



**CRC Budget Committee Meeting at 8:15 a.m. prior to CRC Meeting**

**Meeting Agenda  
Commonwealth Regional Council  
Wednesday, April 17, 2024 9:00 a.m.**

**Commonwealth Regional Council Conference Room, 200 Heartland Road, Keysville, VA**

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes of March 20th Council Meeting, (pg 1)..... Council Members
- V. Treasurers’ Report – March/April Financial Statements, (pg 9)..... Treasurer Walker
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman’s Report..... Chairman
    - 1) Executive Director Search Committee Report, Announcement of New CRC Executive Director, (pg 13)..... Chairman
    - 2) CRC Budget Committee Report..... Chairman
  - B. Executive Director’s Monthly Activities Report, (pg 14)
    - 1) Resignation of Deputy Director, Todd Fortune, (pg 15)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 16)..... Council Members
- VIII. Old Business
  - A. Staff Monthly Project Reports
    - 1) Update on Regional Emergency Planning Activities, (pg 17)..... Todd Fortune
    - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 18)..... Lauren Jones
    - 3) Update on Charlotte County Comprehensive Plan, (pg 19)..... Lauren Jones
    - 4) Update on Buckingham County Comprehensive Plan (pg 20)..... Todd Fortune
    - 5) Update on Amelia County Comprehensive Plan Update (modified) (pg 21)..... Todd Fortune
    - 6) Update on Lunenburg County Comprehensive Plan Update, (pg 22)..... Tyler Henderson
    - 7) Update on CRC Affordable Workforce Housing Development Program, (pg 23)..... Lauren Jones
    - 8) Update on Kenbridge & Charlotte County ESHP Projects, (pg 24)..... Lauren Jones
    - 9) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 25)..... Todd Fortune
    - 10) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 29)..... Melody Foster
    - 11) Update on Drakes Branch Building Acquisition Project, (pg 30)..... Todd Fortune
    - 12) Update CRC Regional Hazard Mitigation Plan Update, (pg 33)..... Todd Fortune
    - 13) Update on Longwood SEED Innovation Hub Project, (pg 34)..... Lauren Jones
    - 14) Update on New Regional Economic Development Organization (REDO) Grant, (pg 35)..... Melody Foster
    - 15) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 36)..... Lauren Jones
    - 16 Council Member Comments
- IX. New Business ..... Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 37)..... Lauren Jones
    - 2) VDOT FY25 Rural Transportation Planning Program, Scope of Work & Resolution, (pg 41)..... Todd Fortune
    - 3) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, None this month
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – Next Meeting Date – Wednesday, May 15, 2024  
CRC Conference Room

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**Commonwealth Regional Council  
CRC Conference Room  
Keysville, Virginia  
March 20, 2024**

**Welcome & Call to Order**

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

**Invocation and Introductions**

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

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

Amelia:

Mr. Dexter Jones

\*Mr. David Felts

Mr. Dexter Jones  
(Secretary)

\*Mr. David Felts

Buckingham:

Mr. Paul Garrett

\*Mr. Karl Carter

Mr. Paul Garrett

\*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

\*Mr. Walt Bailey

Mr. Gary Walker  
(Treasurer)

\*Mr. Walt Bailey

Cumberland:

Mr. John Newman

\*Mr. Eurika Tyree

Mr. John Newman

\*Mr. Eurika Tyree

Lunenburg:

Mr. Mike Hankins

\*Ms. Taylor King

Mr. Mike Hankins  
(Vice-Chairman)

\*Ms. Taylor King (V)

Nottoway:

Mr. Dickie Ingram

\*Mr. Bill Collins

Mr. Dickie Ingram

\*Mr. Bill Collins

Prince Edward:

Mr. David Emert

\*Dr. Odessa Pride

Mr. David Emert  
(Chairman)

\*Dr. Odessa Pride

Non-Member Representatives:

## SVCC:

\*\*Mr. Keith Harkins

\*\*Mr. Keith Harkins

## Longwood University:

\*\*Ms. Sheri McGuire

\*\*Ms. Sheri McGuire

## Hampden-Sydney College:

\*\*VACANT

\*\*VACANT

NOTE: \*Denotes Alternates

\*\*Denotes Non-Voting Member Attending

**Member County Administrators Present**

Mr. Dan Witt, Charlotte County

Mr. Derek Stamey, Cumberland County(V)

Mr. Steve Bowen, Nottoway County (v)

**STAFF**

Ms. Melody Foster, Executive Director

Mr. Todd Fortune, Deputy Director

Ms. Lauren Jones, Regional Planner

Mr. Tyler Henderson, Regional Planner

**GUESTS:**

Ms. Sara Crawford, Charlotte Court House Town Manager

Mr. Terry Ramsey (V)

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

Tony Matthews, Town Manager of Kenbridge

(V) Denotes attendees who participated virtually.

**Approval of Minutes of February 21, 2024 Council Meeting:**

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

**Treasurer's Report:**

**February/March:** Mr. Emert stated he had reviewed the financial report and found everything to be in order. Mr. Hankins moved and Mr. Emert seconded to approve the Treasurer's Report as presented. Motion carried. Ms. Foster stated that the CRC is still awaiting the arrival of some checks. Ms. Foster stated that some state agencies were still sending checks to our old mailing address even after CRC staff submitted the address change. Ms. Foster stating that we are still working to address this issue.

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

**Chairman's Report:** Mr. Emert stated that the Council needs to appointment a Budget Committee. Mr. Emert stated that he appoints himself, Mr. Walker, and Mr. Hankins to the committee.

**Executive Director Monthly Activities Report:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that she assembled and submitted the CRC County budget request for

FY25. Mr. Foster also stated that she interviewed candidates for the CRC Finance Director Position. Ms. Foster stated that she has not filled the position. Ms. Foster stated that she had another interview scheduled.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** There was none.

**Old Business:**

**Staff Monthly Project Reports:**

**Update on Regional Emergency Planning Activities:** Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated the educational campaign is underway. The CRC staff have been coordinating with local superintendents and school staff in each public school system in the region, plus the heads of school and school staff for the private schools in our region. CRC staff have begun scheduling the delivery of Pedro the Penguin preparedness activity books to each elementary school for distribution to second grade students during the month of March. The second-grade students would then be able to take the books home and complete the activities during spring break as a fun way to learn about emergency preparedness.

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Jones stated that a report was included in the Council packet. Ms. Jones stated that the CRC assisted the Town of Kenbridge with a submitted application to VDOF's Virginia Trees for Clean Water Grant Program. Ms. Jones stated that she has also email corresponded with Cumberland Counties extension office to discuss a potential rain barrel workshop within the County.

**Update on Charlotte County Comprehensive Plan Update:** Ms. Jones stated that a report was included in the Council packet. Ms. Jones stated that at the February Board meeting the Board selected to set the Comprehensive Plan Public Hearing date to April 10<sup>th</sup>.

**Update on Buckingham County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that CRC staff attended the Planning Commission work session on March 18<sup>th</sup>. CRC staff reviewed revisions to draft Section 3 and Section 4 of the plan plus changes to the survey summary results with the Commission. Mr. Fortune stated that CRC staff are working on the requested changes for the next Planning Commission meeting in April.

**Update on Amelia County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council Packet. Mr. Fortune stated that CRC staff are working with County staff and the Planning Commission on revising the Future Land Use map. Two options were presented to the Commission for review at its meeting on February 26<sup>th</sup>. The Commission asked for some changes to one of the options, which CRC staff are working on making. Those changes will be presented to the Comprehensive Plan Committee at its next meeting, which is scheduled for March 21<sup>st</sup>.

**Update on Lunenburg County Comprehensive Plan Update:** Mr. Henderson stated that a report was included in the Council Packet. Mr. Henderson stated that the CRC held the second working committee meeting on Thursday, March 7, 2024. During the meeting the committee discussed likes and dislikes from the previous plan and the scope of the current project. The committee discussed holding two community meetings and removing working committee meetings to compensate for the increase in scope. In addition, the group decided to try working on the update through a shared document to increase shared responsibility. The next meeting is scheduled for Thursday, April 4<sup>th</sup> at 4:30pm. As this meeting, the committee will discuss the upcoming community meetings scheduled for April 15h at Kenbridge and April 22<sup>nd</sup> in Victoria.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Jones stated that a report was included in the Council packet. Ms. Jones stated that the CRC had a remaining \$320,357.46 in grant funding that had not been obligated to a housing partner or CRC staff time. The CRC sought experienced housing partners to establish affordable workforce housing units in the counties of Amelia, Cumberland, and Buckingham by June 30, 2025. These counties were not previously served by the first round of grant funding. Ms. Jones stated that the CRC received three applications. She stated that the CRC staff has reviewed the submitted applications and determined to award one the applicants. Congratulations to Piedmont Habitat for Humanity! Piedmont Habitat for Humanity will be building one home in Cumberland County. Ms. Jones stated that the CRC has opened up a third funding opportunity with the remaining \$225,357.46. Ms. Foster stated that the CRC will be opening up the remaining funds to the entire CRC region. Mr. Hankins stated that Smyth Properties has currently signed leases for five applicants.

**Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (ESHP) Fund Projects:** Ms. Jones stated that a report was included in the Council packet. The CRC is assisting the Town of Kenbridge and Charlotte County with grant-funded projects through the Department of Historic Resources to make repairs to historic structures that were damaged by Hurricane/Tropical Storm Michael. Ms. Jones stated that the Kenbridge Town Hall Repairs Project and Charlotte County Courthouse Complex project has been closed out. The CRC, Town and County staff have been in communication with DHR staff in regards to the final preservation agreement and is working on finalizing these documents.

**Update on VATI Grant for Cumberland, Lunenburg, and Prince Edward:** Mr. Fortune stated that a report and map was included in the Council packet. The CRC was awarded a grant by DHCD through the Virginia Telecommunication Initiative (VATI) program to provide funding to Kinex Telecom to complete a fiber buildout in part of Cumberland County, all of Prince Edward County, and part of Lunenburg County. Mr. Fortune stated that as of March 2, 2024, a total of 4,394 passings (out of a target of 11,397 total passings) and 1,028 installs for new customers have been completed. Mr. Fortune stated that CRC and Cumberland County staff conducted a site visit on Route 45 in Cumberland County on March 5, 2024 to observe middle mile installation. CRC staff also visited a site in Prince Edward County the same day where a new customer installation was taking place.

**Update on Drakes Branch SLFRF Projects:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that the water metering project is complete. Ms. Foster stated that CRC staff will be meeting with Town officials in March but will be meeting with them in April to review additional projects to expend funds. The Town did request a quote for updating their Comprehensive Plan, staff are working with the Town to determine the type of update they would like to conduct.

**Update on Drakes Branch Building Acquisition Project:** Mr. Fortune stated that the report was included in the Council packet. The CRC is assisting the Town with implementation of a Hazard Mitigation Grant Program grant from FEMA through VDEM to fund the acquisition and removal of nine buildings in the Town's Central Business District. These buildings are located within the floodplain and are subject to periodic flooding. Mr. Fortune stated that the Town has retained Hurt and Proffitt to conduct lead and asbestos inspections of buildings 2 and 3. They have completed the interior inspections, and still need to inspect the roofs. H&P has advised that they were delayed by weather and hope to have roof inspections completed by late March. These inspections are need to be done before the demolition/clearance work can be bid out. Mr. Fortune stated that sale hearing for Building 8 is moving forward. Mr. Fortune stated that the sale hearing is scheduled for late April. Mr. Witt asked that since some of these buildings have selected to opt out of participating, will this leave holes in the downtown landscape. Mr. Fortune stated yes, that buildings 1 and 7 have opted out of participating in

the project.

**Update on Blackstone Armory VBAF Grant:** Mr. Fortune stated that the report included in the Council packet. The CRC is assisting the Town with implementation of a Virginia Brownfields Assistance Fund (VBAF) grant through VEDP to undertake asbestos abatement, underground tank removal, and lead abatement at the Harris Memorial Armory Center in Blackstone. Mr. Fortune stated that all abatement/removal activities are complete. The CRC assisted the Town in preparing and submitting the required reporting and financial documentation to VEDP on October 5, 2023. Mr. Fortune stated that the consultant used by VEDP to review submittals under this program requested additional information, which the CRC provided. Mr. Fortune stated that VEDP informed the CRC and the Town on February 23, 2024 that all submittals have been approved and VEDP was processing the grant reimbursement. Subsequently, on February 29<sup>th</sup>, 2024, VEDP made the grant reimbursement to the Town via electronic funds transfer and the grant was closed out.

**Update on CRC Hazard Mitigation Plan Update:** Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that the CRC received word from FEMA Region III staff on February 29, 2024 that FEMA has completed its review of the draft Plan and given Approval Pending Adoption. CRC staff are coordinating with the covered localities on local adoption of the Plan. When all localities have adopted the Plan, it will be sent back to FEMA for final approval.

**Update on SEED Innovation Hub Project:** Ms. Jones stated that a report was included in the Council packet. The CRC is assisting the Longwood Real Estate Foundation (REF) in implementation of three grants that were awarded to the REF for the completion of the SEED Innovation Hub. Grants are from the U.S. EDA, the Tobacco Commission, and GO Virginia (GOVA). Ms. Jones stated that on January 25<sup>th</sup>, LUREF held a public bid opening with two submitted bids from Kenbridge Construction and English Construction. Ms. Jones stated that English Construction was the lowest bidder. CRC is assisting LUREF with providing the EDA with the necessary documentation that is required for the final approval of the lowest bidder. Ms. Jones stated that REF is awaiting final approval from the EDA to move forward with awarding the lowest bidder.

**Update on CRC GO Virginia Grant – Development of Business Plan and Strategy for NEW REDO:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that the CRC at the January 17<sup>th</sup> Council meeting took action to allow the Executive Director to negotiate an agreement with Convergent Nonprofit Solutions, LLC to proceed with the Fundraising Campaign for VHREDA. The CRC would support the monthly costs upfront and be reimbursed by membership dues or by private pledges received for VHREDA. Ms. Foster stated that the Council selected to determine dues for the new CRC REDO based off a \$2.50 per capita model with Longwood University paying the minimum of \$25,000 for a total of \$278,573 in public investment funds. The CRC has advertised for a part-time administrative support for the VHREDA fundraising campaign. Ms. Foster stated that we have not received any applications. The VHREDA Private Investment Campaign Kick-Off Meeting will be held the first week of April. Ms. Foster stated that the County Administrators and Longwood University will be participating in this meeting. Ms. Foster stated that the Public Investment requests to all seven counties and Longwood University have been sent out. Ms. Foster stated that she had contacted Crystal Morphis, Creative Economic Development Consulting, to determine the steps for establishing the VHREDA as a 501C3. Ms. Foster stated that the VHREDA will need to complete incorporation documents with the state and IRS. Filing for nonprofit status happens with the IRS after it is incorporated. Ms. Foster stated that Crystal advised we engage an attorney to do this – one with experience incorporating nonprofits for economic development specifically. Ms. Foster stated that there will need to be specific language that the IRS looks for when considering a 501c3 application for economic development. Ms. Foster stated that the costs to hire this attorney may range between \$6,000 - \$9,000. Ms. Foster stated that the IRS

approval process may take a few months to possibly up to nine months. Ms. Foster stated that Crystal has advised VHREDA to begin accepting funds with the IRS application pending. Mr. Hankins moved and Mr. Emert seconded to allow the CRC Executive Director to employ an Attorney to begin this process with a spending cap of \$8,000. The motion passed.

**Central Virginia Poultry Cooperative:** Mr. Foster stated that a report was included in the Council packet. Ms. Foster stated that the Commonwealth Regional Council has been assisting the Central Virginia Poultry Growers since May of 2024 to find solutions for farmers who were affected by the Tyson Closure in Glenn Allen, Virginia. Ms. Foster stated that the growers came up with a solution – the creation of the Central Virginia Poultry Cooperative (CVPC). CVPC 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. Profits will be reinvested in people, products, processes, and member dividends. The CRC was able to assist CVPC in obtaining the following grants to assist with the start-up costs of the CVPC: VDACS's AFID Planning Grant - \$35,000, seven Counties matching funds - \$35,000, VDACS's AFID Infrastructure Grant - \$50,000, and VDACS Rural Rehabilitation Trust Fund - \$341,750. Ms. Foster stated that grant and match funding contributed \$1,882,750 to the creation of CVPC. The CRC is serving as the applicant and fiscal agent. Ms. Foster stated that the Virginia Farm Bureau bought \$500,000 in non-voting stock in the CVPC also. Ms. Foster stated the CRC hosted the announcement and presentation of the funds that was made at the farm of Tom Schauback in Burkeville, VA. Ms. Foster stated that the CRC handled the planning for this event including the tent rental. Ms. Foster stated that this is an eligible cost to charge to our EDA, since this was part of an economic development announcement. Mr. Hankins stated that this could be an opportunity for the expansion to grade eggs. Mr. Hankins stated that Counties need to consider this future expansion. Ms. Foster stated that currently the eggs will need to be shipped to Indiana to be graded. Then these eggs will be shipped back to the east coast to be sold. Ms. Foster stated there is lots of interest to establish a grading facility down the road, but first they need to reach a certain capacity. Mr. Witt asked if there is need for an IDA loan. Ms. Foster stated that there may be another opportunity to pursue the IDA loan. Mr. Walker asked if Ms. Foster will be involved in the CVPC board. Ms. Foster stated that she has just been involved in the discussion assisting with funding opportunities as needed, and serving as the fiscal agent for this grant. Mr. Walker stated that we need to consider assisting regional grain farmers as well. Mr. Jones stated that we should consider keeping grain purchase local. Mr. Emert stated that this organization was designed to purchase grain locally. Ms. Foster stated that she will ask CVPC to invite grain farmers to the next poultry meeting to consider if there is partnership that can be developed.

**National Association of Development Organizations (NADO) Conference:** Mr. Fortune stated that Ms. Jones and I attended the NADO conference that was held in Arlington, VA. Mr. Fortune stated that on Monday of the conference we were notified of an announcement. Mr. Fortune stated that the announcement was on the stand-alone EDA reauthorization bill for EDA funds, Senate Bill 3891. Mr. Fortune stated that this was the first re-authorization in 20 years and would last for five years. The result of this reauthorization would be an increase in funding for the EDA to \$90 million annually from the current \$27 million. This budget increase would fund more EDA programs including partnership planning and could increase federal share and reduce local match. Mr. Fortune stated that this bill had Bi-partisan support. On March 12, Ms. Jones and I attended staff meetings with Senators Kaine and Warner on Capital Hill. On the same day, the bill was marked up by the committee and came out intact. Mr. Fortune stated that in the Capital Hill meetings, CRC staff urged both senators to support the bill. Mr. Fortune also stated that during these meetings with Senate staff, the group lead discussions on the Community Development Block Grant Program (CDBG), and ways to streamline federal programs such as TAP and SHSP. Mr. Fortune stated that conference speakers feel legislation has a good chance of passing the Senate, but fate in the House is more uncertain. Mr. Fortune stated that the Bill needs

Champions in the House. Mr. Fortune stated that he also attended a housing planning session at the conference. Mr. Fortune stated that at this session the Western Piedmont Council of Governments in North Carolina developed a tool for localities to use in addressing residential growth and housing supply known as the Housing growth Toolkit. This toolkit was developed as a tool for localities to use in identifying ways to reduce regulatory barriers to housing development. Mr. Fortune stated this includes allowing more housing types in local codes like tiny homes, decreasing or eliminating lot size requirements, reduce setback requirements, revise frontage requirements, and shifting project reviews to staff when possible. Mr. Fortune stated that these are only recommendations and are up to each locality what practices they implement. Mr. Fortune stated that the hope is that reducing regulatory barriers and creating incentives will increase the housing supply and keep prices in check.

Mrs. Jones stated that she attended two conference sessions on Artificial Intelligence (AI). Ms. Jones stated that AI is basically the intelligence of machines such as a computer system. Jones stated that one interesting concept that was noted at the conference is the integration of AI into manufacturing. She stated that many new factories are working on developing smart factories. A smart factory is the integration of machines, people and data into a single, digitally connected ecosystem. Ms. Jones stated that a smart factory not only curates and analyzes data, but it actually learns from experience. It interprets and gains insights from data sets to forecast trends and events and to recommend and implement smart manufacturing workflows and automated processes. Ms. Jones stated that this is different from traditional manufacturing that have machines. Within traditional manufacturing, all of the machines operate separately and do not communicate with each other. Not only is AI within manufacturing, AI can assist and make work tasks more efficient. Ms. Jones stated that AI can also analyze text and determine grammatical errors or spelling errors. This will be beneficial in writing emails and/or grant writing as well. This is just one example to how AI can assist with daily tasks. Ms. Jones stated that there may be some concern regarding workforce replacement and AI technology. Ms. Jones stated that the technology will not necessarily replace a position. Similarly to the introduction of computers, Humans will still be a required to operate the facility. Ms. Jones stated this technology will introduce new jobs that were previously non-existent. Ms. Jones stated that integration of AI into Smart Factories and into traditional everyday life is a concept that needs to be considered in regards to local workforce training. Smart Factories training schools are a concept that has already been introduced across the country to prepare the next generation to communicate with machines and manage these smart factories effectively. Ms. Jones stated that one of the other sessions that she attended introduced different data tools, demonstrations of data tools, and hands on training with staff to better utilize these tools in our research. Ms. Jones stated that Todd and I were introduced to three: NOAA Digital coast, a variety of US Census Bureau tools, and ESRI. Ms. Jones sat in a demonstration of the US Census Bureau tools for emergency management. With this tool we were able to see an area affected by a natural disaster and see the population within a chosen area that would be considered vulnerable due a category of risk factors including age and access to broadband just to name a few. At the ESRI demonstration, I learned the basics on how to utilize the online ESRI map tool to utilize preexisting mapping applications to produce a map.

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

### **New Business:**

#### **Staff Reports**

**Update on Grant Writing:** Ms. Jones stated a copy of the grant writing report was included in the Council packet. Ms. Jones congratulated Piedmont Habitat for Humanity on being awarded \$623,203 in funding from DHCD's ASNH grant program to partially fund the construction of five-homes on Ashley Way in Keysville. Ms. Jones stated that the CRC assisted with the application. Ms. Jones also stated that the CRC is assisting Virginia Food Works with a AFID planning grant application to purchase a new



liquid goods filling machine and dry goods filling machine for the Prince Edward Cannery that would serve local food producers. Ms. Jones stated that the CRC also assisted Charlotte County Sheriff's Office with an application to the VDCJS's Byrne Justice Assistance Grant program to purchase new body cameras for deputies. Ms. Jones stated that CRC staff assisted with four AFG applications for Victoria Fire and Rescue, Blackstone VFD, Keysville VFD, and Prince Edward County Regional Application. Mr. Fortune stated that the Town of Keysville was notified by VDOT that they were awarded a planning grant through the Ready, Set, Go program to fund planning activities for a sidewalk project in Keysville.

**Update on Request for Additional Planning District Funding:** Ms. Foster stated that there was not a report included in the Council packet. Ms. Foster stated that there was no additional State funding for PDCs included in the Governor's released budget. However, the VAPDC worked with legislators to introduce a budget amendment that would give each PDC an extra \$150,000 in funding. Ms. Foster stated that the VAPDC worked with legislators to put forward a budget amendment that was included in the approved FY24 State Budget. Ultimately the Amendment resulted in \$25,000 per PDC increase to be included in the State Budget for FY25 and FY26. Ms. Foster stated that the CRC currently received \$89,971 from the State for planning activities. This amount will increase to \$114,971 annually once the Budget is signed by the Governor and approved. Ms. Foster commended the efforts of David Blount, VAPDC Executive Director, for his efforts in getting this budget amendment approved and Mr. Hankins, who serves on the VAPDC Board of Directors, urging lawmakers to support this request.

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

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

**Other Business:** There was none.

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

**Adjournment, Next Meeting:** The meeting adjourned at 9:49 a.m. The next meeting was set for Wednesday, April 17th, at the CRC's office located at the Heartland Building in Keysville, Virginia.

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Mr. Mike Hankins, Secretary

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

**For the Period of March 14, 2024 thru April 10, 2024**

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 1,472,712.54	\$ 5,299,113.27
Total Expenses	\$ 182,351.22	4,014,658.19
Net Income	\$ 1,290,361.32	\$ 1,284,455.08
Cash on Hand	\$ 2,150,650.95	\$ 2,150,650.95

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

Benchmark (M2)	\$ 235,939.56
BB&T (M1)	\$ 540,512.18
Benchmark (CD1)	\$ 54,439.71
Benchmark (CD2)	\$ 15,043.36
BB&T (PR)	\$ 5,703.83
BB&T (Oprtg)	\$ 1,299,012.31
	<b>\$ 2,150,650.95</b>

Prepared by: Melody Foster, March 13, 2024

**\*\*Note:** Items 47060, 47070, 47080 and 47081 are Pass-Thru revenue funds for current grant projects and are not counted as income for the CRC. Corresponding expenses categories are 79036, 79045, 79046 & 79047.

\*47060/70045 VH PDC Housing Program Funds

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

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

\*47081 CVPC AFID PG

**\*\*\*Due to the move several funding agencies have sent our request for funds to the wrong address and are currently re-issuing checks.**

Commonwealth Regional Council  
**Financial Statement**  
 March 14 through April 10, 2024

1:22 PM  
 04/09/24  
 Accrual Basis

	Mar 14 - Apr 10, 24	Budget	Jul 1, '23 - Apr 10, 24	YTD Budget	Annual Budget
<b>Income</b>					
40000 - Revenue					
43000 - Local Member Investment					
43010 - Amelia Local Member Investment	0.00	0.00	19,000.00	19,000.00	19,000.00
43020 - Buckingham Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43030 - Charlotte Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43040 - Cumberland Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43050 - Prince Ed Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43060 - Lunenburg Local Member Investm	0.00	0.00	19,000.00	19,000.00	19,000.00
43095 - Nottoway County	0.00	0.00	19,000.00	19,000.00	19,000.00
<b>Total 43000 - Local Member Investment</b>	<b>0.00</b>	<b>0.00</b>	<b>133,000.00</b>	<b>133,000.00</b>	<b>133,000.00</b>
44000 - Revenue					
45000 - Project Funding					
44000 - VA Regional Cooperation	0.00	0.00	133,000.00	133,000.00	133,000.00
45000 - Project Funding	0.00	6,852.64	67,478.00	69,977.51	89,971.08
45980 - CRC Regional Haz Mit Plan Updat	0.00	2,365.83	52,071.05	24,159.33	31,062.00
45990 - Prince Edward Access Road Admin	0.00	571.23	7,500.00	5,833.33	7,500.00
45955 - PDC Housing Program	0.00	1,523.30	12,076.21	15,553.59	20,000.04
45965 - Charlotte Comp Plan Update	0.00	194.22	0.00	1,983.33	2,550.00
45970 - Cambridge ESHPF Grant Admin	0.00	925.40	12,150.00	9,450.00	12,150.00
45975 - Charlotte ESHPF Grant Admin	0.00	148.06	1,944.00	1,512.00	1,944.00
45985 - VATI Regional Broadband Grant	0.00	1,777.16	0.00	18,147.92	23,333.04
45990 - Drakes Branch SLFRF Admin	0.00	282.24	0.00	2,371.51	3,049.08
45991 - Blackstone Armory Abatement Adm	0.00	304.66	8,000.00	3,111.17	4,000.08
45992 - Amelia Mod Comp Plan Update	0.00	456.99	0.00	4,666.67	6,000.00
45993 - VATI Audit funds	0.00	304.66	0.00	3,111.17	4,000.08
45994 - Farmville SHSP Admin	0.00	0.00	900.00	0.00	0.00
45995 - Drakes Branch VDEM Grant Admin	0.00	1,570.99	0.00	16,042.51	20,626.08
45996 - Buckingham Comp Plan Update 23	0.00	1,904.13	0.00	19,444.51	25,000.08
45997 - Lunenburg Comp Plan Update 24	25,000.00	1,904.13	25,000.00	19,444.51	25,000.08
45998 - SHSP Comm Outreach & Prep.	21,595.15	990.15	21,595.15	10,111.17	13,000.08
45999 - Longwood SEED Inn Hub Admin	0.00	2,467.28	8,472.25	25,195.33	32,394.00
<b>Total 45000 - Project Funding</b>	<b>46,595.15</b>	<b>17,840.43</b>	<b>149,708.66</b>	<b>180,140.05</b>	<b>231,608.64</b>
46000 - Other Funding					
46005 - DEQ 2021 CRC WIP II Assistance	0.00	4,417.57	0.00	45,111.17	58,000.08
46010 - VDOT-Transport Planning	0.00	4,417.57	25,538.91	45,111.17	58,000.08
46040 - Interest Income	0.00	60.93	2,717.06	622.25	800.04
46050 - Misc. Income	0.00	0.00	1,856.30	0.00	0.00
46081 - EDA Technical Assistance Fund	0.00	5,816.23	18,641.29	53,030.33	70,000.04
46082 - SCRC LDD Funds	0.00	3,351.25	0.00	23,222.24	33,000.03
<b>Total 46000 - Other Funding</b>	<b>0.00</b>	<b>18,063.55</b>	<b>48,753.56</b>	<b>167,097.16</b>	<b>219,800.27</b>
47000 - Pass Thru Funds					
47060 - VH PDC Housing Program Funds	122,000.00	0.00	405,311.49	0.00	0.00
47070 - VATI Broadband	1,281,867.60	0.00	4,364,486.15	0.00	0.00
47080 - CRC REDO	14,242.79	0.00	84,279.45	0.00	0.00
47081 - CVPC AFID PG	8,007.00	0.00	46,095.96	0.00	0.00
<b>Total 47000 - Pass Thru Funds</b>	<b>1,426,117.39</b>	<b>0.00</b>	<b>4,900,173.05</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>1,472,712.54</b>	<b>42,556.62</b>	<b>5,299,113.27</b>	<b>550,214.72</b>	<b>674,379.99</b>
<b>Expense</b>					
71000 - Personnel Costs					
71010 - Salary Distribution	22,076.92	26,124.56	205,659.17	286,777.84	343,000.08
71040 - Payroll Expenses (SS/FICA)	1,688.88	1,998.65	15,732.94	20,409.67	26,241.00

**Commonwealth Regional Council  
Financial Statement  
March 14 through April 10, 2024**

	Mar 14 - Apr 10, 24	Budget	Jul 1, '23 - Apr 10, 24	YTD Budget	Annual Budget
71150 - Unemployment Ins.	0.00	10.06	49.45	102.67	132.00
71200 - VRS Contribution	5,319.06	5,810.08	44,237.05	59,331.25	76,283.04
71350 - Staff Train/Conference	0.00	1,294.80	2,697.55	13,222.25	17,000.04
71400 - Workmans Comp Ins	0.00	38.09	0.00	388.92	500.04
71500 - Group Health Insurance	2,364.06	3,046.60	27,110.19	31,111.17	40,000.08
71600 - Life Insurance	0.00	26.66	291.90	272.25	350.04
71700 - Other Staff Costs	0.00	68.77	0.00	702.33	903.00
71750 - Employee Cell Phone Stipend	200.00	228.49	1,800.00	2,333.33	3,000.00
<b>Total 71000 - Personnel Costs</b>	<b>31,648.92</b>	<b>38,646.76</b>	<b>297,578.29</b>	<b>394,651.68</b>	<b>507,409.32</b>
72000 - Office Operations					
72005 - Cleaning & Maint-Bldg	800.00	438.71	3,600.00	4,480.00	5,760.00
72010 - Lease Costs	1,200.00	1,096.77	10,800.00	11,200.00	14,400.00
72015 - Utilities	322.48	190.42	3,466.30	1,944.51	2,500.08
72020 - Telephone/Internet Costs	278.39	266.58	2,682.75	2,722.25	3,500.04
72030 - Postage and Freight	372.17	91.39	1,488.68	933.33	1,200.00
72035 - Express Mail	0.00	9.14	85.75	93.33	120.00
72040 - Consumable Supplies	41.63	274.19	5,837.46	2,800.00	3,600.00
72050 - Dues and Subscriptions	0.00	26.66	97.00	272.25	350.04
72060 - Office Insurance	0.00	7.62	0.00	77.84	100.08
72070 - Administrative Costs	525.00	990.15	23,501.80	10,111.17	13,000.08
72080 - Office Costs - Other	3,420.84	228.49	7,478.96	2,333.33	3,000.00
72085 - Office Moving Expense	0.00	0.00	1,256.15	0.00	
<b>Total 72000 - Office Operations</b>	<b>6,960.51</b>	<b>3,620.12</b>	<b>60,294.85</b>	<b>36,968.01</b>	<b>47,530.32</b>
73000 - Office Equipment					
73010 - Office Equipment	0.00	190.42	1,600.00	1,944.51	2,500.08
73030 - Equipment Maintenance	1,020.78	1,211.02	8,622.32	12,366.67	15,900.00
73040 - Equipment Repair	0.00	152.34	138.84	1,555.59	2,000.04
73050 - Equipment - Other	179.97	1,485.22	16,221.28	15,166.67	19,500.00
<b>Total 73000 - Office Equipment</b>	<b>1,200.75</b>	<b>3,039.00</b>	<b>26,782.44</b>	<b>31,033.44</b>	<b>39,900.12</b>
74000 - Auto/Staff Travel					
74020 - Staff Mileage	419.15	723.57	4,554.19	7,388.92	9,500.04
<b>Total 74000 - Auto/Staff Travel</b>	<b>419.15</b>	<b>723.57</b>	<b>4,554.19</b>	<b>7,388.92</b>	<b>9,500.04</b>
75000 - Meetings/Memberships					
75010 - Council Meetings	0.00	396.07	2,607.54	4,044.51	5,200.08
75020 - Committee Meetings	0.00	30.47	0.00	311.17	400.08
75030 - Staff Meetings	0.00	38.09	221.29	388.92	500.04
75040 - Council Memberships	0.00	540.77	7,120.00	5,522.25	7,100.04
75050 - Other Meeting Costs	0.00	15.24	0.00	155.59	200.04
75060 - Public Official Insurance Cov.	0.00	137.10	0.00	1,400.00	1,800.00
<b>Total 75000 - Meetings/Memberships</b>	<b>0.00</b>	<b>1,157.74</b>	<b>9,948.83</b>	<b>11,822.44</b>	<b>15,200.28</b>
77000 - Collateral Materials					
77010 - Web Page Costs	0.00	266.58	261.05	2,722.25	3,500.04
<b>Total 77000 - Collateral Materials</b>	<b>0.00</b>	<b>266.58</b>	<b>261.05</b>	<b>2,722.25</b>	<b>3,500.04</b>
78000 - Local Relations					
78010 - Newsletter/Annual Report	0.00	11.43	0.00	116.67	150.00
78030 - Other	0.00	76.17	0.00	777.84	1,000.08
<b>Total 78000 - Local Relations</b>	<b>0.00</b>	<b>87.60</b>	<b>0.00</b>	<b>894.51</b>	<b>1,150.08</b>

**Commonwealth Regional Council  
Financial Statement  
March 14 through April 10, 2024**

	Mar 14 - Apr 10, 24	Budget	Jul 1, '23 - Apr 10, 24	YTD Budget	Annual Budget
79000 - Pass Thru Fund Expenses					
79036 - VATI Broadband	0.00	0.00	3,082,618.55	0.00	0.00
79045 - VH PDC Hous Prog-Partner Expen	122,000.00	0.00	405,311.49	0.00	0.00
79046 - CRC REDO	0.00	0.00	85,199.52	0.00	0.00
79047 - CVPC AFID PG	8,007.00	0.00	16,095.96	0.00	0.00
<b>Total 79000 - Pass Thru Fund Expenses</b>	<b>130,007.00</b>	<b>0.00</b>	<b>3,589,225.52</b>	<b>0.00</b>	<b>0.00</b>
90000 - Other Program Costs					
90010 - Planning Project Costs	0.00	0.00	12,043.79	0.00	0.00
90011 - EDA Other Costs	614.89	685.48	2,469.23	7,000.00	9,000.00
90012 - Consultant Contractual Service	0.00	380.83	0.00	3,888.92	5,000.04
90013 - Printing Costs, etc.	0.00	190.42	0.00	1,944.51	2,500.08
90101 - New REDO Costs	11,500.00	380.83	11,500.00	3,889.92	5,000.04
<b>Total 90000 - Other Program Costs</b>	<b>12,114.89</b>	<b>1,637.56</b>	<b>26,013.02</b>	<b>16,722.35</b>	<b>21,500.16</b>
<b>Total Expense</b>	<b>182,351.22</b>	<b>49,178.93</b>	<b>4,014,658.19</b>	<b>502,203.60</b>	<b>645,690.36</b>
<b>Net Income</b>	<b>1,290,361.32</b>	<b>-6,622.31</b>	<b>1,284,455.08</b>	<b>48,011.12</b>	<b>28,689.63</b>



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Prince Edward

**MEMORANDUM:**

**TO:** CRC Council Members  
County Administrators  
Town Managers/Clerks

**FROM:** CRC Executive Director Search Committee:  
David Emert, Gary Walker, Mike Hankins and Melody Foster

**SUBJECT:** Announcement of New CRC Executive Director

**DATE:** April 10, 2024

As many of you are aware, Melody Foster, CRC Executive Director is retiring July 1, 2024.

The CRC Executive Director Search Committee would like to announce that after receiving applications and interviewing four (4) candidates for the position of CRC Executive Director, the Committee has offered the position to Christin Jackson of Keysville, Virginia. Ms. Jackson has accepted the position.

Ms. Jackson will be coming on board May 1, 2024 as Interim Executive Director and will be mentored by Melody Foster until her retirement of July 1, 2024. Ms. Jackson will then become the CRC Executive Director on July 1, 2024.

Ms. Jackson comes to the CRC from STEPS, Inc. where she currently serves as the Vice President of Workforce Development.

Ms. Jackson will be attending the April 17, 2024 CRC Meeting for this announcement. We welcome Ms. Jackson to the CRC Staff and look forward to working with her in the future!



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**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: CRC Executive Director Monthly Activities  
DATE: April 10, 2024

- Submitted requested additional information to Sarah Capps, TRRC on the Prince Edward HIT Park Access Road grant.
- As requested, appeared before Board of Supervisors Budget Meetings in Prince Edward, Charlotte, Nottoway Counties, and Amelia County EDA regarding the request for public investment in the Virginia's Heartland Regional Economic Development Alliance.
- Met with Mayor of Drakes Branch to discuss the Town's uses for the SLFRF funds and how to coordinate the April 30<sup>th</sup> reporting to the US Treasury with current staffing changes in Drakes Branch.
- Corresponded with Andy Brubaker and Paul Santiago of Convergent regarding VHREDA Private Fundraising Campaign weekly.
- Hired new CRC Finance Director, Wendy Newton.
- Began training new Finance Director.
- Worked on assembling CRC FY25 Draft Budget.
- Assembled CRC Executive Director candidate applications and corresponded with CRC Executive Director Search Committee to schedule interviews with 4 candidates for the position.
- Upon CRC Search Committees determination, contacted applicant and hired NEW CRC Interim Executive Director (see announcement).
- Met virtually with Lurne Stuhldreher, EDA and Doug Stanley, Prince Edward County to discuss EDA funding for the Prince Edward HIT Park Access Road.
- Participated in Virtual VHREDA Private Campaign Kickoff Meeting (7 counties, Longwood, CRC staff and Convergent (Consultant)
- Reviewed and executed CRC TRRC Grant Agreement for the CVPC Operating Start-up Costs grant award.
- Sent out notice prepared by Terry Ramsey for April 25<sup>th</sup> Town Mayor/Manager meeting that will be held in the CRC Conference Room to all Town Mayors, Managers and other previous attendees.
- Working with staff to transition CRC projects that I previously had worked on to ensure a smooth transition.
- Interviewed by Elijah Griles, Virginia Farm Bureau Federation, Video Content Creator for a YouTube Video Interview regarding the Central Virginia Poultry Cooperative (airing in May 2024).
- Corresponded with Bryan David, GOVAR3 Program Director, to discuss the CRC application for the Amelia County Regional Commerce Center Project.
- Discussed ongoing projects with CRC staff.

P.O. Box 759  
Dillwyn, Virginia 23936

April 3, 2024

Melody Foster, Executive Director  
David Emert, Chair  
Commonwealth Regional Council  
200 Heartland Road  
Keysville, Virginia 23947

Dear Melody and Mr. Emert:

It is with mixed feelings that I submit my resignation from the Commonwealth Regional Council (CRC). Consequently, I am also withdrawing from consideration for the CRC's Executive Director position. My last day with the CRC will be April 24, 2024. This date coincides with the end of that respective pay period and gives all parties involved three (3) weeks to help tie up any loose ends and make sure staff are up to speed with all of my projects and funding applications.

While I had hoped to stay with the Council until retirement and was extremely interested in the role of Executive Director, I was approached recently about an opportunity to work with a local government. This opportunity materialized quickly, and I have decided to pursue that opportunity. This was not an easy decision, and not one I make lightly. Two main factors played in to this decision: the opportunity to work for a local government (which I have considered more than once in the past) and the chance to work closer to where I live.

I have been with the CRC and one of its predecessor organizations, the Piedmont Planning District Commission, since 2003. During that time, I have worked on numerous projects and grant applications (way too numerous to mention here). I have worked with many local government staff through the years – some who are still in their respective positions, and some who have moved on. It has been an honor to work with every one of those individuals. I have made working relationships, even friendships, with many in the region. Those friendships will be missed.

I have taken great satisfaction and fulfillment in helping the localities in Planning District 14 work to make this region a better place to live, and feel lucky to have been a part of the CRC for the last 20-plus years. As a "come here," having moved from my native North Carolina to Virginia in 1995 and then to the region known as "Virginia's Heartland" in 2001, I am also grateful that the people in this region have made me feel like a part of the community. My favorite part of working for the CRC has been my work trips to individual communities and to local government offices, to work on projects and see firsthand the fruits of our collective labors. Those trips do not occur as often as they used to, but they will also be missed.

The CRC has flourished under Melody's leadership during the past seven-plus years. Melody's retirement is well deserved. It goes without saying that she leaves some big shoes to fill for the CRC's next Executive Director.

While parting ways is rarely easy regardless of the circumstances, I hope that this parting of ways is on good terms and there are no hard feelings on either side. I wish the CRC nothing but the best going forward. If staff have any questions about projects on which I have been involved, please do not hesitate to reach out to me.

Sincerely,



Todd Fortune

cc: CRC Council Members and Alternates  
CRC Staff  
Local Government Contacts





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### Scoping the Future List of Innovative/Regional Ideas

#### Ideas Previously Discussed:

- Creation of New Regional Economic Development Initiative
- ~~Exploring establishing county cigarette tax and a regional cigarette tax board~~
- Building Entrepreneurial Economies (BEE) Grant Program through DHCD
- ~~CEDS/EDD Funding~~
- Aeronautical Grants for Drone Industry
- Triage Emergency Dispatch Program
- Lack of Work Force Training - Ways for CRC to get involved, including working with Southern VA Go Region & SVCC
- Work with the Buckingham Historical Society on grant opportunities
- Establish de-regulation requirements for mandates on rural localities (tiered approach).
- Broadband Support by the CRC
- Expand Health Care Providers in the Region
- Aging Plan for the Region (grants to develop)
- High Bridge Trail State Park Expansion to Burkeville

#### New Ideas:

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

Note: Items stricken through have been addressed or pursued.



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** April 9, 2024

**SUBJECT:** Update on Regional Emergency Planning Activities

As you are aware, the CRC was awarded a State Homeland Security Program (SHSP) grant in November 2022 to fund community outreach and preparedness activities related to disaster and emergency preparedness. This grant was funded under one of the FEMA National Priorities, Community Preparedness. Consequently, FEMA placed on hold on these funds at the time of award. That hold was released on May 16, 2023.

**Update:** The educational materials and emergency kits have been delivered to local emergency managers in each county for distribution to citizens. Every county received 50 kits, with each kit containing 71 items and multiple information packets. Local distributions have occurred in Amelia, Buckingham, Charlotte, Lunenburg, and Prince Edward Counties. Local distributions for Cumberland and Nottoway Counties are pending.

The educational campaign has been completed. CRC staff worked with school superintendents and school staff in each public school system in the region, plus the heads of school and school staff for the four private schools in our region, to deliver Pedro the Penguin preparedness activity books to each elementary school for distribution to second grade students. This was completed in March. The second-grade students were able to take the books home and complete the activities during Spring Break, which is in early April for most of the schools in the region, as a fun way to learn about emergency preparedness.

With all grant activities complete, all that is left is to submit a reimbursement request for remaining costs and close out the grant.

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

cc: Melody Foster



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**MEMORANDUM:**

**TO:** CRC Council Members  
**FROM:** Lauren Jones, Regional Planner  
**DATE:** April 9, 2024  
**SUBJECT:** Watershed Implementation Plan (WIP) III (Contract VI) – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) has been assisting the Department of Environmental Quality (DEQ) in the implementation of Phase III of its Watershed Implementation Plan (WIP). The following activities have taken place since the last CRC Council meeting.

- Activities undertaken so far, include:
  - Researching and sending along grant opportunities to localities
  - The Town of Kenbridge has been awarded the VDOF's Virginia Trees for Clean Water Grant Program.
  - Researching opportunities for the CRC to assist in documenting BMP activities in the region in the DEQ BMP warehouse.
  - Worked with the Town of Kenbridge to identify funding opportunities for a Wastewater Treatment Plant project.
  - Email Corresponded with Cumberland County Virginia Cooperative Extension office to discuss a potential rain barrel workshop within the County.



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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Lauren Jones  
Regional Planner

**DATE:** April 9, 2024

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

As you are aware, the Commonwealth Regional Council (CRC) is assisting Charlotte County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred since the last update on March 4, 2024:

- At the February Board of Supervisors meeting, the Board set the Comprehensive Plan Public Hearing to Wednesday, April 10<sup>th</sup>.

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

cc: Todd Fortune, Deputy Director, CRC  
Dan Witt, County Administrator  
Monica Elder, Assistant County Administrator



**MEMORANDUM**

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

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** April 3, 2024

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

As you are aware, the Commonwealth Regional Council (CRC) is assisting Buckingham County with an update of the County’s Comprehensive Plan. As part of the CRC’s efforts to assist the County, the following is a summary of what has occurred since the last update on March 6, 2024:

- CRC staff attended the Planning Commission Work Session on March 18. At this meeting, the Commission reviewed revisions to draft sections 3 (Inventory and Analysis: Community Resources), and 4 (Transportation) and a draft citizen survey results summary. The group also discussed changes to the Future Land Use map for Section 5 (Land Use). The Commission asked for some changes to draft Sections 3 and 4, and asked for some changes to the survey summary report, which the CRC are working on making.
- The next Planning Commission Work Session is scheduled for April 16. At that meeting, the Commission will review changes to draft Sections 3 and 4 plus changes to the survey results summary.

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

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



**MEMORANDUM**

**TO:** Taylor Harvie, County Administrator  
Members of the Amelia County Board of Supervisors

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** April 9, 2024

**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 update the Demographic Section, revise the Future Land Use map, and revise the Goals, Objectives, and Strategies Section of the current plan. As part of the CRC’s efforts to assist the County, the following is a summary of what has occurred so far:

- CRC staff are working with the Amelia County Planning Commission to finalize one last piece on the update of the Demographics section of the Comprehensive Plan.
- CRC staff are working with County staff and the Planning Commission on revising the Future Land Use map. Three different options were presented to the Comprehensive Plan Committee for review at its meeting on March 21<sup>st</sup>. The Committee selected one of the options and asked for minor tweaks, which the CRC has made. The revised map will be presented to Committee at its next meeting, which is scheduled for April 16<sup>th</sup>.

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

cc: Melody Foster, Executive Director, CRC  
Brady Deal, Director of Community Development



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**MEMORANDUM**

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

**FROM:** Tyler Henderson  
Regional Planner

**DATE:** April 9, 2024

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

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

- The CRC held a working committee meeting on Thursday, April 4, 2024. During the meeting, the committee discussed the plan for the upcoming community meetings and the citizen survey. The community meetings are scheduled for April 15<sup>th</sup> in Kenbridge at the Kenbridge Town Hall and April 22<sup>nd</sup> in Victoria at the Victoria Public Library.
- The committee decided to use two group exercises (P.A.R.K and Mapping) during the community meetings to elicit relevant feedback. For the citizen survey, there was a new request for a Spanish version of the survey. CRC staff are working with County and Town staff on logistics of a Spanish version. The distribution date for surveys was scheduled for May 6<sup>th</sup>.
- There is no committee meeting scheduled for May. The next committee meeting will take place in June.

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

cc: Melody Foster, Executive Director, CRC



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MEMORANDUM:

TO: CRC Representatives

FROM: Lauren Jones, Regional Planner

SUBJECT: CRC Affordable Workforce Housing Development Program

DATE: April 9, 2024

As you are aware the CRC has received \$2 million in grant funds from Virginia Housing to establish 20 affordable and workforce housing units in the CRC region **over a 48-month period (extended to June 30, 2025)**. CRC staff time on the project is also covered by this grant award.

**Project:** The Affordable Workforce Housing Development Program has established three housing partners: Piedmont Habitat for Humanity, Smyth Properties, and The Town of Blackstone. Piedmont Habitat will be installing 12 modular homes in Cumberland County and the Towns of Farmville, Keysville, and Crewe. Smyth Properties established seven (7) units for lease through adaptive reuse of downtown properties in Kenbridge. The Town of Blackstone and their partner, Southside Outreach, will be building three (3) homes in Blackstone for home ownership. Through these partners the CRC has been able to establish 22 affordable housing units.

**Update:** The CRC has awarded Piedmont Habitat for Humanity with \$95,000 in grant funding to build one housing unit in Cumberland County. The CRC has a remaining \$225,357.46 in grant funding that has not been obligated to a housing partner or CRC staff time. The CRC is now seeking funding applications from Experienced Housing Partners to establish affordable workforce housing units throughout the CRC region by June 30, 2025. Applications were due by Wednesday, April 8, 2024. We received five applications. CRC staff are currently reviewing the applications.

- Piedmont Habitat – Piedmont’s contractor and volunteers are currently working to complete the remaining work on two of the homes on California Ave in Crewe. The project is expected to be completed in April 2024. All the Andrew Drive homes in Farmville have been completed. Piedmont Habitat worked with the homeowners and the USDA Rural Development loan office to close on the Andrew Drive home on April 8 and 9th.
- Smyth Properties – All seven housing units are complete. The Smyths are currently accepting rental applicants for these housing units.
- Town of Blackstone/ Southside Outreach –The home located at 200 S. Dillard is currently having floors installed. Contractors expect completion by May 15, 2024. Construction of floors, counters, and cabinets has been completed at 610 E. Broad Street. The contractor expects completion by April 30, 2024.





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TO: Commonwealth Regional Council  
FROM: Lauren Jones, Regional Planner  
SUBJECT: Emergency Supplemental Historic Preservation Funds (ESHP)  
Town of Kenbridge and Charlotte County Project Update  
DATE: April 9, 2024

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

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

**Project Update:**

Kenbridge Town Hall Repairs Project – The contractor, Harris and Sons, has completed the remaining painting and carpentry work on the Town Hall building (only a small portion of the carpentry work will be covered by this grant). This grant has been closed out. DHR staff has informed CRC and Town staff that they will be mailing over the Preservation Agreement for a signature this week. Once signed, the document will need to be filled with the County's Deed office.

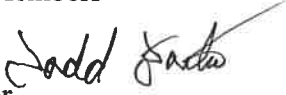
Charlotte County Courthouse Complex Drainage Project –All work for the project has been completed. The grant has been closed out. DHR has sent over the Baseline Agreement to be reviewed and signed. Once this has been signed, DHR staff will mail over the Preservation Agreement for signature.

\*\*The Emergency Supplemental Historic Preservation Funds (ESHP) were only available through the Department of Historic Resources to localities that suffered historic property damage due to Hurricane Michael. Localities had to be listed in the Hurricane Florence and/or Hurricane Michael Major Disaster Declaration to be eligible for assistance.



**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** April 9, 2024

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

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

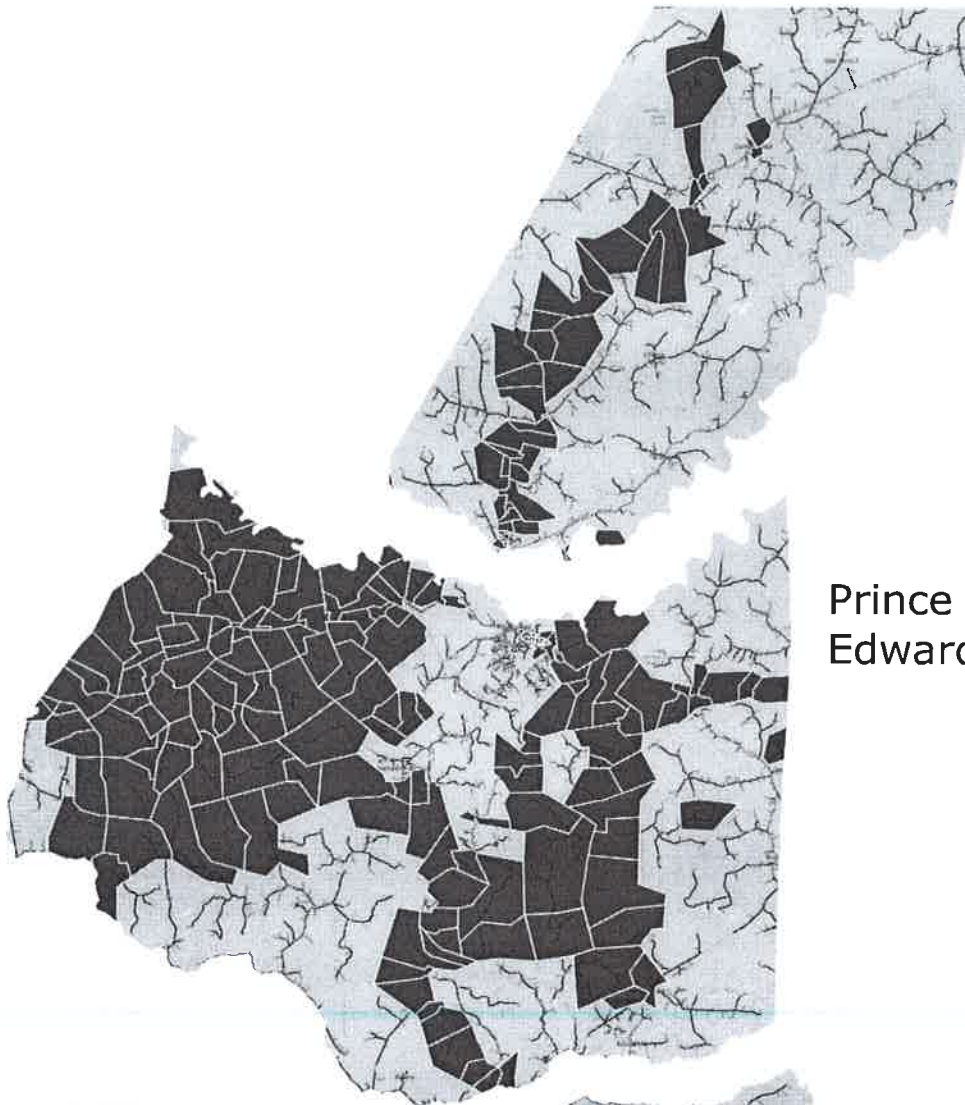
**Update:**

- Kinex and their contractors continue to work on laying down middle-mile fiber in unserved areas of all three counties.
- Kinex crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers. James Garrett, Kinex Telecom, has advised that Kinex continues to work on addressing the existing backlog for new installations.
- As of April 6, 2024, a total of 4,924 passings (out of a target of 11,397 total passings) and 1,153 installs for new customers have been completed.
- The CRC was granted an extension on the period of performance for the grant. The extension was requested after Kinex advised that they do not expect to have the work completed by the original end date (June 14, 2025). The new end date for the project is June 14, 2026.
- Kinex has filed a challenge to DHCD on an application from Firefly to connect VATI-eligible customers in Cumberland County. The challenge involves 239 houses. Kinex is challenging on the grounds that they have fiber within 1,000 feet of these houses.
- The Project Management Team meets monthly to discuss the project. The team includes local staff, CRC staff, Kinex staff, and DHCD staff. The next meeting is scheduled for April 11, 2024.
- Per an agreement with DHCD, CRC and local staff are making quarterly site visits to observe the work being done by Kinex and their contractors. A site visit was conducted on March 5, 2024 to observe middle mile installation in Cumberland County and a customer installation in Prince Edward County. The next site visit will occur in May or June.

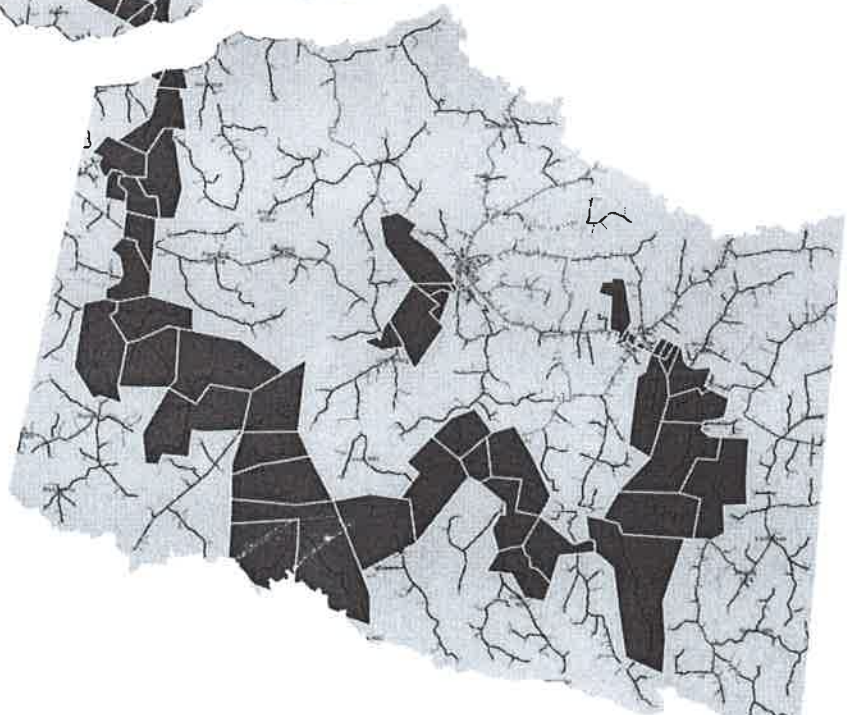
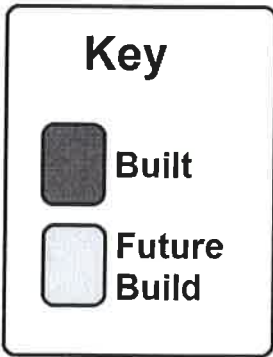
Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC

Cumberland

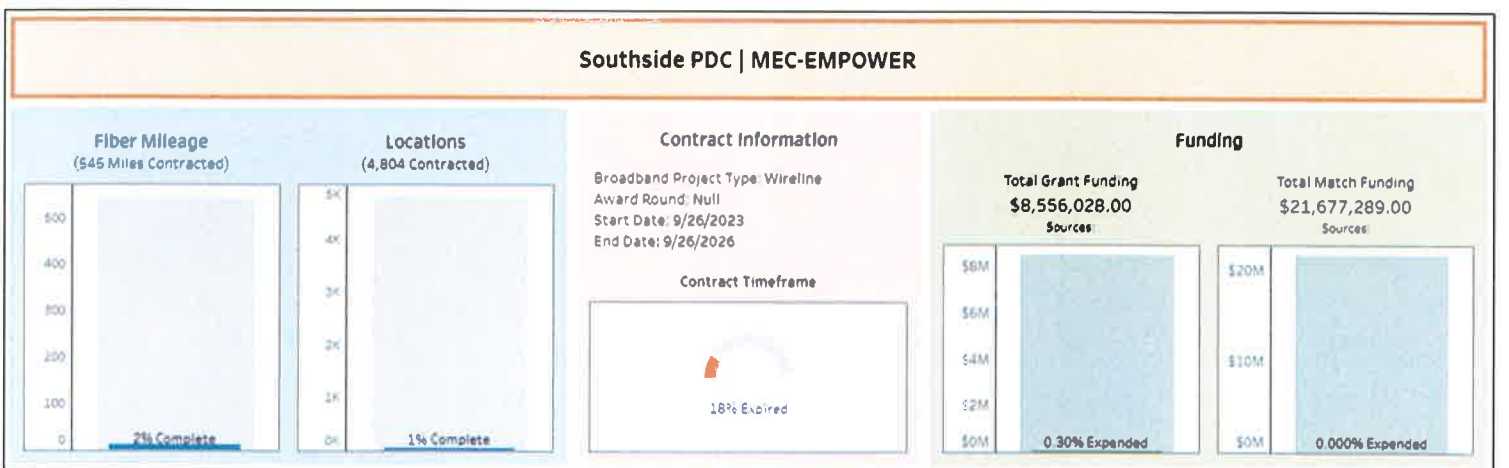
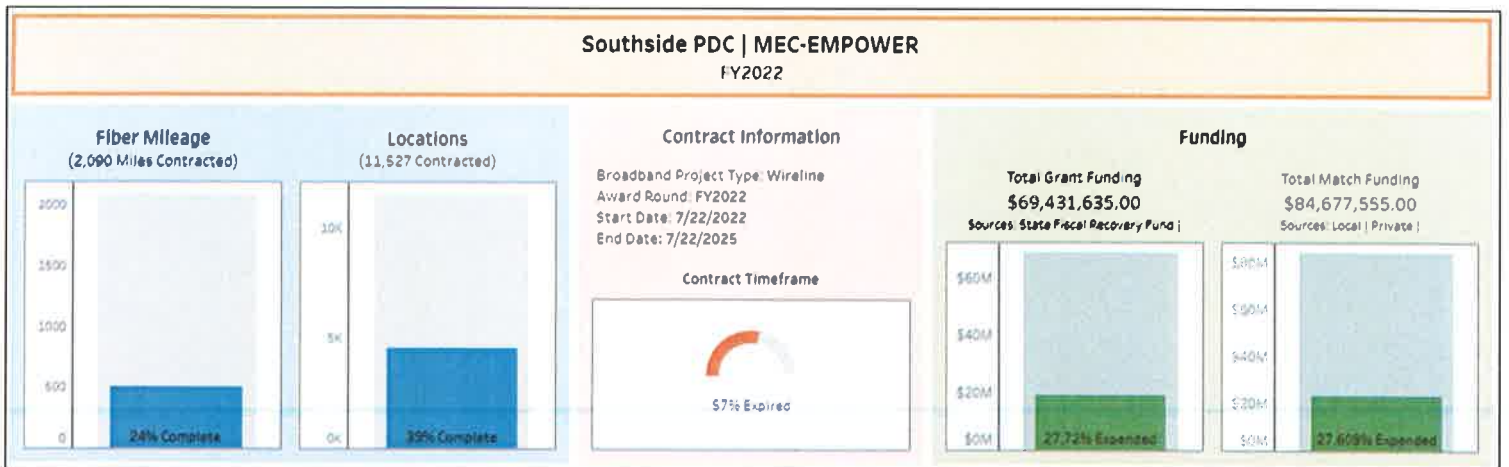


Prince Edward



Lunenburg

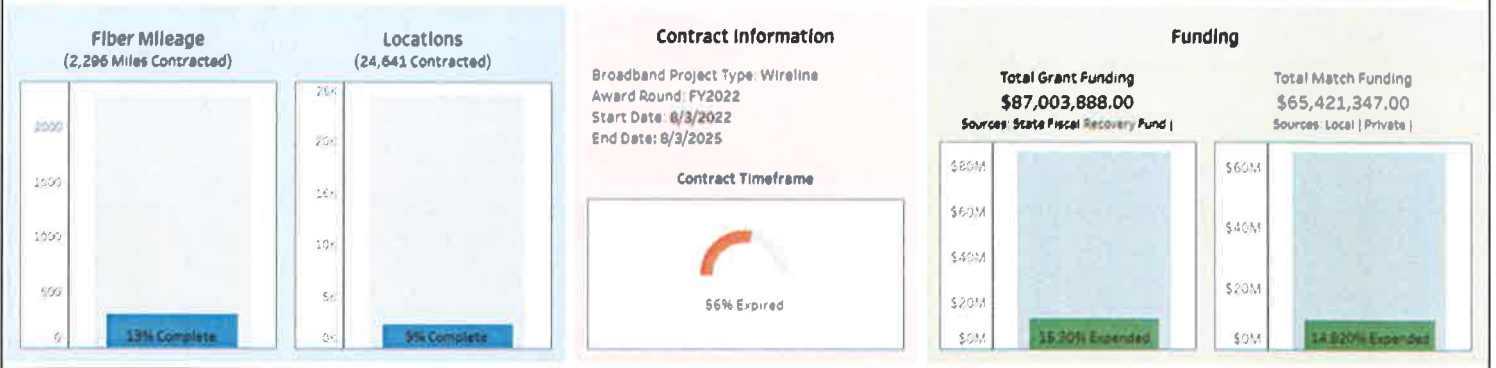
VATI dashboard – status of projects for the CRC and surrounding areas (last updated April 4, 2024 by VDHCD)



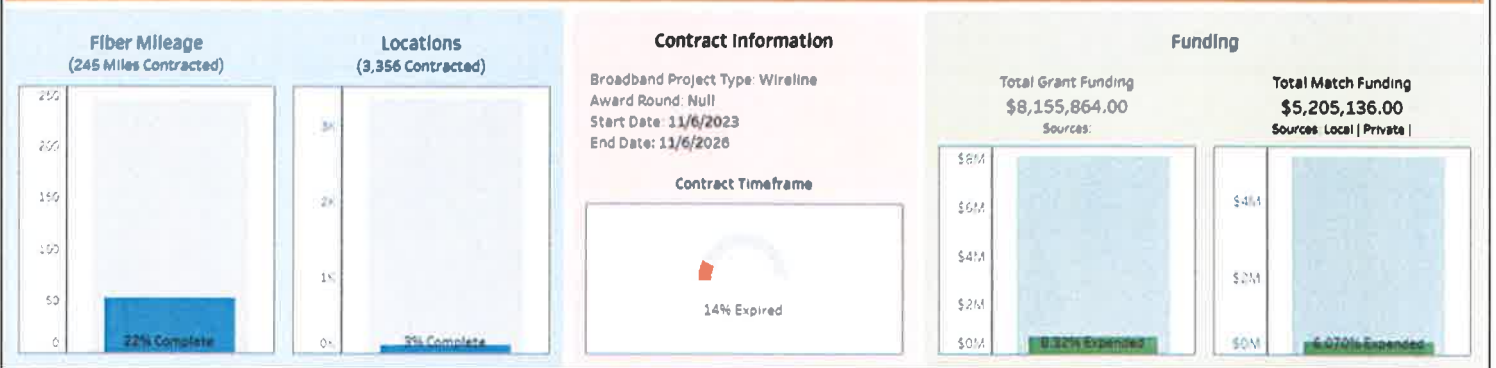
**Thomas Jefferson PDC | CVEC-Firefly**  
FY2022



**West Piedmont PDC - East | RiverStreet Networks**  
FY2022



**West Piedmont PDC | RiverStreet Networks**





IN PARTNERSHIP WITH

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

TO: CRC Representatives

FROM: Melody Foster, Executive Director

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

DATE: April 10, 2024

Project:

The CRC is under contract with the Town of Drakes Branch to provide project administration assistance for the expenditure of SLFRF funds to be utilized to complete needed projects in the Town of Drakes Branch. The CRC is providing technical assistance including reporting on the SLFRF funds expended. Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026.

Update:

Water Metering Project complete.

CRC staff met with the Town Mayor on March 21, 2024 to discuss the Town's priorities for spending down the SLFRF funds. At this time the Mayor requested a quote for the CRC's services to assist the Town in developing an Update of the Town's Comprehensive Plan. This cost could be also paid for through SLFRF funds. There was also discussion of how to proceed with the April 30<sup>th</sup> reporting coming up with the Town not currently having a Town Clerk. CRC staff will be working with the Mayor to resolve how to submit this report to the US Treasury without the Town currently having an administrative staff to assist in gathering data and as well as not having access to the portal from authorized staff.




IN PARTNERSHIP WITH

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Nottoway | Prince Edward

**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** April 9, 2024

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

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

**Update:**

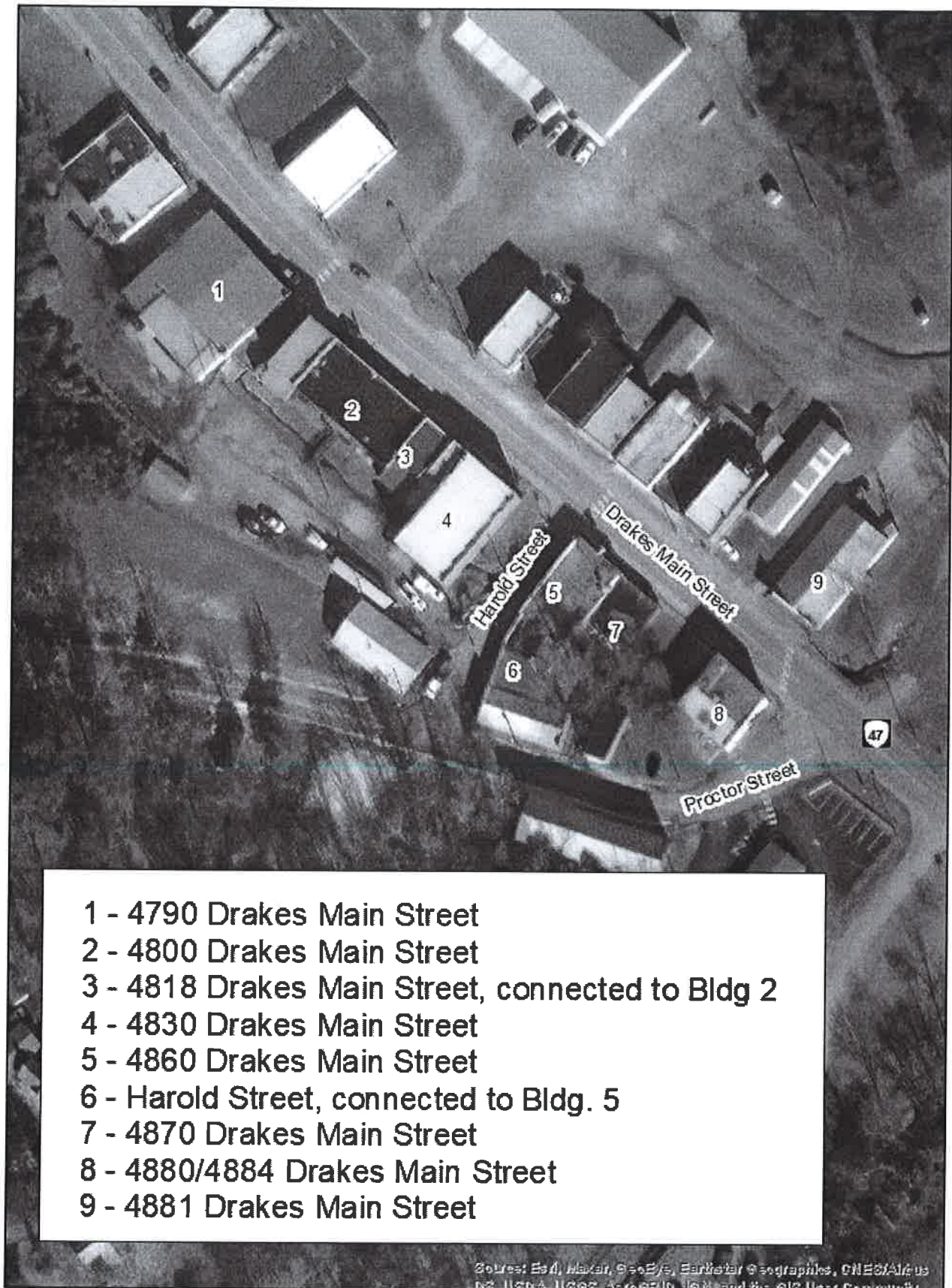
- Building 1: Privately owned property
  - The property owner has opted out, and will not be participating in the project.
- Buildings 2 and 3: Old Town Hall and fire station
  - Appraisals completed.
  - Title searches completed.
  - The Town has retained Hurt & Proffitt (H&P) to conduct lead and asbestos inspections of these properties. The inspection has been completed. Staff from H&P have advised that they expect to issue the report by April 12. Once the report had been reviewed, the Town will work with H&P to determine the next steps.
- Building 4: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The owner has signed an agreement to sell the property to the Town. The sale is pending completion of the sale agreement and supporting paperwork.
  - This property has a deed of trust per the title search, which will need to be settled as part of the sale process.
  - The Town has retained Hurt & Proffitt to conduct a lead and asbestos inspection of this property. The inspection has been completed. Staff from H&P have advised that they expect to issue the report by April 12. Once the report had been reviewed, the Town will work with H&P to determine the next steps.

- Buildings 5 and 6: Privately owned, adjoining buildings, same owner
  - Appraisals completed.
  - Title searches completed.
  - The owner has agreed to terms on a sale of the property to the Town. The Town is working with the Town Attorney and the property owner to complete the sale of these properties.
  - The Town has retained Hurt & Proffitt to conduct lead and asbestos inspections of these properties. The inspection has been completed. Staff from H&P have advised that they expect to issue the report by April 12. Once the report had been reviewed, the Town will work with H&P to determine the next steps.
  
- Building 7: Privately owned property
  - Property owner has opted out, and will not be participating in the project.
  
- Building 8: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - Property has tax liens. The County has referred the property to Tax Authority Consulting Services (TACS), a Henrico County-based firm that assists local governments in collection, bankruptcy, and assessment matters, for a tax sale on the property. TACS has filed paperwork in Charlotte County Circuit Court to begin the sale process, and a decree of sale hearing has been scheduled for April 24. Once a decree is entered by the Circuit Court Judge, the next step is for the judge to appoint a special commissioner who would schedule the sale. Staff from TACS has advised that the sale would likely occur sometime in June.
  - The Town has retained Hurt & Proffitt to conduct a lead and asbestos inspection of this property. The inspection has been completed. Staff from H&P have advised that they expect to issue the report by April 12. Once the report had been reviewed, the Town will work with H&P to determine the next steps.
  
- Building 9: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The sale of this property has been completed.
  - The Town has retained Hurt & Proffitt to conduct a lead and asbestos inspection of this property. The inspection has been completed. Staff from H&P have advised that they expect to issue the report by April 12. Once the report had been reviewed, the Town will work with H&P to determine the next steps.

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

cc: Melody Foster





- 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



**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** April 9, 2024

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

As you are aware, the Commonwealth Regional Council (CRC) is working on an update of the CRC's Regional Hazard Mitigation Plan. The updated Plan will cover all seven (7) counties in Planning District 14 plus their respective towns (11 towns). The project is being funded by a FEMA grant through the Building Resilient Infrastructure in Communities (formerly known as Pre-Disaster Mitigation) program, with all seven counties and the Town of Farmville providing in-kind (staff hours) as a match for the grant.

**Update:** FEMA Region III has given the plan Approval Pending Adoption (preliminary approval). Local adoptions are underway. As of today, 10 of the 18 covered localities (five counties and five towns) have adopted the Plan. The remaining localities are expected to adopt the Plan this month. Once all localities have adopted the Plan, it will be sent back to FEMA for final approval.

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

cc: Melody Foster, Executive Director, CRC



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

TO: Commonwealth Regional Council  
FROM: Lauren Jones, Regional Planner  
SUBJECT: SEED Innovation Hub Project Update  
DATE: April 9, 2024

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

**Project Update:**

EDA funds- On January 25<sup>th</sup> at 2:15pm, LUREF held a public bid opening with two submitted bids from Kenbridge Construction and English Construction. English Construction was the lowest bidder. The CRC assisted LUREF with providing the EDA with the necessary documentation that is required for the final approval of the lowest bidder including submitting a budget and timeline amendment. LUREF is currently awaiting the final approval of the bid documentation and the budget and timeline amendment to award the lowest bidder.

Tobacco Commission Funds- Due to the funds uses, these is not an update at this time (funds will be used for construction costs).

GO Virginia Funds - Due to the funds uses, these is not an update at this time (funds will be used for equipment).



IN PARTNERSHIP WITH

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

**MEMORANDUM:**

**TO:** CRC Member Localities & Longwood University

**FROM:** Melody Foster, Executive Director

**SUBJECT:** Status Report - Creation of New Economic Development Organization (REDO) for CRC region

**DATE:** April 10, 2024

**Project:** CRC GO Virginia Enhanced Capacity Building Grant to fund a business plan & strategy for the creation of a NEW CRC (footprint) Regional Economic Development Organization (REDO) in partnership with Longwood University. The CRC hired a consultant team in March 2023: Creative Economic Development Consulting, Timmons Group/Mangum Economics and Convergent Nonprofit Solutions to assist the CRC staff, CRC REDO Working Committee and CRC Advisory Board in completing this feasibility project. This grant is complete and has been closed out. The results of the project concluded that a new REDO is a viable option. The new REDO – Virginia’s Heartland Regional Economic Development Alliance (VHREDA) is being pursued by the CRC.

**Update:**

- Convergent Nonprofit Solutions, LLC began working on the Private Campaign Fundraising for the Virginia’s Heartland Regional Economic Development Alliance (VHREDA) April 1, 2024. Convergent has been working CRC staff and in contact weekly on the VHREDA Campaign Fundraising. The CRC is paying for these services upfront and will be reimbursed by VHREDA once established. Please note in the CRC Treasurers Report *Item 90101 New REDO costs* is keeping an accounting of the costs, currently at \$11,500 (April).
- The CRC also determined dues for VHREDA would be based on \$2.50 per capita with Longwood University paying the minimum of \$25,000 for a total of \$278,573 in public investment funds. Public Investment requests have been sent to all seven counties and Longwood University. I have, at the request of Amelia, Charlotte, Lunenburg, Nottoway and Prince Edward made presentations regarding this request to either the counties Budget Committee or in the case of Amelia to the Economic Development Authority.
- The CRC has advertised for a part-time administrative support for the VHREDA fundraising campaign. So far, we have several applications and will be hiring this staff once we have confirmed with Convergent the needed start date for these services.
- The VHREDA Private Investment Campaign Kick-Off Meeting was held on April 4, 2024. The County Administrators and Longwood University were invited to attend this meeting. Attending were: Karl Carter, (Buckingham), Dan Witt (Charlotte), Tracy Gee (Lunenburg), Steve Bowen (Nottoway) and Sheri McGuire (Longwood University).
- VHREDA Public Investment requests to all seven counties and Longwood University have been sent out.

**Establishing VHREDA as a 501c3**

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



IN PARTNERSHIP WITH

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

TO: CRC Representatives

FROM: Lauren Jones, Regional Planner

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

DATE: April 9, 2024

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

**Project Update:**

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

**VDACS, AFID Infrastructure Grant:** The CRC is still awaiting the Infrastructure Grant agreement with VDACS.

**TRRC:** CRC staff has submitted the executed agreement to the TRRC.



IN PARTNERSHIP WITH

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

## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Lauren Jones  
Regional Planner

**DATE:** April 9, 2024

**SUBJECT:** CRC Staff Update – Providing Grant Writing Services to Local Agencies

As per the CRC's ongoing efforts to provide grant writing services for County Public Schools, local government, law enforcement, and 501 (c)(3) organizations in the region, the following activities have taken place since March 7, 2024:

### Status Update

- DHCD, Industrial Revitalization Fund (IRF): **Congratulations** to the **Town of Blackstone** on being **awarded \$247,000** for additional funds for the renovation and rehabilitation of Harris Memory Armory. The CRC assisted with this application.
- VDOF, Virginia Trees for Clean Water grant: **Congratulations** to the **Town of Kenbridge** on being **awarded \$1,040.00** to purchase and mulch 45 American Holly trees. These Holly trees will be planted at the soccer complex to screen the wastewater plant and the Town Park. The CRC assisted with this application.
- VDOT, Ready, Set, Go: **Congratulations** to the **Town of Keysville** on being **awarded a planning grant** to fund planning activities for a sidewalk project in Keysville. The CRC assisted with this application.
- Congressional Directed Spending (CPS): The CRC assisted Prince Edward County with an application for the build out of Sandy River Reservoir as a public water source.
- VDCJS, Byrne Justice Assistance Grant: The CRC assisted Charlotte County Sherriff's Office with an application to purchase new body cameras for deputies. The application was due on March 13<sup>th</sup>.
- FEMA, FP&S Grant: The CRC assisted the Charlotte County Dept. of Public Safety with an application to purchase smoke detectors, medical equipment for fire personal, and accountability system for firefighters. The application was due on April 12<sup>th</sup>.
- FEMA, SAFER Grant: The CRC is assisting Farmville Fire Department with an application to hire additional paid fire staff. The applications are due on April 12<sup>th</sup>.
- VDACS, AFID Planning Grant: The CRC is assisting Virginia Food Works, a local non-profit, with a planning grant application to purchase a variety of equipment for the Prince Edward Cannery that would serve local food producers. The planning grant applications are **Page 37** accepted on a rolling basis.

- Lunenburg County: CRC staff is working with Lunenburg County and the Towns of Victoria and Kenbridge on an application to DCR's Recreational Trails Grant Program to expand the Tobacco Heritage trail.
- Cumberland County: CRC staff is working with Cumberland County on an application to the DCR Recreational Trails Grant Program to complete a recreational trail between Bear Creek State Park and Court House Village.

#### Awaiting Approval

- Assistance to Firefighters Grant (AFG): Applications were due on March 8<sup>th</sup>. The CRC assisted the following agencies with AFG applications:
  - Victoria Fire and Rescue – purchase a vehicle
  - Blackstone VFD – purchase an exhaust system
  - Keysville VFD – purchase breathing apparatus
  - Prince Edward County (regional application) – purchase radios
- USDOT Federal Transit Administration (FTA), Innovative Coordinated Access and Mobility grant: The CRC assisted Piedmont Senior Resources with an application to purchase a vehicle. Applications were due on February 13<sup>th</sup>.
- Southeast Crescent Regional Commission (SCRC), State Economic and Infrastructure Development (SEID) Grant Program: The CRC assisted the Town of Blackstone with an application to fund construction costs for the renovation and rehabilitation of the Harris Memorial Armory. Applications were due on February 2, 2024.
- NPS, Save America's Treasures Grant: The CRC assisted Mary E. Branch Heritage Center with a submitted application to renovate the historic Mary E. Branch Elementary School. Applications were due on December 1, 2023.
- NPS, African American Civil Rights: The CRC assisted Cumberland Co. with submitting two applications to renovate and establish the historic designation for the historic Luther P. Jackson High School. The CRC also assisted Mary E. Branch Heritage Center/ Prince Edward County with a submitted application to renovate the historic Mary E. Branch Elementary School. Applications were due November 1, 2023.
- VDOT Transportation Alternatives Program (TAP): The CRC assisted Amelia County, Lunenburg County, the Town of Farmville and the Town of Keysville with pre-application submissions to fund the construction of pedestrian sidewalks. Lunenburg County and the Town of Farmville has selected to not submit a full application for the TAP. The Town of Keysville has been advised to pursue another VDOT grant opportunity. The CRC assisted Amelia County with the submission of a full TAP application. Applications were due October 2, 2023.

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

- HITT: CRC staff is working with Prince Edward County on a potential application to VDOT for access road funds.
- Town of Charlotte Court House: The CRC is assisting the Town of Charlotte Court House with a potential application to VDH, Drinking Water State Revolving Fund to replace service lines and water meters.

- Nottoway County: CRC staff is working with Nottoway County to identify funding to assist with operational costs for the landfill.
- Better Days Farmville: CRC staff is working with Better Day Farmville, a local non-profit, to identify funding sources to purchase a new building for its operations.
- Town of Kenbridge: CRC staff is working with Lunenburg County and the Town of Kenbridge to identify funding sources to purchase a HVAC system for the Kenbridge Recreation Center.
- Nottoway County: CRC staff is working with Nottoway County to identify funding sources to assist with operation costs for the landfill.
- Drakes Branch Volunteer Fire Department: CRC staff is working with the Drakes Branch Volunteer Fire Department to identify funding sources for the purchase of turnout gear and breathing apparatus. CRC staff are looking into submitting a potential application to Firehouse Subs.
- Town of Keysville: CRC staff is working with the Town of Keysville to identify funding sources for the construction of a pickle ball court and public parking lot.
- Community Resource Services: CRC staff is working with Community Resource Services, a local non-profit, to identify funding sources for the construction of a new food pantry that would serve Lunenburg County. CRC staff are looking into submitting a potential application to the Sentra Health grant program in the fall.
- Crewe Volunteer Fire Department: CRC staff is working with Crewe VFD to identify funding sources to purchase an iPad for the EMS Truck. CRC staff are looking into submitting a potential application to the CENTRA health grant program that is estimated to open on March 4<sup>th</sup>.
- Curdsville Community Center (Buckingham County): The CRC is working with the group to seek funding opportunities to renovate the community center.
- Playground Equipment Funding: The CRC is continuing to research funding for a playground equipment.
- Animal Shelter Funding: The CRC is continuing to research funding for new animal shelters.
- Twin Lakes State Park, Friends of Twin Lakes State Park: The CRC is working with the State Park and the non-profit group that supports the State Park to identify funding opportunities for various projects at the Park.



<b>Upcoming Grant Funding Opportunities</b>	
<b>Grant Opportunity</b>	<b>Deadline</b>
VDACS, AFID Planning Grant	Open – Rolling Basis
CENTRA Health Grant	Mandatory Training – February 21, 2024 Open – March 1, 2024 Due – May 1, 2024
DHCD, IRF	Due – June 1, 2024
DCR, Recreational Trails Grant	Due – May 7, 2024
VDF, Virginia Trees for Clean Water	Open - Rolling Basis
<i>*Programs with rolling submissions include: EDA, USDA, Virginia Housing, GO Virginia, DHCD, Tobacco Commission TROF, VEDP, etc.</i>	

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

**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 2024-2025**

WHEREAS, the Commonwealth Regional Council has received an offer of Rural Transportation Planning Assistance funds from the Virginia Department of Transportation for Fiscal Year 2024-2025.

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 2024-2025, (July 1, 2024 to June 30, 2025).

WHEREAS, the terms of the offer of SPR funds include a \$14,500 (20%) Council match for Fiscal Year 2024-2025, (July 1, 2024 to June 30, 2025).

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 2024-2025, 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 17th day of April, Two Thousand Twenty-Four.

\_\_\_\_\_  
J. David Emert, CRC Chairman

\_\_\_\_\_  
Melody Foster, Executive Director

**Commonwealth Regional Council  
FY-2025 Rural Transportation Planning Work Program  
July 01, 2024 – June 30, 2025**

## 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-2025 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 2025 - 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-24 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>

<b>SPR Funds (80%)</b>	<b>\$10,400.00</b>
<b>RC Funds (20%)</b>	<b>\$ 2,600.00</b>

**Total Budgeted Expenditure for Program Administration** **\$13,000.00**

**FY 2025 - 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.

<b>SPR Funds (80%)</b>	<b>\$16,000.00</b>
<b>RC Funds (20%)</b>	<b>\$ 4,000.00</b>

**Total Budgeted Expenditure for Local Technical Support** **\$20,000.00**

**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.

<b>SPR Funds (80%)</b>	<b>\$31,600.00</b>
<b>PDC Funds (20%)</b>	<b>\$ 7,900.00</b>

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<b>Total Budgeted Expenditure for Regional Technical Assistance</b>	<b>\$39,500.00</b>
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**FY-2025 Budget Summary**

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<b>Tasks</b>	<b>VDOT (SPR) 80%</b>	<b>PDC (Match) 20%</b>	<b>Total 100%</b>
<b><u>Program Administration</u></b>			
1. Administration	\$10,400.00	\$ 2,600.00	\$13,000.00
<b>Total Budgeted Expenditure for Program Administration</b>	\$10,400.00	\$ 2,600.00	\$13,000.00
<b><u>Program Activities</u></b>			
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
<b>Total Budgeted Expenditure for Program Activities</b>	\$47,600.00	\$11,900.00	\$59,500.00
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>