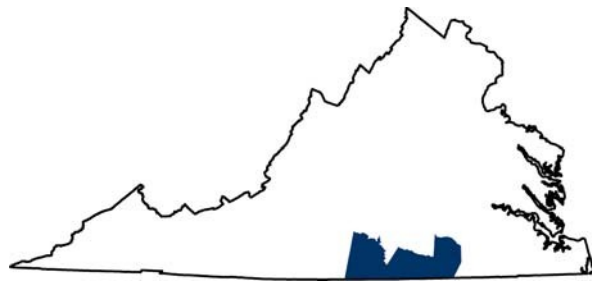


# FY24 Management Plan



## Southside Planning District

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

*Adopted April 27, 2023*

## **MANAGEMENT PLAN**

The Management Plan is a statement of the objectives the Southside Planning District Commission intends to achieve during the period FY24.

### ***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 governments 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 longrange 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 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 17 members with 59% elected officials. The remaining 41% represent 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 three (3) Commissioners:

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

Halifax County has five (5) Commissioners:

- 3 elected officials
- 2 citizens-at-large.

Mecklenburg County has five (5) Commissioners:

- 3 elected officials
- 2 citizens-at-large.

The Town of South Boston has two (2) Commissioners:

- 1 elected official
- 1 citizen-at-large.

The Town of South Hill has two (2) Commissioners:

- 1 elected official
- 1 citizen-at-large.

There are six minority members: Brunswick County – two (2), Halifax County – two (2), Mecklenburg County – 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 MEMBERSHIP**

*July 1, 2023 – June 30, 2024*

**Chair** – Tom Tanner – Mecklenburg County  
**Vice Chair** – George Leonard – Town of South Boston  
**Treasurer** – Leslie Weddington – Brunswick County

### ***Brunswick County***

▪ Bernard L. Jones, Sr.	Elected Official
▪ Leslie Weddington	Citizen-at-Large/ <i>Executive Committee</i>
▪ John Zubrod	Elected Official

### ***Halifax County***

▪ Stanley Brandon	Elected Official
▪ William B. Claiborne	Elected Official
▪ Gerald V. Lovelace	Citizen-at-Large
▪ Garland B. Ricketts	Elected Official/ <i>Executive Committee</i>
▪ Scott Simpson	Citizen-at-Large

### ***Mecklenburg County***

▪ M. J. Colgate	Citizen-at-Large
▪ Charles Jones	Elected Official
▪ Charlie Simmons	Citizen-at-Large
▪ Brenda Blackwell	Elected Official
▪ Tom Tanner	Elected Official/ <i>Executive Committee</i>

### ***Town of South Boston***

▪ Joseph Chandler III	Elected Official
▪ George Leonard	Citizen-at-Large/ <i>Executive Committee</i>

### ***Town of South Hill***

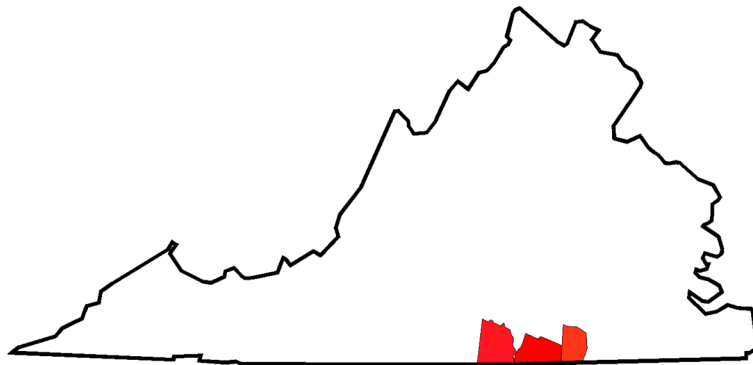
▪ Kim Callis	Citizen-at-Large/ <i>Executive Committee</i>
▪ Lillie Feggins-Boone	Elected Official

## **CEDS COMMITTEE MEMBERS**

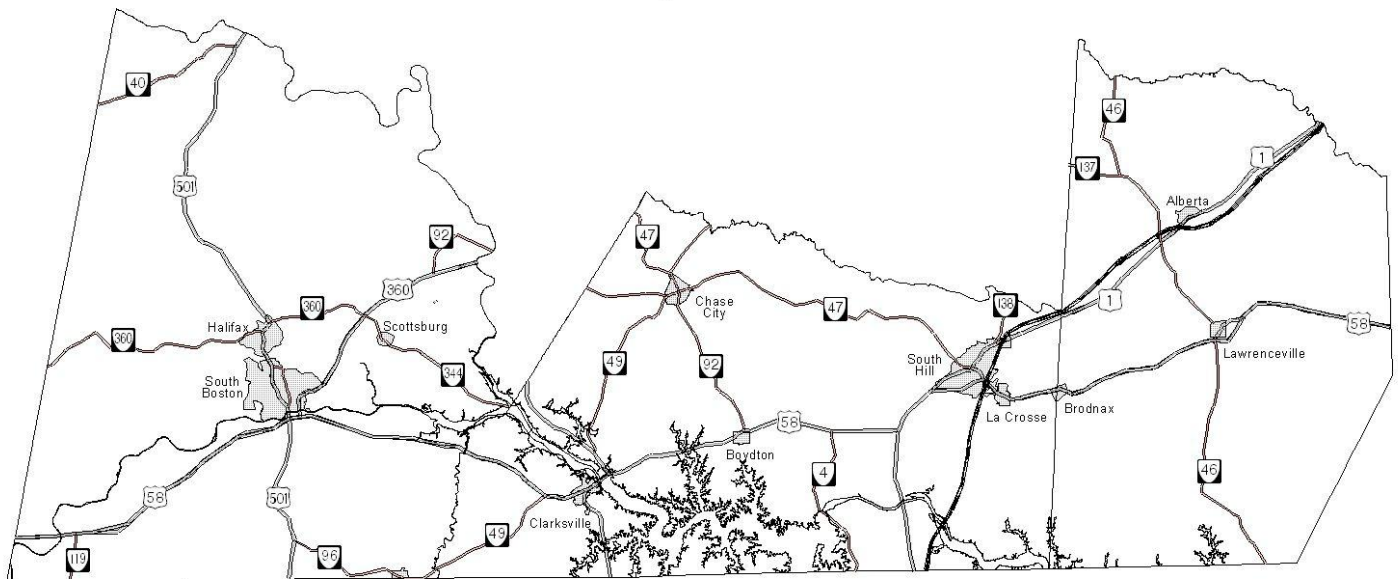
In accordance with 13 CFR 303.6, EDA requires the Planning Organization to appoint a Strategy Committee (CEDS Committee) to guide the CEDS planning process. The makeup of the CEDS committee is guided by EDA legislation, CFR 303.6 (a), which stipulates the committee should have representation from the 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.

### **The CEDS Committee Members are:**

- Mary Jane Elkins, SVCC Foundation
- Mark Estes, Halifax Service Authority
- LaTonya Sadler Hamilton, Halifax County Tourism
- Todd Howell, VP CMH
- Lauren Mathena, Mid-Atlantic Broadband Corporation
- Mitzi McCormick, Halifax Chamber of Commerce
- Paul Nichols, Mecklenburg County Public Schools Superintendent
- Chad Patton, SVCC Workforce
- Alfreda Reynolds, Brunswick County Economic Development
- Jeremy Satterfield, Microsoft
- Tom Tanner, Mecklenburg County Board of Supervisors/SPDC Commissioner



## Southside Planning District



## ***SPDC STAFF***

Deborah B. Gosney	◆	Executive Director
Ashleigh H. Zincone	◆	Senior Community Planner
Sangi L. Cooper	◆	Senior Community Planner
Erika M. Tanner	◆	Community Planner I
Andy K. Wells	◆	Director of Local Services
Chad E. Neese	◆	Senior Planner/GIS Specialist
Stephanie W. Creedle	◆	Finance Director/Human Resources
Magen M. Long	◆	Administrative Assistant
Ann T. Wright	◆	Contract Staff CTW Consulting LLC



## **WORK PROGRAM ACTIVITIES**

The following list is the Work Program as identified in the Southside Planning District Commission's Management Plan for FY24. Each of the elements in the Work Program is interrelated and has been designed to implement the Development Strategy of the 2023 Comprehensive Economic Development Strategy (CEDS).

### **100: REGIONAL ECONOMIC DEVELOPMENT**

#### **101a: 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](http://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 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.
- Attending meetings and public hearings on regional issues and representing the Commission's position.
- Monitor federal, state, bistate 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, and 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.
- 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.

### **300: GRANTSMANSHIP AND TECHNICAL ASSISTANCE**

The SPDC will provide technical assistance in administering all projects by continuously monitoring and reviewing activities and providing administrative, financial and progress reports as required.

#### **301: Technical Assistance – Halifax County – GIS Services**

Staff provides contractual GIS services to all three member Counties. These services include 911 map/data updates, address point and centerline management, assistance with 911 MSAG/ALI issues, assistance with NG911 initiatives, and compliance with 911 GIS standards. Each County greatly benefits from this regional approach as 911 GIS operations are largely the same from County to County and many hours can be saved by approaching tasks on a regional basis.

#### **302.3: Grant Administration – La Crosse – Pine Street Project – Phase 2**

The Town of La Crosse received a Community Development Block Grant from the Virginia Department of Housing and Community Development (VDHCD) to rehab and/or substantially reconstruct 8 LMI units, demolish one vacant residential structure, and improve water, sewer, and storm drainage infrastructure in the Pine Street community. This project will benefit 37 persons of which 32 are LMI.

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

The Town of South Boston received a Recreational Trails Program grant to construct a new, highly visible boat/canoe/kayak launch on the Dan River in downtown South Boston. The launch will be located 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.

#### **328: Grant Administration – Brunswick County – Chestnut Targeted Housing Rehab Project**

Brunswick County was awarded a Community Development Block Grant to rehabilitate thirteen (13) LMI units scattered along Boynton Plank Road, Chestnut Road, Flat Rock Road, and Jones Drive.

#### **331: Grant Administration – Clarksville – Clarksville Sewer Improvement Project**

The Town of Clarksville received Rural Development funds for the Clarksville Sewer Improvement Project, which consists of constructing an Integrated Fixed Film and Activated Sludge System at the Wastewater Treatment Plant, demolishing the Kinderton Pump Station, and installing three grinder pump stations for the end users.

**332: Grant Administration – The Old Brunswick Circuit Foundation – Dromgoole House Project**

The Old Brunswick Circuit Foundation was awarded Department of Historic Resources (DHR) Funds for repairs to the Dromgoole House located in Brunswick County. Funds will be used to stabilize and secure the chimney and foundation as well as complete an engineering and historic structures report for the Dromgoole House which was damaged during Hurricane Michael.

**333: Grant Administration – Chase City – Lee Building Disaster Assistance Project**

The Town of Chase City was awarded a DHR grant to make interior improvements to the Lee Building needed as a result of Hurricanes Michael and Florence.

**334: Grant Administration – Brunswick County IDA – Sledge and Barkley Disaster Assistance Project**

The Brunswick IDA was awarded a DHR grant to repair the roofing system of the Sledge and Barkley Building that was caused by Hurricanes Michael and Florence.

**339: Grant Administration – SPDC – Affordable Housing Development Program**

The SPDC was awarded a Virginia Housing grant to partner with the Southside Outreach Group to contribute to the development of the Poplar Creek Street Housing Project which will develop 16 duplexes to be rented to low-to-moderate income residents. Grant funds will also be used to launch the Affordable Housing Development Program that will create housing for low-to-moderate income first-time homebuyers throughout the PDC region.

**340: Grant Administration – South Boston – North Main Street Targeted Site Housing Rehabilitation Project**

The Town of South Boston received a Community Development Block Grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to rehabilitate 14 LMI homes on North Main Street between College Street and Hamilton Boulevard in South Boston, Virginia.

**342: Grant Administration – Brodnax – Piney Pond Targeted Site Housing Project**

The Town of Brodnax received a Community Development Block Grant from the Virginia Department of Housing and Community Development (VDHCD) to rehabilitate and/or substantially reconstruct 13 LMI homes in Brodnax, Virginia.

**343: Grant Administration – Mecklenburg County – Housing Rehab Needs Assessment**

Mecklenburg County received a Planning Grant from the Virginia Department of Housing and Community Development (VDHCD) to conduct a Housing Rehab Needs Assessment in Mecklenburg County that will identify several potential CDBG projects within the five towns and the County that can be pursued over the next five years.

#### **344: Technical Assistance – Mecklenburg County – GIS Services**

Staff provides contractual GIS services to all three member Counties. These services include 911 map/data updates, address point and centerline management, assistance with 911 MSAG/ALI issues, assistance with NG911 initiatives, and compliance with 911 GIS standards. Each County greatly benefits from this regional approach as 911 GIS operations are largely the same from County to County and many hours can be saved by approaching tasks on a regional basis.

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

Staff provides contractual GIS services to all three member Counties. These services include 911 map/data updates, address point and centerline management, assistance with 911 MSAG/ALI issues, assistance with NG911 initiatives, and compliance with 911 GIS standards. Each County greatly benefits from this regional approach as 911 GIS operations are largely the same from County to County and many hours can be saved by approaching tasks on a regional basis.

#### **359: Grant Administration – South Boston – Riverdale Acquisition Project**

The Town of South Boston received a grant from the Virginia Department of Emergency Management (VDEM) to acquire and demolish 14 commercial structures including auxiliary buildings, along with the vacant parcels between or adjacent to the structures and dedicate the land to open space use.

#### **360: Grant Administration – Boynton – Wastewater Treatment Plant Improvement Project**

The Town of Boynton received a grant from the Economic Development Administration (EDA) for improvements to the Town's Wastewater Treatment Plan and collection system to accommodate a company prospect. A new blowdown water treatment system will allow flows to be separated into different gravity wastewater lines and be treated independently. A new 12-inch sewer line will be installed to convey the cooling water and an 8-inch sewer line will be rehabilitated to convey the domestic wastewater from the administration buildings. At the WWTP, improvements will include construction of a new 1) Equalization basin with aeration; 2) Equalization tank effluent vault with mag meter and motorized pinch valve; 3) Dechlorination building; and 4) WWTP outfall pipe to Coleman Creek.

#### **363: Grant Administration – SPDC – Regional Fiber Broadband Project**

Southside PDC, in partnership with EMPOWER, received VATI funds to extend fiber-to-the-home broadband that will provide universal coverage for all three of the PDC counties to also include the southern portion of Charlotte County. Broadband services will be provided to 14,634 serviceable units, including 511 businesses and community anchors in the four-county region. Southside PDC Staff will map served areas as broadband is successfully deployed.

**364: Technical Assistance – SPDC – Tobacco Heritage Trail Management Services**

Southside Planning District Commission (SPDC) will manage the active portions of the Tobacco Heritage Trail throughout Southside Virginia in partnership with the Roanoke River Rails to Trails Board.

**369: Grant Administration – Brunswick County IDA – Produce Project**

The Brunswick County Produce Project received grant funds to construct a 45,000 square foot produce processing and packing facility in the I-85 Industrial Park located in the Town of Alberta. Old Dominion Organic Farms, a member of Southern Virginia Vegetable Packing, LLC, will operate the facility. Over the next three years, 40 new jobs will be created, and the facility is expected to process nearly \$24 million worth of Virginia-grown vegetables, of which approximately 80 percent will be certified organic. The new facility will support more than 22 farmers located in Amelia, Brunswick, Dinwiddie, Lunenburg, Mecklenburg, Prince George, and Surry Counties during its first season.

**382: Grant Administration – Halifax – Banister Town Housing Project – Phase I**

The Town of Halifax was awarded a Community Development Block Grant to rehabilitate six LMI housing units, benefiting nine LMI persons.

**383: Grant Administration – Brunswick County – Township Road Housing Rehab Project**

Brunswick County was awarded a Community Development Block Grant to rehabilitate or substantially reconstruct 13 LMI residential homes, serving 21 LMI persons.

**384: Grant Administration – Chase City – B Street Neighborhood Improvement Project**

The Town of Chase City was awarded a Community Development Block Grant to benefit 15 households of which 11 are LMI occupied. A total of 33 persons, of which 27 are LMI persons will benefit from comprehensive improvements. Two vacant dilapidated units will be demolished. Waterline improvements include the installation of 1,100+/-LFT of 4” waterline, installation of 320+/-LFT of 2” waterline, and new water service tubing to meters, and reconnection of 8 water services. Sewer Line improvements include the lining of 1,200+/-LFT of 8” gravity sewer line, rehab of 7 existing manholes, and cut in 10 existing laterals after lining.

**386: Grant Administration – South Boston – Westside Mobile Home Park Redevelopment**

The Town of South Boston received an award from the Department of Housing and Community Development to address blighted conditions in the 42-acre trailer park on the northwest side of town. The Town will be addressing the blighted conditions by partnering with Tri-County Community Action Agency, Tri-River Habitat for Humanity, and Southside Outreach Group to develop highly affordable, single-family housing.

**387: Technical Assistance – SPDC – Lake Gaston 911 Task Force Dock Sign Management**

Technical assistance will be provided to Lake Gaston 911 Task Force to manage the process to add 911 signs to boat docks and boathouses around the shore of Lake Gaston.

**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.

**396: Grant Administration – South Hill – Sycamore & Howerton Sanitary Sewer Extension**

The Town of South Hill received an award from the Department of Environmental Quality with ARPA funding for a proposed gravity sewer collection system, pump station, and forcemain to serve the project area. The sewer extension will include the furnishing an installation of 950 LFT of 8" gravity sewer main, 5 manholes, a duplex grinder pump station with fenced in lot, 600 LFT of 2" forcemain, and 4" lateral stub outs to existing homes.

**397: Technical Assistance – SPDC – Tobacco Heritage Trail Learned Services Agreement**

The SPDC was granted funding by the National Park Services, under their "Learned Services Agreement" program, to help fund a new online webmap presence for the Tobacco Heritage Trail.

**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 \$50,000 Virginia Brownfields Assistance Fund grant from the Virginia Economic Development Partnership and a \$3,000,000 Industrial Revitalization Fund award from the Virginia Department of Housing and Community Development 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.



#### **400: RURAL TRANSPORTATION PLANNING (VDOT)**

##### **401: Rural Transportation Planning and Coordination**

Rural Transportation Work Program funds are applied for and awarded annually for the following regional SPDC activities:

- 1) Preparation and submission of grant applications for Transportation Alternative, Smart Scale, Revenue Sharing, and other related grant programs
- 2) Completion of the update and consolidation of the two existing bicycle, pedestrian, and trail plans into one regional plan
- 3) Administration of the Title VI Program
- 4) Updating the five-year 2045 Rural Long-Range Transportation Plan
- 5) Fulfillment of other related technical assistance requests, attendance at regional transportation meetings, updating the SPDC and Tobacco Heritage Trail websites and social media platforms as needed, and utilizing GIS/GPS mapping as needed by localities and PDC staff.

##### **436: Enhancement Grant Administration – Lawrenceville – Sharp Street Project**

The Town of Lawrenceville received TAP funding from the Virginia Department of Transportation to improve pedestrian safety, ADA compliance, network connectivity, and storm water collection on the eastern side of Sharp Street from Riddick Street to New Hicks Street and the western side of Sharp Street from Riddick Street to New Street. Funds will be used for new and reconstructed sidewalks, entrances, curb and gutter, streetlights, a cross walk, bump outs and storm water infrastructure.

##### **437: Enhancement Grant Administration – Town of Lawrenceville – THT Heritage Park Connector Project**

The Town of Lawrenceville received TAP funding from the Virginia Department of Transportation to create a new pedestrian access underneath the Route 46 Bridge and extend the Tobacco Heritage Trail 550 feet to connect to the Tobacco Heritage Trail Heritage Park.

## **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.
- Attending meetings and public hearings on regional issues and representing 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](http://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.
- Attending meetings and public hearings on regional issues and representing 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 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 financeability 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  
**ALI** – Automatic Location Information  
**CDBG** – Community Development Block Grant  
**CEDS** – Comprehensive Economic Development Strategy  
**DCR** – Department of Conservation and Recreation  
**DEQ** – Department of Environmental Quality  
**DHCD** – Department of Housing and Community Development  
**DHR** – Department of Historic Resources  
**EDA** – Economic Development Administration  
**EDA** – Economic Development Authority (Clarksville)  
**FEMA** – Federal Emergency Management Agency  
**FHWA** – Federal Highway Act  
**FOIA** – Freedom of Information Act  
**GIS** – Geographic Information Systems  
**GPS** – Global Positioning System  
**IDA** – Industrial Development Authority  
**LCDC** – Lake Country Development Corporation  
**LEP** – Limited English Proficiency  
**LMI** – Low-to-Moderate Income  
**MSAG** – Master Street Address Guide  
**NG911** – Next Generation 911  
**PDC** – Planning District Commission  
**RD** – Rural Development  
**S/L** – State/Local Fund  
**SPDC** – Southside Planning District Commission  
**SVCC** – Southside Virginia Community College  
**SVRA** – Southern Virginia Regional Alliance  
**TAP** – Transportation Alternatives Program  
**THT** – Tobacco Heritage Trail  
**TRRC** – Tobacco Region Revitalization Commission  
**USDA** – United States Department of Agriculture  
**USDOT** – United States Department of Transportation  
**VATI** – Virginia Telecommunications Initiative  
**VDEM** – Virginia Department of Emergency Management  
**VDHCD** – Virginia Department of Housing and Community Development  
**VDOT** – Virginia Department of Transportation  
**VEDP** – Virginia Economic Development Partnership  
**WWTP** – Wastewater Treatment Plant

## **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 31<sup>st</sup> 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**

## **FY24 BUDGET**

### **SNAPSHOT - REVENUES AND EXPENDITURES**

**ADOPTED APRIL 27, 2023**

#### **REVENUES**

Member Jurisdiction Dues	\$ 148,107.20
Revenue Brought Forward	993,300.00
New Revenue Approved	413,171.00
Deferred Revenue	(300,000.00)
Interest Income	<u>20,000.00</u>
Total Revenues	<b><u>\$ 1,274,578.20</u></b>

#### **EXPENDITURES**

Direct Chargeable Salaries	\$ 426,525.60
Employee Fringe Benefits	302,365.37
Travel/Per Diem	10,000.00
Other Direct Cost - Grants	60,000.00
Other Direct Cost - S/L	40,000.00
Indirect Costs	<u>337,703.58</u>
Total Expenditures	<b><u>\$ 1,176,594.54</u></b>
Excess Revenues Over Expenditures	<b><u>\$ 97,983.66</u></b>