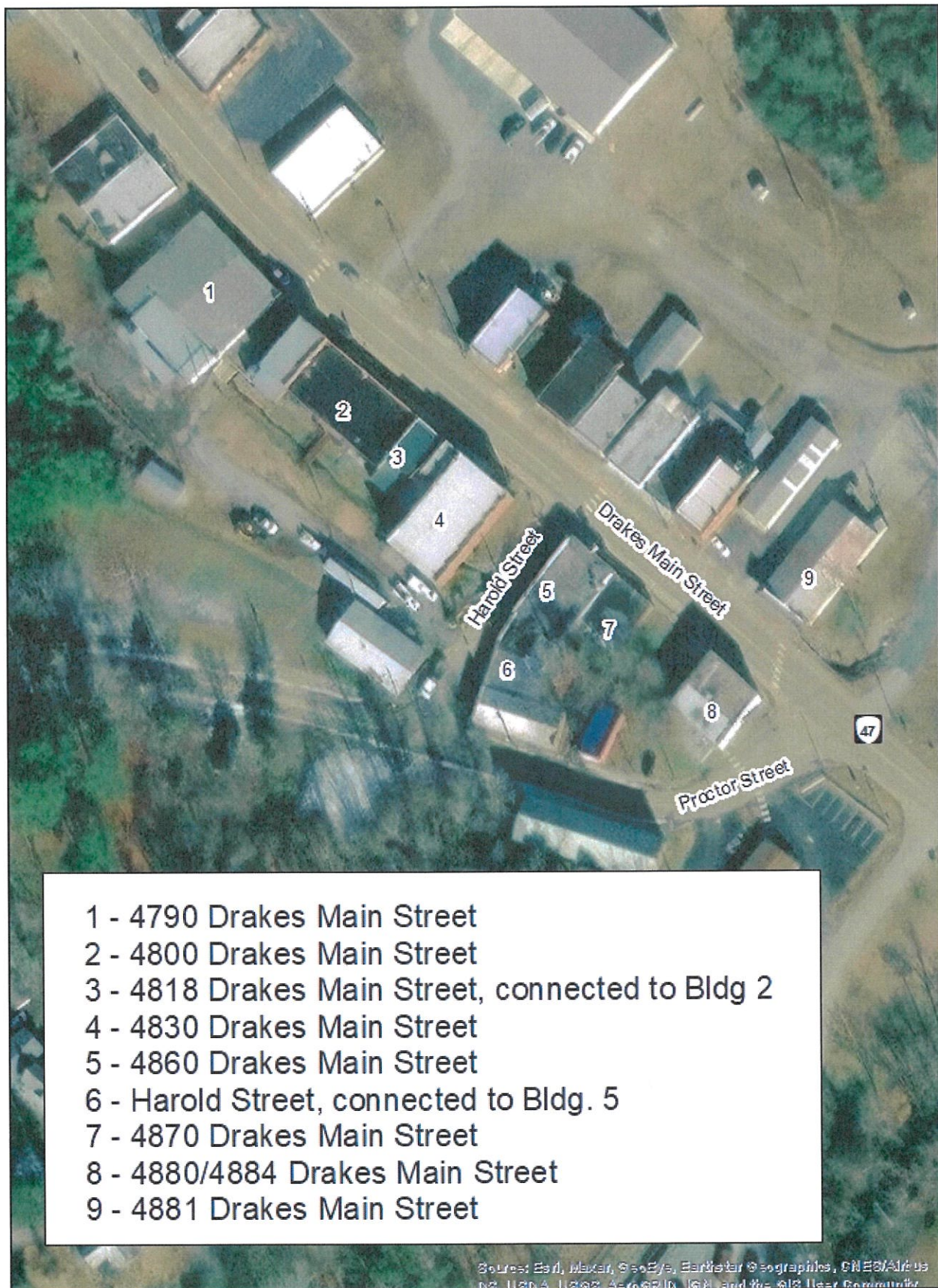
- Building 4: Privately owned property
 - Appraisal completed.
 - Title search completed.
 - The owner has signed an agreement to sell the property to the Town. The sale has been completed. CRC staff has submitted a reimbursement request for this sale to VDEM.
 - Hurt & Proffitt (H&P) conducted lead 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.

- Buildings 5 and 6: Privately owned, adjoining buildings, same owner
 - Appraisals completed.
 - Title searches completed.
 - The Town is working with the owner and the Town's attorney to purchase this building.
 - 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.

- 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, we are 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.

- 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.



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

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



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TO: Commonwealth Regional Council

FROM: Lauren J. Pugh, Planning Director

SUBJECT: SEED Innovation Hub Project Update

DATE: March 10, 2025

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

Project Update:

EDA funds- The CRC staff assembled and submitted several closeout reports to the EDA for approval. The CRC is awaiting the submittal of the final invoice from the contractor and the Certificate of Substantial Completion to complete the final steps to close out this grant.

Tobacco Commission Funds- TRRC staff requested a budget revision for the match on this project. CRC staff assembled and submitted the budget revision with an updated match to TRRC staff for approval.

GO Virginia Funds –CRC staff prepared and submitted additional match documentation and reimbursement request #3 to GO Virginia staff.



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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: March 10, 2025 (for dates from February 12, 2025 – March 10, 2025)

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. We terminated Convergent's services on October 11th, after paying them for October, however, they returned the October check, so the final amount owed back to CRC is \$88,571.76. as per attached spreadsheet from QB.
- Prepped for and held a VHREDA full board meeting.
- Asked the VHREDA Board to repay \$50,000 of the money owed to CRC for \$24,000 for Administration and \$26,000 as part of the \$88,571.76 to be repaid to CRC. This was approved to be paid and the rest to be paid over the next two fiscal years with the negotiated price for administration.
- The VHREDA Board approved a Resolution for the CRC to write a Tobacco Commission application for Branding for VHREDA.
- The Tobacco Commission grant was submitted on March 5th, 2025.
- Held a full board meeting to approve the new Executive Director. They approved to move forward with the hiring process of Alexander McCoy.
- Held a meeting of the Search Committee and other Board Members to offer Alexander McCoy the job and listen to his requests.
- The candidate did not want to be on the CRC's VRS or on the CRC's insurance.
- Collaborated with Doug Stanley to create a Contract for the new Executive Director.
- Sent the Contract to the full Board for approval. Waiting on approval that is due by Wednesday, March 12th by 12:00, so that we can make Alexander McCoy the official offer on or before Friday, March 14th.
- Presented a Budget request to the Amelia and the Buckingham Board of Supervisors for VHREDA.
- Completed the VAcorp renewal documentation for VHREDA and submitted it.

Establishing VHREDA as a 501c3

- 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. We paid the bill from Elder and Watkins of \$7,293.00 out of the VHREDA Account. We are waiting on the IRS to get our notification.



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TO: CRC Representatives

FROM: Lauren Pugh, Planning Director

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

DATE: March 10, 2025

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 is awaiting additional reimbursement documentation to reimburse the CVPC. The CRC has received each of the seven counties' match of \$5,000 for this grant.

VDACS, Rural Rehabilitation Trust: The CRC has submitted Year 1 expenses of \$170,857.00 for reimbursement and are awaiting reimbursement. CRC staff checked in with VDACS on the status of the request.

VDACS, AFID Infrastructure Grant: The CRC has received each of the seven counties' match of \$3,000 for this grant. The CRC has reimbursed the CVPC \$18,463.00 of this match.

TRRC: The CRC has received the \$325,000 Advancement and has expended \$ 103,326.52. The CRC submitted the advancement to the TRRC. The Tobacco Commission has requested additional information from the CVPC.

COMMONWEALTH REGIONAL COUNCIL
200 Heartland Road
Keysville, VA 23947 | 434.392.6104 PHONE
www.virginiashartland.org



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MEMORANDUM:

TO: CRC Council Members
FROM: Ethan Bowman, Regional Planner
SUBJECT: Status Report – DHCD Regional Broadband Affordability and Adoption Plan
DATE: March 10, 2025

Commonwealth Regional Council (CRC) is providing technical and administrative assistance to Prince Edward County to create a Regional Broadband Affordability and Adoption Plan. The Department of Housing and Community Development (DHCD) has awarded Prince Edward County a grant to create a Broadband Affordability and Adoption Plan for Planning District 14 (Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward Counties).

Updates:

- **Project Management Meeting Held (February 18, 2025)**
 - Discussed using the plan as a **template/guide** for future local broadband applicants.
 - Set a **March 7th deadline** for implementation ideas.
 - **STEPS Inc.** was the only organization to submit ideas, which have been incorporated into the plan. Their focus is on **senior digital literacy programs**.
- **Plan Writing Progress**
 - The majority of the writing is complete.
 - The current focus is on **formatting** and finalizing content.
- **Printing and Distribution Planning**
 - The **Commonwealth Regional Council (CRC)** spoke with **Bright Images Print & Media Services**.
 - Received **quotes** for printing the plan as high-quality booklets.



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: Charlotte Court House Lead Service Project

DATE: March 11, 2025

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: Samples Monitoring Services has completed the Lead Service inventory review and has submitted an invoice for payment to the Town. The CRC submitted the proper documentation to VDH to begin the loan closeout process. Charlotte Court House has executed the required documentation to close out the loan. CRC and Charlotte Court House staff are in communication with VDH staff on the next steps for reimbursement.



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: The Town of Crewe Downtown Revitalization Planning Grant

DATE: March 10, 2025

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 the implementation of this planning grant.

Project Update: The Town hired Hill Studio, a consultant firm based out of Roanoke, VA to complete this study. Hill Studio has subcontracted some of the work to Arnett Muldrow & Associates, Ltd., a firm based out of Greenville, South Carolina. The consultants are currently working on putting together an economic restructuring plan, building blight inventory, and a prioritized improvement plan for the Town's Business District.

In preparation for the CBDG application, the Town scheduled two public input sessions related to the project. On March 3rd, the CRC staff held the first public hearing and presented information explaining the CDBG program, national objectives of the program, and the status of the planning grant. The second public hearing date is set for March 25th. At the second public hearing, the consultants will explain how the proposed project responds to the CDBG program and provide an explanation of the proposed project.

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: March 10, 2025

Project: In July 2024, the Commonwealth Regional Council (CRC) applied for \$70,000 in EDA Planning and Technical Assistance funds. On September 3rd, the CRC was notified by the EDA representative that the CRC was awarded \$70,000 in grant funds to support the update of the Comprehensive Economic Development Strategy (CEDs) and to support activities including grant writing, planning technical assistance, and GIS mapping services. The CRC receives these funds as part of their Economic Development District designation.

Project Update: The following activities have been completed this quarter (September 3rd – March 10th) by CRC staff:

- CEDS update:
 - The CRC held their first CEDS committee meeting on Friday, February 7th. At the first meeting, CRC staff provided an overview of the CEDS, timeline for project completion, and conducted a SWOT analysis of the region.
 - CRC staff are currently conducting an economic analysis of the region
- Attended NADO's Annual Training Conference in October.
- Helping Stand up the new Regional Economic Development Organization (REDO) (see separate report)
- The CRC provides 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
- CRC Staff submitted a grant application to the Tobacco Commission for the Branding of the new Virginia's Heartland Regional Economic Development Alliance.



MEMORANDUM

TO: CRC Council Members

FROM: Matt Swartout
Regional Planner

DATE: March 11, 2025

SUBJECT: VDOT Rural Transportation Planning Program– Monthly Update

The Commonwealth Regional Council (CRC) continues implementing the VDOT Rural Transportation Planning Program, addressing the transportation needs of Virginia's Heartland region, 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:

- **Transportation Coalition Meeting:** CRC staff attended the February 20th Transportation Coalition meeting in Farmville. The CRC staff invited Rick Youngblood to talk about what a Urban Development Area (UDA) is and discussed the potential benefits of this designation.
- **Draft Scope of Work:** CRC staff drafted the Scope of Work for the upcoming fiscal year. A draft Scope of Work is due to VDOT in March, followed by a resolution for CRC Board approval in today's meeting.
- **Lynchburg District GIS Day:** CRC staff attended the Lynchburg District GIS Day on March 7, 2025, from 1:00 PM to 4:00 PM at Ramey. At this meeting, we discussed GIS best practices, including data visualization, interactivity, and organization strategies. VDOT representatives highlighted applications they use such as Survey123, Quick Capture, and ArcGIS Field Maps, which are used for data collection, inventory mapping, and emergency response. VDOT representatives also shared updates on their use of GIS for road planning, right-of-way management, and real-time data integration through ArcGIS Velocity.

The CRC remains committed to supporting regional transportation planning efforts and will continue working with local and state partners to advance transportation initiatives in the region.

cc: Christin Jackson, Executive Director, CRC



MEMORANDUM

TO: CRC Council Members

FROM: Ethan Bowman

DATE: March 10, 2025

SUBJECT: Southeast Crescent Regional Commission Program– March Update

The Commonwealth Regional Council (CRC) continues to make progress on initiatives supported by the Southeast Crescent Regional Commission (SCRC) Local Development District (LDD) program. These projects focus on economic development, comprehensive planning, and infrastructure improvements across our seven-county service area. Below are key updates related to the SCRC program:

Updates:

- **Grant Assistance and Technical Support:** CRC continues to provide critical grant writing and administration services for localities and nonprofit organizations throughout the region, supporting a variety of projects aimed at fostering economic growth and improving community resources.
- **Comprehensive Planning:**
 - *Lunenburg/Kenbridge/Victoria Join Comprehensive Plan:*
 - The Final Join Comp Plan has been completed and printed for public review. Copies are available at local government offices and libraries
 - Public hearings have been set for March 11th (Victoria), March 13th (Lunenburg County), and March 18th (Kenbridge)
 - *Buckingham County Comprehensive Plan:*
 - At the February 10th Board of Supervisors meeting, the Board decided to hold joint work sessions
 - First joint work session is scheduled for March 17th
 - *Amelia County Comprehensive Plan:*
 - The February Meeting was canceled due to inclement weather.
- **DHCD Broadband Affordability and Adoption Plan:**
 - Project Management Meeting Held (February 18, 2025)
 - Discussed using the plan as a template/guide for future local broadband applicants.
 - Set a March 7th deadline for implementation ideas.
 - STEPS Inc. was the only organization to submit ideas, which have been incorporated into the plan. Their focus is on senior digital literacy programs.
 - Plan Writing Progress
 - The majority of the writing is complete.
 - The current focus is on formatting and finalizing content.
 - Printing and Distribution Planning
 - Received quotes for printing the plan as high-quality booklets.

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 Pugh, Planning Director

DATE: March 11, 2025

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 February 10, 2025:

Status Update

- Sentara: CRC staff are working on submitting two applications to the Sentara grant:
 - o Crossroads Services – to purchase generators.
 - o Charlotte County Meals on Wheels – for costs related to the construction of a food pantry.
- Virginia Tobacco Region Revitalization Commission, Southern Virginia program: CRC staff are working on a regional grant application that will encompass the Southern Virginia Tobacco Commission region. If awarded, this grant will help participating towns establish historic designations, pay the Town's membership dues for VMS, and place buildings into the BOOMS database. This grant would help with the costs to hire consultants to inventory town's vacant buildings and put into the BOOMS Database. The TRRC has granted an extension to submit this grant. For the match, the CRC plans to submit applications to DHCD to cover the match costs.
- Virginia Housing, Regional Housing program: CRC staff submitted a grant application. The CRC is partnering with Piedmont Habitat for Humanity to submit a grant application to construct 10 homes in Buckingham County and the Towns of Farmville, Keysville, and Crewe.
- CRC staff submitted a grant application to the TRRC to assist with the Branding of Virginia's Heartland Regional Economic Development Alliance. If awarded this grant, TRRC would pay for half of the cost to have the new organization branded, have a branding training/communications guide created, and a website created.

Awaiting Approval

- USDOT, RAISE Grant: The CRC assisted Prince Edward County with a grant application to conduct a 460 Interchange study.
- Assistance to Firefighters Grant (AFG) December 2024: CRC assisted the following agencies with AFG applications:
 - o Prince Edward County (Regional Application) - purchase a Mobile Breathing Air Trailer that allows firefighters to refill their air packs.
 - o Keysville VFD - purchase breathing apparatus
- VDACS, AFID Infrastructure Grant: The CRC assisted Cumberland County with a submitted grant

application for Farmer's market amenities.

- VDCJS, Byrne Justice Assistance Grant: The Charlotte County Sheriff's Office was notified that their grant was approved with conditions. The agency requested changes to the application prior to an award package to be issued. The CRC assisted Charlotte County Sheriff's Office with these changes to the application and the application has been resubmitted for further review.
- 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 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

Projects on Standby (work undertaken as developments warrant)

- VHSIP Local Systemic Grant: CRC staff is working Prince Edward to discuss potentially applying for this grant.
- 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.
- Nottoway County LRA: CRC is working on identifying potential grants to fund repairs to the Camp Pickett Officer's Club.
- 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 are 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 are 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

Upcoming Grant Funding Opportunities	
Grant Opportunity	Deadline
VDH, Rescue Squad Assistance Fund (RSAF)	Open – Closes on 3/17/25
VOF, Preservation Trust Fund	Open – Closes on 3/18/25
VDOF, Virginia Trees for Clean Water	Open - Rolling Basis
VDACS AFID Planning Grant	Open- Rolling Basis
VA Housing, Accessibility Grant FY 25	Open – closes on 5/31/25
VA Housing, Community Impact Planning Grant	Open – closes on 5/31/25
VA Housing, Community Impact Stabilization & Deconstruction	Open – closes on 5/31/25
VA Housing, Innovation Grant	Open – closes on 2/19/2025
VA Housing, Capacity Building Grant	Open – closes on 5/31/25
VTC, Marketing Leverage Program	Open – Closes on 3/13/25
VTC, DMO Marketing Grants	Open – Closes on 3/13/25
Congressionally Directed Spending	Open – Closing date to TBD
DHCD, Industrial Revitalization Fund	Opens on 4/1/25
Centra Community Grant	Opens on 4/1/25, Mandatory Grant Training on 3/28/25, Closes on 5/15/25
DHR, Virginia Black, Indigenous, and People of Color Historic Preservation Fund (BIPOC)	Open - Pre-App. Closes on 3/28/25, Full. App. Opens on 4/8/25
VDACS, AFID Planning Grant	Open – Rolling Basis
VDACS, AFID Infrastructure Grant	Closed – Expected to open in late March
<i>*Programs with rolling submissions include: EDA, USDA, Virginia Housing, GO Virginia, DHCD, Tobacco Commission TROF, VEDP, etc.</i>	

Staff