



**Meeting Agenda**  
**Commonwealth Regional Council**  
**Wednesday, April 16, 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 from March 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. Election of a new CRC Treasurer ..... Chairman
  - B. Chairman's Report..... Chairman
  - C. Executive Director's Monthly Activities Report, (pg 12) ..... Exec Director
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 13)..... Exec Dir/Council Members
- VIII. Old Business
  - A. Staff Monthly Project Reports
    - 1) Update on Watershed Implementation Plan (WIP) Phase III (pg 14).....Lauren Pugh
    - 2) Update on Buckingham County Comprehensive Plan (pg 15).....Matt Swartout
    - 3) Update on Lunenburg County Comprehensive Plan Update, (pg 16).....Matt Swartout
    - 4) Update on CRC Affordable Workforce Housing Development Program, (pg 17).....Lauren Pugh
    - 5) Update on Amelia County Comp Plan, (pg 18)..... Lauren Pugh
    - 6) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 19).Lauren Pugh
    - 7) Update on Drakes Branch Building Acquisition Project, (pg 20) ..... Lauren Pugh
    - 8) Update on Longwood SEED Innovation Hub Project, (pg 23) ..... Lauren Pugh
    - 9) Update on Creation of Virginia's Heartland Regional Economic Development Alliance (VHREDA), (pg 24)..... Christin Jackson
    - 10) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 25)..... Lauren Pugh
    - 11) Update on Regional DHCD Broadband Affordability and Adoption Plan, (pg 26).....Ethan Bowman
    - 12) Charlotte Court House Lead Service Project, (pg 27).....Lauren Pugh
    - 13) Update on Town of Crewe Downtown Revitalization Planning Grant, (pg 28).....Lauren Pugh
    - 14) EDA Planning and Local Technical Assistance Program, (pg 29).....Lauren Pugh
    - 15) VDOT Rural Transportation Planning Program (pg 30).....Matt Swartout
    - 16) SCRC, LDD Program (pg 31).....Ethan Bowman
    - 17) Drakes Branch Comp Plan Update (pg 32).....Lauren Pugh
    - 18) Council Member Comments
- IX. New Business.....Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 33).....Ethan Bowman
    - 2) CRC Rebranding (pg 36) .....Christin Jackson/Ethan Bowman
    - 3) Accounting Firm for Check Reconciliation (pg 38).....Christin Jackson
    - 4) Regional Reassessment Possibilities (pg 39).....Christin Jackson/Lauren Pugh
    - 5) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 40) ..... Christin Jackson
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date –Wednesday, May 21, 2025, at 8:30  
CRC Conference Room

**Commonwealth Regional Council**

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

**Welcome & Call to Order**

The Chairman, Mr. Hankins, called the meeting to order at 8:37 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

Charlotte:

Mr. Gary Walker

Mr. Gary Walker  
(Treasurer)

\*Mr. Walt Bailey

\*Mr. Walt Bailey

Cumberland:

Mr. John Newman

\*Mr. John Newman (V)

\*Mrs. Eurika Tyree

\*Mrs. Eurika Tyree

Lunenburg:

Mr. Mike Hankins

Mr. Mike Hankins  
(Chairman)

\*Mr. Jonathan Chumney

\*Mr. Jonathan 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. Clarence Monday, Amelia 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

**GUESTS:**

Ms. Sarah Crawford, Town of Charlotte Court House Town Manager

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

Mr. Noah Davis, Town of Drakes Branch, Board of Supervisors

Ms. Ashley Atkins-Austin, Farmville Director of Community Development (V)

(V) Denotes attendees who participated virtually.

**Approval of Minutes of February 19, 2025, Council Meeting:**

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

**Treasurer's Report:**

**February:** 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:** There were none.

**Executive Director Monthly Activities Report:** Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated she participated in the VAPDC Winter Series Training – Examining the

Shift in VA's Population Trends. Ms. Jackson stated she held meetings with the Tobacco Commission Representative, Sarah Capps and 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. Ms. Jackson stated she submitted the 2025 Tobacco Commission's grant for Small Town Initiation to the BOOMS database which the Towns can use DHCD and VA Housing funds towards their matches. Ms. Jackson stated she created a Scope of Work for VDOT along with a Resolution to be presented today. Ms. Jackson stated she 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. Ms. Jackson stated she is scheduling and hosting a Continuum of Operations Plan meeting for the Cumberland, Nottoway, and Prince Edward County Court System. Ms. Jackson stated that she started gathering information from Meals on Wheels and Crossroads to submit grant applications to Sentara. Ms. Jackson stated Mr. Swartout did an excellent job gathering information for the grant. Ms. Jackson said she did onboard training with Mr. Swartout and Mr. Bowman, the new Regional Planners. Ms. Jackson stated she hosted a meeting with several towns and VA Housing about heir buildings and what to do with them and participated in the DEQ Comprehensive Climate Action Plan's Community Listening session. Ms. Jackson also stated she worked with Planet Network to get our phone system working correctly. Ms. Jackson stated she set up and held a meeting with Matt Bright to discuss printing the DHCD Broadband plan. Ms. Jackson said Mr. Bowman has done an excellent job with the DHCD Broadband Plan. Ms. Jackson stated she hosted a meeting with Placer AI to discuss the pricing for CRC or VHREDA and participated in two Talent Pathway Management meetings. Ms. Jackson stated she presented the CRC Budget request to Amelia County. Ms. Jackson stated she was invited and attended with Rick Youngblood to the Farmville Transportation Coalition Meeting to tell the group about Urban Development Areas and attended an in-person VDEM Hazard Mitigation meeting in Lynchburg to give input on the new state plan. Ms. Jackson stated she worked on the CRC FY26 Budget, applied for the SAM.gov website renewal so that CRC can apply for grants, and attended in person the Charlotte County and the Lunenburg County CTE meetings for high schools. Ms. Jackson stated she 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. Lastly, Ms. Jackson stated she created a VDOT annual work plan and reviewed the state virtual policy and updated the CRC policy to coincide with the State and created a Resolution to ask the Board to approve in today's meeting.

**Resolution to Amend CRC Board Policy:** Ms. Jackson stated a report was in the Council packet. Ms. Jackson stated she made the necessary revisions to the CRC Board Policy. Mr. Walker motioned to approve the amendment and Mr. Jones seconded. Motion carried.

**Resolution to Accept & Match State Planning & Research Funds for Rural Transportation Planning Assistance Program for FY 25-26 (VDOT):** Ms. Jackson stated a report was in the Council packet. Ms. Jackson discussed the Resolution with the Board. Mr. Emert motioned to approve; Mr. Garrett seconded. Motion carried.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** Reassessment was added.

#### **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 shared the Virginia Department of

Forestry's Trees for Clean Water Grant Program with our localities. Ms. Pugh stated the CRC staff currently reviewing the DEQ WIP programs Scope of Work for the 2026 year. Ms. Pugh stated that the DEQ requires the draft 2026 Scope of Work to be submitted by March 28, 2025, to DEQ staff for review and the Final Scope of Work will be due in September 2025. Ms. Pugh stated CRC staff attended a DEQ WIP program meeting on March 12th with other PDC's participating in this program.

**Update on Buckingham County Comprehensive Plan Update:** Mr. Swartout stated that a report was included in the Council packet. Mr. Swartout stated the CRC staff attended the Board of Supervisors meeting on February 10<sup>th</sup>, 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. Swartout stated the first Joint Work Session was on March 17<sup>th</sup>.

**Update on Lunenburg County Comprehensive Plan Update:** Mr. Swartout stated that a report was included in the Council Packet. Mr. Swartout stated the final full draft of the Lunenburg/Kenbridge/Victoria Joint Comprehensive Plan 2025-2030 has been printed and distributed throughout the County. Mr. Swartout 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. Swartout 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.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that Ashley Way homes in Keysville have completed the foundations for all five homes and as of March 10<sup>th</sup> all five homes have been set. Ms. Pugh stated the partner family in Cumberland has been approved by USDA, and Piedmont Habitat ordered their home through Cardinal Homes and Piedmonts contractor demolished 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 due to the snowstorm the February 20<sup>th</sup> meeting was rescheduled to March 18<sup>th</sup>. Ms. Pugh stated at this meeting the CRC staff reviewed the draft survey summary report and the future Land Use Map. Ms. Pugh stated a few changes were made.

**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 Planet Networks is currently working with contractor crews to fix damage across all three counties. Ms. Pugh stated they should be done by the end of the month, and they are currently working in Lunenburg and Prince Edward County. Ms. Pugh stated in February that the ice storm that South Central Virginia experienced damaged aerial (areas over creeks and railroad tracks), and they are repairing damages. Ms. Pugh stated the crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers. Ms. Pugh stated as of March 7, 2025, 7,359 passings (out of a target of 11,397 total passings) and 1,665 installations for new customers have been completed. Ms. Pugh stated only 15 installations were completed last month. Mr. Emert stated he was concerned Planet Networks was not doing their job since no real progress has been made since last year. Ms. Pugh stated the CRC was not submitting any reimbursements request at this time. The last VATI meeting scheduled was January 23<sup>rd</sup>.

**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 the CRC corresponded

with VDEM staff on the budget revision request. Ms. Pugh said VDEM requested the CRC to create a detailed budget breakdown worksheet to include the request. Ms. Pugh stated the CRC contacted the Town's newly appointed Interim Mayor for signature. Pugh stated A&A Environmental has completed the asbestos abatement work on the buildings and completed air clearance activities and the Contractor has submitted regulatory reporting and their invoice to the CRC and Town.

**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 assembled and submitted several close-out reports to the EDA for approval. Ms. Pugh said the final invoice from the contractor was received and submitted for the Certificate of Substantial Completion to close out this grant. Ms. Pugh stated the TRRC staff requested a budget revision for the match on this project. Ms. Pugh stated the CRC assembled and submitted the budget revision with an updated match to TRRC staff for approval, as well. Ms. Pugh stated the CRC staff prepared and submitted additional match documentation and reimbursement request #3 to GO Virginia staff.

**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 she asked the VHREDA Board to repay \$50,000 of the money owed to CRC, \$24,000 for Administration and \$26,000 as part of the \$88,571.76 to be repaid to the CRC. Ms. Jackson stated the VHREDA Board approved the CRC to paid and the rest will be paid over the next two fiscal years with the negotiated price for administration. VHREDA up and running. Ms. Jackson asked the board if it was sufficient enough. Ms. Jackson stated the VHREDA board approved a resolution for the CRC to write a Tobacco Commission application for Branding. Ms. Jackson stated the Tobacco Commission Grant was submitted on March 5<sup>th</sup>, 2025. Ms. Jackson stated she held a full board meeting to approve the new Executive Director, and they approved moving forward with the hiring process of Alexander McCoy. Ms. Jackson said the candidate did not want to be on the CRC's VRS or insurance. Ms. Jackson stated she collaborated with Doug Stanley to create a contract for the new Executive Director and sent the Contract to the full Board for approval. Ms. Jackson stated she presented a Budget request to the Amelia, Buckingham, Nottoway, and Prince Edward Board of Supervisors for VHREDA.

**Update on Central Virginia Poultry Cooperative TRRC & AFID Grants:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the CRC has submitted Year 1 expenses of \$170,857.00 for reimbursement and is awaiting reimbursement from VDACS. Ms. Pugh stated the CRC received the \$325,000 Advancement from the TRRC and the TRRC may want the advancement back even though \$103,326.52 has been expended to the CVPC. Ms. Pugh stated the CRC worked with TRRC and the CVPC to set up a meeting.

**Update on Regional DHCD Broadband Affordability and Adoption Plan:** Mr. Bowman stated a report was included in the Council packet. Mr. Bowman gave the following updates:

**Project Management Meeting Held (February 18, 2025)**

- Discussed using the plan as a **template/guide** for future local broadband applicants.
- Set a **March 7<sup>th</sup> 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:**

- Much 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.

**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 begin the loan closeout process. Ms. Pugh stated Charlotte Court House has executed the required documentation to close out the loan. Ms. Pugh stated the CRC and Charlotte Court House staff are in communication with VDH staff on the next steps for 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 scheduled two public input sessions related to this project. Ms. Pugh stated on March 3<sup>rd</sup>, 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. Ms. Pugh stated the second public hearing date for March 25<sup>th</sup> has been cancelled and will need to be rescheduled.

**Update on the EDA Planning and Local Technical Assistance Program:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh gave the following updates for (September 3<sup>rd</sup>-March 10<sup>th</sup>):

- The CRC held their first CEDS committee meeting on February 7<sup>th</sup>. At this meeting, CRC staff provided an overview of the CEDS, a timeline for project completion, and conducted a SWOT analysis of the region.
- CRC staff are currently conducting an economic analysis of the region.
- The next meeting will be held in April.

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

- **Transportation Coalition Meeting:** CRC staff attended the February 20<sup>th</sup> Transportation Coalition meeting in Farmville. During this meeting, CRC staff invited Rick Youngblood to talk about what an Urban Development Area (UDA) is and discussed the potential benefits of the 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 attended Lynchburg District GIS Day on March 7, 2025, from 1-4 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.

**Update on the SCRC LDD Program:** Mr. Bowman stated that the report is included in the Council packet. Mr. Bowman stated CRC continues to provide 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. Mr. Bowman 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:** The February 10<sup>th</sup> Board of Supervisors meeting, where the Board decided to hold joint work sessions. The first joint work session is scheduled for March 17<sup>th</sup>.
- **Amelia County Modified:** The February meeting was cancelled due to inclement weather. Next meeting will be in March.

### **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 7<sup>th</sup> 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 Process:**
  - Most 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.

### **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:

- **Sentara Grant:** CRC staff are working on submitting two applications to the Sentara Grant:
  - Crossroads Services – to purchase generators.
  - Charlotte County Meals on Wheels- for costs related to expanding the number of clients they serve and providing five meals a week for each client.
- **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 of hiring consultants to inventory the town's vacant buildings and put them 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:** 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.
- The CRC has submitted a grant application to the TRRC to assist with the Branding of Virginia's Heartland Regional Economic Development Alliance (VHREDA). If awarded this grant, TRRC would pay half of the cost to have the new organization branded, have a branding training/communications guide created, and a website created.

**Upcoming Grant Funding Opportunities:** Ms. Pugh stated a report was included in the Council packet.

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

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

**Other Business:**

**Council Member Comments:** Mr. Hankins stated to the Board that they will elect a new Treasurer at the next Board meeting in April.

**Adjournment, Next Meeting:** The meeting adjourned at 9:31 a.m. The next meeting was set for Wednesday, April 16th, at the CRC's office at the Heartland Building in Keysville, Virginia.

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Mr. David Emert, Secretary

Treasurer's Report - Cash on Hand & Account Balances

For the Period of March 1, 2025 thru March 31, 2025

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 255,901.86
Total Expenses	\$ 103,557.44
Net Balance	\$ 152,344.42
Cash on Hand	\$ 1,174,314.35

Account Balances as of March 31, 2025

CRC Accounts

Truist 4425 (M1)	\$ 860,849.43
Truist 4301 (PR)	\$ 2,270.20
Truist 1827 (Oprtg)	\$ 3,139.74
Benchmark (M2)	\$ 237,904.12
Benchmark (CD1)	\$ 55,101.56
Benchmark (CD2)	\$ 15,049.30

\$ 1,174,314.35

Truist 7840 (VHREDA) \$ 150,611.26

Prepared by: Wendy Newton, April 7, 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 - \$150,611.26

\*47060/70045 VH PDC Housing Program Funds - \$59,191.24

\*47070/79036 VATI Regional Broadband Grant -

\*47081/79047 CVPC AFID PG -

# COMMONWEALTH REGIONAL COUNCIL

## Profit and Loss

March 2025

	CRC	VHREDA
<b>Income</b>		
45000 Project Funding		
45955 PDC Housing Program	6,163.92	
46084 CRC REDO Oversight & Fiscal Management	24,000.00	
46088 VHREDA Private Campaign Costs Reimbursement	26,000.00	
46089 Regional DHCD Broadband Afford. & Adopt. Plan	82,500.00	
Total 45000 Project Funding	\$ 138,663.92	\$ 0.00
46000 Other Funding		
45770 DEQ WIP Assistance (3)	58,000.00	
46040 Interest Income	46.70	
Total 46000 Other Funding	\$ 58,046.70	\$ 0.00
47000 Pass Thru Funds		
47040 VHREDA Investment		5,000.00
47060 VH PDC Housing Program Funds	59,191.24	
Total 47000 Pass Thru Funds	\$ 59,191.24	\$ 5,000.00
<b>Total Income</b>	<b>\$ 255,901.86</b>	<b>\$ 5,000.00</b>
<b>Gross Profit</b>	<b>\$ 255,901.86</b>	<b>\$ 5,000.00</b>
<b>Expenses</b>		
71000 Personnel Costs		
71010 Salary Distribution	25,538.44	
71040 Payroll Expenses (SS/FICA)	1,962.53	
71200 VRS Contribution	5,862.80	
71350 Staff Travel - Training/Conferences	174.30	
71500 Group Health Insurance	3,921.53	
71600 Life Insurance	15.45	
71750 Employee Cell Phone Stipend	250.00	
Total 71000 Personnel Costs	\$ 37,725.05	\$ 0.00
720.00 Bank Charges/Fees	5.00	
72000 Office Operations		

72010 Lease Costs	1,200.00		
72015 Utilities	1,064.17		
72020 Telephone/Internet Costs	282.08		
72040 Consumable Supplies	568.46		
72070 Administrative Costs	92.00		
72080 Office Costs - Other	137.83		
Total 72000 Office Operations	\$ 3,349.54	\$ 0.00	
73000 Office Equipment			
73020 Office Equipment - Lease	175.39		
73030 Equipment Maintenance	480.80		
Total 73000 Office Equipment	\$ 656.19	\$ 0.00	
74000 Auto/Staff Travel			
74020 Staff Mileage - Regular Travel for Meetings	692.93		
Total 74000 Auto/Staff Travel	\$ 692.93	\$ 0.00	
79000 Pass Thru Fund Expenses			
79045 VH PDC Hous Prog-Partner Expens	60,757.84		
79048 VHREDA		51,714.48	
Total 79000 Pass Thru Fund Expenses	\$ 60,757.84	\$ 51,714.48	
90000 Other Program Costs			
90011 EDA, NADO, CEDS, SCRC, Other	261.50		
90101 New REDO Costs	119.39		
Total 90000 Other Program Costs	\$ 380.89	\$ 0.00	
Total Expenses	\$ 103,562.44	\$ 51,714.48	
Net Operating Income	\$ 152,339.42	-\$ 46,714.48	
Net Income	\$ 152,339.42	-\$ 46,714.48	



IN PARTNERSHIP WITH

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

## Memorandum

**TO:** CRC Board of Directors

**FROM:** Christin Jackson  
Executive Director

**DATE:** April 16, 2025

**SUBJECT:** Update (March 11, 2025 – April 8, 2025)

- Attended with Lauren the Victoria Town Council and Planning Commission Joint Public Hearing on the Comp Plan.
- Participated in the Chesapeake Bay DEQ Quarterly Meeting.
- Held a Hazard Mitigation Update Meeting with several localities that were interested in some grant funding.
- Participated in the VDEM Hazard Mitigation Mini Session hosted by Southside Planning District.
- Submitted a letter and Scope of Work to SCRC for this year's funding.
- Presented to the Lunenburg Board of Supervisor's Public Hearing on their Comp Plan.
- Participated in a VATI monthly meeting.
- Wrote a Sentara grant application for Charlotte County Meals on Wheels.
- Worked with Matt Swartout and Dr. Moore from Crossroads to get a Sentara grant application submitted for them for generators.
- Attended the VA DEQ Chowan River 1 Regional Planning Unit Kick-off for the State Water Supply Plan.
- Hosted the VA DEQ Roanoke River 3 Regional Planning Unit Kick-off for the State Water Supply Plan.
- Presented at Kenbridge Town Council and Planning Commission Joint Public Hearing on the Comp Plan.
- Worked on the CRC Budget.
- Attended the VAPDC Federal Issues Information Sharing.
- Wrote a letter of support for the City of Richmond to create the Water Plan for Amelia and Cumberland.
- Hosted a BOOMS meeting with partnering PDC's to establish understanding and potential interest.
- Created talking points on BOOMS for PDC's to share with Towns.
- Discussed updates and funding to TRRC grant with Sarah Capps and Courtney Mailey as well as Chris McNamara from VA Housing.
- Participated in the VA Flood Protection Master Plan meeting.
- Collaborated with Dr. Maria Almond to apply for two OAA funded grants for Prince Edward and Nottoway Counties one for VA Piedmont Health District and one for the Regional Jail's McShin Recovery Program.
- Assisted Charlotte Court House and Town of Keysville get on VDEM's list to have assessments done of their critical facilities, so that there may be future grant opportunities.
- Worked to get a FEMAGO grant for Prince Edward from 2019 closed out.
- Attended the Centra Mandatory grant meeting with CRC Staff in preparation for grant applications.
- Hosted a BOOMS meeting for the Towns interested in the program as well as others from other PDC's.
- Attended the SCRC LDD Technical Assistance Training and portal training.
- Got quotes from accounting agencies to reconcile our checking accounts.
- Worked with Wendy to get old QB data downloaded to our server.
- Sent quote out to Lancer printing for the DHCD Broadband Regional Plan.
- Participated in a Revize website meeting to get an idea of what we might need for CRC – ADA Compliance is an issue with our existing website.
- Participated in several TPM meetings and a kick-off meeting with Chmura.
- Reached out to other PDC's on reassessment options for the counties.
- Attended SCVNN monthly meeting.
- Attended Homeless Taskforce Meeting.



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## Scoping the Future List of Innovative/Regional Ideas

### Ideas Previously Discussed:

- Building Entrepreneurial Economies (BEE) Grant Program through DHCD
- Aeronautical Grants for Drone Industry
- Triage Emergency Dispatch Program
- Lack of Workforce Training - Ways for CRC to get involved, including working with Southern VA Go Region & SVCC – CRC is currently involved in the Talent Pathways Academy – In the works.
- 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 – DCR is working on this project, and we stay in contact with them in case we can be of assistance.
- 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. The CRC submitted the first DEQ application for the Chowan River 1 Region to start the planning process of the creation of the Regional Plan.
- County Reassessments – How can CRC make this an easier process for its counties? – Staff is has reached out to other PDC's in VA to see what they have done and will share findings with all counties interested.

### New Ideas:

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

Note: Items stricken through have been addressed or pursued.



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**MEMORANDUM:**

**TO:** CRC Council Members  
**FROM:** Lauren Pugh, Planning Director  
**DATE:** April 8, 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 completed and submitted 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 attended the DEQ WIP program meeting on March 12<sup>th</sup> with other participating PDCs in this program.
  - CRC staff assisted the Town of Keysville submit a pre-application to VDEM's Hazard Mitigation Grant Program to purchase a generator for the wastewater treatment plant. The Town has been approved to move forward with submitting a full application, which is due by August 30, 2025.





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### **MEMORANDUM**

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

**FROM:** Matt Swartout  
Regional Planner

**DATE:** April 8, 2025

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

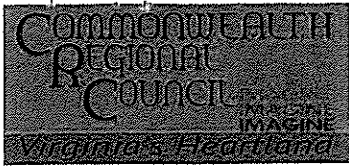
The Commonwealth Regional Council (CRC) is assisting Buckingham County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of recent progress:

- CRC staff attended a joint working session between the Board of Supervisors and the Planning Commission on March 17<sup>th</sup> to review the entire plan prior to scheduling a public hearing. There were a few requested changes to the plan, the CRC is working on these changes. Once completed, the CRC will work with County staff to set a public hearing date for the Planning Commission.

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

cc: Christin Jackson, Executive Director, CRC  
Nicci Edmonston, Zoning/Planning Administrator, Buckingham County

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### **MEMORANDUM**

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

**FROM:** Matt Swartout  
Regional Planner

**DATE:** April 8, 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 CRC attended and presented at the following joint public hearings:
  - 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
- All three Planning Commissions recommended the comprehensive plan for approval to their respective town councils and the Board of Supervisors.
- The town councils and Board of Supervisors approved the comprehensive plan.
- The CRC is working with county and town staff to finalize the plan with resolutions to prep the plan for printing.

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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MEMORANDUM:

TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: CRC Affordable Workforce Housing Development Program

DATE: April 8, 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:** CRC staff are assembling the quarterly report and reimbursement request to Virginia Housing.

- Piedmont Habitat:
  - Ashley Way homes in Keysville – All five sites have been cleared. The foundations have been completed. 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 was on site.
- Smyth Properties – Project Completed.
- Town of Blackstone/ Southside Outreach –Southside Outreach bid out the next three homes for construction and are expected to close the bid in Mid-April.

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**MEMORANDUM**

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

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

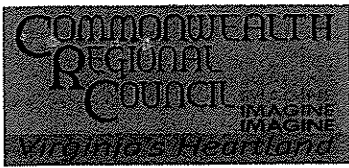
**DATE:** April 8 , 2025

**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:

- CRC staff attended a planning committee meeting on March 18<sup>th</sup>. At this meeting, CRC staff reviewed the draft survey summary report and the future land use map. There were a few requested changes to the future land use map.
- The next planning committee meeting will be held on April 24<sup>th</sup>. At this meeting, CRC will review the changes to the future land use map and transportation section and review the draft of the natural resource section.

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



## MEMORANDUM

**TO:** CRC Council Members

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

**DATE:** April 8, 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 worked 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 completed repairs to these areas.
- Planet Network crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers.
- As of April 7, 2025, a total of 7,359 passings (out of a target of 11,397 total passings) and 1,709 installs for new customers have been completed. 44 total installations were completed last month.
- The CRC staff had a meeting with DCHD staff to discuss the progress of the project.
- The Project Management Team meets monthly to discuss the project. The team includes local staff, CRC staff, Planet Network staff, and DHCD staff. The next meeting is scheduled for April 18, 2025.
- Per an agreement with DHCD, CRC and local staff are making quarterly site visits to observe the work being done by Planet Network and their contractors. CRC, Lunenburg, Cumberland and Planet Networks staff completed a site visit in Cumberland County on January 23rd. CRC staff will work to schedule and complete another site visit later this month.

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:** April 8, 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. At the request from VDEM, CRC assembled and submitted the detailed budget breakdown to VDEM staff for approval. CRC also completed two quarterly reports for this project.

### **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:**

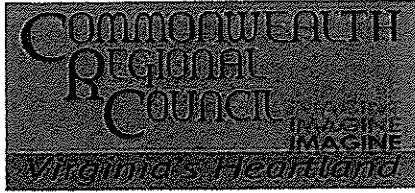
Hurt & Proffitt has submitted their scope of work for this project. The scope of work consists of: TCLP testing. The TCLP will be performed by Hurt & Proffitt to ensure proper disposal of lead within the participating buildings. This will be completed prior to demolition of the buildings.

- 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. Town and CRC staff have set up a meeting to discuss the next steps to complete this sale.
  - 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.

- 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 17<sup>th</sup>. 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.







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TO: Commonwealth Regional Council

FROM: Lauren J. Pugh, Planning Director

SUBJECT: SEED Innovation Hub Project Update

DATE: April 8, 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 LUREF staff are awaiting the submittal of the final invoice from the contractor to close out this grant. Since the deadline for closing out this grant was reached, a second extension on this project was filed and approved. The project will now have until July 2025 to be closed out. CRC staff are assembling the quarterly report.

Tobacco Commission Funds- The budget revision that was submitted to TRRC staff was approved. CRC staff assembled and submitted another reimbursement request to the TRRC.

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: April 8, 2025 (for dates from March 11, 2025 – April 8, 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 11<sup>th</sup>, 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.
- VHREDA paid CRC \$50,000 - \$24,000 for Administration and \$26,000 as part of the \$88,571.76 to be repaid to CRC. The remainder of the \$88,571.76 was approved to be paid over the next two fiscal years with the negotiated price for administration.
- Collaborated with Doug Stanley to create a Contract for the new Executive Director.
- Sent the Contract to Elder and Watkins for review and updates and then to the full Board for approval.
- Contract was approved and signed by Alex McCoy and his official start day is April 14<sup>th</sup>, 2025.
- Ordered Alex's computer, monitors, port, keyboard, and mouse.
- Applied for a credit card for VHREDA for Alex to use.
- Got Zackary McKinney Technologies to set up a Microsoft License and monthly maintenance contract for his computer support and data safety.
- Got Alex an email address established.
- Connected Zac McKinney with Sheri McGuire and Longwood University IT to get him on their system to establish printing and security.
- Bought Alex a new cell phone, so that we could create business cards for him. CRC staff set up his phone.
- Worked with CRC staff to create a business card for Alex.
- Called Watson and Sons to get a quote on term life insurance for Alex, but they do not do Long-term disability.
- Set up a meeting with Chuck Dowdy of Northwestern Mutual Insurance to get Alex a Term Life Insurance and a Long-term disability policy. Got this approved by the VHREDA Board and by Alex.
- Will pick Alex up on Saturday, April 12<sup>th</sup> at 7:00 to take him to Richmond Airport to fly back to Ohio and get his truck and drive back to Virginia before the 14<sup>th</sup>.

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**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: April 8, 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 through two grants.

### **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 request (request #3) to the TRRC for final approval. Staff from the TRRC, CVPC, CRC, and VA FAIRS held a meeting to discuss the request and the rate at which the TRRC funds have been expended. The CVPC, CRC, and TRRC staff are working through this matter to establish a timeline for at which a farm is considered profitable and are unable to submit new expenses to the TRRC for reimbursement.



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### **MEMORANDUM**

TO: CRC Council Members  
FROM: Ethan Bowman

DATE: April 8, 2025

SUBJECT: Status Report – DHCD Regional Broadband Affordability and  
Adoption Plan

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:**

- Final Project Management Meeting Held (April 7, 2025)
  - No further suggestions from stakeholders
  - CRC will be submitting the Final Plan on April 11, 2025
  - CRC is waiting for quotes from multiple printers, as per our procurement policies
    - Printing 750 copies of the plan
      - 100 per county, and 50 to keep at the CRC
      - Agencies/Organizations may pick up copies from their local county offices

cc: Christin Jackson, Executive Director, CRC

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TO: CRC Representatives

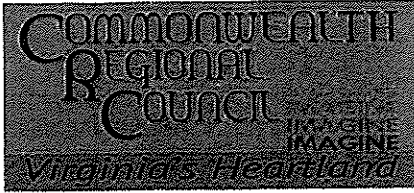
FROM: Lauren J. Pugh, Planning Director

SUBJECT: Charlotte Court House Lead Service Project

DATE: April 8, 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 assembled and submitted the first reimbursement request to VDH and are awaiting approval.



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: The Town of Crewe Downtown Revitalization Planning Grant

DATE: April 8, 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 have drafted 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 3<sup>rd</sup>, 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 April 14<sup>th</sup>. 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.

CRC staff attended a meeting with Town and DHCD staff to ensure the Town is prepared for the upcoming CBDG BDR application that will be opening soon.

CRC staff also attended meetings with the consultant and Town staff to discuss the draft plan.

The estimate competition date for this project is April 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: April 8, 2025

**Project:** In July 2024, the Commonwealth Regional Council (CRC) applied for \$70,000 in EDA Planning and Technical Assistance funds. On September 3<sup>rd</sup>, 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 during this grant cycle (September 3<sup>rd</sup> – April 8th) by CRC staff:

- CEDS update:
  - The CRC held their first CEDS committee meeting on Friday, February 7<sup>th</sup>. 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 in preparation for the April 25<sup>th</sup> meeting.
- 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 (See separate report)
- 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 for the Central Virginia Poultry Group (CVPG) for the Tobacco Commission and VDACS grants by:
  - Submitting reimbursement requests
  - Acting as the Applicant and Fiscal agent for these grants
  - Corresponding with CVPG and Grant Administrative staff



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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Matt Swartout  
Regional Planner

**DATE:** April 8, 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 March 20th Transportation Coalition meeting virtually. The discussion consisted of the growing concerns related to transportation in the area. During the meeting, members highlighted increasing transportation challenges and explored potential solutions to improve access and mobility for residents.
- **Draft Scope of Work:** CRC staff submitted the Scope of Work for the upcoming fiscal year. A draft Scope of Work was due to VDOT in March.
- **STARS:** On March 14<sup>th</sup>, CRC staff attended a VDOT meeting discussing the E 3rd street and Persimmon Tree Fork Road intersection and the improvements that could be made to reduce the number of accidents.
- **GIS**
  - **Inquiry:** On April 2<sup>nd</sup>, Carson Eckhardt from VDOT helped provide some insight on how to improve the visual appeal of a map showing crash data for Amelia County and the process of how to achieve the desired visuals.
  - **Mapping:**
    - CRC staff have been working on updating and creating GIS based maps for comprehensive plans and other individual projects.
    - CRC staff have been developing several maps for Prince Edward County to illustrate the boundaries of each voting district. The maps include labeled roads to clearly define district lines and show the locations of polling places throughout the county.

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



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### MEMORANDUM

TO: CRC Council Members  
FROM: Ethan Bowman

DATE: April 8, 2025

SUBJECT: Southeast Crescent Regional Commission Program– April 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.
  - Currently providing grant Administration services to the Central Virginia Poultry Group
- **Comprehensive Planning:**
  - *Lunenburg/Kenbridge/Victoria Join Comprehensive Plan:*
    - Approved by all Localities
    - CRC is working with localities to print the plan
  - *Buckingham County Comprehensive Plan:*
    - Held a joint work session with CRC, BoS, and Planning Commission
    - CRC is making requested changes
    - Working to schedule a Public Hearing with the Planning Commission
  - *Amelia County Comprehensive Plan:*
    - Held a meeting on 3-17-25, Reviewing Survey Summary and Future Land Use Map
    - CRC will present the updated Natural Resource section, as well as the update Land Use Map next meeting, on 4-24-25

cc: Christin Jackson, Executive Director, CRC

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## MEMORANDUM

TO: CRC Council Members

FROM: Lauren Pugh  
Planning Director

SUBJECT: Drakes Branch Comprehensive Plan Update

DATE: April 8, 2025

As part of the Commonwealth Regional Council's (CRC) efforts to assist the Town of Drakes Branch's Planning Commission in updating the Drakes Branch Comprehensive Plan, the following activities have occurred:

- CRC staff held a kick-off meeting with the Planning Commission on March 26<sup>th</sup>. At this meeting, CRC staff reviewed the comprehensive guidelines and components.
- The next work session will be held on April 30<sup>th</sup>. At this meeting, the CRC will review the tentative timeline for the project, discuss the likes and dislikes from the last comprehensive plan, discuss the community meeting dates and times, and review potential community meeting exercises.

As always, please feel free to contact us 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:** April 8, 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 March 11, 2025:

#### Status Update

- **Congratulations** Cumberland County on being **awarded \$32,678.00** for the VDACS, AFID Infrastructure Grant to complete Farmer's market amenities.
- Virginia Tobacco Region Revitalization Commission, Southern Virginia program: CRC staff **submitted** 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 granted an extension to submit this grant. For the match, the CRC plans to submit applications to DHCD and Virginia Housing to cover the match costs.
- Sentara: CRC staff **submitted** two applications to the Sentara grant:
  - o Crossroads Services – to purchase generators.
  - o Charlotte County Meals on Wheels – to purchase food items
- DEQ, Water Supply Plan: CRC staff **submitted** an application to complete planning activities for Chowan Region 1, which encompasses the Counties of Brunswick, Lunenburg, Nottoway, and Prince Edward.
- VDEM, HMGP (Helene): CRC staff **submitted** two pre-applications to the HMGP grant. Both pre-applications were approved to move forward with a full application.
  - o Victoria: purchase a generator for a water pump to water tank
  - o Keysville: purchase a generator for wastewater
- Opioid Abatement Act (OAA) – CRC staff **submitted** two joint applications for Nottoway and Prince Edward Counties to support the following activities:
  - o Support Piedmont Health district – implement opioid abatement activities
  - o Regional Jail's McShin – rehabilitation program for incarcerated individualsThese County will use OAA funds to match these grants support this program.
- Centra: CRC staff are **assisting** several organizations with applications to the Centra grant.
  - o Charlotte County Meals on Wheels – purchase additional food items

- o Drakes Branch Volunteer Fire Department – TBD
  - o Crossroad Services – to purchase additional generators
  - o Rice Volunteer Fire Department – Extrication equipment
- Congressional Directed Spending: CRC staff are **assisting** the Town of Blackstone with an application to CDS to reconstruct a raw water line.
- Community Resource Services: CRC staff are 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 met with staff from Lunenburg County, CRS, and DHCD to discuss potential funding opportunities to fund the PER and construction of the facility including the CBDG Community Service Facilities Planning Grant and Implementation Grant.
- Mary E. Branch: CRC staff shared several grant opportunities with Mary E. Branch for the rehabilitation and renovation of the Mary E. Branch Elementary School in Farmville, VA. CRC staff worked with Prince Edward County staff to attend a meeting with CREW Community Center in Mount Jackson, VA to learn more about funding opportunities that the organization used to fund the rehabilitation of an old school into a multi-purpose space.

#### Awaiting Approval

- 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.
- 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
- 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 12<sup>th</sup>.

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

- Nottoway County LRA: CRC is working on identifying potential grants to fund repairs to the Camp Pickett Officer's Club.
- 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.
- 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

<b>Upcoming Grant Funding Opportunities</b>	
<b>Grant Opportunity</b>	<b>Deadline</b>
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, Capacity Building Grant	Open – closes on 5/31/25
Congressionally Directed Spending	Open – Closing date to TBD
DHCD, Industrial Revitalization Fund	Opens on 4/1/25, closes 5/31/25
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>	





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### **MEMORANDUM**

TO: CRC Council Members  
FROM: Christin Jackson/Ethan Bowman  
DATE: April 8, 2025  
SUBJECT: CRC Rebranding Initiative – Website, Domain, and Identity Updates

The Commonwealth Regional Council (CRC) needs to undergo a strategic rebranding effort to better reflect our identity, improve public access to our resources, and align with updated accessibility requirements. As part of this initiative, CRC domain should be transitioned, introduce a new professional logo, and initiate a complete website rebuild to enhance visibility, functionality, and ADA compliance.

#### **Affordability:**

- CRC attained the DHCD Regional Broadband Affordability and Adoption Plan grant of \$165,000, that was not in the 2024-25 budget. CRC used staff time and printing services that totaled approximately \$25,000, leaving approximately \$140,000 for CRC to use to reinvest in itself. We would like to use a portion of these funds to create a new website. CRC staff has asked for quotes from two providers and is considering either partial or full in-house creation as well.

#### **Proposed Ideas:**

- CRC will transfer ownership of **VirginiasHeartland.org** to the Virginia's Heartland Regional Economic Development Alliance (**VHREDA**) to better represent its regional marketing and economic development mission.
- CRC will acquire a new domain name that clearly aligns with our organization's identity and mission (*e.g., vacrc.org, crcpdc.org pending availability*).
- A new CRC **seal-style logo** is in development to modernize and professionalize our visual identity.
- The current CRC website will be **rebuilt from the ground up**, addressing longstanding issues:
  - Limited visibility on Google and other search engines
  - Outdated navigation and user experience
- The redesigned website will be built with **ADA compliance** in mind to meet new federal accessibility regulations, which go into full effect by the **end of 2026**.

cc: Christin Jackson, Executive Director, CRC

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### **MEMORANDUM**

TO: CRC Council Members  
FROM: Christin Jackson  
DATE: April 8, 2025  
SUBJECT: CRC Requested Quotes for an Accounting Agency to Reconcile  
Monthly Checking Statements

Christin Jackson called various Accounting Agencies in the area to get three quotes. It was explained to each agency that CRC had three checking accounts; one for ACH's and other deposits to come in and two/three transfers per month went to the other two accounts, one account for Payroll, and one account for billing. There were five people on staff for the payroll account and they are paid biweekly. There are probably no more than 30 bills paid in a month. The activity of reconciling these three accounts to CRC's QuickBooks system should probably take no more than an hour per month after the first month of set up and catch up.

#### **The Accounting Agencies that she called were:**

- \*Tax Advisors – Keysville, VA – 434-321-1120 – Talked to Gloria Hanks - Call Colleen back after April 15<sup>th</sup>.
- \*A Plus Tax Accounting – Keysville, VA – 434-233-0108 – Their Office Manager, Shelly Linkous is QuickBooks Certified and does bookkeeping for other businesses and can do this for CRC for \$32.00/hour.
- Hill & Davis – Farmville, VA – 434-392-1801 – Talked to Crystal who said that it would be \$250.00 per month.
- \*Wilmoth Accounting and Tax Services – Farmville, VA – 434-392-4459 – Come there and talk to Matthew after April 15<sup>th</sup>.
- \*Pine Grove Tax and Accounting – Victoria, VA – 434-696-1500 – Voice Mailbox was full
- \*H&R Block – Keysville, VA – 434-736-8895 – No answer and no answering machine
- \*Agm Accounting Concepts – Farmville, VA – 434-392-1532 – Got answering machine – Did not leave message.
- \*Philbrooks Tax Services – Abilene, VA – 434-223-8961 – Out of Business
- \*Tahri CPA PLLC – Farmville, VA – 434-392-8311 – Mr. Tahri was out, and he had to give quotes his number is 703-490-9280 – Did not call him at this time.
- \*Creedle, Jones & Associates – South Hill, VA – 434-447-7111 – They can do it, and it will be about \$195.00 per month

COMMONWEALTH REGIONAL COUN  
200 Heartland Rd

cc: Christin Jackson, Executive Director, CRC

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TO: CRC Council Members

FROM: Christin Jackson and Lauren Pugh

SUBJECT: Regional Reassessment Possibilities

DATE: April 8, 2025

**Project:** At the March 19, 2025, CRC council meeting, Council members expressed interest in exploring the possibility of establishing a local firm to conduct reassessments for region. To learn more about this initiative, the CRC has been researching this initiative, coordinating and facilitating meetings, and sparking conversations on this topic.

**Project Update:** To better understand this initiative, the CRC staff reached out to other PDCs across the state and learned that similar efforts have been explored by other regions. Middle Peninsula PDC (MPPDC) even conducted a feasibility study to assess the potential benefits and challenges. The CRC also reached out to Northern Shenandoah PDC (NSPDC) who explored this option as well. Both PDC's selected not to move forward with establishing a regional reassessment firm and instead selected to move forward with a regional reassessment RFP.

Also in the CRC's research, we learned that the CRC did conduct a feasibility study on this topic back in 2008 and that the topic has been explored in 2014 as well. The CRC is conducting additional research to learn more about the outcome during this time and why this initiative did not move forward.

CRC staff is also in the process of researching other localities in the state that have their own reassessment offices and if any of these offices cover multiple counties.

The CRC has set up a meeting with County staff to facilitate a deeper discussion on this topic and gauge interest in moving forward with this initiative. This meeting will be held on April 17<sup>th</sup>.

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