

SOUTHSIDE PLANNING DISTRICT COMMISSION

AGENDA: **Executive Committee/CEDS Meeting**
 SPDC Conference Room and via
 Electronic Telecommunications

June 25, 2020
11:00 a.m.

1. CALL TO ORDERChairman Callis
 - A. Roll CallExecutive Director Gosney
 - B. Electronic Meeting Authorization.....Chairman Callis
 - C. Public Comment Period.....Chairman Callis
 - D. Approval/Modification of AgendaChairman Callis
 - *Motion to Approve*

2. MINUTES -1/23/2020 MEETINGChairman Callis
 - *Motion to Approve*

3. TREASURER’S REPORT - MAY 31, 2020Treasurer Weddington
 - *Motion to Accept*

4. FY 21 BUDGETStephanie Creedle - Director HR/Finance
 - *Motion to Approve*

5. FY21 MANAGEMENT PLANExecutive Director Gosney
 - *Motion to Approve*

6. FY21 EDA PLANNING GRANTExecutive Director Gosney
 - *Motion to Approve*

7. VDOT RURAL TRANSPORTATION WORK PROGRAM AND UPDATE.....Chad Neese - GIS and Transportation Planner

8. EXECUTIVE DIRECTOR REPORT.....Executive Director Gosney

9. OTHER BUSINESSChairman Callis

10. ADJOURNMENTChairman Callis

SOUTHSIDE PLANNING DISTRICT COMMISSION
Executive Committee Meeting
January 23, 2020

An Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on January 23, 2020 at Brian's Steak House, South Hill, Virginia. Chairman Kim Callis welcomed Mecklenburg County Commissioner Andy Hargrove to the Executive Committee. Mr. Hargrove fills the seat left vacant by Gregg Gordon. Mr. Callis then called the meeting to order at 5:30 p.m.

Director Gosney called the roll. With 10 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

BRUNSWICK COUNTY	Present	Absent
Garland Baird	X	
Bernard Jones, Sr.	X	
Leslie Weddington - Treasurer	X	
HALIFAX COUNTY		
Stanley Brandon	X	
Garland Ricketts	X	
Vacancy		
MECKLENBURG COUNTY		
Andy Hargrove	X	
Charlie Simmons	X	
Glanzy Spain	X	
SOUTH BOSTON		
Winston Harrell		X
George Leonard	X	
SOUTH HILL		
Kim Callis - Chairman	X	
TOTAL	10	1

Staff in Attendance:

Deborah Gosney, Executive Director
Stephanie Creedle, Finance Director/HR
Chad Neese, GIS and Transportation Planner

Guests in Attendance:

Jerry Lovelace

PUBLIC COMMENT PERIOD

Chairman Callis asked for public comments. Hearing none, the public comment period was closed.

APPROVAL OF THE AGENDA

Chairman Callis asked that the Agenda be modified to include discussion of forming a Bylaws Committee under Other Business.

UPON MOTION BY BERNARD JONES, SR., SECONDED BY GEORGE LEONARD, THE AGENDA WAS UNANIMOUSLY APPROVED WITH MODIFICATION.

APPROVAL OF MINUTES

The June 18, 2019 minutes were previously dispensed to members for review.

UPON MOTION BY ANDY HARGROVE, SECONDED BY STANLEY BRANDON, THE JUNE 18, 2019 MINUTES WERE UNANIMOUSLY APPROVED.

TREASURER'S REPORT

Treasurer Weddington presented the financial report as of December 31, 2019 as follows: Assets, \$1,313,463.50; Liabilities, \$1,042,907.10; Retained Earnings, \$228,869.89; and Net Balance, \$41,686.51. Expenditures to date totaled \$407,706.76, which is 44 percent of the annual budget. The expenditures are on target for FY20.

UPON MOTION BY CHARLIE SIMMONS, SECONDED BY GLANZY SPAIN, THE DECEMBER 31, 2019 TREASURER'S REPORT WAS UNANIMOUSLY ACCEPTED.

BUDGET AMENDMENTS

Stephanie Creedle, Finance Director, gave a report on the FY20 proposed Budget Amendments.

Revenues were increased as a result of receiving administrative fees for the following:

- ❖ Mecklenburg County Highway 49 Project (FY19) - \$2,400.03.
- ❖ Tobacco Heritage Trail – Alberta Segment (FY19) - \$20,000.00.
- ❖ Clarksville Southwest Downtown Phase II (FY19) - \$307.70.
- ❖ South Boston Green's Crossing Landing - \$15,000.00.
- ❖ Chase City Endly Street Phase II - \$100,000.00.
- ❖ La Crosse Pine Street Phase II - \$100,000.00.
- ❖ Mecklenburg County Quail Hollow - \$80,000.00.
- ❖ Brunswick County Chestnut Road Planning Grant - \$15,000.00.
- ❖ Brodnax Highway 58 and Dornia Planning Grant - \$3,000.00.
- ❖ La Crosse Pine Street Phase II Planning Grant - \$14,500.00
- ❖ Brunswick IDA – Sledge & Barkley(grant writing) - \$1,500.00.
- ❖ Brunswick IDA – Southern States Project - \$1,000.00.
- ❖ Expansion of the Civil Rights and Education Heritage Trail - \$5,000.00.

Revenues decreased as a result of projected administrative fees being adjusted for the following:

- ❖ Town of Halifax Streetlight Extension - \$12,500.00.
- ❖ Brodnax GIS - \$4,750.00.

Overall adjustments resulted in an increase of **\$340,457.73** in approved FY20 Revenues.

Expenses increased by **\$2,460.12** due to an increase in Membership Fees and adjusting Depreciation to actual. The net increase to the FY20 Amended Budget is **\$337,997.61**.

UPON MOTION BY BERNARD JONES, SR., SECONDED BY GEORGE LEONARD, THE FY20 BUDGET AMENDMENTS WERE UNANIMOUSLY APPROVED.

FY19 AUDIT

Director Gosney reported to the Board that Michael Aukamp with Dunham, Aukamp & Rhodes from Chantilly, Virginia audited the Southside Planning District Commission's books again this year. As the PDC is the Support Organization and Fiscal Agent for the GO Virginia organization, GO Virginia is included in our audit. Mrs. Gosney informed the Board that the auditor deemed it a "clean" audit, meaning there were no findings nor financial/compliance issues. Our dues paying members, as well as our funding agencies, receive a copy of the audit each year.

UPON MOTION BY GARLAND BAIRD, SECONDED BY ANDY HARGROVE, THE FY19 AUDIT WAS UNANIMOUSLY ACCEPTED.

CDBG REGIONAL PRIORITIES

Director Gosney stated that it was time to submit the Virginia Community Development Block Grant (CDBG) Regional Priorities list. The Department of Housing and Community Development (DHCD) requires planning district commissions to provide this list annually. Mrs. Gosney presented the proposed priorities to the Committee along with the Expected 2020 CDBG Applications which are:

Project Types/Activity Categories:

- Priority 1 – Comprehensive Community Development
 - Housing – Housing Rehabilitation
 - Community Facility (Including Housing Production)
- Priority 2 – Economic Development – Business District Revitalization
 - Community Service Facility

Expected 2020 CDBG Applications are:

- Brunswick County Chestnut Road Scattered Site Project – Housing Rehabilitation
- La Crosse Pine Street Community Project Phase II – Comprehensive
- South Boston North Main Street Project Planning Grant – Comprehensive
- South Hill 4th and 5th Avenue Project Planning Grant – Comprehensive
- Chase City B Street Project Planning Grant – Comprehensive

UPON MOTION BY STANLEY BRANDON, SECONDED BY BERNARD JONES, SR., THE PRIORITIES LIST FOR SUBMISSION TO DHCD WAS UNANIMOUSLY APPROVED.

2045 RURAL LONG-RANGE TRANSPORTATION PLAN

GIS and Transportation Planner Chad Neese reported on the 2045 Rural Transportation Plan update. As part of the contractual work program between the PDC and Virginia Department of Transportation (VDOT), the Rural Long-Range Transportation Plan must be updated every few years. The plan is designed to evaluate the existing transportation network and provide recommendations to address current and future needs. The recommendations in the Plan are the result of input from our localities, VDOT, the public, and the Rural Long-Range Transportation Plan adopted in 2011. A public meeting for the Plan was held on January 2, 2020. The PDC's Transportation Technical Advisory Board met on January 15th and voted to recommend the 2045 Rural Long-Range Transportation Plan be adopted by the PDC.

RESOLUTION

WHEREAS, the Southside Planning District Commission has participated in the development of the 2045 Rural Long-Range Transportation Plan as directed under the FY20 Work Program for Rural Transportation Planning.

WHEREAS, the Southside Planning District Commission hosted a public hearing on the 2045 Rural Long-Range Transportation Plan.

WHEREAS, the Southside Planning District Commission has reviewed the 2045 Rural Long-Range Transportation Plan and concurs with the proposed elements.

***NOW THEREFORE BE IT RESOLVED** that the Southside Planning District Commission approves the 2045 Rural Long-Range Transportation Plan.*

Adopted January 23, 2019

UPON MOTION BY LESLIE WEDDINGTON, SECONDED BY BERNARD JONES, SR., ADOPTION OF THE 2045 RURAL LONG-RANGE TRANSPORTATION PLAN WAS UNANIMOUSLY APPROVED.

CEDS UPDATE

Director Gosney gave a brief update on the Comprehensive Economic Development Strategy (CEDs), which is due for its five-year update in 2020. The CEDs Community Input Session and SWOT analysis was held at the PDC office on December 17, 2019. There were 28 attendees representing private industry, educational institutions, healthcare facilities, workforce development centers, economic development offices and local government. The Berkley Group facilitated the SWOT and met with staff following the Input Session to review next steps. The five-year CEDs Update is underway and expected to be complete by May 2020.

OTHER BUSINESS

Chairman Callis brought before the Board the suggestion of forming a Bylaws Committee. As the last update to the SPDC Bylaws was in 1990, he and Director Gosney thought it might serve the PDC well to form a Bylaws Committee to update and review the existing document. This matter will be brought before the full Commission for a motion.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:35 p.m.

Kim Callis, Chairman SPDC



Deborah Gosney, Secretary

SOUTHSIDE PLANNING DISTRICT COMMISSION
Quarterly Meetings
June 25, 2020

TREASURER'S REPORT

THE MAY 2020 BALANCE SHEET SHOWS THE FOLLOWING FIGURES:

ASSETS	\$ 1,329,028.48
LIABILITIES	1,064,925.10
RETAINED EARNINGS	228,869.89
NET BALANCE	35,233.49

EXPENDITURES FOR THE PERIOD ENDING MAY 2020 TOTALED \$746,075.99 WHICH WAS 80% OF THE ANNUAL BUDGET. EXPENDITURES ARE ON TARGET FOR FY20.

SOUTHSIDE PLANNING DISTRICT COMMISSION

FY20 - Balance Sheet

May 31, 2020

<u>ASSETS</u>	
Current Assets	
Operating Account	\$ 76,924.86
Go Virginia Account	34,927.67
Reserve Funds - VIP	828,352.16
Maintenance Account	31,053.88
Accounts Receivable	213,643.70
Deferred Outflows - VRS	<u>82,649.54</u>
Total Current Assets	1,267,551.81
Fixed Assets	
Equipment	65,038.07
Less: Accumulated Depreciation	(63,211.76)
Vehicle	34,400.00
Less: Accumulated Depreciation	(26,644.94)
Leasehold Improvements	51,186.58
Less: Accumulated Depreciation	<u>(22,690.96)</u>
Total Fixed Assets	38,076.99
Other Assets	
Principal Financial Group	<u>23,399.68</u>
TOTAL ASSETS	\$ <u>1,329,028.48</u>

<u>LIABILITIES & FUND BALANCE</u>	
Current Liabilities	
Deferred Program Income	\$128,359.02
Go Virginia Escrow	34,927.67
Net Pension Liability	816,681.00
Payroll Liabilities	7,039.10
Accrued Annual Leave	40,025.63
Accounts Payable	(1,171.32)
Deferred Inflows - VRS	<u>39,064.00</u>
Total Current Liabilities	1,064,925.10
Fund Balance	
Retained Earnings	228,869.89
Net Balance	<u>35,233.49</u>
Total Fund Balance	<u>264,103.38</u>
TOTAL LIABILITIES & FUND BALANCE	\$1,329,028.48

FY20 - Revenues & Expenditures
Period Ending May 31, 2020

REVENUES	FY20 Budget	5/31/2020	YTD	Balance
Member Jurisdiction Dues	\$ 123,992.50	\$ -	\$ 123,992.50	\$ -
EDA	70,000.00	-	70,000.00	-
DHCD	75,971.00	-	75,971.00	-
VDOT - Rural Transportation	58,000.00	-	42,774.72	15,225.28
Hazard Mitigation - FY19	45,000.00	-	41,498.11	3,501.89
LCDC	28,600.00	-	9,231.93	19,368.07
Miscellaneous Income	100.33	176.00	100.33	-
Interest Income	12,500.00	464.61	9,653.37	2,846.63
Program Income Paybacks	5,421.98	(2,095.98)	5,421.98	-
Local Government Projects:				
Brodnax Depot - VDOT	30,000.00	-	1,000.00	29,000.00
Brodnax Highway 58 & Dornia PG - CDBG	3,000.00	-	3,000.00	-
Brodnax Water System Upgrade - CDBG	6,250.00	-	6,250.00	-
Brunswick County Alvis Road Project - CDBG	45,000.00	6,800.00	25,104.00	19,896.00
Brunswick County Chestnut Road PG - CDBG	15,000.00	-	6,270.00	8,730.00
Brunswick County Flat Rock Road - CDBG	35,000.00	-	33,617.32	1,382.68
Brunswick IDA - Sledge & Barkley - TRRC	1,500.00	-	1,500.00	-
Brunswick IDA - Sledge & Barkley Redevelopment	-	-	600.00	-
Brunswick IDA - Southern States - TRRC	1,000.00	-	1,000.00	-
Chase City Endly Street - Phase I - CDBG	75,000.00	3,884.50	23,453.50	51,546.50
Chase City Endly Street - Phase II - CDBG	100,000.00	-	17,850.00	82,150.00
Clarksville Planter's Warehouse Project	2,500.00	-	-	2,500.00
Clarksville Southwest Downtown- Phase 2 - CDBG	10,307.70	-	10,307.70	-
Expansion of the Civil Rights & Education Heritage Trail	5,000.00	-	-	5,000.00
GO Virginia SO/FA - FY19 Allocation	36,537.19	-	36,537.19	-
GO Virginia SO/FA - FY20 Allocation	43,462.81	9,091.67	45,186.29	-
GO Virginia - GO-TEC 1 Project	15,000.00	268.24	5,017.86	9,982.14
GO Virginia - GO-TEC 2A Project	6,115.00	-	2,347.10	3,767.90
GO Virginia - GO-TEC 2B Project	16,554.00	-	-	16,554.00
Deferred to FY21	(16,554.00)	-	-	(16,554.00)
Halifax County Tobacco Heritage Trail Ext - VDOT	39,000.00	-	9,000.00	30,000.00
Halifax County Meadville Road Project - CDBG	31,000.00	-	20,523.55	10,476.45
La Crosse Pine Street - Phase I - CDBG	100,000.00	4,461.00	21,411.00	78,589.00
La Crosse Pine Street - Phase II - PG - CDBG	14,500.00	-	11,500.00	3,000.00
Lawrenceville Sidewalks Project - VDOT	5,000.00	-	1,500.00	3,500.00
Lawrenceville North Main Street Project - VDOT	15,000.00	-	1,000.00	14,000.00
Mecklenburg County Highway 49 Project - CDBG	17,400.03	-	17,400.03	-
Mecklenburg County Quail Hollow - CDBG	80,000.00	-	12,000.00	68,000.00
South Boston Greene's Crossing Landing	15,000.00	-	-	15,000.00
South Boston John Randolph Hotel	2,500.00	-	-	2,500.00
South Boston Southern Innovation Brownfield	2,500.00	-	-	2,500.00
Southern Virginia Food Hub CDBG Local Inn.	11,780.00	-	9,890.00	1,890.00
Tobacco Heritage Trail (Alberta Segment)	20,000.00	-	-	20,000.00
Brunswick County Sheriff's Office - GIS	4,800.00	400.00	4,400.00	400.00
Brodnax GIS	20,250.00	-	20,250.00	-
Halifax GIS	18,000.00	1,500.00	17,750.00	250.00
Mecklenburg GIS	24,000.00	2,000.00	22,000.00	2,000.00
VITA Shared Services Grant	15,000.00	-	15,000.00	-
TOTAL REVENUES	1,285,988.54	26,950.04	781,309.48	507,002.54

SOUTHSIDE PLANNING DISTRICT COMMISSION

**Revenue and Expenditures
Period Ending May 31, 2020**

EXPENDITURES	FY20 Budget	5/31/2020	YTD	Balance
DIRECT COSTS				
Direct Chargeable Salaries	\$ 362,044.23	\$ 26,230.32	\$ 279,566.77	\$ 82,477.46
Employee Fringe Benefits Applied	226,870.67	16,789.17	183,099.87	43,770.80
SUBTOTAL	588,914.90	43,019.49	462,666.64	126,248.26
Travel and Per Diem	10,000.00	(470.00)	8,483.69	1,516.31
Other Direct Costs Charged to Grants	10,000.00	-	15,306.35	(5,306.35)
Other Direct Costs Charged to State/Local Funds	40,000.00	1,425.00	19,942.70	20,057.30
TOTAL DIRECT COSTS	648,914.90	43,974.49	506,399.38	142,515.52
INDIRECT COSTS				
Indirect Salaries	83,040.38	7,214.99	78,324.60	4,715.78
Employee Fringe Benefits Applied	56,208.12	3,758.50	45,092.95	11,115.17
SUBTOTAL	139,248.50	10,973.49	123,417.55	15,830.95
Auditing	8,000.00	-	8,200.00	(200.00)
Consumable Supplies	7,000.00	71.51	5,249.54	1,750.46
Commissioner's Expense/Meetings	10,000.00	55.00	10,196.30	(196.30)
Equipment, Rental, Maintenance, Use	8,000.00	668.39	6,851.75	1,148.25
Insurance and Bonding	6,000.00	-	5,785.00	215.00
Officer's Expense/Stipend	500.00	-	500.00	-
Membership Fees and Dues	4,600.00	-	4,600.00	-
Publications/Subscriptions	1,500.00	21.00	351.00	1,149.00
Printing	2,500.00	-	2,348.39	151.61
Space and Occupancy Costs	33,000.00	1,008.60	19,450.20	13,549.80
Indirect Travel	500.00	-	90.79	409.21
Training, Seminars, Workshops, Conferences	500.00	-	311.99	188.01
Postage and Freight	2,500.00	65.50	1,622.68	877.32
Telephone	8,000.00	598.17	6,125.60	1,874.40
Auto Operations & Maintenance	5,000.00	4.00	1,772.18	3,227.82
Public Relations	1,000.00	-	-	1,000.00
Depreciation	6,360.12	530.01	5,830.11	530.01
Legal Fees	2,000.00	-	200.00	1,800.00
Software Licensing	15,000.00	1,083.52	12,006.39	2,993.61
Part-Time Staff	18,000.00	-	20,062.55	(2,062.55)
SUBTOTAL	139,960.12	4,105.70	111,554.47	28,405.65
TOTAL INDIRECT COSTS	279,208.62	15,079.19	234,972.02	44,236.60
TOTAL BENEFITS ADJUSTED		(3,233.77)	4,704.59	
TOTAL EXPENDITURES	928,123.52	55,819.91	746,075.99	182,047.53
AGENCY BALANCE	\$ 357,865.02	\$ (28,869.87)	\$ 35,233.49	
EMPLOYEE BENEFITS				
VML Disability	\$ 2,395.20	\$ 198.30	\$ 2,219.75	\$ 175.45
Vacation Leave Pay	34,857.69	1,571.95	30,231.49	4,626.20
Sick Leave Pay	20,423.08	422.02	10,465.52	9,957.56
Holiday Pay	30,634.62	1,703.76	25,835.24	4,799.38
Workmen's Compensation	531.00	-	-	531.00
Group Hospitalization	63,840.00	4,655.00	61,185.00	2,655.00
VRS Group Life Insurance	6,956.10	483.61	5,480.19	1,475.91
Taxes - FICA	40,621.50	2,564.56	31,808.11	8,813.39
Taxes - Unemployment	620.80	-	736.98	(116.18)
VRS Retirement	82,198.80	5,714.70	64,935.13	17,263.67
TOTAL EMPLOYEE BENEFITS	283,078.79	17,313.90	232,897.41	50,181.38
TOTAL EMPLOYEE BENEFITS APPLIED (9010)		(20,547.67)	(228,192.82)	
TOTAL EMPLOYEE BENEFITS ADJUSTED		\$ (3,233.77)	\$ 4,704.59	

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	\$	329,728.85
Employee Fringe Benefits		215,580.45
Travel/Per Diem		10,000.00
Other Direct Cost - Grants		10,000.00
Other Direct Cost - S/L		40,000.00
Indirect Costs		296,491.29
		<hr/>
Total Expenditures		<u>\$901,800.59</u>

Excess Revenues Over Expenditures **\$48,533.91**

SOUTHSIDE PLANNING DISTRICT COMMISSION
FY21 BUDGET
YEAR-TO-YEAR COMPARISON - REVENUES & EXPENDITURES
ADOPTED JUNE 25, 2020

	<u>FY19</u>	<u>FY19</u>	<u>FY20</u>	<u>FY20</u>	<u>FY21</u>
		<u>AMENDED</u>		<u>AMENDED</u>	
REVENUES					
Member Jurisdiction Dues	\$123,992.50	\$123,992.50	\$ 123,992.50	\$ 123,992.50	\$ 123,992.50
Revenue Brought Forward	350,900.00	367,480.00	395,530.00	405,737.73	495,071.00
New Revenue Approved	467,621.00	669,396.00	424,540.00	754,790.00	355,771.00
Deferred Revenue	(25,000.00)	(25,000.00)	(16,554.00)	(16,554.00)	(36,500.00)
Interest Income	360.00	360.00	12,500.00	12,500.00	12,000.00
Total Revenues	<u>\$917,873.50</u>	<u>\$1,136,228.50</u>	<u>\$940,008.50</u>	<u>\$1,280,466.23</u>	<u>\$950,334.50</u>

EXPENDITURES

Direct Chargeable Salaries	\$ 370,276.92	\$ 370,276.92	\$ 362,044.23	\$ 362,044.23	\$ 329,728.85
Employee Fringe Benefits	240,079.60	240,079.60	226,870.67	226,870.67	215,580.45
Travel/Per Diem	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Other Direct Cost - Grants	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Other Direct Cost - S/L	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Indirect Costs	245,724.58	246,724.58	276,748.50	279,208.62	296,491.29
Total Expenditures	<u>\$916,081.10</u>	<u>\$917,081.10</u>	<u>\$925,663.40</u>	<u>\$928,123.52</u>	<u>\$901,800.59</u>
Excess Revenues Over Expenditures	<u>\$1,792.40</u>	<u>\$219,147.40</u>	<u>\$14,345.10</u>	<u>\$352,342.71</u>	<u>\$48,533.91</u>

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY21 BUDGET
REVENUES - DETAILED BREAKDOWN**

Member Jurisdiction Dues **\$123,992.50**

Revenue Brought Forward from FY20

Brodnax Depot Project - VDOT	32,000.00
Brunswick County Alvis Road Project - CDBG	22,500.00
Chase City Endly Street Project - Phase I - CDBG	40,500.00
Chase City Endly Street Project - Phase II - CDBG	82,500.00
La Crosse Pine Street Project - Phase I - CDBG	81,500.00
Lawrenceville Sidewalks Project - VDOT	3,000.00
Lawrenceville North Main Street Project - VDOT	8,000.00
Alberta Tobacco Heritage Trail Project - VDOT	20,000.00
GO Virginia - Support Organization/Fiscal Agent Services - FY20	36,500.00
GO TEC 1 - GO Virginia	9,000.00
GO TEC 2A - GO Virginia	3,767.00
GO TEC 2B - GO Virginia	16,554.00
Clarksville Planter's Warehouse Project	5,000.00
Civil Rights and Education Heritage Trail Expansion Project	2,500.00
Halifax County Tobacco Heritage Trail Project - VDOT	5,250.00
Halifax County Meadville Road Project - CDBG	44,000.00
Mecklenburg County Quail Hollow Project - CDBG	63,000.00
South Boston Greene's Crossing Landing Project - DCR	14,500.00
South Boston John Randolph Hotel Project - DHCD/TRRC/VEDP	<u>5,000.00</u>

SUBTOTAL **495,071.00**

New Revenue Approved

EDA FY21 Planning Grant	70,000.00
Lake Country Development Corporation - Staff Services	20,000.00
VDOT Rural Transportation Planning Grant	58,000.00
Commonwealth of Virginia Dues	75,971.00
Mecklenburg GIS Services	24,000.00
Halifax GIS Services	23,000.00
Brunswick GIS Services	4,800.00
GO Virginia - Support Organization/Fiscal Agent Services - FY21	80,000.00
Defer to FY22	<u>(36,500.00)</u>

SUBTOTAL **319,271.00**

Interest Income **12,000.00**

TOTAL APPROVED REVENUES - FY21 **\$ 950,334.50**

SOUTHSIDE PLANNING DISTRICT COMMISSION
FY21 BUDGET
PROJECTED EXPENSES
DETAILED BREAKDOWN & YEAR-TO-YEAR COMPARISON

	<u>FY20</u>	<u>FY20 AMENDED</u>	<u>FY21</u>
<u>DIRECT COSTS CHARGEABLE TO GRANT PROGRAMS</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Personnel, Direct Chargeable Salaries	\$ 362,044.23	\$ 362,044.23	\$ 329,728.85
Employee Fringe Benefits	<u>226,870.67</u>	<u>226,870.67</u>	<u>215,580.45</u>
SUBTOTAL	588,914.90	588,914.90	545,309.30
Travel and Per Diem	10,000.00	10,000.00	10,000.00
Other Direct Costs Charged to Grants	10,000.00	10,000.00	10,000.00
Other Direct Costs Charged to State/Local Funds:	<u>40,000.00</u>	<u>40,000.00</u>	<u>40,000.00</u>
TOTAL DIRECT COSTS	648,914.90	648,914.90	605,309.30
<u>INDIRECT COSTS</u>			
Personnel, Indirect Salaries	83,040.38	83,040.38	83,040.38
Employee Fringe Benefits	<u>56,208.12</u>	<u>56,208.12</u>	<u>57,450.91</u>
SUBTOTAL	139,248.50	139,248.50	140,491.29
Auditing	8,000.00	8,000.00	8,000.00
Consumable Supplies	7,000.00	7,000.00	7,000.00
Commissioner's Expense	10,000.00	10,000.00	10,000.00
Equipment Rental, Maintenance and Use	8,000.00	8,000.00	8,000.00
Insurance and Bonding	6,000.00	6,000.00	6,000.00
Officer's Expense/Stipend	500.00	500.00	500.00
Membership Fees and Dues	3,500.00	4,600.00	5,000.00
Publications/Subscriptions	1,500.00	1,500.00	500.00
Printing	2,500.00	2,500.00	2,500.00
Space, Utilities and Occupancy Costs	33,000.00	33,000.00	25,000.00
Indirect Travel	500.00	500.00	500.00
Training, Seminars, Workshops, Conferences	500.00	500.00	500.00
Postage and Freight	2,500.00	2,500.00	2,500.00
Telephone	8,000.00	8,000.00	8,000.00
Auto Operations and Maintenance	5,000.00	5,000.00	5,000.00
Public Relations	1,000.00	1,000.00	1,000.00
Depreciation	5,000.00	6,360.12	6,500.00
Legal Fees	2,000.00	2,000.00	2,000.00
Software Licensing	15,000.00	15,000.00	20,000.00
Consultant - CTW Consulting LLC	<u>18,000.00</u>	<u>18,000.00</u>	<u>37,500.00</u>
TOTAL INDIRECT COSTS	276,748.50	279,208.62	296,491.29
TOTAL EXPENSES	\$ <u>925,663.40</u>	\$ <u>928,123.52</u>	\$ <u>901,800.59</u>

Southside Planning District Commission
Budget and Finance Committee Meeting Minutes
June 16, 2020

Present: Kim Callis, Chairman
Leslie Weddington, Treasurer
Winston Harrell, Committee Member
Deborah Gosney, Executive Director
Stephanie Creedle, Finance Director/HR

Absent: Charlie Simmons, Committee Member
Scott Simpson, Committee Member

The Budget and Finance Committee of the Southside Planning District Commission (SPDC) met on June 16, 2020 at 11:00 a.m. at the SPDC conference room with electronic participation offered to discuss the FY21 Budget.

Chairman Kim Callis opened the meeting as follows. "Due to the nature of the Declaration of a State of Emergency due to novel Coronavirus (COVID-19) pursuant to Code §2.2-3708.2, this meeting is being held by electronic communications, via conference call. The catastrophic nature of this declared emergency makes it impractical and unsafe to assemble a quorum in a single location, and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body."

Deborah Gosney asked members to refer to the proposed budget that was included in the meeting packet emailed to all members prior to the meeting. Revenues and proposed expenses were presented as follows:

FY21 Revenue

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	<u>12,000.00</u>
Total Revenue	\$950,334.50

FY21 Expenditures

Direct Chargeable Salaries	\$329,728.85
Employee Fringe Benefits	215,580.45
Travel	10,000.00
Other Direct Cost – Grants	10,000.00
Other Direct Cost – State/Local	40,000.00
Indirect Costs	<u>296,491.29</u>
Total Expenditures	\$901,800.59

Mrs. Gosney reviewed the expense cost categories that increased or decreased from the prior fiscal year as follows:

- Membership Fees – Membership Fees were increased to \$5,000 to add SERDI membership. (VAPDC and SERDI are the two memberships included in this amount.)
- Publications – Publications was decreased from \$1,500 to \$500 as we reclassified the fee for the Department of Historic Resources (DHR) to Software Licensing which is more applicable.
- Space, Utilities and Occupancy – Space, Utilities and Occupancy was decreased from \$33,000 to \$25,000 as the SPDC no longer pays rent to LCDC. Rent was \$1,050 monthly. The total annual amount of \$12,600 was not deducted to allow for repairs and maintenance costs.
- Software Licensing – Software Licensing increased from \$15,000 to \$20,000 as more applications are subscription-based, especially GIS-related applications. New online platforms such as Zoom, Slack, Office 365 etc. were purchased to support staff operations during the COVID Pandemic. Webmapping services are offered to Brunswick, Mecklenburg and Halifax Counties which will offset a portion of these costs. Additionally, the pending EDA CARES Act grant will offset these costs as well. The budgeted amount may be reduced when the amended Budget is prepared in January.
- Contract Staff – In the past, this budget line item was titled “part-time staff”. This year, the title was changed to “contract staff” to reflect the recent contract arrangement with CTW Consulting, LLC (Ann Taylor Wright).

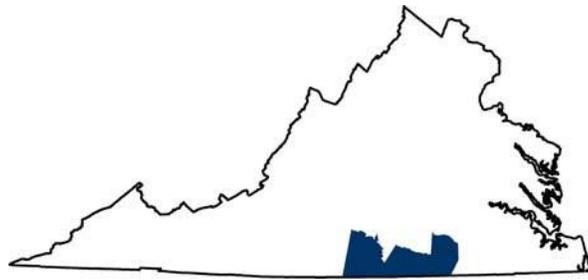
WINSTON HARRELL MADE A MOTION TO RECOMMEND THE FY21 BUDGET TO THE EXECUTIVE COMMITTEE FOR APPROVAL. LESLIE WEDDINGTON SECONDED THE MOTION, AND ALL MEMBERS VOTED AFFIRMATIVELY.

There being no further business, the meeting adjourned at 11:12 a.m.

Deborah Gosney, Recording Secretary

Kim Callis, Chairman

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 102 Tobacco Street Lawrenceville, VA 23868	Planning Commission	Community Development Minority
• John Zubrod 353 Hideaway Place Ebony, VA 23845	Elected Official	Local Government
<i>Halifax County</i>		
• Stanley Brandon 2221 Coleman Road Alton, VA 24520	Elected Official	Local Government Business Minority
• William B. Claiborne P. O. Box 219 Halifax, VA 24558	Elected Official	Local Government Minority
• 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

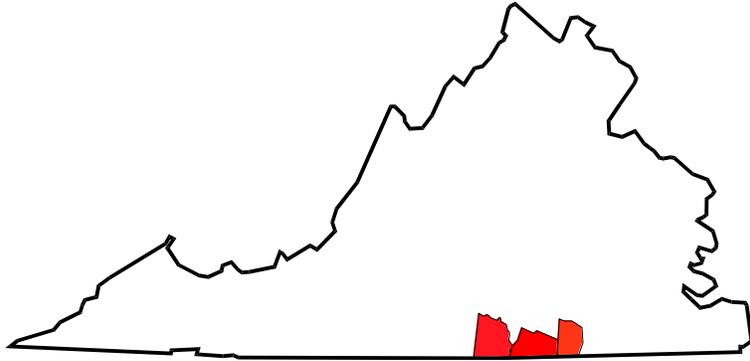
- **Kim Callis Citizen-at-Large Local Government
211 S. Mecklenburg Ave.**
- Lillie Feggins-Boone Elected Official Local Government
415 South Hill Avenue Minority
South Hill, VA 23970
- Vacant Elected Official

Bold print indicates member of Executive Committee.

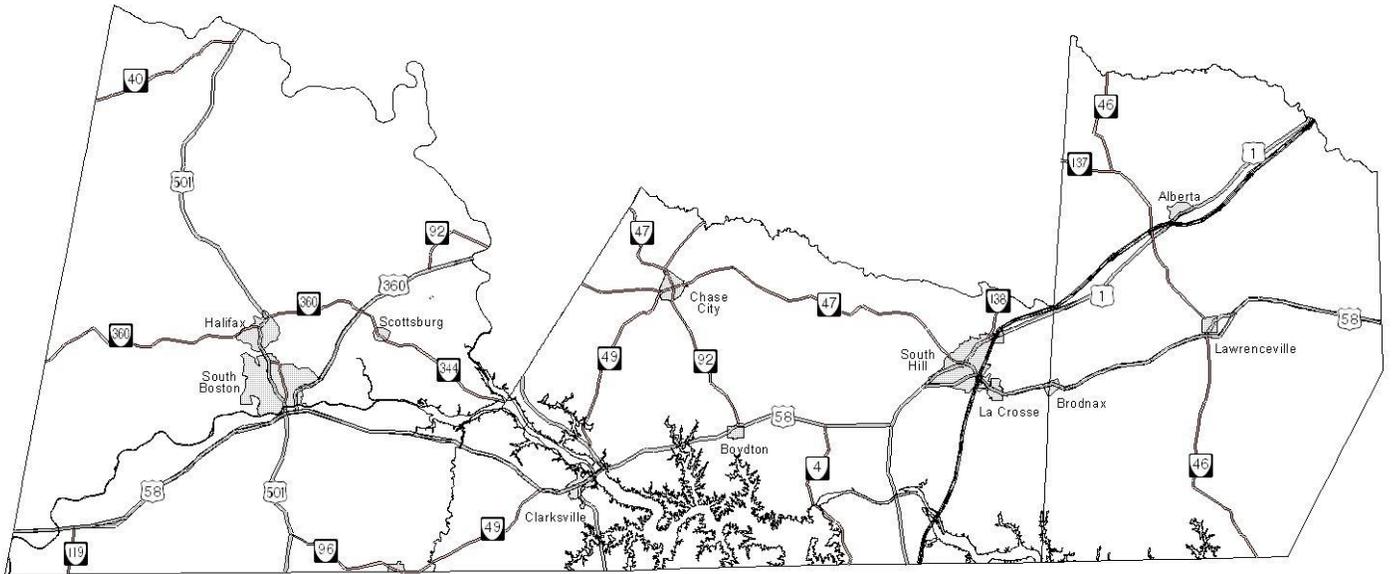
CEDS COMMITTEE MEMBERS

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

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



Southside Planning District



SPDC Staff

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

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: Rural Transportation Planning**
- 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	\$	329,728.85
Employee Fringe Benefits		215,580.45
Travel/Per Diem		10,000.00
Other Direct Cost - Grants		10,000.00
Other Direct Cost - S/L		40,000.00
Indirect Costs		296,491.29
		<hr/>
Total Expenditures		<u>\$901,800.59</u>
Excess Revenues Over Expenditures		<u>\$48,533.91</u>

Southside Planning District Commission

**FY-2021 Rural Transportation Planning Work Program
July 1, 2020 – June 30, 2021**



Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2021 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2021 - Program Administration (\$6,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Administrative and Work Program Development - \$6,000.00

- Prepare quarterly reports, invoices and other bookkeeping tasks; solicit input for proposed work; prepare FY-2022 Work Program documents; secure approvals from all appropriate agencies/committees as necessary; attend workshops and advisory meetings as necessary.

SPR Funds (80%)	\$4,800.00
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PDC Funds (20%)	\$1,200.00
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Total Budgeted Expenditure for Program Administration	\$6,000.00
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FY 2021 - Program Activities (\$66,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Grant Preparation - \$18,000.00

- Prepare and assist with Enhancement Grants, Smart Scale and other transportation related grant applications, and revenue sharing and urban monies applications, if requested by the fifteen localities within Planning District 13. Informational meetings will be held when necessary.

2. Regional Bicycle, Pedestrian and Trails Planning - \$28,000.00

- Complete the update and consolidation of the two existing bike plans within the Planning District (Halifax County Trails, Bicycle & Pedestrian Plan – 2004 and the Lake Country Bicycle, Pedestrian and Trails Plan – 2007) into one regional plan.
- Continue planning efforts in support of the development of the Tobacco Heritage Trail.
- Collect GPS data on the completed segments of the Tobacco Heritage Trail, as applicable.

3. Administer Title VI Program - \$6,300.00

- Continue to administer the SPDC's Title VI program, including: process any complaints, conduct annual review of program and submit annual report, attend and/or facilitate training, collect relevant statistical data, monitor any sub-recipients, and eliminate any discrimination that is identified.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.

4. Other Technical Assistance and Participation - \$14,200.00

- Participate in VTrans and Smart Scale webinars and meetings.
- Participate in the Fall Transportation Meeting for the Richmond and Lynchburg Districts and provide a display to serve as outreach to the region's citizens.
- As needed, provide assistance, support, and/or data for transportation related 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 (www.southsidepdc.org) updated and current regarding transportation planning.
- Provide support and assistance with the Tobacco Heritage Trail website, maps, and social media page(s) as necessary.
- 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.

SPR Funds (80%)	\$53,200.00
PDC Funds (20%)	\$13,300.00
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Total Budgeted Expenditure for Program Activities	\$66,500.00

<u>FY-2021 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u> <ol style="list-style-type: none"> 1. Prepare quarterly reports, invoices and other bookkeeping tasks; solicit input for proposed work 2. Prepare FY21 Work Program documents 3. Secure approvals from all appropriate agencies/committees, as necessary 4. Attend workshops and advisory meetings as needed <p>Total Budgeted Expenditure for Program Administration</p>	<p>\$1,200.00</p> <p>\$1,200.00</p> <p>\$1,200.00</p> <p>\$1,200.00</p> <p>\$4,800.00</p>	<p>\$300.00</p> <p>\$300.00</p> <p>\$300.00</p> <p>\$300.00</p> <p>\$1,200.00</p>	<p>\$1,500.00</p> <p>\$1,500.00</p> <p>\$1,500.00</p> <p>\$1,500.00</p> <p>\$6,000.00</p>
<u>Program Activities</u> <ol style="list-style-type: none"> 1. Grant Preparation 2. Regional Bicycle, Pedestrian and Trails Planning 3. Administer Title VI Program 4. Other Technical Assistance and Participation <p>Total Budgeted Expenditure for Program Activities</p>	<p>\$14,400.00</p> <p>\$22,400.00</p> <p>\$5,040.00</p> <p>\$11,360.00</p> <p>\$53,200.00</p>	<p>\$3,600.00</p> <p>\$5,600.00</p> <p>\$1,260.00</p> <p>\$2,840.00</p> <p>\$13,300.00</p>	<p>\$18,000.00</p> <p>\$28,000.00</p> <p>\$6,300.00</p> <p>\$14,200.00</p> <p>\$66,500.00</p>
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

A YEAR IN REVIEW
FY20 EXECUTIVE DIRECTOR'S & STAFF REPORT
July 1, 2019 – June 30, 2020

EXECUTIVE DIRECTOR'S ACTIVITIES

July 2019

- Attended the VAPDC (Virginia Association of Planning District Commissions) Annual Summer Conference held in Williamsburg. Kim Callis was elected as Chairman of VAPDC and Deb was elected to serve on the Board of Directors
- Deborah and Ann Taylor Wright, Producer Services Coordinator of the Southern Virginia Food Hub, were invited to speak on the Food Hub Project at the DHCD Main Street Downtown Intersections Conference held in Lynchburg.

August 2019

- Attended the Broadband Forum held at the Estes Center in Chase City. U.S. Congressman Denver Riggleman spoke on the importance of broadband in rural communities along with Evan Fienman-Chief Broadband Advisor & Tobacco Commission Executive Director. Other attendees included Chad Parker-Assistant Administrator USDA Telecommunications Program, Richard Jenkins-Telecom GFR, USDA RD Office, and Ann Herring-Community Solutions Specialist, USDA RD Office.
- Southside PDC applied for the NADO (National Association of Development Organizations) Impact Award featuring the Southern Virginia Food Hub Project. The project was selected by NADO as an award recipient.
- Attended the Central Shenandoah PDC meeting in Staunton. The Executive Committee meeting was held at 6 p.m.-Dinner served at 6:30-Full Commission meeting at 7.
- Attended the West Piedmont PDC meeting in Martinsville. The Executive Committee meeting was held at 6:30 followed by dinner and Full Commission meeting held at 7:00.

September 2019

- Attended the Thomas Jefferson PDC Meeting in Charlottesville. The meeting was held at 7 p.m. The meeting included a roundtable snapshot presented by each member jurisdiction administrator/manager.
- Attended the EMPOWER Broadband & BIT Luncheon held at Brains Steakhouse in South Hill. Mecklenburg Electric (EMPOWER) announced the acquisition of BIT to join forces in the deployment of broadband throughout the region.
- Attended the Broadband Summit hosted by VML, VACo and VCTA held at the Richmond Marriott.
- Attended the VEDA Fall Conference "Telling the Virginia Story" held at the Omni Hotel in Richmond, VA
- Attended the Governor's Summit on Rural Prosperity "Innovative Rural Partnerships" held at The Inn at Virginia Tech in Blacksburg.

- The GO-TEC (Great Opportunities in Technology and Engineering Careers) Project, a GO Virginia Region 3 project, was selected to receive a Governor's Honorary Award. DHCD Go Virginia staff, Matt Weaver, Billy Gammell, Andrea Devening, and Sara Dunnigan accepted the award at the Governor's Honorary Award Ceremony held at the Governor's Mansion. Deb and Julie Brown with The Institute for Advance Learning and Research were invited by DHCD Staff to the Award Ceremony held at the Governor's Mansion.
- Prepared and submitted the DHCD Annual Report which is required as the recipient of the DHCD Planning Grant funds.
- Prepared and submitted the GO Virginia Annual Report required as the recipient of GO Virginia Capacity Building Grant funds.
- Meeting with Frank Ruff, Walter Beales, SPDC Staff Chad Nease and Walter at Beales Law Firm to discuss possible options to extend the trail from Boydton to Clarksville.

October 2019

- Attended and served as a panelist for the Brunswick County "Open for Business" Seminar held at the Brunswick County Conference Center in Lawrenceville. Deb distributed flyers and presented info on the LCDC loan programs.
- Attended the VAPDC Executive Director's Meeting held in Charlottesville, VA. Met with Dr. Larry Terry, Executive Director of Weldon Cooper Center. Dr. Terry was the guest speaker for Southside PDC's 50th Anniversary Dinner.
- Attended the Opportunity Zone Launch & Summit held in Charlottesville. Governor Northam spoke. Virginia Community Capital and LOCUS co-hosted the event. Several presentations were made by Economic Developers around the State on how they promote the Opportunity Zones. A DHCD Planning Grant totaling \$15,000 will be available in January under open submission to assist localities with developing a prospectus for the zones.
- The SPDC 50th Annual Dinner Meeting was held at the "The Dogwood" in South Hill. The first year of sponsorships went very well. We had four sponsors, B&B Consultants, Dewberry, LetterPress, and First Citizens Bank at \$250 each, thus, a total of \$1,000 was raised and applied to the cost of the event. A total of 93 attended. Brians Steakhouse catered the event and Dr. Larry Terry, Executive Director of Weldon Cooper Center, was the guest speaker.

November 2019

- Attended EMPOWER's funding announcement for fiber deployment in Brunswick County. The event was held at Triplet Fire Department in Lawrenceville. EMPOWER received a USDA ReConnect Loan.

December 2019

- Attended Go Virginia State Board meeting and Leadership Summit held at the Patrick Henry Building-West Reading Room in Richmond. Topics of discussion included a review of talent pipeline development, match requirements, traded sectors and high wage jobs, and return on investment. The Chairs/Vice Chairs of each Go Virginia region spoke briefly on various

administrative concerns of the program. Attended the Go Virginia Technical Breakfast held at the Bio + Tech Park, Richmond the following morning. Topics of discussion included technical assistance, a future Go Virginia conference, DHCD updates, and a presentation from VEDP on the Sites Evaluation Study and assistance from Go Virginia staff in scheduling the Spring Roadshow, i.e. meetings with key stakeholders and individual localities.

- The CEDS Community Input Session and SWOT analysis was held at the PDC office December 17, 2019. A total of 28 attended with representation from private industry, educational institutions, healthcare facilities, workforce development centers, economic development offices, and local government. The Berkley Group facilitated the SWOT and met with staff following the Input Session to review next steps. The five-year CEDS update is underway and expected to be complete by the first of May.
- Forwarded a draft letter to all SPDC administrators/managers addressed to the FCC in support of a request to block grant broadband funds in Virginia. These letters will accompany a letter from the Governor, Senators, and Congressional Delegates all petitioning for block granted broadband funds.
- Forwarded an invitation to all SPDC administrators/managers to consider joining the Virginia Local Broadband Network (VLBN). If interested, please send your name, title, locality, and email to Caroline Luxhoj-caroline.luxhoj@cit.org. The VLBN is an interactive forum for Virginia localities, schools, and libraries designed to promote collaboration, results-oriented discussion, and information sharing amongst community leaders seeking universal broadband coverage. The goal is to have every Virginia locality represented in VLBN.

January 2020

- SPDC Staff requested a meeting with Lynchburg District staff at the PDC office to discuss the changes in the VDOT Transportation Alternative Program (MAP-21). VDOT is now **requiring** that localities must have a full-time staff person complete the Qualification Program to be eligible to receive MAP-21 Grants. For localities that don't have full-time staff, the MAP-21 Grants must be administered by VDOT versus the PDC. Two SPDC staff persons have completed the Qualification Program. In summary, the PDC will no longer be administering VDOT MAP-21 Grants for the towns that do not have full-time staff.
- Attended the Ribbon Cutting Ceremony for Echo World Communications, LLC held in Lawrenceville. Governor Northam and Cassidy Rasnick, Deputy Secretary of Commerce and Trade attended the event. Echo World will invest \$550,000 to establish a customer service center in Brunswick County. The company will receive funding from the Virginia Jobs Investment Program (VJIP) to support the hiring and training of 153 new employees. Broadband fiber provided by Mecklenburg Electric was key in the company's location decision. We are thrilled to be expanding Echo World Communications' operations into Brunswick County, where we will be hiring 153 new employees in the community," said Carl Townsend, CEO of Echo World Communications. "After careful review of several states and locations throughout Virginia, the Town of Lawrenceville was selected because of the incredible workforce and generous support from our economic development partners in the region."

- Attended the VDOT Transportation Technical Advisory Board meeting organized by PDC Staff and held at the PDC office with Lynchburg and Richmond District officials to update localities on the upcoming Smart Scale cycle and to begin identifying potential projects.
- Signed up to serve on the DHCD Housing Rehab Advisory Committee, a newly formed Committee. The first meeting was held January 21st and SPDC staff participated remotely. A good number of program improvements were suggested and discussed.
- Attended Go Virginia Full Council meeting from noon to 4 p.m.
- The SPDC Executive Committee dinner meeting was held at Brians Steakhouse followed by the full Commission meeting at the PDC office building. Budget amendments were approved, The FY19 audit was accepted. The 2045 Transportation Plan five-year update was approved. Carthan Currin, Economic Development Director for Brunswick County, presented a Power Point on current activities and initiatives underway in the County.
- January 28, 2020 – We hired Devon Baskerville as a temporary part-time employee. He will assist PDC staff with day-to-day grant activities and with the CEDS.
- Prepared and submitted the EDA Semi-annual Report required as the recipient of EDA Planning grant funds.
- The SPDC Legislative Dinner was held Thursday January 30th at Bookbinders in Richmond. Kim Callis, Deb Gosney, and Stephanie Creedle will attend from the SPDC. Invited guests will include the Governor, members of the Governor’s cabinet, state funding agency representatives, and local Legislators.

February 2020

- Attended the VML/VACo/VAPDC “Local Government Day” Meeting and Reception held at the Omni in downtown Richmond on Thursday, February 6th followed by the VAPDC Breakfast Meeting on Friday, February 7th. Kim Callis, SPDC and VAPDC Chair also attended both days. Highlighted topics included: 1) What’s on the Horizon: The National and regional Economic Outlook - Sonya Waddell-VP and Economist, Federal Reserve Bank; 2) State and Local Economic Perspectives – Sonya Waddell, Fletcher Mangum-Mangum Economies, and Meghan Coates-Deputy Director of Finance, Henrico County
- Attended SERDI 2020 Fly-In titled HR/Talent Development held in Atlanta, GA. Topics included – Motivating Multiple Generations, Integrating Multiple Generations, Fresh Ideas for Old Personnel Policies, and Developing Multiple Generations.
- Met with Sue Armstrong with VHDA to discuss the Tier I Capacity Building Grant to fund the development and preparation of a Strategic Plan for the PDC; an outside consulting firm will perform the task order. A solicitation to obtain quotes from three firms will be performed to select the most qualified firm.
- Attended the GO Virginia All-Hands Event which included a presentation from VEDP on the results of the Site Characterization performed statewide.

March 2020

- Attended the Southeast Crescent Regional Commission Meeting held at Virginia State University in Petersburg. Stakeholder groups are being formed to revive this Commission to activate the funds for grass-roots projects.
- Deb and staff preparing the five-year CEDS update.
- Governor Northam issued Executive 51 Declaration of a State of Emergency Due to Novel Coronavirus (COVID-19) dated March 12th and shall remain in full force until June 10, 2020.
- Prepared final closeout reports for the CDBG Southern Virginia Food Hub Project and submitted to DHCD for review and approval.

April 2020

- Launched the LCDC COVID-19 Emergency Microloan Fund on April 10th.
- Prepared and submitted the RBDG grant application for the WorkHub Project, i.e. modernization of space at the Lake Country Advanced Knowledge Center to serve as coworking/teleworking space.
- Conference Call with Senator Warner's office concerning COVID-19.
- Phone call with Lauren Strahldreher, EDA, concerning the current COVID crisis and strategies for moving forward.
- CEDS – Preparing the five-year update.
- VAPDC – Program Committee Conference Call.
- Attended GO Virginia Executive Committee Meeting.
- Contracted CTW Consulting, LLC (Ann Taylor Wright) on April 16th to work with staff on various grants/projects and to assist in preparing the CEDS. She will be particularly focused on COVID related projects and initiatives.
- Attended GO Virginia State Board Virtual Meeting
- Worked with staff on applying for DHR storm Drainage grants for the Robert E. Lee building in Chase City and the Sledge & Barkley building in Lawrenceville.
- Attended GO Virginia Communications Committee Zoom meeting.
- Preparing the FY21 Budget.

May 2020

- Attended Go Virginia Innovation Committee Zoom Meeting to review the progress of the Entrepreneurship Strategy Study.
- VAPDC - Program Committee Conference Call.
- Attended Virginia's Growth Alliance Zoom Meeting.
- Requested an extension on the CEDS from June 2020 to January 2021 which was approved.
- Reviewed upcoming CDBG planning projects with staff to prepare for next year's construction round.
- Working on the development of the Food Hub Food Insecurity Project with the Town of South Hill; DHCD COVID funds will be utilized for the project.

- Working with staff on three (3) possible EDA grants – Middle Mile Broadband Project, SOVA Innovation Hub-Bldg #2 Construction, and South Hill Water Redundancy Project.
- Attended GO Virginia Full Council Zoom Meeting.
- Viewed the EDA CARES Act Funding Opportunity Webinar.
- Viewed DEQ's Brownfields Webinar
- Submitted the VHDA grant to fund the SPDC Strategic Plan on May 28th.

June 2020

- Submitted the EDA COVID Non-Competitive Application totaling \$400,000 on June 1st. This grant was available only to Economic Development Districts (EDD); Southside PDC is an EDD.
- Working with staff on the submission of three CDBG COVID Small Business Development Grants, one for each of the three counties. The Letters of Interest for all three have been submitted and the two required public hearings have been scheduled.
- Attended VAPDC Board GoTo Meeting.
- Working with staff on changes to the EDA Revolving Loan Fund Admin Plan to accommodate COVID related loan requests.
- On Vacation the week of June 8th-June 12th.
- Held the PDC Budget & Finance Committee Meeting on June 16th.
- Participated in Commonwealth Connect/DHCD Broadband Call.
- Attended GO Virginia Executive Committee Zoom Meeting.

SPDC STAFF - PROJECTS, PLANS, & GIS ACTIVITIES

Projects in Development – Several projects are in the development phase with plans to submit funding applications over the next few months as follows:

1. Boydton WWTP Expansion Project (EDA)
2. Clarksville WWTP & WTP Improvement Project (RD)
3. Chase City Sewer Improvement Project (CDBG & RD)
4. Mid-Atlantic Broadband Middle Mile Extension Project (EDA-COVID & GO VA)
5. SOVA Innovation Hub Corporation Tech Hub Project (EDA)
6. South Hill Water Line Project (EDA-COVID)
7. Chase City Robert E. Lee Building Brownfield Project (DEQ/VEDP)
8. Brunswick County Sledge & Barkley Brownfield Project (DEQ/VEDP)
9. Regional Housing Market Assessment Study (VHDA)

CDBG Approved Applications – On August 23, 2019, Governor Northam announced \$13.4 million in Community Development Block Grants. Southside PDC submitted three applications in March of 2019 and was awarded all three, a total of \$3,771,450 in grant funds received. The applications submitted are as follows:

1. Chase City Endly Street Neighborhood Project, Phase 2 (\$1,374,406)
2. La Crosse Pine Street Neighborhood Project, Phase 1 (\$1,397,044)
3. Mecklenburg County Quail Hollow Housing Rehab Project (\$1,000,000)

VDOT MAP-21 Applications Submitted & Pending– Four MAP-21 applications submitted October 2019.

1. Lawrenceville Tobacco Heritage Trail Project
2. South Hill Downtown Project
3. Lawrenceville Sharp Street

VDOT Smart Scale Pre-Applications Submitted & Pending - Provided assistance to localities on 10 Smart Scale pre-applications submitted April 2020.

1. Brunswick County - Intersection improvements for US 58/Robinson Ferry Rd.
2. Brunswick County - Intersection improvements for US 58/Brunswick Square Shopping Center/Cattail Dr/Twin Pond Rd.
3. Brunswick County - Lengthen acceleration/deceleration lanes on west side of US 58/VA 46 interchange.
4. Brunswick County - Intersection improvements for US 58/Brunswick Square Shopping Center/Cattail Dr/Twin Ponds Rd and lengthen acceleration/deceleration lanes on west side of US 58/VA 46.
5. Town of Clarksville - Intersection improvements for US 58 Bus/US 15/VA 49.
6. Halifax County - Intersection improvements for US 58/Piney Grove Rd.
7. Halifax County (on behalf of the Town of Halifax) - Intersection improvements for LP Bailey Memorial Hwy/N Main St/Bethel Rd.
8. Mecklenburg County - Intersection improvements for US 58/Regional Airport Rd.
9. Town of South Hill - Intersection improvements for US 58/Country Ln.
10. Town of South Hill - Intersection improvements for US 58/Old Highway Fifty-Eight and new connector road from Cycle Ln to Old Highway Fifty-Eight.

CDBG Applications Submitted & Pending – Two planning grants were received that funded the activities & documents needed for the submission of construction applications in April 2020.

1. Brunswick County Chestnut Road Scattered Site Project
2. La Crosse Pine Street-Community Project-Phase 2

Other Applications Submitted & Pending – Applications submitted to other funding agencies that are pending approval.

1. South Boston Riverdale Acquisition Project (VDEM) – Submitted May 2019
2. Chase City Robert E. Lee Building Community Impact Study (VHDA) – Submitted May 2020
3. Chase City Robert E. Lee Building Disaster Assistance (DHR) – Submitted May 2020
4. Brunswick County Sledge & Barkley Building Disaster Assistance (DHR) – Submitted May 2020

CDBG COVID Pending Projects – Four Letters of Interest were submitted to DHCD requesting COVID CDBG funds for the following projects.

1. Brunswick County Small Business Recovery Project – Submitted June 2020
2. Mecklenburg County Small Business Recovery Project – Submitted June 2020
3. South Boston Small Business Recovery Project – Submitted June 2020
4. South Hill Southern VA Food Hub Food Insecurity Project – Submitted May 2020

CDBG New Planning Grants – Three projects have been identified for next year’s CDBG March 2021 construction round. Planning grants are pursued for these projects to fund the required activities and documents needed for the upcoming applications.

1. Brodnax Hwy 58 & Dornia Housing Rehab Planning Project – Planning Activities Underway
2. South Boston N. Main Street Housing Rehab Planning Project – Submitted May 2020
3. South Hill 2nd & 3rd Street Comprehensive Planning Project – Application in Process

Active Projects – SPDC Staff is currently administering 25 projects throughout the three-county region. These projects are listed in detail on the SPDC Active Projects List.

Completed Projects

1. Brodnax Water System Improvement Project (CDBG/RD)-Closed October 2019
2. Clarksville Southwest Downtown Community Project-Pse 2 (CDBG)-Closed December 2019
3. Mecklenburg County Highway 49 Housing Rehab Project (CDBG)-Closed December 2019
4. HCSA Sutphin/Cowford Rd Project (RD)-Closed January 2020
5. South Hill Southern Virginia Food Hub Project (CDBG) – Closed April 2020.
6. Brunswick County Flat Rock Road Housing Rehab Project (CDBG) – Closed April 2020

2045 Rural Long-Range Transportation Plan – The draft plan was reviewed by VDOT’s Central Office with no revisions being suggested. In addition to being posted on the SPDC website for public comment, a public meeting on the plan was advertised and held on January 2, 2020. Comments from the public and the towns of Chase City, Clarksville and Halifax were addressed. The Plan was forwarded to the Transportation Technical Advisory Committee (TTAC) for action at their January 15th meeting. The TTAC voted unanimously to recommend the Plan be adopted by the SPDC. The 2045 RL RTP was adopted by the SPDC on January 23, 2020.

Regional Hazard Mitigation Plan – Staff organized and held two public meetings, October 28th and January 15th, at the SPDC office that were widely advertised. Each meeting included a PowerPoint presentation and had display boards for each locality within the PDC region for those in attendance to review and ask questions and/or provide comments. The display boards included hazard maps, survey results, and proposed mitigation actions. The plan was finalized at the January 28th Hazard Mitigation Planning Team meeting and forwarded to the Virginia Department of Emergency Management on February 5, 2020 for their review. Comments were addressed and the plan forwarded to FEMA. We are currently waiting to hear back from them concerning any comments that they may have. Once everything is in good order, localities will be able to adopt the updated plan.

Bike & Pedestrian Recommendations Utilizing GIS Shapefile

Staff provided an updated GIS shapefile of bicycle and pedestrian recommendations to VDOT, per their request, on February 19, 2020. Data was gathered from local comprehensive plans, regional transportation plans, and other planning documents. Approximately 1,311 miles of recommendations were included.

Statewide Bicycle Facilities Inventory Update

A request from VDOT to help review and update their inventory of existing statewide bicycle facilities for the Southside Planning District was also conducted. The inventory focused on the Tobacco Heritage Trail, US Bicycle Route 1, and numerous trails located in the 3 state parks throughout the region. This project was completed and submitted to VDOT on April 27, 2020.

Bicycle, Pedestrian and Trails Plan Update – Staff has spent time preparing for the update and consolidation of the Halifax County Trails, Bicycle, and Pedestrian Plan (2004) and the Lake Country Bicycle, Pedestrian and Trails Plan (2007) by gathering data on health, outdoor recreation, and reviewing bike plans suggested by VDOT for guidance purposes. VDOT has also given the SPDC permission to create the new plan in a digital format with the goal of making it more interactive and accessible to everyone. It was originally planned to hold public meetings earlier this year but that has been postponed due to health concerns at this time.

Tobacco Heritage Trail – Staff was able to collect updated GPS data on the Tobacco Heritage Trail for several segments consisting of approximately 10 ½ miles. The new data will help improve accuracy of the trail's centerline and allow for the inventory of all trail assets (bathrooms, picnic tables, split rail fence, etc.) along the way. This new data will be useful for future grant applications, creating maps, and asset management. Information relating to the number of completed off-road and on-road trail miles within each jurisdiction has been calculated and shared with the Roanoke River Rails-to-Trails group. Additionally, a map was created to show current maintenance responsibilities along the trail. Chad Neese has been assigned to participate in all trail Board meetings which are held at the PDC office. Chad and Deb met with two individuals interested in starting a Virginia Master Naturalist Chapter in Southside which could prove to be beneficial for future maintenance of the trail. Finally, staff has also been working with VDOT for the temporary placement of a trail counter in the La Crosse area.

Next Generation 911 GIS Data Improvement Project – This project will correct deficiencies in the three-member Counties' address point (AP) and road centerline (RCL) GIS data which will be utilized for the Next Generation 911 initiatives to begin in 2020. The AP and RCL data must conform to a much higher standard to support geographic-based call routing as opposed to MSAG/ALI based routing currently in place. Halifax County is the host county for this regional project.

Regional GIS Technical Assistance to Member Counties – 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. Other services include GIS mapping for other County departments, on-site requirements, new address assignments, assistance with specific GIS projects, and planning/zoning mapping.

LAKE COUNTRY DEVELOPMENT CORPORATION

Lake Country Development Corp. (LCDC) was formed in 1981 as a private, non-profit 501(c)(3) corporation responsible for the administration of revolving loan funds to promote job creation in the Southside Planning District Region. Loan funds are provided to qualifying companies locating or expanding in the three-county region. Lake Country is a lender of “last resort”.

Macro-Loan Pool - Total Loans-58; Paid in Full-49; Defaulted Loans-4; Active Loans-5

Micro-Loan Pool – Total Loans-2; Paid in Full-1; Active Loan-1

Total Jobs Created-1,858

Total Jobs Retained-98

Total LCDC Funds Loaned-\$10,297,319

Matched Private Funds-\$48,430,608

The Micro-Loan Pool was amended to accommodate the special needs of small businesses during the COVID-19 Pandemic. To date, a total of nine (9) loans have been made.

GO VIRGINIA

GO Virginia is an initiative by Virginia’s senior business leaders to foster private-sector growth and job creation through state incentives for regional collaboration by business, education, and government. **The Southside PDC serves as the Support Organization and Fiscal Agent for GO Virginia Region 3.** Region 3’s footprint incorporates the geographic boundaries of three PDC’s - West Piedmont PDC, Southside PDC, and Commonwealth Regional Council. These three PDC’s collectively cover 13 counties (Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Henry, Lunenburg, Mecklenburg, Nottoway, Patrick, Pittsylvania, and Prince Edward) and two cities (Martinsville and Danville). Deb attends monthly Full Council and/or Executive Meetings and is responsible for the recording and distribution of the meeting minutes. The website address for GO Virginia Region 3 is govirginia3.org.

SPDC Staff is currently providing administrative support services for six GO Virginia Projects. These projects are listed in detail on the GO Virginia Active Projects List.

1. GO-TEC, Phase 1(\$648,000-Per Capita Pool) - This initiative received GO Virginia’s largest competitive grant awarded to date and will help extend the region’s lauded talent pipeline to middle schools with the introduction of Career Connections labs.
2. GO-TEC Phase 2A (\$4,896,528-State Competitive Pool)
3. SOVA Innovation Hub (\$80,000 Per-Capita/Capacity Building Pool)
4. Entrepreneurship and Innovation Investment Strategy Initiative (\$100,000-Per Capita/Capacity Building Pool)
5. IALR Major Clarity Platform Project (\$90,140-Per Capita/Capacity Building Pool)
6. Operation Last Mile Drone Project (\$75,000-Per Capita/COVID ERR Pool)