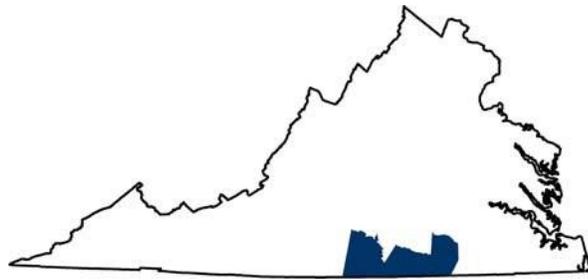


FY21 Management Plan



Southside Planning District

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

June 2020

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I. MANAGEMENT PLAN

The Management Plan is a statement of the objectives the Southside Planning District Commission intends to achieve during the period FY21.

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 – three (3), Mecklenburg County – two (2), South Boston – one (1) 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 local government efforts 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;
- Providing technical assistance to local governments;
- Increasing employment opportunities within the District;
- Providing a public forum for regional issues;
- Prioritizing projects for state-wide programs; and
- Soliciting grant funds for projects throughout the region to improve overall quality of life, diversify the economy and create higher-paying jobs.

**SOUTHSIDE PLANNING DISTRICT COMMISSION
OFFICERS**

Kim Callis, Chairman
Town of South Hill

George Leonard, Vice-Chairman
Halifax County

Leslie Weddington, Treasurer
Brunswick County

SOUTHSIDE PLANNING DISTRICT COMMISSION MEMBERSHIP

July 2020

	<u><i>Affiliation</i></u>	<u><i>Representing</i></u>
<i>Brunswick County</i>		
• Garland Baird P.O. Box 235 Brodnax, VA 23920	Citizen-at-Large	Business/Agriculture
• Bernard L. Jones, Sr. 1670 Lew Jones Road Alberta, VA 23821	Elected Official	Local Government Minority
• Alfonzo Seward, Ph.D. 32 Aurelia Place Lawrenceville, VA 23868	Elected Official	Local Government Minority
• Leslie Weddington P.O. Box 399 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
• Ronnie Duffey 389 Lakeside Drive Halifax, VA 24558	Elected Official	Local Government
• Sandra Garner-Coleman 181 Wilson Memorial Trail Vernon Hill, VA 24597	Citizen-at-Large	Private Sector 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

Mecklenburg County

- M. J. Colgate
63 Boyd Street
Chase City, VA 23924
Citizen-at-Large
Business
- **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
- Charles Jones
207 Sir Peyton Drive
Clarksville, VA 23927
Elected Official
Local Government
- 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 Eson Road
Chase City, VA 23924
Elected Official
Local Government
Business
Minority

- Tom Tanner Elected Official Local Government
P.O. Box 66 Business
LaCrosse, VA 23950

Town of South Boston

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

Town of South Hill

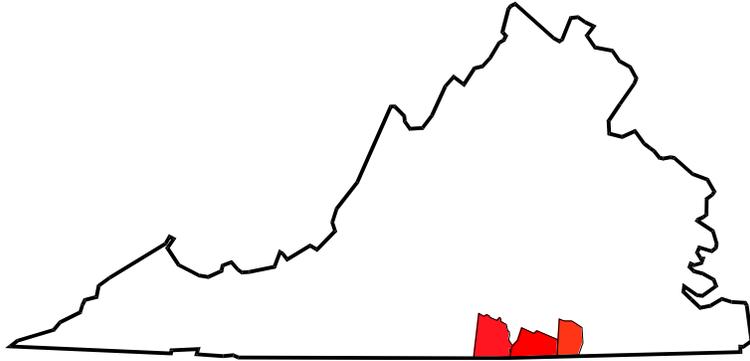
- **Kim Callis Citizen-at-Large Local Government
211 S. Mecklenburg Ave.**
- Lillie Feggins-Boone Elected Official Local Government
415 South Hill Avenue Minority
South Hill, VA 23970
- Joseph Taylor, Jr. Elected Official Local Government
P.O. Box 478 Small Business
507 East Atlantic Street
South Hill, VA 23970

Bold print indicates member of Executive Committee.

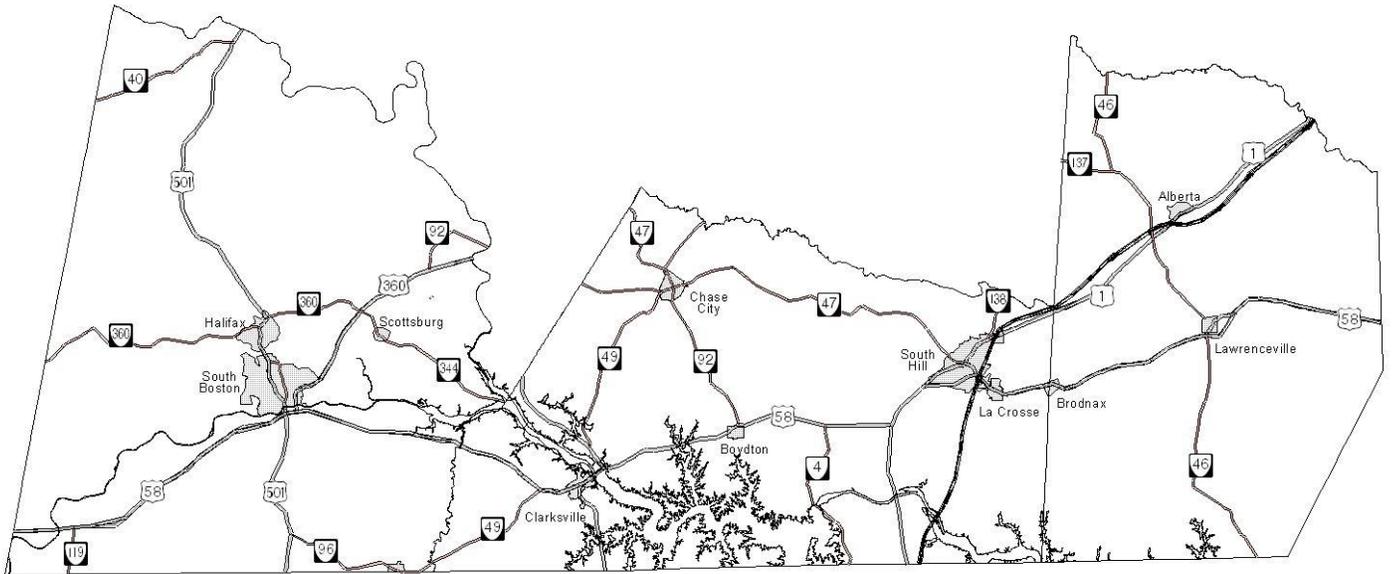
CEDS COMMITTEE MEMBERS

	Private Business Sector	Public Sector Members	Utility Members	Education Members	Healthcare Members	Non-Profit Sector Members	Private Individuals	Other Members
Stanley Brandon	X	X	X					
Kim Callis	X	X						
Mary Jane Elkins				X				
Andy Hargrove				X				
Winston Harrell	X	X				X		
Todd Howell					X			
Bernard Jones, Sr.	X	X						
George Leonard	X	X	X					
Gerald Lovelace							X	
Garland Ricketts			X					
Charlie Simmons	X					X		
Scott Simpson		X						
Glanzy Spain, Jr.		X						
Leslie Weddington		X						
John Zubrod		X						

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

Deborah B. Gosney	◆	Executive Director
Ashleigh H. Zincone	◆	Senior Planner
Sangi L. Cooper	◆	Senior Planner
Andy K. Wells	◆	GIS and Cartography Manager
Chad E. Neese	◆	GIS and Transportation Planner
Stephanie W. Creedle	◆	Finance Director/Human Resources
Lisa S. McGee	◆	Administrative Assistant
Ann Taylor Wright	◆	Contract Staff CTW Consulting LLC

II. WORK PROGRAM ACTIVITIES

The following list is the Work Program as identified in the Southside Planning District Commission's Management Plan for FY21. Each of the elements in the Work Program is interrelated and has been designed to implement the Development Strategy of the 2020 Comprehensive Economic Development Strategy (CEDS).

FY21 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 Services*
 - 302: Grant Administration – La Crosse; *Pine Street Project – Phase I* (CDBG)
 - 304: Grant Administration – Halifax County; *Meadville Road Project* (CDBG)
 - 309: Grant Administration – Mecklenburg County; *Quail Hollow Project* (CDBG)
 - 310: Grant Administration – Chase City; *Endly Street Project – Phase II* (CDBG)
 - 312: Grant Administration – South Boston; *Greene's Crossing Landing Project* (DCR)
 - 314: Grant Administration – Mecklenburg County; *Civil Rights and Education Heritage Trail Expansion Project*
 - 320: Technical Assistance – GO Virginia; *GO TEC 2A/2B Projects* (DHCD)
 - 344: Technical Assistance – Mecklenburg County; *GIS Services*
 - 348: Grant Administration – Brunswick County; *Alvis Road Project* (CDBG)
 - 351: Technical Assistance – Brunswick County Sheriff's Office; *GIS Services*
 - 357: Grant Administration – Chase City; *Endly Street Project – Phase I* (CDBG)
 - 388: Technical Assistance – Go Virginia Region 3 (DHCD)
 - 391: Grant Administration – Clarksville EDA; *Planters Brick Tobacco Warehouse Project* (DHCD)
 - 394: Technical Assistance – GO Virginia; *GO TEC 1 Project* (DHCD)
 - 398: Grant Administration – South Boston IDA; *John Randolph Hotel Project* (TRRC/IRF/DHCD)
- 400 Series: VDOT Rural Transportation Planning and Grantsmanship**
- 401: Rural Transportation Planning and Coordination (VDOT)
 - 403: Grant Administration – Brodnax; *Brodnax Depot Project* (VDOT)
 - 417.2: Grant Administration – Alberta; *Tobacco Heritage Trail Project* (VDOT)
 - 417.3: Grant Administration – Halifax County; *Tobacco Heritage Trail Project – Phase I* (VDOT)
 - 420: Grant Administration – Lawrenceville; *Sidewalks Project* (VDOT)
 - 421: Grant Administration – Lawrenceville; *North Main Street 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.
- 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 economic development proposals, grant applications and project development and education and research initiatives.
- 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 as follows:
 - ◆ Provide maps and/or GIS data where possible
 - ◆ Assist with local GIS projects
 - ◆ Provide GIS data to consultants/engineers partnering on local projects
 - ◆ Use GIS with Census data to effectively portray population, demographic distribution, and land use in the District
 - ◆ Coordinate and manage E911 and emergency management related GIS datasets for the region.
 - ◆ Train local government planning staff on the use of GIS tasks.
- Link Census data to Regional GIS to disseminate and fully utilize for planning purposes.
- 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 region as requested by localities as needed for SPDC projects.
- Provide information and resources to localities regarding Opportunity Zone benefits to encourage economic growth throughout the region.
- Prepare and distribute periodic electronic newsletters covering 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, Microlending Revolving Loan Fund and the COVID-19 Emergency 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 Services

SPDC staff will assist Halifax County with GIS services and technical assistance to improve the County's overall GIS capabilities for administrative functions, the Commissioner of Revenue, and areas critical to 911 Dispatch.

The SPDC will:

- Provide GIS updates to the County's Emergency 911 System, including fulfillment of NG911 requirements
- Provide updates to the County's online GIS platform(s)
- Assist with all GIS-related requests or issues
- Provide parcel-mapping GIS services to the Commissioner's Office

302: Grant Administration – La Crosse – Pine Street Project – Phase I

The Town of LaCrosse received a Community Improvement Grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to improve the living conditions of 9 households, all of which are low-to-moderate-income (LMI) households, through the provision of housing rehabilitation. Water, sewer, and storm water improvement will benefit 34 persons, of which 19 are LMI individuals. The Project area includes the homes on East Pine Street to the intersection of North Carter Street on the east, homes on Piland Street and Montgomery Street which branches off of West Pine Street. It is made up of twelve (12) homes on E. Pine Street, six (6) on Montgomery Street, and three (3) on Piland Street.

The SPDC will:

- Provide technical assistance to the Town of La Crosse in administering a Community Development Block 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.

309: Grant Administration – Mecklenburg County – Quail Hollow Project – CDBG

Mecklenburg County was awarded a Community Development Block Grant to rehabilitate and/or substantially reconstruct twenty-three (23) LMI units 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 Mecklenburg in administering a Community Development Block Grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

310: Grant Administration – Chase City – Endly Street Project – Phase II – CDBG

The Town of Chase City received a Community Improvement Grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to improve the living conditions of 18 households of which 15 are LMI through the provision of housing rehabilitation, sewer upgrades and storm water improvements. Overall, the project will benefit 48 persons, of which, 44 or 92% 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.

312: Grant Administration – South Boston – Greene’s Crossing Landing Project

The Town of South Boston was funded a Recreational Trails Program grant to construct a new, highly visible boat/canoe/kayak launch on the south bank of the Dan River at the bridge on U.S. 501 / Huell Matthews Highway, which represents a prominent gateway into downtown South Boston. The boat launch will provide sportsmen, families, and water sports enthusiasts the availability to access the Dan River for fishing, boating, canoeing, kayaking, and swimming. The Dan River is a designated scenic river, and it will be promoted as part of the Southern Virginia Wild Blueway.

The SPDC will:

- Provide technical assistance to the Town of South Boston in administering a Recreational Trails Program Grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

314: Grant Administration – Mecklenburg County – Civil Rights and Education Heritage Trail Expansion Project

The County of Mecklenburg, in partnership with Virginia’s Crossroads, was awarded a Special Projects Grant from the Tobacco Region Revitalization Commission for the expansion of The Civil Rights in Education Heritage Trail®, (CRIEHT), a self-guided driving tour of 41 important Civil Rights in Education sites. The project will add 12 new CRIEHT locations to the existing 41 sites, update graphic panel design to the existing 41 locations, refurbish the existing 41 pedestals, make every existing site ADA compliant, and install new wayfinding signs.

The SPDC will:

- Provide technical assistance to Mecklenburg County in administering a Special Projects Grant from the Tobacco Region Revitalization Commission.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

320: Technical Assistance – GO Virginia – GO TEC 2A/GO TEC 2B Projects

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.

344: Technical Assistance – Mecklenburg County – GIS Services

SPDC staff will assist Mecklenburg County 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, including fulfilling requirements for NG911
- Oversee 911 addressing procedures
- Provide all 911-related GIS services to the County

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 Services

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.

357: Grant Administration – Chase City – Endly Street Project – 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 Endly 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.

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 higher-paying 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.
- Monitor approved projects and review activities.
- Provide administrative and financial support to the Region 3 Council.

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.

394: 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.

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 quarterly reports, invoices and other bookkeeping tasks; solicit input for proposed work; prepare FY22 Work Program documents; secure approvals from all appropriate agencies/committees as necessary; attend workshops and advisory meetings as necessary.
- Prepare and assist with Enhancement Grants, Smart Scale and other transportation related grant applications.
- Complete the update and consolidation of the two existing bike, pedestrian and trail 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.
- 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.
- Participate in any additional outreach meetings that may arise and provide and/or review data as requested by VDOT throughout the fiscal year.
- Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestion data.

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 Danieltown

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 Danieltown 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 – Halifax County Extension – Phase I

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 and construct 1.4 miles of abandoned railway, owned by Roanoke River Rails-to-Trails, to be included in the Tobacco Heritage Trail system. This phase will extend the trail 1.4 miles from the current termini of the Tobacco Heritage Trail at Berry Hill Plantation and end 1,200 LF short of 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.

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.
- 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.
- Process requests from local governments.
- Serve as a regional clearinghouse for the PDC region.
- 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, TRRC, 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 financiability 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

ADA – American Disabilities Act
CDBG – Community Development Block Grant
CEDS – Comprehensive Economic Development Strategy
CRIEHT – Civil Rights in Education Heritage Trail
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
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
TRRC – Tobacco Region Revitalization Commission
VDOT – Virginia Department of Transportation
VEDP – Virginia Economic Development Partnership

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 and Halifax County are represented by three (3) minority members each. The Town of South Boston has one (1) minority member and South Hill has one (1) minority member. Additionally, there are three (3) minority women serving on the Commission.

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

The Southside Planning District Commission will effectuate the provisions of Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulation (CFR) Part 21, 23 CFR Part 200, and other applicable directives. Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that *“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

In addition to Title VI, the SPDC will not discriminate under other statutes that afford legal protection on the basis of sex, age and disability. Further, 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 in accordance with the procedures outlined in the Plan.
- 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 by October 31st of 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 FY21
SNAPSHOT - REVENUES AND EXPENDITURES
ADOPTED JUNE 25, 2020

REVENUES

Member Jurisdiction Dues	\$	123,992.50
Revenue Brought Forward		495,071.00
New Revenue Approved		355,771.00
Deferred Revenue		(36,500.00)
Interest Income		12,000.00
		<hr/>
Total Revenues		<u>\$950,334.50</u>

EXPENDITURES

Direct Chargeable Salaries	\$	337,305.38
Employee Fringe Benefits		219,339.79
Travel/Per Diem		10,000.00
Other Direct Cost - Grants		10,000.00
Other Direct Cost - S/L		40,000.00
Indirect Costs		299,730.11
		<hr/>
Total Expenditures		<u>\$916,375.28</u>
Excess Revenues Over Expenditures		<u>\$33,959.22</u>