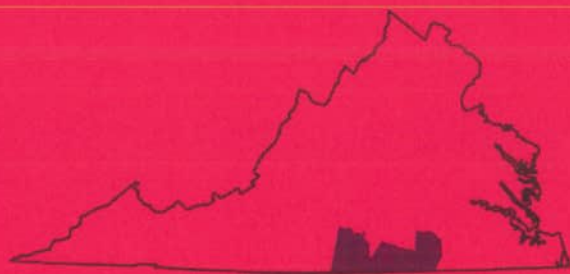


FY20 Management Plan



Southside Planning District

Brunswick County
Halifax County
Mecklenburg County
Town of South Boston
Town of South Hill
VIRGINIA

June 2019

Table of Contents

Section	Page
I. MANAGEMENT PLAN	1
Purpose.....	1
Environment and Historic Preservation.....	1
Administrative Organization.....	1
Planning District Commission Goals.....	3
Planning District Commission Officers.....	4
Planning District Commission Members.....	5
Planning District Commission CEDS Committee Members.....	8
Planning District Commission Staff	10
II. WORK PROGRAM ACTIVITIES.....	11
III. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION.....	28
IV. TITLE VI PLAN: NON-DISCRIMINATION IN FEDERAL-AID PROGRAMS	32
V. BUDGET	34

I. MANAGEMENT PLAN

The Management Plan is a statement of the objectives the Southside Planning District Commission intends to achieve during the period FY20.

Purpose

The primary objective of the Southside Planning District Commission is to promote the orderly and efficient development of the economic, physical and social fabric of this rural region by assisting local governmental units in developing policies, programs and projects which directly impact the region's economic, physical and social needs. The Management Plan establishes the framework within which the Commission promotes the development of comprehensive planning processes to ensure regional as well as local viewpoints are considered in policy, program and project development and evaluation.

Environment and Historic Preservation

Planning and management activities which impact or affect the environment or areas of historic significance are evaluated to ensure conformance to the provisions of the National Environmental Policy Act and those provisions which relate to the protection of historic and cultural properties.

Administrative Organization

The Southside Planning District Commission is an organization established to serve as the official regional planning and development agency acting as the forum to promote intergovernmental cooperation and coordination on mutual problems of regional significance.

Southside Planning District Commission

The Charter of the Southside Planning District Commission was adopted on September 15, 1969, and Planning District 13 became the seventh organized Planning District of the Commonwealth of Virginia.

A Planning District Commission is a public body, created by the General Assembly, to promote the orderly and efficient development of the physical, social and economic elements by planning, encouraging and assisting governmental subdivisions to plan for the future. It has no legislative or taxing power but provides an opportunity for citizens to participate in decisions to solve common problems and needs. In all of their activities, the main theme of Planning District Commissions is intergovernmental cooperation. Their primary mission is to serve the local government and the citizens of the Planning District.

The PDC provides essential technical assistance to local governments, coordinates state and federal efforts to assist communities, reviews and coordinates local development proposals and helps to achieve a realistic development strategy and utilizes it in shaping a long-range development plan for the District. The primary objectives are to reduce the waste, overlap and inefficiencies that frequently result from unplanned, uncoordinated governmental and private activities.

The first meeting of the Southside Planning District Commission was held November 6, 1969, at the Mecklenburg Electric Cooperative in Chase City, Virginia, with members attending from the Counties of Brunswick, Halifax and Mecklenburg, the City of South Boston and the Town of South Hill. Also, at this time, the Planning District was designated as an Economic Development District by the Economic Development Administration.

The City of South Boston reverted from city status to town status effective July 1, 1995, thus officially becoming a part of Halifax County.

The Commissioners are the decision-making body that determines the overall District strategy, plan, policy and program; coordinates the work of the advisory committees; and represents the District in dealing with state and federal agencies.

This Commission consists of 28 members with 54% elected officials. The remaining 46% represents various interest groups in the District such as agriculture, education, healthcare and industry. Members are chosen in such a manner that all counties are equally represented and no one interest group controls the Commission.

Brunswick County has five (5) Commissioners:

- 3 elected officials
- 1 from county planning
- 1 citizen-at-large.

Halifax County has eight (8) Commissioners:

- 4 elected officials
- 1 from county planning
- 3 citizens-at-large.

Mecklenburg County has eight (8) Commissioners:

- 4 elected officials
- 1 from county planning
- 3 citizens-at-large.

The Town of South Boston has four (4) representatives:

- 2 elected officials
- 1 from town planning
- 1 citizen-at-large.

The Town of South Hill has three (3) representatives:

- 2 elected officials
- 1 citizen-at-large.

There are ten minority members: Brunswick County – three (3), Halifax County – two (2), Mecklenburg County – two (2), South Boston – two (2) and South Hill – one (1).

GOALS

The Goals of the Southside Planning District Commission shall include:

- Promoting a favorable business climate to strengthen local economic development efforts;
- Protecting the region's physical and natural resources;
- Supporting local government's role in economic development;
- Diversifying the region's economy;
- Coordinating educational and workforce development programs;
- Assisting efforts by local governments to reduce cost and improve efficiency of services;
- Maintaining a central data system and mapping services;
- Monitoring development of regulations for state/federal programs/projects;
- Encouraging the use of federal, state, regional and local development incentives;
- Furnishing technical assistance to local governments;
- Increasing employment opportunities within the District;
- Providing a public forum for regional issues; and
- Prioritizing projects for state-wide programs.

**SOUTHSIDE PLANNING DISTRICT COMMISSION
OFFICERS**

Kim Callis, Chairman
Town of South Hill

Dennis Witt, Vice-Chairman
Halifax County

Leslie Weddington, Treasurer
Brunswick County

SOUTHSIDE PLANNING DISTRICT COMMISSION MEMBERSHIP

June 2019

	<u>Affiliation</u>	<u>Representing</u>
<i>Brunswick County</i>		
• Garland Baird P.O. Box 235 Brodnax, VA 23920	Citizen-at-Large	Business/Agriculture
• Frederick Harrison, Sr. 121 Cabin Way Lawrenceville, VA 23868	Elected Official	Local Government Minority
• Bernard L. Jones, Sr. 1670 Lew Jones Road Alberta, VA 23821	Elected Official	Local Government Minority
• Leslie Weddington 102 Tobacco Street Lawrenceville, VA 23868	Planning Commission	Community Development Minority
• John Zubrod 353 Hideaway Place Ebony, VA 23845	Elected Official	Local Government
<i>Halifax County</i>		
• Stanley Brandon 2221 Coleman Road Alton, VA 24520	Elected Official	Local Government Business Minority
• William B. Claiborne P. O. Box 219 Halifax, VA 24558	Elected Official	Local Government Minority
• Gerald V. Lovelace P.O. Box 491 Halifax, VA 24558	Planning Commission	Community Development
• David Martin P. O. Box 973 Halifax, VA 24558	Citizen-at-Large	Local Government Law Enforcement

- | | | |
|--|-------------------------|--|
| • Garland B. Ricketts
2095 Cherry Hill Church Rd
South Boston, VA 24592 | Elected Official | Business |
| • Scott Simpson
P. O. Box 699
Halifax, VA 24558 | Citizen-at-Large | Local Government |
| • Dennis Witt
1152 Golf Course Road
Halifax, VA 24558 | Elected Official | Local Government
Education K-12 - Retired |
| • Vacancy | Citizen-at-Large | Private Sector |

Mecklenburg County

- | | | |
|--|----------------------------|---|
| • M. J. Colgate
63 Boyd Street
Chase City, VA 23924 | Citizen-at-Large | Business |
| • Gregg V. Gordon
380 Greenhouse Drive
Buffalo Junction, VA 24529 | Elected Official | Local Government
Agriculture |
| • Andy R. Hargrove
2539 Mill Creek Road
Clarksville, VA 23927 | Elected Official | Local Government
Minority |
| • Landon Hayes, Jr.
1483 Canaan Church Road
Brodnax, VA 23920 | Planning Commission | Community Development |
| • Angie D. Kellett
P. O. Box 307
Boydton, VA 23917 | Citizen-at-Large | Community Development |
| • Charlie Simmons
P. O. Box 207
Clarksville, VA 23927 | Citizen-at-Large | Business |
| • Glanzy M. Spain, Jr.
863 Esnon Road
Chase City, VA 23924 | Elected Official | Local Government
Business
Minority |

- | | | |
|---|------------------|------------------------------|
| • E. Dan Tanner, Jr.
P.O. Box 391
La Crosse, VA 23950 | Elected Official | Local Government
Business |
|---|------------------|------------------------------|

Town of South Boston

- | | | |
|---|----------------------------|--|
| • Michael Byrd
124 Meadow Street
South Boston, VA 24592 | Elected Official | Local Government
Business
Minority |
| • Winston Harrell
1220 N. Main Street
South Boston, VA 24592 | Elected Official | Local Government
Business |
| • George Leonard
605 Forest Drive
South Boston, VA 24592 | Planning Commission | Business |
| • Ernest Vass
113 Meadow Drive
South Boston, VA 24592 | Citizen-at-Large | Business
Minority |

Town of South Hill

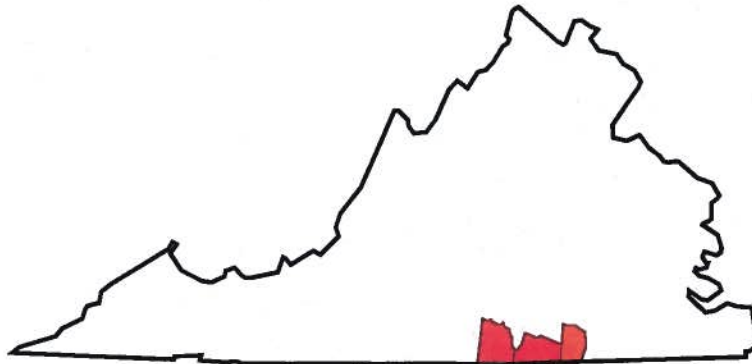
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|--|-------------------------|------------------------------|
| • Kim Callis
211 S. Mecklenburg Ave.
South Hill, VA 23970 | Citizen-at-Large | Local Government |
| • Lillie Feggins-Boone
415 South Hill Avenue
South Hill, VA 23970 | Elected Official | Local Government
Minority |
| • Lisa Jordan
901 W. High Street
South Hill, VA 23970 | Elected Official | Local Government |

Bold print indicates member of Executive Committee.

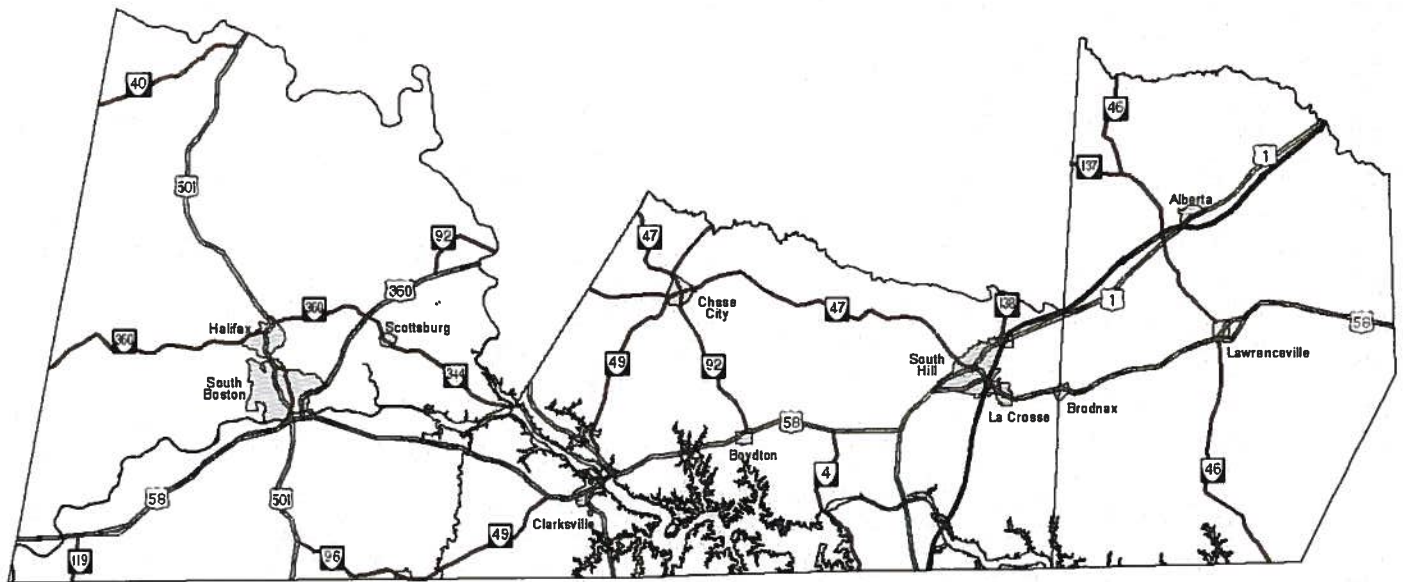
CEDS COMMITTEE MEMBERS

- Garland Baird – Brunswick County
- Stanley Brandon – Halifax County
- Kim Callis – Town of South Hill
- Mary Elkins – Higher Education Representative
- Gregg Gordon – Mecklenburg County
- Winston Harrell – Town of South Boston
- Todd Howell – Hospital Representative
- Bernard Jones, Sr. – Brunswick County
- George Leonard – Town of South Boston
- Jerry Lovelace – Halifax County
- Garland Ricketts – Halifax County
- Charlie Simmons – Mecklenburg County
- Glanzy Spain – Mecklenburg County
- Leslie Weddington – Brunswick County
- Dennis Witt – Halifax County

In accordance with 13 CFR 303.6, EDA requires the Planning Organization to appoint a Strategy Committee (CEDS Committee) to guide the CEDS planning process. The makeup of the CEDS committee is guided by EDA legislation, CFR 303.6 (a), which stipulates the committee should have representation from the following: public officials, community leaders, workforce development boards, institutions of higher education, minority and labor groups, private individuals and tribal governments where applicable. The CEDS Committee is responsible for working with the SPDC staff to develop and submit to the Economic Development Administration, a Comprehensive Economic Development Strategy that complies with EDA.



Southside Planning District



SPDC Staff

Gail P. Moody	◆	Executive Director
Deborah B. Gosney	◆	Deputy Director
Ashleigh H. Zincone	◆	Senior Planner
Sangi L. Cooper	◆	Senior Planner
Andy K. Wells	◆	GIS and Cartography Manager
Chad E. Neese	◆	GIS/Transportation Planner
Stephanie W. Creedle	◆	Finance Director/HR
Lisa S. McGee	◆	Administrative Assistant
JoAnne T. Turner	◆	Part-Time Planning Assistant
Radisha A. Royster	◆	Part-Time Planning Assistant

II. WORK PROGRAM ACTIVITIES

The following list is the Work Program as identified in the Southside Planning District Commission's Management Plan for FY20. Each of the elements in the Work Program is interrelated and has been designed to implement the Development Strategy of the 2019 Comprehensive Economic Development Strategy (CEDs).

FY20 ANNUAL WORK PROGRAM CODES SUMMARY

100 Series: Regional Economic Development

(EDA)

- 101: Economic Development Planning and Technical Assistance
Regional Intergovernmental Review Process
Local, Regional, State/Federal Liaison
Census Data Information Assistance
Regional Publications

200 Series: Business Development

- 201: Technical Assistance for Investment/Development and Job Creation

(LCDC)

300 Series: Grantsmanship and Technical Assistance

- 301: Technical Assistance – Halifax County; *GIS*
- 302: Technical Assistance – Halifax County; *VITA Shared Services Grant* (VITA)
- 304: Grant Administration – Halifax County; *Meadville Road Project* (CDBG)
- 306: Grant Administration – Clarksville; *Southwest Downtown Project – Phase II* (CDBG)
- 317: Grant Administration – Brodnax; *Water System Improvement Project* (CDBG)
- 318: Grant Administration – Mecklenburg County; *Highway 49 Skipwith Housing Project* (CDBG)
- 344: Technical Assistance – Mecklenburg County; *GIS*
- 348: Grant Administration – Brunswick County; *Alvis Road Project* (CDBG)
- 351: Technical Assistance – Brunswick County Sheriff's Office; *GIS*
- 356: Grant Administration – Chase City; *Endly Street Project – Phase I* (CDBG)
- 374: Grant Administration – Brunswick County; *Flat Rock Road Housing Rehab* (CDBG)
- 388: Technical Assistance – Go Virginia Region 3 (DHCD)
- 389: Grant Administration – *Natural Hazard Mitigation Plan* (DEM)
- 390: Grant Administration – South Boston; *SOVA Innovation Hub Project* (VEDP)
- 391: Grant Administration – Clarksville EDA; *Planters Brick Tobacco Warehouse Project* (DHCD)
- 393: Grant Administration – South Hill; *Southern Virginia Food Hub* (CDBG)
- 398: Grant Administration – South Boston IDA; *John Randolph Hotel Project* (TRRC/IRF/DHCD)

400 Series: Rural Transportation Planning

- 401: Rural Transportation Planning and Coordination (VDOT)
- 403: Grant Administration – Brodnax; *Brodnax Depot* (VDOT)
- 417: Grant Administration – *Tobacco Heritage Trail* (VDOT)
- 420: Grant Administration – Lawrenceville; *Sidewalks Project* (VDOT)
- 421: Grant Administration – Lawrenceville; *North Main Street Project* (VDOT)
- 422: Grant Administration – Town of Halifax; *Streetscape Extension Project* (VDOT)

600 Series: Management, Administration and Finance

(S/L)

- 601: Management Activities
- 602: Local Technical Assistance
- 604: Financial and Policy Management

100: REGIONAL ECONOMIC DEVELOPMENT

**101: Economic Development Planning and Technical Assistance
Regional Intergovernmental Review Process
Local, Regional, State/Federal Liaison
Census Data Information Assistance
Regional Publications**

- Develop district-wide strategies that strengthen existing economic clusters and target new growing employment sectors.
- Prepare annual update to the Comprehensive Economic Development Strategy for Planning District 13 and update the CEDS website (www.sovaeconomy.com).
- Prepare Southside PDC Annual Report.
- Continue development and maintenance of the Southside Planning District Commission website (www.southsidepdc.org) to disseminate area demographics and information.
- Assist with marketing studies as needed.
- Provide intergovernmental review of and/or comment on local project applications to state and federal agencies.
- Research the needs of the private sector and link available economic resources in the district in an effort to meet these needs.
- Seek creative and cooperative financing strategies for local and regional infrastructure needs.
- Coordinate local efforts with state and federal development agencies and programs including DHCD, EDA, RD, VDOT and others.
- Fulfill requests from localities and the general public for Census and other demographic data/information for use in the: economic development proposals, grant applications and grant administration and education and research projects.
- Attend meetings and public hearings on regional issues and represent the Commission's position.
- Monitor federal, state, bi-state and local activities concerning regional issues.
- Report to the Commission, localities and agencies as necessary.
- Provide technical assistance to localities for comprehensive plan preparation and updates.
- Extend technical assistance to localities in developing regional downtown strategies.

- Assist in the organization and resource development in advancing the region toward quality of life, workforce and economic development goals emerging from Virginia's Growth Alliance and the Southern Virginia Regional Alliance.
- Prepare grant applications as required.
- Support workforce development and training initiatives throughout the region.
- Process financial and administrative reports as required by federal and state agencies.
- Assist localities with GIS and mapping including:
 - ◆ Providing maps and/or GIS data where possible
 - ◆ Assisting with local GIS projects
 - ◆ Providing GIS data to consultants and engineers working on local projects
 - ◆ Using GIS with Census data to better understand population, demographic distribution, and land use in the District
 - ◆ Regional coordination and management of E911 and emergency management related GIS datasets.
- Train local government planning staff on the use of GIS tasks.
- Link 2010 Census data to the Regional GIS to disseminate and fully utilize the Census data and other demographic information for planning.
- Assist localities with establishing or modifying Enterprise Zone boundaries by providing GIS mapping that relates boundary data to geographic data describing local industry, land use, zoning and natural resources.
- Provide accurate GPS mapping of physical resources of the District, when requested by localities or SPDC projects.
- Provide information and resources to localities regarding Opportunity Zone benefits to encourage economic development throughout the region.
- Prepare and distribute periodic electronic newsletters covering Commission projects and activities.

Coordinating Statement: Activities will be coordinated with other activities detailed in the work program and with localities to enhance economic development, increase employment opportunities and stimulate investment in Planning District 13.

200: BUSINESS DEVELOPMENT

201: Technical Assistance for Investment/Development and Job Creation

- Maintain and promote business development programs offered through Lake Country Development Corporation (LCDC).
- Pursue additional employment and development programs that promote the expansion and diversification of the District's economy.
- Promote and coordinate the RD Intermediary Relending Program, EDA Revolving Loan Fund and the Microlending Revolving Loan Fund.
- Furnish reports to the Commission, localities and agencies, as required.
- Provide financial/administrative semi-annual and annual reports as required by federal and state agencies.
- Provide technical assistance to local governments to encourage economic investment and job creation.
- Promote programs to encourage the use of LCDC and federal, state and local development programs and incentives.
- Confer with potential applicants to consider eligibility, impact and financial soundness of projects to determine conformity to LCDC's administrative plan.
- Support asset-based development strategies of the region as a means for economic and community development.
- Assist jurisdictions coordinate job-generating programs sponsored by EDA, DHCD, VEDP and RD.
- Perform cursory review of all loan applications.
- Schedule meetings of the LCDC Loan Review Committee and Board of Directors.
- Notify applicants on loan decisions, schedule closing of loans and disburse funds to successful applicants.
- Service all loans and monitor loan repayments.
- Maintain financial accounting records for LCDC.
- Provide technical assistance to local governments and firms including loan packaging and public/private development efforts.
- Coordinate the resources of federal and state agencies for the purpose of economic development and expanded employment opportunities.

Coordinating Statement: Activities will be coordinated with other initiatives detailed in the work program and with localities to enhance economic development, increase employment opportunities and stimulate investment in Planning District 13.

300: GRANTSMANSHIP AND TECHNICAL ASSISTANCE

301: Technical Assistance – Halifax County – GIS

SPDC staff will assist Halifax County with GIS services and technical assistance to improve the County's overall GIS capabilities and areas critical to the 911 Dispatch.

The SPDC will:

- Update the County's Emergency 911 System.
- Update the County's Web GIS System.
- Oversee GIS consultants for the County.

302: Grant Administration – Halifax County – VITA Shared Services Grant

Halifax County was awarded a VITA grant to edit GIS data used in the District's 911 Systems, to comply with new standards set forth by Next Generation 911. This is a regional project with Halifax County, as host, and SPDC performing the work activities.

The SPDC will:

- Provide technical assistance to Halifax County in administering a VITA Grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

304: Grant Administration – Halifax County Meadville Road Project – CDBG

Halifax County was awarded a Community Development Block Grant to rehabilitate and/or substantially reconstruct eleven (11) LMI units, demolish four (4) dilapidated vacant homes/structures, and remove unsightly debris and trash from the project area through a neighborhood clean-up campaign.

The SPDC will:

- Provide technical assistance to the County of Halifax in administering a Community Development Block Grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

306: Grant Administration – Clarksville – Southwest Downtown Project – Phase II

The Town of Clarksville received a Community Development Block Grant for housing rehabilitation in the Southwest Downtown Project area. Funds will be used to rehabilitate 12 low-to-moderate income (LMI) homes benefiting 26 LMI people; implement on-site and off-site storm drainage improvements; replacement of an old antiquated sewer line and laterals; improve the 7th Street Pump Station; and construct new sidewalks, an overall 80% benefit to LMI persons.

The SPDC will:

- Provide technical assistance to the Town of Clarksville in administering a Community Development Block Grant.
- Continuously monitor and review activities of CDBG administration.
- Provide administrative, financial and progress reports as required.

317: Grant Administration – Brodnax – Brodnax Water System Improvement Project CDBG

The Town of Brodnax received Community Development Block Grant funds to improve the Town's antiquated and inefficient water distribution system benefiting both in-town and out-of-town water customers. The project will benefit 59% LMI households and 53% LMI persons.

The SPDC will:

- Provide technical assistance to the Town of Brodnax in administering a Community Development Block Grant.
- Provide GIS mapping of the Town's water and sewer infrastructure systems.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

318: Grant Administration – Mecklenburg County – Highway 49 Skipwith Housing Rehabilitation Project

Mecklenburg County received a Community Development Block Grant for the rehabilitation of two (2) owner-occupied LMI units, rehabilitation of five (5) investor-owned LMI units, substantial reconstruction of seven (7) owner-occupied LMI units, demolition of four (4) dilapidated vacant units and removal of unsightly debris and trash throughout the neighborhood.

The SPDC will:

- Provide technical assistance to Mecklenburg County in administering a Community Development Block Grant project located in the Highway 49 Community.
- Continuously monitor and review activities of CDBG administration.
- Provide administrative, financial and progress reports as required.

344: Technical Assistance – Mecklenburg County – GIS

SPDC staff will assist Mecklenburg County with GIS services and technical assistance to the County's 911 Center.

The SPDC will:

- Update the County's Emergency 911 Mapping System.
- Assist the County in transitioning to Next Generation 911 and a new 911 CAD system.

348: Grant Administration – Brunswick County – Alvis Road Project – CDBG

The County of Brunswick received a Community Development Block Grant for housing improvements within the Alvis Road Community. The Alvis Road Project Area consists of all the homes on both sides of Alvis Road, SR 611 between Poplar Creek and Tillman Road, SR 662. It also includes the homes on Christopher Lane. Eleven (11) LMI households, totaling 26 LMI persons, will benefit from the Alvis Road Housing Project. Nine (9) structures will receive rehabilitation assistance, two (2) structures will be substantially reconstructed, and three (3) vacant, dilapidated structures will be demolished.

The SPDC will:

- Provide technical assistance to Brunswick County in administering a Community Development Block Grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

351: Technical Assistance – Brunswick County Sheriff's Office – GIS

SPDC staff will assist Brunswick County Sheriff's Office with GIS services and technical assistance to the County's 911 Center.

The SPDC will:

- Provide updates to the County's Emergency 911 Mapping System.
- Provide updated GIS data needed for the 911 Mapping System.

356: Grant Administration – Chase City – Endly Street – Phase I – CDBG

The Town of Chase City received a Community Improvement Grant from the Virginia Department of Housing and Community Development (VDHCD) for the Endly Street community. The Endly Street Community Improvement Project is located within the corporate limits of Chase City and includes the homes along Washington Street. This grant will improve the living conditions of ten (10) households, all of which are low-to-moderate income (LMI) households, through the provision of housing rehabilitation, sewer upgrades and recreational improvements. The project will benefit 49 persons, of which, 82% are LMI individuals.

The SPDC will:

- Provide technical assistance to the Town of Chase City in administering a Community Improvement Grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

374: Grant Administration – Brunswick County – Flat Rock Road Housing Rehab Project

Brunswick County received a Community Development Block Grant for housing rehabilitation improvements within the Flat Rock Road community. Project funds will be utilized to rehabilitate 17 owner-occupied LMI units, substantially reconstruct three (3) owner-occupied LMI units, rehabilitate three (3) investor-owned LMI units and demolish six (6) dilapidated vacant units.

The SPDC will:

- Provide technical assistance to Brunswick County in administering a Community Development Block Grant project located in the Flat Rock Road Community.
- Continuously monitor and review activities of CDBG administration.
- Provide administrative, financial and progress reports as required.

388: Technical Assistance – Go Virginia Region 3 – Support Organization/Fiscal Agent

Go Virginia is an initiative of the Commonwealth of Virginia intended to grow and diversify Virginia's economy and create jobs through state financial incentives for regional projects that encourage collaboration between private sector companies, workforce, education and government in each region.

The SPDC will:

- Serve as the Support Organization for Go Virginia Region 3.
- Serve as the Fiscal Agent for Go Virginia Region 3.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

388.1: Technical Assistance – Go Virginia – GO TEC 1 Project – Per Capita Pool

The Great Opportunities in Technology and Engineering Careers (GO-TEC) collaborative primary goals are: to expand existing curriculum offered by the six higher education partners, build a regional training system of scale for career training for careers in IT and focused areas in advanced manufacturing, and develop a pipeline beginning in middle school to increase the number of students entering the targeted five training areas of need (Precision Machining; Welding; IT/Cyber Security; Robotics, Automation & Mechatronics; and Advanced Materials).

The SPDC will:

- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

388.2: Technical Assistance – Go Virginia – GO TEC 2A/GO TEC 2B Projects – Competitive Pool

This 2019 expansion of GO TEC gives economic developers in GO Virginia Regions 1, 3 and 4 both a stronger workforce system and more effective marketing message to use in their business attraction efforts. This grant will continue to expand the regional brand of workforce training and increase the number of K-12 divisions that will house Career Connections Labs.

The SPDC will:

- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

389: Grant Administration/Technical Assistance – Natural Hazard Mitigation Plan

The SPDC received grant funding to conduct a comprehensive review and update of the region's Natural Hazard Mitigation Plan. This plan examines the risk and impact of natural disasters and provides strategies for reducing impacts to people and property.

The SPDC will:

- Serve as the lead on the update process, including: data collection, analysis and writing the Natural Hazard Mitigation Plan.
- Provide administrative, financial and progress reports as required to the Virginia Department of Emergency Management.

390: Grant Administration – South Boston – SOVA Innovation Hub Project - VEDP

The South Boston IDA has requested \$50,000 from the Virginia Brownfield Assessment Fund (VBAF) to abate asbestos containing materials, remove two (2) underground storage tanks, and assist with demolition of two (2) buildings. Mid-Atlantic Broadband Corporation (MBC) has already received an \$80,000 GO Virginia Capacity Building Grant from Region 3 to assist with site development and plans related to a multi-use facility known as the Southern Virginia (SOVA) Innovation Hub. The SOVA Innovation Hub will be constructed to house a new headquarters for MBC and provide office, co-working and meeting/conference space with incubator support services for start-up companies and companies needing temporary office space while their manufacturing facilities are being built.

The SPDC will:

- Provide technical assistance to the South Boston IDA in administering a VBAF grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

391: Grant Administration – Clarksville EDA – Planters Brick Tobacco Warehouse Improvement Project

The Clarksville Economic Development Administration has received a \$600,000 Industrial Revitalization Fund grant from the Department of Housing and Community Development and a \$50,000 Virginia Brownfields Assistance Fund grant from the Virginia Economic Development Partnership to redevelop the former Planter's Tobacco Warehouse into a multi-use facility with apartments and a restaurant.

The SPDC will:

- Provide technical assistance to the Clarksville Economic Development Administration in administering all grants.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

393: Grant Administration – South Hill – Southern Virginia Food Hub CDBG Local Innovation Grant

The Town of South Hill received grant funds to assist with operational costs, to purchase office, kitchen and training room equipment, to renovate an existing vacant building, and to house the Southern Virginia Food Hub located in downtown South Hill. The Food Hub will partner with local farmers and food entrepreneurs by offering a unique “Food to Table” marketplace in Southern Virginia. The commercial kitchen will facilitate the processing of low-value, blemished produce into value-added product and host cooking and business/marketing classes.

The SPDC will:

- Provide technical assistance to the Town of South Hill in administering a CDBG Local Innovation Grant in accordance with the CDBG Local Innovation guidelines.
- Continuously monitor and review activities of CDBG Local Innovation administration.
- Provide administrative, financial and progress reports as required.

398: Grant Administration – South Boston IDA – John Randolph Hotel Redevelopment Project

The South Boston Industrial Development Authority (IDA) has been awarded a \$600,000 Southside Economic Development grant from the Tobacco Region Revitalization Commission, a \$475,000 Industrial Revitalization Fund grant from the Department of Housing and Community Development, and a \$50,000 Virginia Brownfields Assistance Fund grant from the Virginia Economic Development Partnership to assist with the redevelopment of the former historic John Randolph Hotel at 327 Main Street into a boutique hotel with 27 rooms, a restaurant, a rooftop bar and a gift shop.

The SPDC will:

- Provide technical assistance to the South Boston Industrial Development Authority in administering all grants.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

400: RURAL TRANSPORTATION PLANNING (VDOT)

401: Rural Transportation Planning and Coordination

- Prepare and assist with Enhancement Grants, Smart Scale and other transportation related grant applications.
- Complete the ongoing major update to the Rural Long Range Transportation Plan.
- Complete the update and consolidation of the two existing bike plans within Planning District 13 into one regional plan.
- Continue planning efforts to support the Tobacco Heritage Trail development, including assistance with the website, maps and social media page(s) as necessary.
- Collect GPS data on the completed segments of the Tobacco Heritage Trail.
- Consolidate existing bicycle and pedestrian recommendations from local comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile for VDOT's Transportation and Mobility Planning Division.
- Assist VDOT's Transportation and Mobility Planning Division with updating a database containing information from localities comprehensive plans.
- Administer the SPDC's Title VI program and participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in VTrans and Smart Scale webinars and meetings, the Fall Transportation meetings, and any other additional outreach meetings that may arise.
- Provide assistance, support, and/or data for transportation relating planning activities to local jurisdictions, public officials and the community.
- Participate with the MPO's and VDOT on meeting performance measure goals as necessary.
- Keep the SPDC website updated and current regarding transportation planning.
- Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities for transportation, bicycle and pedestrian related projects.

403: Enhancement Grant Administration – Brodnax Depot – VDOT

The Town of Brodnax received TAP funding from the Virginia Department of Transportation (VDOT) for the renovation of the historic railroad depot located adjacent to the Tobacco Heritage Trail in downtown Brodnax. The renovated depot will serve as a trailhead furnished with restrooms, bike rentals, and vending machines to serve trail users.

The SPDC will:

- Provide technical assistance to the Town of Brodnax in administering a project in accordance with the Transportation Program as awarded by the Virginia Department of Transportation.
- Continuously monitor and review activities as required by the Virginia Department of Transportation.
- Provide administrative, financial and progress reports as required.

417.2: Enhancement Grant Administration – Tobacco Heritage Trail – Alberta to Danielstown

The Town of Alberta received a TAP grant in FY16 and matching funds from the Tobacco Region Revitalization Commission (TRRC) Economic Development Funding in June 2016. This is a new section for the Tobacco Heritage Trail. The funding will include the conceptual design of 5.2 miles of non-motorized, multi-use trail from the Town of Alberta Trailhead/Caboose to Danielstown and engineering design and construction of the first 0.6 miles from the Trailhead/Caboose to Alberta School Park.

The SPDC will:

- Provide technical assistance to the Town of Alberta in administering a VDOT MAP-21 grant as well as a TRRC Economic Development grant.
- Continuously monitor and review activities as required by the Virginia Department of Transportation.
- Provide administrative, financial and progress reports as required.

417.3 Enhancement Grant Administration – Tobacco Heritage Trail – Berry Hill to Mirey Creek

Halifax County received TAP funding from the Virginia Department of Transportation and a Southside Economic Development Grant from the Tobacco Commission to assist with the completion of the first phase of a two-phase Tobacco Heritage Trail extension. In the first phase, the County will design a full 3 miles of abandoned railway, owned by Roanoke River Rails-to-Trails, to be included in the Tobacco Heritage Trail system. This phase will include construction of 1.6 miles from the current termini of the Tobacco Heritage Trail at Berry Hill Plantation and end at Mirey Creek.

The SPDC will:

- Provide technical assistance to Halifax County in administering a project in accordance with the Transportation Program as awarded by the Virginia Department of Transportation and in administering a Southside Economic Development Grant awarded by the Tobacco Indemnification and Community Revitalization Commission.
- Continuously monitor and review activities as required.
- Provide administrative, financial and progress reports as required.

420: Enhancement Grant Administration – Town of Lawrenceville – Sidewalks Project

The Town of Lawrenceville received TAP funding from the Virginia Department of Transportation to further develop their streetscape by replacing the existing aged, crumbling sidewalks with attractive and historically compatible sidewalks that will ensure pedestrians a safer, aesthetically attractive walking route in the following locations: West side of N. Hicks Street, from the bridge to the intersection of New Street, the East side of N. Hicks Street from the bridge to the corner of the Southern States building, South side of New Street from the corner of the building, north to South Street, and down the East side of South Street to the trailhead. The construction of sidewalks and streetscaping enhancements will link the Tobacco Heritage Trail with the Downtown Business District. The continuous sidewalks will provide a safe and convenient access to downtown amenities and will minimize pedestrian and vehicle conflicts. This project will assist in promoting the Tobacco Heritage Trail, a Rail-to-Trails project currently under construction throughout Southside Virginia, designed for pedestrians, equestrians and cyclists.

The SPDC will:

- Provide technical assistance to the Town of Lawrenceville in administering a project in accordance with the Transportation Program as awarded by the Virginia Department of Transportation.
- Continuously monitor and review activities as required by the Virginia Department of Transportation.
- Provide administrative, financial and progress reports as required.

421: Enhancement Grant Administration – Town of Lawrenceville – North Main Street Project - VDOT

The Town of Lawrenceville received TAP funding from the Virginia Department of Transportation to rebuild existing sidewalks and curb and gutter. This project is located along both sides of North Main Street from the Railroad Street Bridge to Hicks Street. This project is for the installation of underground service to 13 decorative streetlamps with LED fixtures and to provide for the reconstruction of walkways which will improve pedestrian safety in downtown Lawrenceville.

The SPDC will:

- Provide technical assistance to the Town of Lawrenceville in administering a project in accordance with the Transportation Program as awarded by the Virginia Department of Transportation.
- Continuously monitor and review activities as required by the Virginia Department of Transportation.
- Provide administrative, financial and progress reports as required.

422: Enhancement Grant Administration – Town of Halifax – Streetscape Extension Project

The Town of Halifax received TAP funding from the Virginia Department of Transportation to extend decorative street lighting, pedestrian crosswalks, signage and landscaping that will surround the Halifax County War Memorial connecting the northern quadrant of the Halifax Courthouse Square along Mountain Road, Maple Avenue and North Main Street toward Church Street, including Houston Street. Improvements will provide for the inter-connectivity of neighborhoods and commercial areas in addition to highway corridor safety enhancements within the center of the historic county seat while effectively addressing safety, congestion and the preservation of Virginia's transportation network along Virginia Scenic Byway 360.

The SPDC will:

- Provide technical assistance to the Town of Halifax in administering a project in accordance with the Transportation Program as awarded by the Virginia Department of Transportation.
- Continuously monitor and review activities as required by the Department of Transportation.
- Provide administrative, financial and progress reports as required.

600: MANAGEMENT, ADMINISTRATION AND FINANCE (S/L)

601: Management Activities

- Prepare a strategic plan including regional goals, objectives, strategies and a performance measurement mechanism for assessing the plan's progress in accordance with the Regional Cooperation Act.
- Attend meetings and public hearings on regional issues and represent the Commission's position.
- Promote the orderly and efficient development of physical, social and environmental program elements.
- Submit an annual report to member local governments and the Department of Housing and Community Development.
- Continuously monitor, review, coordinate and direct activities of the Commission.
- Coordinate efforts to enhance economic development in the District.
- Provide for continuous review and supervision of coordinated office services such as personnel records control, management methods, reporting procedures, implementation of cost reduction and securing of confidential data and files.
- Notify local governments of applications for federal funds.
- Process responses from local governments.
- Notify the applicants of regional clearinghouse comments.
- Maintain current census publications.
- Maintain the Commission's website: www.southsidepdc.org
- Serve as liaison on behalf of the Commission to federal, state, bi-state, regional and local agencies and groups.
- Prepare budget for review and approval.
- Review and update the Commission's Personnel Policies Handbook annually for compliance.
- Maintain FOIA Compliance by appointment of FOIA officers and attending FOIA training.
- Review the Commission's Title VI policies for updates and compliance.

602: Local Technical Assistance (S/L)

- Coordinate local efforts with state and federal development agencies and programs including DHCD, EDA, RD, VDOT, TCR, DEQ, FEMA, DCR and others.
- Attend meetings and public hearings on regional issues and represent the Commission's position.
- Coordinate regional efforts to expand and diversify the local economies.
- Support local efforts to improve the quality and habitability of existing housing.
- Support efforts to improve the quality of localities' infrastructure.
- Report to the Commission, localities and agencies as necessary.
- Prepare grant applications as required.

604: Financial and Policy Management

- Maintain the financial statements of the Southside Planning District Commission in accordance with all state and federal regulations in order to ensure financial stability.
- Provide an internal accounting and administrative control structure as necessary to ensure policies and procedures are performed as required by federal/state laws.
- Administer federal/state financial assistance programs in accordance with applicable federal/state laws and regulations.
- Monitor changes in federal/state policies, which could affect the financiality of the Commission.
- Distribute administrative costs to all program areas by an indirect cost allocation plan in accordance with state and federal guidelines.
- Review and update the Commission's Financial Operations Manual.

LEGEND

CAD – Computer-Aided Design
CDBG – Community Development Block Grant
CEDS – Comprehensive Economic Development Strategy
DCR – Department of Conservation and Recreation
DEM – Department of Emergency Management
DEQ – Department of Environmental Quality
DHCD – Department of Housing and Community Development
EDA – Economic Development Administration
FEMA – Federal Emergency Management Agency
FHWA – Federal Highway Act
FOIA – Freedom of Information Act
GIS – Geographic Information Systems
GO-TEC – Great Opportunities in Technology and Engineering Careers
GPS – Global Positioning System
IDA – Industrial Development Authority
IRF – Industrial Revitalization Fund
LCDC – Lake Country Development Corporation
LEP – Limited English Proficiency
LMI – Low-to-Moderate Income
MAP-21 – Moving Ahead for Progress in the 21st Century Act
MBC – Mid-Atlantic Broadband Corporation
MPO – Metropolitan Planning Organization
PDC – Planning District Commission
RD – Rural Development
S/L – State/Local Fund
SOVA – Southern Virginia
SPDC – Southside Planning District Commission
TAP – Transportation Alternatives Program
THT – Tobacco Heritage Trail
TICR – Tobacco Indemnification Commission and Revitalization
TRRC – Tobacco Region Revitalization Commission
VBAF – Virginia Brownfield Assessment Fund
VDOT – Virginia Department of Transportation
VEDP – Virginia Economic Development Partnership
VITA – Virginia Information Technologies Agency

III. Equal Opportunity/Affirmative Action

The Southside Planning District Commission has been active in maintaining and improving equal opportunity. Minorities have been represented on the Commission and have been employed by the Commission since its inception and before federal guidelines and quotas were established. The goals of the Commission in the areas of equal opportunity and affirmative action are to:

- Continue to provide equality of opportunity in employment;
- Continue to ensure minorities are well represented as Commissioners and committee members;
- Continue to include the needs of the minority in the Commission's planning processes and programs;
- Encourage the development of minority educational programs;
- Encourage the development of services to serve minorities throughout the community;
- Encourage the development of recreational opportunities for minorities;
- Encourage localities to develop personnel policies that provide for the employment of minorities;
- Seek out programs designed to assist all minorities

Affirmative Action Plan

In compliance with Title VI of the Civil Rights Act of 1964, it is the policy of the Southside Planning District Commission:

- To provide equality of opportunity in employment within the District for all persons;
- To carry out all planning, programs and activities in compliance with Title VI of the Civil Rights Act of 1964, and in such a manner that no person shall, on the grounds of race, color, national origin, religion or sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination with respect to any such planning, program or activities;
- To afford full and fair representation of all sectors of the population in the area served by the Commission and assure that, to the fullest extent practical, the composition of the governing board and the technical committees that recommend policy in functional areas, shall reflect the composition and interest of the population in the area;
- To effectuate its non-discrimination policy, the Commission adopted an affirmative action program as described below.

Employment and Personnel Practices – It is the policy of the Commission to prohibit discrimination because of race, color, religion, sex or national origin in all aspects of its personnel policies, programs, practices and operations, and in all its working conditions and relationships with employees and applicants for employment and to promote the full realization of equal opportunity in employment through continuing programs of affirmative action in the District.

Affirmative Action Program – The Executive Director of the Commission shall direct the implementation of this affirmative action program to promote equal opportunity in every aspect of employment policy and practice, including but not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection of training, including apprenticeship. This implementation shall include, but not be limited to the following actions:

- A notice of the Commission's policy on non-discrimination in employment shall be posted in a conspicuous place, so as to come to the attention of all Commission employees and applicants for employment.
- Notification of employment opportunities, new positions, vacancies, promotion possibilities and training opportunities shall be posted in a conspicuous place, so as to come to the attention of all Commission employees and applicants for employment.
- Newspaper advertisements and other public announcements of employment opportunities placed by or on behalf of the Commission shall state that the Commission is an equal opportunity employer.
- The Executive Director shall make an annual assessment of the representativeness of the Commission and staff. This assessment shall include an Equal Opportunity Strategy outlining the specific Equal Opportunity actions to be taken by the Commission during the upcoming fiscal year.

Equal Employment Opportunity Committee – To aid in achieving these goals, the Commission has established an Equal Opportunity Committee. The Equal Employment Opportunity Committee shall be composed of one person elected by their peers from the Planning, Administrative and Support sections, and two persons appointed at large by the Executive Director. The Committee, by a majority, will select its own Chairman. In any case where a complaint is brought against a committee member, the Executive Director shall appoint an alternate. Any member of the Committee shall disassociate himself or herself from the Committee and request that the Executive Director appoint an alternate in cases where the member feels that he/she is biased in judgment of the case. The Committee shall meet on a regular basis.

Responsibility – The Equal Opportunity Committee shall meet to evaluate the Equal Employment Plan, and make recommendations to the Executive Director to maintain and improve equal employment opportunity in the Commission.

The Equal Employment Opportunity Committee is responsible for the continued maintenance of the affirmative action program for equal employment opportunity and the processing of discrimination complaints in the organization. This includes:

- Transmittal of information to all employees in the organization concerning Equal Employment Opportunity.
- Surveys of underutilized or non-utilized skills available in the existing work force.
- Periodic review of staff progress toward equal employment opportunity and affirmative action and availability of personnel.
- Review of agency qualification requirements to assure realism in terms of jobs to be done and of skills available in the work force.
- Recommendations concerning job restructuring and establishment of entry level and trainee positions to facilitate movement among occupational area.
- Development of a training and career development program.

Procedures for Conciliation, Investigation & Resolution of Complaints – Any person who believes that he/she has been discriminated against by reason of race, color, religion, sex, creed or national origin, in connection with any personnel action taken by or under the authority of the Commission, shall have the right to seek advice and conciliation through the Equal Opportunity Committee.

The steps to be followed in processing a grievance are outlined in the Commission's Grievance Procedure.

Contractors and Grantees – Contractors and grantees of the District shall comply with Title VI of the Civil Rights Act of 1964.

Access to Records – Local, state and federal funding agencies or their representatives and any persons directly involved in Equal Opportunity proceedings that relate to the Southside Planning District Commission shall be allowed access to the records of the Commission, and the Commission shall submit such records and information as may be required to comply with the Affirmative Action Plan.

Civil Rights

Members are chosen in such a manner that all counties are equally represented based on population, and no one interest group controls the Commission.

Brunswick County has five Commissioners:

- 3 elected officials
- 1 from county planning
- 1 citizens-at-large.

Halifax County has eight Commissioners:

- 4 elected officials
- 1 from county planning
- 3 three citizens-at-large.

Mecklenburg County has eight Commissioners:

- 4 elected officials
- 1 from county planning
- 3 citizens-at-large.

The Town of South Boston has four Commissioners:

- 2 elected officials
- 1 from town planning
- 1 citizen-at-large.

The Town of South Hill has three Commissioners:

- 2 elected officials
- 1 citizen-at-large.

The Planning District Commission bylaws require seven minority members; currently, there are ten. Mecklenburg County is represented by two (2) minority members, Brunswick County is represented by three (3) minority members, and Halifax County is represented by two (2) minority members. The Town of South Boston has two (2) minority members and South Hill has one (1) minority member. Additionally, there are two (2) minority women serving on the Commission.

IV: Title VI Plan: Nondiscrimination in Federal-aid programs

The Southside Planning District Commission is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and other related statutes and regulations and annually signs such Assurances with the Virginia Department of Transportation. Federal civil rights laws stipulate that no person shall, on the grounds of race, color, national origin, age, disability, income or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the SPDC receives Federal financial assistance under any Federal aid highway program. As a recipient of Federal aid funding, the SPDC strives to achieve nondiscrimination in all its programs and activities, whether or not those programs and activities are federally funded.

Implementation

The Executive Director is authorized to ensure compliance with all provisions of the Commission's Title VI Plan and with other applicable law. The Title VI Coordinator shall assist the Executive Director by ensuring that the Title VI plan has been properly implemented. Such duties and responsibilities of the Title VI Coordinator shall include:

- Administer the Title VI program, including compliance.
- Process Title VI complaints.
- Conduct annual Title VI review of the Commission to determine the effectiveness of program activities at all levels.
- Prepare and submit the Annual Title VI Program Plan Update and Annual Accomplishment Report to VDOT each year.
- Attend training opportunities on Title VI and conduct and/or facilitate training for SPDC staff and sub-recipients.
- Conduct and/or coordinate with other SPDC staff, the review and monitoring of contractors, consultants or other relevant sub-recipients of Federal funds as applicable.
- Collect statistical data (race, color, national origin, etc.) of participants in, and beneficiaries of, SPDC programs.
- Develop Title VI information for dissemination to the public and in languages other than English, when appropriate.
- Identify, investigate and eliminate discrimination through the review of current or proposed programs, projects or other directives.
- Establish procedures for promptly eliminating discrimination and resolving any deficiencies that may be found. The correction period should not exceed 90 days.

Program Areas and Training

The Southside Planning District Commission has identified the following program areas: Planning and Project Development, Right-of-Way, Project Management, and Education and Training. Each program area will be monitored to ensure contracts, notices, meetings and work are in compliance with Title VI regulations. Title VI officers will attend training and provide and/or facilitate appropriate training for the rest of the staff and any sub-recipients that the Commission may have.

Public Involvement

In accordance with Title VI, all people shall be provided with equal opportunity to participate in the planning process and provide input. Special care needs to be taken to ensure that appropriate methods of public outreach are conducted and that all people are afforded the opportunity to provide input at public meetings. Special accommodations will be arranged by the Commission for those with a disability or who are limited English proficiency (LEP) in an effort to remove participation barriers.

Data Collection

Demographic data of all people within the Southside Planning District will be collected as it relates to race, age, sex, income level and limited English proficiency. The main sources of this information will come from the U.S. Census Bureau's American Community Survey, GIS and locally administered surveys. SPDC staff will be better positioned to decide on appropriate outreach efforts for projects based upon the anticipated demographic makeup within a given project area. Once the public participation process begins, demographic data can be collected from those attending meetings to better refine demographic data within the project area and identify beneficiaries of the project.

Complaints

Anyone who believes that they have been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964 and other related statutes and regulations, has the right to file a complaint. They may be filed with the SPDC, VDOT, FHWA and/or USDOT and must be received within 180 days after the date of the alleged act of discrimination.

SOUTHSIDE PLANNING DISTRICT COMMISSION
BUDGET FY20
ADOPTED JUNE 18, 2019

REVENUES

Member Jurisdiction Dues	\$ 123,992.50
Revenue Brought Forward	395,530.00
New Revenue Approved	424,540.00
Deferred Revenue	(16,554.00)
Interest Income	<u>12,500.00</u>
 Total Revenues	 <u>\$940,008.50</u>

EXPENDITURES

Direct Chargeable Salaries	\$ 362,044.23
Employee Fringe Benefits	226,870.67
Travel/Per Diem	10,000.00
Other Direct Cost - Grants	10,000.00
Other Direct Cost - S/L	40,000.00
Indirect Costs	<u>276,748.50</u>
 Total Expenditures	 <u>\$925,663.40</u>
 Excess Revenues Over Expenditures	 <u>\$14,345.10</u>

