



SouthsidePDC.org

## SOUTHSIDE PLANNING DISTRICT COMMISSION

**AGENDA:**      **Quarterly Meeting**  
                    **May 12, 2022 - 6:00 p.m.**  
                    **200 South Mecklenburg Avenue**  
                    **South Hill, VA**

**Zoom Connection Information**  
**ID: 3390115898**  
**Passcode: 202011**

---

1. CALL TO ORDER ..... Chair Spain
  - A. Roll Call..... Secretary Gosney
  - B. Recognition of Exiting Commissioners..... Chair Spain
  - C. Public Comment Period..... Chair Spain
  - D. Approval/Modification of Agenda..... Chair Spain
    - Motion to Approve
2. MEETING MINUTES - JANUARY 27, 2022..... Chair Spain
  - Motion to Approve
3. TREASURER'S REPORT - MARCH 31, 2022..... Treasurer Weddington
  - Motion to Accept
4. FY23 BUDGET..... Stephanie Creedle, Director of HR and Finance
  - Motion to Approve
5. FY23 MANAGEMENT PLAN..... Executive Director Gosney
  - Motion to Approve
6. FY23 VDOT RURAL TRANSPORTATION WORK PROGRAM..... Chad Neese, *Senior Planner/GIS Specialist*
  - Program Highlights & Resolution
  - Motion to Approve
7. FY23 EDA PLANNING GRANT ..... Executive Director Gosney
  - Motion to Approve
8. REGIONAL HOUSING STUDY ..... Erika Tanner, Community Planner I
  - Motion to Approve
9. REGIONAL BROADBAND FIBER PROJECT ..... Executive Director Gosney
  - Motion to Accept Award
10. EXECUTIVE DIRECTOR'S REPORT..... Executive Director Gosney
11. OTHER BUSINESS (Per I.D. Above) ..... Chair Spain
12. ADJOURNMENT..... Chair Spain



---

**TO:** Southside PDC Commissioners  
**FROM:** Deborah Gosney, Executive Director  
**DATE:** May 5, 2022  
**SUBJECT:** Meeting Synopsis

---

As you know, we have successfully reduced the size of the Commission from 28 members to 17 members. We will be recognizing those members that are no longer serving with a Certificate of Recognized Service.

The FY23 Budget and Management Plan will be presented at this meeting for approval versus the June meeting as done in the past. The Budget and Finance Committee met on April 21, 2022 to review the proposed Budget; the Meeting Minutes are included in this meeting packet.

The FY23 EDA Planning Grant and the FY23 VDOT Rural Transportation Work Program will be renewed in the coming months. The PDC has been the recipient of these two grants for years. A total of \$84,500 in state/local funds is used to match these two grants. PDC Staff Chad Neese will provide a brief presentation on the Rural Transportation Program. Formal action is needed from the Commission to provide the required match and to authorize Executive Director Gosney to sign all documents needed to accept and manage the grant awarded programs.

PDC Staff applied for grant funds with Virginia Housing to develop a Regional Housing Market Analysis for the three-county PDC footprint. Erika Tanner, PDC Staff, will provide a quick presentation on the Study and the expected deliverables. Virginia Tech has been selected to prepare the Study. Please note that invoices will be paid by the PDC and then submitted to Virginia Housing for grant reimbursement, thus state/local funds will be used to essentially float these costs until reimbursement is received. Formal action is needed from the Commission to authorize Executive Director Gosney to sign all documents needed to accept and manage the grant award.

---

SPDC Regional Fiber Broadband Project – Southside PDC, in partnership with EMPOWER, submitted a VATI application to DHCD requesting funds to provide universal broadband coverage in all three PDC Counties as well as the southern portion of Charlotte County. The application was awarded 12/13/21. A total of \$69,431,634 was awarded in grant funds. Contract negotiations with DHCD staff were held January 18th. The Pre-Contract documents were submitted to DHCD by the deadline of April 18th for their review and approval. Once approved, the PDC will proceed with the execution of the VATI Contract, included in the meeting packet for your review. Mike Lockaby, with Guynn, Waddell, Carroll & Lockaby, P.C., was recently retained by the PDC to provide legal assistance with this project, i.e., reviewing the VATI Contract and drafting the additional MOU needed to proceed between EMPOWER, the Counties, and the PDC to ensure all parties are appropriately protected through the course of the project. Formal action is needed from the Commission authorizing Executive Director Gosney to sign all documents needed to accept the grant award and manage the Regional Fiber Broadband Project.

I truly appreciate the time you take away from your busy schedules to attend our meetings. It is recognized and valued by staff. We look forward to seeing you on Thursday.

Minutes

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**Executive Committee Meeting**  
**January 27, 2022**

An Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on January 27, 2022 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Kim Callis called the meeting to order at 5:30 p.m. for those wishing to attend in person and virtually utilizing Zoom technology.

Due to the nature of the COVID-19 Declaration of a State of Emergency and pursuant to Code 2.2-3708.2, this meeting was held by electronic communications, via the Zoom electronic platform. The catastrophic nature of this declared emergency made it impractical and unsafe to assemble a quorum in a single location and the purpose of this meeting was to discuss or transact the business statutorily required or necessary to continue the operations of the Southside PDC. The required public notice and receipt of public comments was provided as outlined in the requirements of electronic meetings. This meeting was recorded as required by FOIA for electronic meetings.

Director Gosney called the roll. With a total of 11 Commissioners being present in person and virtually, a quorum was met for this meeting. As 8 Commissioners were present in person, a Roll Call vote was not required for action items. The Roll Call is as follows:

<b>BRUNSWICK COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
Bernard Jones, Sr.	<b>X</b>		
Leslie Weddington – Treasurer	<b>X</b>		
John Zubrod		<b>X</b>	
<b>HALIFAX COUNTY</b>			
Stanley Brandon		<b>X</b>	
Garland Ricketts			<b>X</b>
Scott Simpson	<b>X</b>		
<b>MECKLENBURG COUNTY</b>			
Andy Hargrove	<b>X</b>		
Charlie Simmons	<b>X</b>		
Glanzy Spain	<b>X</b>		
<b>SOUTH BOSTON</b>			
Winston Harrell		<b>X</b>	
George Leonard – Vice Chair	<b>X</b>		
<b>SOUTH HILL</b>			
Kim Callis – Chair	<b>X</b>		
<b>TOTAL</b>	<b>8</b>	<b>3</b>	<b>1</b>

Staff in Attendance:

Deborah Gosney, Executive Director  
Stephanie Creedle, Finance Director/HR  
Julie Gill, Administrative Assistant

Guests in Attendance:

There were no guests in attendance.

**PUBLIC COMMENT PERIOD**

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

**APPROVAL OF THE AGENDA**

ANDY HARGROVE MADE A MOTION THAT THE AGENDA BE APPROVED AS PRESENTED. THE MOTION WAS SECONDED BY JOHN ZUBROD. ALL COMMISSIONERS VOTED AFFIRMATIVELY.

**APPROVAL OF MINUTES**

The June 30, 2021 minutes were previously dispensed to members for review.

GLANZY SPAIN MADE A MOTION FOR APPROVAL OF THE JUNE 30, 2021 MINUTES. THE MOTION WAS SECONDED BY STANLEY BRANDON. ALL COMMISSIONERS VOTED AFFIRMATIVELY.

**FY22 BUDGET AMENDMENTS**

Stephanie Creedle, Finance Director, reported on the FY22 proposed Budget Amendments.

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

- ❖ South Boston Sinai Park Project - \$1,500.
- ❖ Brodnax Piney Pond Targeted Site Housing Rehab Project - \$100,000.
- ❖ South Boston North Main Street Targeted Site Housing Rehab Project - \$100,000.
- ❖ Brunswick County Township Road Housing Rehab Project PG - \$25,000.
- ❖ Chase City B Street Neighborhood Project PG - \$25,000.
- ❖ Halifax Banister Town Housing Rehab Project PG - \$25,000.
- ❖ Mecklenburg Count Housing Rehab Needs Assessment PG - \$19,840.
- ❖ Regional Universal Fiber Broadband Project - \$75,000.
- ❖ Boydton Wastewater Treatment Plant Improvement Project - \$60,000.
- ❖ GO Virginia ExperienceWorks Project - \$15,018.
- ❖ GO Virginia Seed Innovation Hub Project - \$12,000.
- ❖ GO Virginia SVRA Regional Site Development Project - \$35,000.
- ❖ Kinderton Technology Campus Due Diligence - \$2,500.
- ❖ Riverdale Acquisition Project - \$100,000.
- ❖ SPDC Affordable Housing Development Program - \$25,000.



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

- ❖ Urgent Need Southern Virginia Food Insecurity Project - \$70,000.
- ❖ GO Virginia GIS Project - \$13,332.

Overall adjustments resulted in an increase of **\$537,526** in approved FY22 Revenues.

Expenses increased due to the following:

- ❖ Direct Chargeable Salaries, Indirect Salaries and Fringe Benefits increased to allow for additional staff capacity - \$31,204.76.
- ❖ Equipment Rental, Maintenance and Use increased due to extra copier use for the Small Business Grants this year - \$2,000.
- ❖ Depreciation was decreased to adjust to actual - \$1,700.

Overall adjustments resulted in an increase of **\$31,504.76** in FY22 Expenses.

The net increase to the FY22 Amended Budget is **\$506,021.24**.

UPON MOTION BY JOHN ZUBROD, SECONDED BY ANDY HARGROVE, THE FY22 BUDGET AMENDMENTS WERE UNANIMOUSLY RECOMMENDED FOR APPROVAL TO THE FULL COMMISSION.

#### **PER CAPITA DUES INCREASE**

A per capita dues increase was proposed by the Bylaws Committee during the many discussions that were held in 2021 regarding amendments to the Bylaws. The Budget & Finance Committee met on June 15, 2021 and made a recommendation to increase per capita dues from \$1.25 to \$1.50 to be effective for the FY23 Budget. Committee members felt this was critically needed due to the ongoing decline of population in the region. A dues increase had not been made in over 15 years. Scott Simpson, Chair of the Budget & Finance Committee, presented a spreadsheet which he prepared showing a comparison between per capita dues rates of \$1.25 (the original rate), \$1.50 (Budget and Finance Committee proposed rate) and \$1.60 (Committee Chair's proposed rate based on final 2020 Census population). This spreadsheet is summarized below. Mr. Simpson demonstrated that in order to reach the goal of adding close to \$25,000 in Revenues, and with a declining population factored in, the per capita dues rate of \$1.60 would be needed.

Census	Population	\$1.25 Per Capita	\$1.50 Per Capita	\$1.60 Per Capita	Increase in Per Capita Dues from 2010 Census
2010	99,194	\$123,992.50	\$148,791.00		\$24,798.50
2020	92,846		\$139,269.00		\$15,276.50
2020	92,846			\$148,553.60	\$24,561.10

UPON MOTION BY GLANZY SPAIN, SECONDED BY CHARLIE SIMMONS, A PER CAPITA DUES INCREASE, FROM \$1.25 TO \$1.60, EFFECTIVE APRIL 1, 2022, WAS UNANIMOUSLY RECOMMENDED FOR APPROVAL TO THE FULL COMMISSION.

### **FY21 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 reported that 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. The audit is also posted on the website.

UPON MOTION BY CHARLIE SIMMONS, SECONDED BY ANDY HARGROVE, THE FY21 AUDIT WAS UNANIMOUSLY APPROVED FOR RECOMMENDATION TO THE FULL COMMISSION.

### **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 2022 CDBG Applications as follow:

#### **Project Types/Activity Categories:**

- Priority 1 – Comprehensive Community Development  
Housing – Housing Rehabilitation  
Public Infrastructure
- Priority 2 – Economic Development – Business District Revitalization  
Community Service Facility

#### **Expected 2022 CDBG Applications are:**

- Brunswick County Township Road Housing Rehab CIG Project
- Chase City B Street Neighborhood Improvement CIG Project
- Halifax Banister Town Housing Rehab CIG Project
- Mecklenburg County Highway 92 Targeted Site PG
- Lawrenceville Targeted Site PG
- South Hill Targeted Site PG
- Westside Village Infrastructure PG

UPON MOTION BY GLANZY SPAIN, SECONDED BY LESLIE WEDDINGTON, THE PRIORITIES LIST FOR SUBMISSION TO DHCD WAS UNANIMOUSLY RECOMMENDED FOR APPROVAL TO THE FULL COMMISSION.



### **ELECTION OF OFFICERS**

The Nominating Committee of the Southside Planning District Commission met on December 13, 2021 to discuss nominations for officers to be elected for the 2022-2024 Term. The Slate of Officers that is being recommended by the Nominating Committee is: Chair – Glanzzy Spain; Vice Chair – George Leonard; and Treasurer – Leslie Weddington. The floor was then opened for additional nominations. No additional nominations were offered.

UPON MOTION BY ANDY HARGROVE, SECONDED BY BERNARD JONES, SR., THE NOMINATIONS FOR THE SLATE OF OFFICERS FOR THE 2022-2024 TERM WERE CLOSED.

UPON MOTION BY JOHN ZUBROD, SECONDED BY ANDY HARGROVE, THE SLATE OF OFFICERS FOR THE 2022-2024 TERM, AS RECOMMENDED BY THE NOMINATING COMMITTEE, WAS APPROVED FOR RECOMMENDATION TO THE FULL COMMISSION.

### **OTHER BUSINESS**

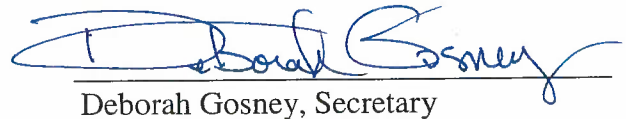
There was no Other Business.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:49 p.m.

---

Kim Callis, Chairman SPDC



---

Deborah Gosney, Secretary

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**Regular Quarterly Meeting**  
**January 27, 2022**

A regular quarterly meeting of the Southside Planning District Commission (SPDC) was held on January 27, 2022 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chairman Kim Callis called the meeting to order at 6:00 p.m. for those wishing to attend in person and virtually utilizing Zoom technology. New PDC Staff Member, Administrative Assistant Julie Gill, was introduced.

Due to the nature of the COVID-19 Declaration of a State of Emergency and pursuant to Code 2.2-3708.2, this meeting was held by electronic communications, via the Zoom electronic platform. The catastrophic nature of this declared emergency made it impractical and unsafe to assemble a quorum in a single location and the purpose of this meeting was to discuss or transact the business statutorily required or necessary to continue the operations of the Southside PDC. The required public notice and receipt of public comments was provided as outlined in the requirements of electronic meetings. This meeting was recorded as required by FOIA for electronic meetings.

Director Gosney called the roll. With a total of 23 Commissioners being present in person and virtually, a quorum was met for this meeting. As 18 Commissioners were present in person, a Roll Call vote was not required for action items. The Roll Call is as follows:

<b>BRUNSWICK COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
Bernard Jones, Sr.	X		
Alfonzo Seward	X		
Leslie Weddington – Treasurer	X		
John Zubrod		X	
Vacancy			
<b>HALIFAX COUNTY</b>			
Stanley Brandon	X		
William Claiborne	X		
Ronnie Duffey		X	
Jerry Lovelace			X
David Martin	X		
Garland Ricketts			X
Scott Simpson	X		
Norman Talley			X

<b>MECKLENBURG COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
Wayne Carter		X	
M. J. Colgate	X		
Andy Hargrove	X		
Charles Jones	X		
Angie Kellett	X		
Charlie Simmons	X		
Glanzy Spain	X		
Tom Tanner		X	
<b>SOUTH BOSTON</b>			
Joseph Chandler	X		
Winston Harrell		X	
George Leonard – Vice Chair	X		
Ernest Vass	X		
<b>SOUTH HILL</b>			
Kim Callis – Chairman	X		
Lillie Feggins-Boone	X		
Joseph Taylor			X
<b>TOTAL</b>	<b>18</b>	<b>5</b>	<b>4</b>

Staff in Attendance:

Deborah Gosney, Executive Director

Julie Gill, Administrative Assistant

Stephanie Creedle, Finance Director/HR

Guests in Attendance:

Bryan David, GO Virginia Program Director

David Lipscomb, VP of Member and Energy Services at Mecklenburg Electric Cooperative

**PUBLIC COMMENT PERIOD**

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

**APPROVAL OF THE AGENDA**

UPON MOTION BY ANDY HARGROVE, SECONDED BY LILLIE FEGGINS-BOONE, THE AGENDA WAS UNANIMOUSLY APPROVED AS PRESENTED.

### **GUEST SPEAKER**

David Lipscomb, with Mecklenburg Electric Cooperative, parent company of EMPOWER Broadband, presented a summary of the recently funded SPDC Virginia Telecommunications Initiative (VATI) application totaling \$69,431,635 in awarded grant funds to provide high-speed internet services to 14,634 unserved and underserved locations in Halifax, Mecklenburg, Brunswick and southern Charlotte counties. The application was awarded December 13, 2021, and contract negotiations with DHCD staff were held January 18, 2021. PDC Staff is working closely with EMPOWER Staff to provide the documents needed to execute a contract over the next 90 days.

### **BYLAWS & CHARTER AMENDMENTS**

George Leonard, Chair of the Bylaws Committee, presented the final draft of the Bylaws and Charter to the Commission to be adopted, effective April 1, 2022. The Bylaws Committee, comprised of Stanley Brandon, George Leonard, Joseph Taylor, Tom Tanner and John Zubrod, met April 19<sup>th</sup>, May 10<sup>th</sup>, and June 7<sup>th</sup> of 2021 and were tasked with the responsibility of proposing various changes to the Bylaws with the most significant amendment being the reduction in size of the Commission from 28 members to 17 members. Supporting resolutions were adopted by each member jurisdiction as required by the Charter in September 2021. As the October meeting did not have an in-person quorum, no action could be taken; thus, the adoption of the Bylaws Amendments was the first order of business for this January 2022 quarterly meeting. The Amendments become effective April 1, 2022. The Bylaws and Charter, in its entirety, is attached to the end of this document.

UPON MOTION BY ANDY HARGROVE, SECONDED BY STANLEY BRANDON, THE SPDC BYLAWS & CHARTER AMENDMENTS WERE UNANIMOUSLY ADOPTED, TO BE EFFECTIVE APRIL 1, 2022.

### **ELECTION OF OFFICERS**

The Nominating Committee of the Southside Planning District Commission met on December 13, 2021 to discuss nominations for officers to be elected for the 2022-2024 Term. John Zubrod, Chair of the Nominating Committee, presented the Slate of Officers that is being recommended by the Nominating Committee which is: Chair – Glanzy Spain; Vice Chair – George Leonard; and Treasurer – Leslie Weddington. The floor was then opened for additional nominations. No additional nominations were offered.

UPON MOTION BY ANDY HARGROVE, SECONDED BY BERNARD JONES, SR., THE NOMINATIONS FOR THE SLATE OF OFFICERS FOR THE 2022-2024 TERM WERE CLOSED.

UPON MOTION BY M. J. COLGATE, SECONDED BY JOHN ZUBROD, THE SLATE OF OFFICERS FOR THE 2022-2024 TERM, AS RECOMMENDED BY THE NOMINATING COMMITTEE, WAS UNANIMOUSLY APPROVED.

## **CONSENT AGENDA**

The Commissioners received the minutes from the previous Commission meeting, dated June 30, 2021, and the Treasurer's Report for the period ending December 31, 2021 prior to tonight's meeting for review. The Commissioners were asked if any of the Consent Agenda items needed to be moved to regular discussion items. Hearing none, the Consent Agenda items were recommended for approval.

UPON MOTION BY LESLIE WEDDINGTON, SECONDED BY GEORGE LEONARD, THE CONSENT AGENDA WAS UNANIMOUSLY APPROVED.

## **FY22 BUDGET AMENDMENTS**

Stephanie Creedle, Finance Director, reported on the FY22 proposed Budget Amendments.

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

- ❖ South Boston Sinai Park Project - \$1,500.
- ❖ Brodnax Piney Pond Targeted Site Housing Rehab Project - \$100,000.
- ❖ South Boston North Main Street Targeted Site Housing Rehab Project - \$100,000.
- ❖ Brunswick County Township Road Housing Rehab Project PG - \$25,000.
- ❖ Chase City B Street Neighborhood Project PG - \$25,000.
- ❖ Halifax Banister Town Housing Rehab Project PG - \$25,000.
- ❖ Mecklenburg Count Housing Rehab Needs Assessment PG - \$19,840.
- ❖ Regional Universal Fiber Broadband Project - \$75,000.
- ❖ Boydton Wastewater Treatment Plant Improvement Project - \$60,000.
- ❖ GO Virginia ExperienceWorks Project - \$15,018.
- ❖ GO Virginia Seed Innovation Hub Project - \$12,000.
- ❖ GO Virginia SVRA Regional Site Development Project - \$35,000.
- ❖ Kinderton Technology Campus Due Diligence - \$2,500.
- ❖ Riverdale Acquisition Project - \$100,000.
- ❖ SPDC Affordable Housing Development Program - \$25,000.

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

- ❖ Urgent Need Southern Virginia Food Insecurity Project - \$70,000.
- ❖ GO Virginia GIS Project - \$13,332.

Overall adjustments resulted in an increase of **\$537,526** in approved FY22 Revenues.

Expenses increased due to the following:

- ❖ Direct Chargeable Salaries, Indirect Salaries and Fringe Benefits increased to allow for additional staff capacity - \$31,204.76.
- ❖ Equipment Rental, Maintenance and Use increased due to extra copier use for the Small Business Grants this year - \$2,000.
- ❖ Depreciation was decreased to adjust to actual - \$1,700.

Overall adjustments resulted in an increase of **\$31,504.76** in FY22 Expenses.

The net increase to the FY22 Amended Budget is **\$506,021.24**.

UPON MOTION BY LILLIE FEGGINS-BOONE, SECONDED BY ANDY HARGROVE, THE FY22 BUDGET AMENDMENTS WERE UNANIMOUSLY APPROVED.

#### **PER CAPITA DUES INCREASE**

A per capita dues increase was proposed by the Bylaws Committee during the many discussions that were held in 2021 regarding amendments to the Bylaws. The Budget & Finance Committee met on June 15, 2021 and made a recommendation to increase per capita dues from \$1.25 to \$1.50 to be effective for the FY23 Budget. Committee members felt this was critically needed due to the ongoing decline of population in the region. A dues increase had not been made in over 15 years. Scott Simpson, Chair of the Budget & Finance Committee, presented a spreadsheet which he prepared showing a comparison between per capita dues rates of \$1.25 (the original rate), \$1.50 (Budget and Finance Committee proposed rate) and \$1.60 (Committee Chair's proposed rate based on final 2020 Census population). This spreadsheet is summarized below. Mr. Simpson demonstrated that in order to reach the goal of adding close to \$25,000 in Revenues, and with a declining population factored in, the per capita dues rate of \$1.60 would be needed. The Budget & Finance Committee agreed that per capita dues will be reviewed every two years from here forward.

Census	Population	\$1.25 Per Capita	\$1.50 Per Capita	\$1.60 Per Capita	Increase in Per Capita Dues from 2010 Census
2010	99,194	\$123,992.50	\$148,791.00		\$24,798.50
2020	92,846		\$139,269.00		\$15,276.50
2020	92,846			\$148,553.60	\$24,561.10

UPON MOTION BY TOM TANNER, SECONDED BY ANDY HARGROVE, A PER CAPITA DUES INCREASE, FROM \$1.25 TO \$1.60, EFFECTIVE APRIL 1, 2022, WAS UNANIMOUSLY APPROVED.

#### **FY21 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 reported that 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. The audit is also posted on the website.

UPON MOTION BY DAVID MARTIN, SECONDED BY STANLEY BRANDON, THE FY21 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 2022 CDBG Applications as follows:

### **Project Types/Activity Categories:**

- **Priority 1** – Comprehensive Community Development  
Housing – Housing Rehabilitation  
Public Infrastructure
- **Priority 2** – Economic Development – Business District Revitalization  
Community Service Facility

### **Expected 2022 CDBG Applications are:**

- Brunswick County Township Road Housing Rehab CIG Project
- Chase City B Street Neighborhood Improvement CIG Project
- Halifax Banister Town Housing Rehab CIG Project
- Mecklenburg County Highway 92 Targeted Site PG
- Lawrenceville Targeted Site PG
- South Hill Targeted Site PG
- Westside Village Infrastructure PG

UPON MOTION BY SCOTT SIMPSON, SECONDED BY ANDY HARGROVE, THE PRIORITIES LIST FOR SUBMISSION TO DHCD WAS UNANIMOUSLY APPROVED.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Gosney reported on the following:

- **Small Business Recovery Program** – Brunswick, Halifax and Mecklenburg each received grant funds from DHCD in August of 2020 to make small loans to eligible businesses as a result of the COVID Pandemic. The Mecklenburg County and Brunswick County Small Business Recovery Programs are now officially closed out. Brunswick County assisted a total of 31 businesses; Mecklenburg County assisted a total of 50 businesses; and Halifax County assisted 61 businesses and received additional funds and an extension to assist additional businesses.
- **SPDC Regional Universal Fiber Broadband Project** – Southside PDC, in partnership with EMPOWER, submitted a VATI application to DHCD requesting funds to provide universal broadband coverage in all three PDC Counties as well as the southern portion of Charlotte County. The application was awarded December 2021. A total of \$69,431,634 was awarded in grant funds.

- SPDC Affordable Housing Program – The PDC was awarded \$1,000,000 from Virginia Housing to launch a new grant program that invests in creating affordable housing opportunities throughout the region. Staff is working closely with the Southside Outreach Group to identify affordable housing opportunities throughout the region.
- Southside Regional Housing Market Analysis – A grant application was submitted to VHDA in May 2021 requesting funds to develop a Housing Market Assessment for the PDC region. The application was approved and additional funds are being solicited from DHCD to pay for the study. Staff is working closely with Virginia Tech who will be contracted to perform the study.
- CEDS Resiliency Plan – Staff is working on the development of a Resiliency Plan, a requirement of EDA as the beneficiary of COVID grant funds. The purpose of the Plan is to create actionable recommendations that will strengthen the regional economy and position it to effectively mitigate sudden unfortunate events. The deadline for completion is June 2022.
- CEDS Brochure – The Berkley Group completed a CEDS Summary Brochure to be utilized as a quick reference tool and regional marketing asset. It is posted on the website and hard copies are available.
- Local Redistricting Assistance – Census Block data and GIS mapping is being provided to the three counties as needed to assist with local redistricting to ensure local election districts are drawn equitably across the region.
- SPDC Quarterly Exchange – Quarterly virtual meetings with Town Managers and County Administrators have been well received. The CEDS Project List is reviewed and updated. There have been many instances of successfully identifying grant dollars to assist with funding community needs.
- Active Projects List – The project pipeline consists of 49 active projects totaling \$95,360,199 in grant dollars received for the PDC region. Of the 49 active projects, a total of 15 grant awards were received in FY22 totaling \$74,966,108. Staff is in the process of preparing three CDBG applications to be submitted in March.
- Staff Announcements – Julie Gill joined our Staff as Administrative Assistant in December 2021. Mrs. Gosney and Commissioner Kim Callis (VAPDC President) will be attending the VACo/VML/VAPDC Local Government Day in Richmond in February.
- Next Meeting – The next PDC meeting is scheduled for Thursday, April 28, 2022.

## **OTHER BUSINESS**

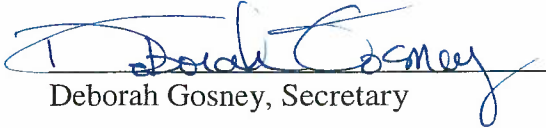
There was no Other Business.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:02 p.m.

---

Glanzy Spain, Chair SPDC



Deborah Gosney, Secretary

# Treasurer's Report

**SOUTHSIDE PLANNING DISTRICT COMMISSION  
REGULAR QUARTERLY MEETINGS  
May 12, 2022**

**TREASURER'S REPORT**

**THE MARCH 2022 BALANCE SHEET SHOWS THE FOLLOWING FIGURES:**

ASSETS	\$ 1,422,217.13
LIABILITIES	1,224,164.78
RETAINED EARNINGS	190,910.23
NET BALANCE	7,142.12

**EXPENDITURES FOR THE PERIOD ENDING MARCH 2022 TOTALED \$759,654.46  
WHICH WAS 64.89% OF THE ANNUAL BUDGET. EXPENDITURES ARE ON TARGET  
FOR FY22.**

## SOUTHSIDE PLANNING DISTRICT COMMISSION

## FY22 - Balance Sheet

**March 31, 2022**

<u><b>ASSETS</b></u>	
<b>Current Assets</b>	
Operating Account	\$ 12,494.42
Go Virginia Account	42,418.51
Reserve Funds - VIP Account	961,921.85
Virginia Housing Program Account	20,000.00
Accounts Receivable	137,016.63
Deferred Outflows - VRS	<u>181,855.00</u>
Total Current Assets	1,355,706.41
<b>Fixed Assets</b>	
Equipment	65,038.07
Less: Accumulated Depreciation	(64,831.23)
Vehicle	34,400.00
Less: Accumulated Depreciation	(32,150.00)
Leasehold Improvements	63,593.16
Less: Accumulated Depreciation	<u>(25,068.04)</u>
Total Fixed Assets	40,981.96
<b>Other Assets</b>	
Principal Financial Group	<u>25,528.76</u>
Total Other Assets	<u>25,528.76</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 1,422,217.13</u></b>

<b><u>LIABILITIES &amp; FUND BALANCE</u></b>	
<b>Current Liabilities</b>	
Net Pension Liability	\$1,124,098.00
Go Virginia Escrow	42,418.51
Payroll Liabilities	8,661.37
Accrued Annual Leave	43,766.72
Accounts Payable	(429.82)
Deferred Inflows - VRS	<u>5,650.00</u>
Total Current Liabilities	1,224,164.78
<b>Fund Balance</b>	
Retained Earnings	190,910.23
Net Balance	<u>7,142.12</u>
Total Fund Balance	<u>198,052.35</u>
<b>TOTAL LIABILITIES &amp;</b>	
<b>FUND BALANCE</b>	<b><u>\$1,422,217.13</u></b>

# SOUTHSIDE PLANNING DISTRICT COMMISSION

## FY22 - Revenues & Expenditures

Period Ending March 31, 2022

REVENUES	<u>FY22 Budget</u>	<u>3/31/22</u>	<u>YTD</u>	<u>Balance</u>
SPDC Member Jurisdiction Dues	\$ 123,992.50	\$ -	\$ 123,992.50	\$ -
<b>Federal Funding:</b>				
EDA FY22 Planning Grant	70,000.00	18,063.60	61,834.50	8,165.50
EDA FY21 CARES Grant - Year 2	246,493.49	20,767.74	181,477.30	65,016.19
<b>State Funding:</b>				
DHCD FY22 Contract	89,971.00	-	67,478.25	22,492.75
VDOT FY22 Rural Transportation Contract	58,000.00	16,557.76	40,453.41	17,546.59
Virginia Housing Development Program	25,000.00	-	25,473.95	(473.95)
<b>Lake Country Development Corporation - Staff Services</b>	21,600.00	-	6,043.71	15,556.29
<b>Other Income:</b>				
Miscellaneous Income	4.90	(3.16)	4.90	-
Program Income	(2,790.66)	397.75	(2,790.66)	-
Interest Income	4,015.81	3,449.56	4,015.81	-
<b>Local Government Projects:</b>				
Alberta Tobacco Heritage Trail Project - VDOT	20,000.00	20,000.00	20,000.00	-
Boydton Wastewater Treatment Plant Improvement Project	60,000.00	-	-	60,000.00
Brodnax Depot Project - VDOT	31,000.00	-	-	31,000.00
Brodnax Piney Pond Project - CDBG	100,000.00	5,800.00	24,000.00	76,000.00
Brunswick County Chestnut Scattered Site Project - CDBG	68,000.00	-	4,995.19	63,004.81
Deferred to FY23	(40,000.00)			(40,000.00)
Brunswick County Township Road Project PG	25,000.00	-	-	25,000.00
Chase City B Street Project PG	25,000.00	21,100.00	21,100.00	3,900.00
Chase City Endly Street Project - Phase I - CDBG	14,900.00	-	12,969.00	1,931.00
Chase City Endly Street Project - Phase II - CDBG	24,000.00	-	6,628.00	17,372.00
Chase City Lee Building Community Impact Study - VHDA	3,000.00	-	-	3,000.00
Civil Rights and Education Heritage Trail Expansion Project	3,500.00	3,500.00	3,500.00	-
Clarksville Planter's Warehouse Project - DHCD IRF	5,000.00	-	-	5,000.00
Clarksville Sewer Improvement Project - RD	50,000.00	-	-	50,000.00
Deferred to FY23	(25,000.00)			(25,000.00)
GIS Contract - Brunswick County Sheriff's Office	4,800.00	-	4,800.00	-
GIS Contract - Halifax County	23,000.00	-	23,000.00	-
GIS Contract - Mecklenburg County	24,000.00	-	24,000.00	-
GO Virginia SO/FA - FY21 Allocation	45,000.00	8,946.56	40,230.03	4,769.97
GO Virginia SO/FA - FY22 Allocation	80,000.00	-	-	80,000.00
Deferred to FY23	(45,000.00)		-	(45,000.00)
GO Virginia - Bridge to Recovery Project	21,500.00	-	1,792.78	19,707.22
GO Virginia - ExperienceWorks	15,018.00	-	745.38	14,272.62
GO Virginia - GO-TEC 2B Project	2,000.00	-	786.06	1,213.94
GO Virginia - Seed Innovation Hub	12,000.00	-	-	12,000.00
GO Virginia - SIH LOCED Project	407.45	-	407.45	-
GO Virginia - SVRA Regional Site Development Project	35,000.00	-	-	35,000.00
Halifax Banister Town Housing Rehab Project PG	25,000.00	-	-	25,000.00
Halifax County Small Business Recovery Assistance	3,625.00	-	-	3,625.00
Kinderton Technology Campus Due Diligence	2,500.00	-	-	2,500.00



# SOUTHSIDE PLANNING DISTRICT COMMISSION

## FY22 - Revenues and Expenditures

Period Ending March 31, 2022

REVENUES	<u>FY22 Budget</u>	<u>3/31/2022</u>	<u>YTD</u>	<u>Balance</u>
<b>Local Government Projects (continued):</b>				
La Crosse Pine Street Project - Phase I - CDBG	50,000.00	2,000.00	18,084.00	31,916.00
Deferred to FY23	(15,000.00)			(15,000.00)
La Crosse Pine Street Project - Phase 2 - CDBG	78,500.00	950.00	13,272.00	65,228.00
Deferred to FY23	(40,000.00)			(40,000.00)
Lawrenceville Sharp Street Improvement Project - VDOT	25,000.00	-	-	25,000.00
Lawrenceville Sidewalks Project - VDOT	15,000.00	-	5,000.00	10,000.00
Lawrenceville THT Connector Project - VDOT	30,000.00	-	-	30,000.00
MBC Middle Mile Broadband Project - EDA	7,500.00	3,750.00	3,750.00	3,750.00
Mecklenburg County Housing Rehab Needs Assessment PG	19,840.00	3,000.00	3,000.00	16,840.00
Mecklenburg County Quail Hollow Project - CDBG	19,125.00	4,953.81	14,778.02	4,346.98
Mecklenburg County Small Business Recovery	10,000.00	-	3,225.00	6,775.00
Regional Fiber Broadband Project - DHCD VATI	75,000.00	-	-	75,000.00
Riverdale Acquisition Project - FEMA/VDEM	100,000.00	-	-	100,000.00
Sledge & Barkley Disaster Assistance Project - DHR	26,000.00	-	-	26,000.00
South Boston Greene's Crossing Landing Project - DCR	14,000.00	-	-	14,000.00
South Boston John Randolph Hotel Project - DHCD IRF	5,000.00	-	5,000.00	-
South Boston North Main Street Project - CDBG	100,000.00	-	-	100,000.00
The Lee Building Disaster Assistance Project - DHR	15,000.00	-	-	15,000.00
The Lee Building Brownstone Project - DEQ	1,250.00	-	1,250.00	-
The Old Brunswick Circuit Foundation - Dromgoole House	9,000.00	-	2,500.00	6,500.00
<b>TOTAL REVENUES</b>	<b>1,794,752.49</b>	<b>133,233.62</b>	<b>766,796.58</b>	<b>1,027,955.91</b>

EXPENDITURES	<u>FY22 Budget</u>	<u>3/31/2022</u>	<u>YTD</u>	<u>Balance</u>
<b>DIRECT COSTS</b>				
Direct Chargeable Salaries	\$ 423,375.46	\$ 37,973.57	\$ 281,233.85	\$ 142,141.61
Employee Fringe Benefits Applied	277,030.14	25,014.68	187,127.18	89,902.96
<b>SUBTOTAL</b>	<b>700,405.60</b>	<b>62,988.25</b>	<b>468,361.03</b>	<b>232,044.57</b>
Travel and Per Diem	10,000.00	943.79	4,086.30	5,913.70
Other Direct Costs Charged to Grants	100,000.00	10,576.92	94,449.06	5,550.94
Other Direct Costs Charged to State/Local Funds	40,000.00	970.64	15,974.66	24,025.34
<b>TOTAL DIRECT COSTS</b>	<b>850,405.60</b>	<b>75,479.60</b>	<b>582,871.05</b>	<b>267,534.55</b>
<b>INDIRECT COSTS</b>				
Indirect Salaries	89,704.88	4,771.11	52,230.34	37,474.54
Employee Fringe Benefits Applied	61,500.39	5,388.89	38,143.69	23,356.70
<b>SUBTOTAL</b>	<b>151,205.27</b>	<b>10,160.00</b>	<b>90,374.03</b>	<b>60,831.24</b>
Auditing	8,000.00	-	7,550.00	450.00
Consumable Supplies	7,000.00	323.39	4,315.36	2,684.64
Commissioner's Expense/Meetings	10,000.00	-	3,503.28	6,496.72
Equipment, Rental, Maintenance, Use	10,000.00	490.27	7,406.77	2,593.23
Insurance and Bonding	6,200.00	-	6,190.00	10.00
Officer's Expense/Stipend	500.00	-	500.00	-
Membership Fees and Dues	5,000.00	-	4,600.00	400.00

**SOUTHSIDE PLANNING DISTRICT COMMISSION**

**FY22 - Revenues and Expenditures**

**Period Ending March 31, 2022**

<b>EXPENDITURES</b>	<b><u>FY22 Budget</u></b>	<b><u>3/31/2022</u></b>	<b><u>YTD</u></b>	<b><u>Balance</u></b>
<b>INDIRECT COSTS (continued)</b>				
Publications/Subscriptions	500.00	21.00	355.00	145.00
Printing	2,500.00	-	1,867.47	632.53
Space and Occupancy Costs	25,000.00	2,578.46	14,999.59	10,000.41
Travel - Indirect Staff	500.00	-	-	500.00
Training, Seminars, Workshops, Conferences	500.00	-	-	500.00
Postage and Freight	2,500.00	520.99	1,520.39	979.61
Telephone	8,000.00	668.45	5,904.71	2,095.29
Auto Operations & Maintenance	25,000.00	187.75	983.56	24,016.44
Public Relations	1,000.00	-	-	1,000.00
Depreciation	4,800.00	398.19	3,583.71	1,216.29
Legal Fees	2,000.00	-	67.50	1,932.50
Software Licensing	20,000.00	8,525.36	19,019.31	980.69
Contractual Staff	<u>30,000.00</u>	<u>2,555.00</u>	<u>19,899.25</u>	<u>10,100.75</u>
<b>SUBTOTAL</b>	<u>169,000.00</u>	<u>16,268.86</u>	<u>102,265.90</u>	<u>66,734.10</u>
<b>TOTAL INDIRECT COSTS</b>	<b>320,205.27</b>	<b>26,428.86</b>	<b>192,639.93</b>	<b>127,565.34</b>
<b>TOTAL BENEFITS ADJUSTED</b>		<b>(11,694.40)</b>	<b>(15,856.52)</b>	
<b>TOTAL EXPENDITURES</b>	<u><b>1,170,610.87</b></u>	<u><b>90,214.06</b></u>	<u><b>759,654.46</b></u>	<u><b>410,956.41</b></u>
<b>AGENCY BALANCE</b>	<u><b>\$ 624,141.62</b></u>	<u><b>\$ 43,019.56</b></u>	<u><b>\$ 7,142.12</b></u>	

<b>EMPLOYEE BENEFITS</b>				
VML Disability	\$ 2,876.04	\$ 184.24	\$ 1,802.19	\$ 1,073.85
Vacation Leave Pay	39,599.08	1,896.50	31,740.35	7,858.73
Sick Leave Pay	22,609.04	681.74	9,786.50	12,822.54
Holiday Pay	33,913.56	-	23,098.00	10,815.56
Workmen's Compensation	587.84	-	-	587.84
Group Hospitalization	84,960.00	5,664.00	49,524.00	35,436.00
VRS Group Life Insurance	7,876.99	591.58	5,274.39	2,602.60
Taxes - FICA	44,969.38	3,120.84	29,078.27	15,891.11
Taxes - Unemployment	304.00	5.07	283.26	20.74
Optional Life Insurance	-	-	(95.60)	-
VRS Retirement	<u>90,996.86</u>	<u>6,565.20</u>	<u>58,922.99</u>	<u>32,073.87</u>
<b>TOTAL EMPLOYEE BENEFITS - ACTUAL</b>	328,692.79	18,709.17	209,414.35	119,182.84
<b>TOTAL EMPLOYEE BENEFITS - APPLIED</b>		<u>(30,403.57)</u>	<u>(225,270.87)</u>	
<b>TOTAL EMPLOYEE BENEFITS - ADJUSTED</b>		<u><b>\$ (11,694.40)</b></u>	<u><b>\$ (15,856.52)</b></u>	

# FY23 Budget

# **SOUTHSIDE PLANNING DISTRICT COMMISSION**

## **FY23 BUDGET**

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

**ADOPTED MAY 12, 2022**

#### **REVENUES**

Member Jurisdiction Dues	\$ 148,553.60
Revenue Brought Forward	891,500.00
New Revenue Approved	367,271.00
Deferred Revenue	(185,000.00)
Interest Income	<u>1,000.00</u>
Total Revenues	<b><u>\$ 1,223,324.60</u></b>

#### **EXPENDITURES**

Direct Chargeable Salaries	\$ 401,920.83
Employee Fringe Benefits	265,213.93
Travel/Per Diem	10,000.00
Other Direct Cost - Grants	10,000.00
Other Direct Cost - S/L	40,000.00
Indirect Costs	<u>323,862.57</u>
Total Expenditures	<b><u>\$ 1,050,997.33</u></b>
Excess Revenues Over Expenditures	<b><u>\$ 172,327.27</u></b>

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**FY23 BUDGET**  
**YEAR-TO-YEAR COMPARISON - REVENUES & EXPENDITURES**  
**ADOPTED MAY 12, 2022**

	<u>FY21</u>	<u>FY21</u> <u>AMENDED</u>	<u>FY22</u>	<u>FY22</u> <u>AMENDED</u>	<u>FY23</u>
<b>REVENUES</b>					
Member Jurisdiction Dues	\$ 123,992.50	\$ 123,992.50	\$ 123,992.50	\$ 123,992.50	\$ 148,553.60
Revenue Brought Forward	495,071.00	464,989.73	769,150.00	769,150.00	891,500.00
New Revenue Approved	355,771.00	1,205,446.00	512,203.00	1,049,729.00	367,271.00
Deferred Revenue	(36,500.00)	(236,500.00)	(215,000.00)	(215,000.00)	(185,000.00)
Interest Income	12,000.00	1,800.00	1,200.00	1,200.00	1,000.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total Revenues	<u><b>\$950,334.50</b></u>	<u><b>\$ 1,559,728.23</b></u>	<u><b>\$1,191,545.50</b></u>	<u><b>\$ 1,729,071.50</b></u>	<u><b>\$1,223,324.60</b></u>
<b>EXPENDITURES</b>					
Direct Chargeable Salaries	\$ 337,305.38	\$ 337,305.38	\$ 402,994.79	\$ 423,375.46	\$ 401,920.83
Employee Fringe Benefits	219,339.79	219,339.79	267,638.59	277,030.14	265,213.93
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	100,000.00	100,000.00	100,000.00	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	299,730.11	299,730.11	318,472.73	320,205.27	323,862.57
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total Expenditures	<u><b>\$916,375.28</b></u>	<u><b>\$1,006,375.28</b></u>	<u><b>\$1,139,106.11</b></u>	<u><b>\$1,170,610.87</b></u>	<u><b>\$1,050,997.33</b></u>
<b>Excess Revenues Over Expenditures</b>	<u><b>\$33,959.22</b></u>	<u><b>\$553,352.95</b></u>	<u><b>\$52,439.39</b></u>	<u><b>\$558,460.63</b></u>	<u><b>\$172,327.27</b></u>

**SOUTHSIDE PLANNING DISTRICT COMMISSION**

**FY23 BUDGET**

**REVENUES - DETAILED BREAKDOWN**

*Member Jurisdiction Dues* \$ 148,553.60

*Revenue Brought Forward From FY22*

**DCR**

South Boston Greene's Crossing Landing Project 15,000.00

**DHCD - Community Development Block Grants**

Brodnax Piney Pond Targeted Site Housing Project 70,000.00

Brunswick County Chestnut Scattered Site Housing Project 40,000.00

La Crosse Pine Street Project - Phase I 34,000.00

La Crosse Pine Street Project - Phase II 63,000.00

Mecklenburg Housing Needs Assessment Planning Grant 15,000.00

South Boston North Main Street Targeted Site Housing Project 100,000.00

Deferred to FY24 (50,000.00)

**DHCD - IRF Grants**

The Old Brunswick Circuit Foundation - Dromgoole House Project 6,000.00

**DHCD - VATI Grant**

Regional Universal Fiber Broadband Project 75,000.00

Deferred to FY24 (50,000.00)

**DHR**

The Lee Building Disaster Assistance Project 15,000.00

Sledge & Barkley Disaster Assistance Project 26,000.00

**EDA**

Boydton Wastewater Treatment Plant Improvement Project 60,000.00

EDA CARES Grant 25,000.00

**GO VIRGINIA**

GO Virginia - Support Organization/Fiscal Agent Services - FY22 60,000.00

GO Virginia - Bridge to Recovery Project 9,000.00

GO Virginia - ExperienceWorks 7,000.00

GO Virginia - Seed Innovation Hub 6,000.00

GO Virginia - SVRA Regional Site Development Project 17,500.00

**Rural Development**

Clarksville Sewer Improvement Project 50,000.00

**VDEM**

Riverdale Acquisition Project 100,000.00

Deferred to FY24 (25,000.00)

**VDOT - MAP-21 Grants**

Brodnax Depot Project 32,000.00

Lawrenceville Sharp Street Improvement Project 23,000.00

Lawrenceville THT Connector Project 28,000.00

**Virginia Housing**

SPDC Affordable Housing Development Program 15,000.00

**SUBTOTAL** 766,500.00



**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**FY23 BUDGET**  
**REVENUES - DETAILED BREAKDOWN**

*New Revenue Approved*

<b>Commonwealth of Virginia - FY23 Dues</b>	89,971.00
<b>EDA</b>	
EDA FY23 Planning Grant	70,000.00
<b>GIS Contracts</b>	
Brunswick Sheriff's Department GIS	4,800.00
Halifax County GIS	23,000.00
Mecklenburg County GIS	24,000.00
<b>GO Virginia</b>	
GO Virginia - Support Org./Fiscal Agent Services - FY23	80,000.00
Deferred to FY24	(60,000.00)
<b>LCDC - Staff Services</b>	10,000.00
<b>Tobacco Heritage Trail Contract</b>	
Tobacco Heritage Trail Management Services	7,500.00
<b>VDOT</b>	
Rural Transportation Planning Grant	58,000.00
<b>SUBTOTAL</b>	<b>307,271.00</b>
<i>Interest Income</i>	<b>1,000.00</b>
<b>TOTAL APPROVED REVENUES - FY23</b>	<b><u>\$ 1,223,324.60</u></b>

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**FY23 BUDGET**  
**PROJECTED EXPENSES**  
**DETAILED BREAKDOWN & YEAR-TO-YEAR COMPARISON**

	<u><b>FY22</b></u>	<u><b>FY22 AMENDED</b></u>	<u><b>FY23</b></u>
<b><u>DIRECT COSTS CHARGEABLE TO GRANT PROGRAMS</u></b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>
Personnel, Direct Chargeable Salaries	\$ 402,994.79	\$ 423,375.46	\$ 401,920.83
Employee Fringe Benefits	267,638.59	277,030.14	265,213.93
<b>SUBTOTAL</b>	<b>670,633.38</b>	<b>700,405.60</b>	<b>667,134.76</b>
Travel and Per Diem	10,000.00	10,000.00	10,000.00
Other Direct Costs Charged to Grants	100,000.00	100,000.00	10,000.00
Other Direct Costs Charged to State/Local Funds:	40,000.00	40,000.00	40,000.00
<b>TOTAL DIRECT COSTS</b>	<b>820,633.38</b>	<b>850,405.60</b>	<b>727,134.76</b>
<b><u>INDIRECT COSTS</u></b>			
Personnel, Indirect Salaries	88,718.54	89,704.88	94,190.13
Employee Fringe Benefits	61,054.19	61,500.39	65,172.44
<b>SUBTOTAL</b>	<b>149,772.73</b>	<b>151,205.27</b>	<b>159,362.57</b>
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	10,000.00	12,000.00
Insurance and Bonding	6,200.00	6,200.00	6,500.00
Officer's Expense/Stipend	500.00	500.00	500.00
Membership Fees and Dues	5,000.00	5,000.00	5,000.00
Publications/Subscriptions	500.00	500.00	500.00
Printing	2,500.00	2,500.00	2,500.00
Space, Utilities and Occupancy Costs	25,000.00	25,000.00	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	25,000.00	25,000.00	5,000.00
Public Relations	1,000.00	1,000.00	1,000.00
Depreciation	6,500.00	4,800.00	5,000.00
Legal Fees	2,000.00	2,000.00	15,000.00
Software Licensing	20,000.00	20,000.00	20,000.00
Consultant - CTW Consulting LLC	30,000.00	30,000.00	30,000.00
<b>SUBTOTAL</b>	<b>168,700.00</b>	<b>169,000.00</b>	<b>164,500.00</b>
<b>TOTAL INDIRECT COSTS</b>	<b>318,472.73</b>	<b>320,205.27</b>	<b>323,862.57</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,139,106.11</b>	<b>\$ 1,170,610.87</b>	<b>\$ 1,050,997.33</b>

**Southside Planning District Commission**  
**Budget and Finance Committee Meeting Minutes**  
April 21, 2022

Present: Leslie Weddington, Committee Chair/SPDC Treasurer  
Kim Callis, Committee Member  
Charlie Simmons, Committee Member  
Scott Simpson, Committee Member  
Deborah Gosney, Executive Director  
Stephanie Creedle, Finance Director/HR

Absent: George Leonard, Committee Member

The Budget and Finance Committee of the Southside Planning District Commission (SPDC) met on April 21, 2022 at 9:30 a.m. at the SPDC conference room to discuss the FY23 Budget.

Finance Director Stephanie Creedle 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 expenditures were presented as follows:

**FY23 Revenue**

Member Jurisdiction Dues	\$148,553.60
Revenue Brought Forward	891,500.00
New Revenue Approved	359,771.00
Deferred Revenue	(135,000.00)
Interest Income	<u>1,000.00</u>
Total Revenue	<u>\$1,265,824.60</u>

**FY23 Expenditures**

Direct Chargeable Salaries	\$401,920.83
Employee Fringe Benefits	265,213.93
Travel	10,000.00
Other Direct Cost – Grants	10,000.00
Other Direct Cost – State/Local	40,000.00
Indirect Costs	<u>310,862.57</u>
Total Expenditures	<u>\$1,037,997.33</u>

**Excess Revenue Over Expenditures    \$227,827.27**

Ms. Creedle reviewed the Revenues and noted the following:

- Commonwealth of Virginia Dues – The Commonwealth of Virginia dues remain at \$89,971. This new rate was established in FY22.

- EDA CARES Act Funding – The EDA CARES Act Grant is a 2-year grant focused on strategic planning and fund sourcing to mitigate further economic harm from the COVID-19 pandemic. This \$400,000 grant was used by the SPDC to develop an organized regional response plan, outline recovery efforts to combat the current economic crisis, and to develop strategies that will mitigate impacts from future pandemics. Funds are being used for Staff, Equipment and Supplies as they pertain to the grant. The initial deadline was June 30, 2022; however, EDA has granted the PDC a six-month extension until December 31, 2022 to complete the Resiliency Plan and close out the project.
- EDA Planning Grant – The PDC applies for EDA Planning Grant funds every three years, with amendment updates annually. Each year, the grant funding amount is \$70,000, with a minimum investment rate of 50 percent which equates to a \$70,000 match. Letters of support were written earlier this year in support of an increase by EDA. The invitation to apply is expected in May indicating the funding amount and match requirement.
- Per Capita Dues – The PDC's Per Capita Member Jurisdiction Dues were increased from \$123,992.50 to \$148,553.60 in FY22 to be effective July 1, 2022.

Ms. Creedle reviewed the expenditure categories that were increased or decreased from the prior fiscal year as follows:

- Salaries – Salaries increased due to a cost-of-living adjustment (COLA) for full-time staff. A COLA of 5% was proposed as our localities are anticipating that the state will authorize the same percentage. This line item does not show an increase from previous years in the budget due to turnover.
- Equipment Rental, Maintenance and Use – The PDC recently signed a lease agreement with Dex Imaging, Inc. out of Raleigh, North Carolina to include the leasing of a new copier, a plotter, a printer/copier and maintenance agreement. The new lease includes a plotter for our GIS Department which replaced a plotter owned by the PDC that was 20 years old and in need of repairs.
- Health Insurance – The Commission's health insurance premiums increased by 8.5% this year. Our health insurance is with The Local Choice of Virginia.

Discussion by The Budget & Finance Committee followed including:

- Legal Expenses – Mrs. Gosney mentioned the upcoming VATI grant (the Regional Fiber Broadband Project) that will soon be executed and felt due to the complexity and size of this grant that we need legal advice. She reminded the Committee that the PDC is the grantee for the VATI grant and no attorney is on retainer which led to further discussion on procuring an attorney. As it seems that the PDC has had more opportunity to be the grantee versus the localities for regional grants, the need for an attorney is apparent and justified. The Committee recommended increasing the line item for Legal Expenses from \$2,000 to \$15,000.

- Commissioner Stipends – The Committee discussed raising stipends from \$25 to \$50 per meeting as the stipend amount has not been increased in over 20 years. With the Commission being reduced in size from 28 members to 17 members and with the consideration of time being missed from work and/or personal obligations to attend the meetings, the Committee made the recommendation to increase the meeting stipends.
- Deferred Revenue – A Committee Member noted that the previously discussed VATI grant is a 3 year project and that \$50,000 should be deferred revenue for future years.

SCOTT SIMPSON MADE A MOTION TO AMEND AND RECOMMEND APPROVAL OF THE PROPOSED FY23 BUDGET TO INCLUDE ADDING ANTICIPATED LEGAL EXPENSES TOTALING \$15,000, INCREASING COMMISSIONER STIPENDS FROM \$25 TO \$50 PER MEETING, AND DEFERRING \$50,000 IN ADMIN REVENUE FOR THE REGIONAL FIBER BROADBAND PROJECT; THE MOTION WAS SECONDED BY CHARLIE SIMMONS, AND IT CARRIED UNANIMOUSLY.

Regional Housing Study – Mrs. Gosney informed the Committee that the PDC is also the grantee for the Regional Housing Study funded by Virginia Housing. With being the grantee, the PDC will be required to make direct payments for services performed prior to receiving grant reimbursement. She added that this would be a new practice for the PDC. In discussing the Study, Mr. Callis inquired as to the deliverables of the Regional Housing Study. Mrs. Gosney stated that she would consult with Planner Erika Tanner and send the requested information in a separate email following the meeting. Mr. Callis' concerns were that the study would be useful when negotiating with housing developers, if the right information is included. Mrs. Gosney responded that she felt certain that the deliverables would be inclusive. Provided that the deliverables would demonstrate that the study would provide what the Commissioners are looking for, the Committee agreed to accept the award and to proceed.

KIM CALLIS MADE THE MOTION TO RECOMMEND THE ACCEPTANCE OF THE VIRGINIA HOUSING GRANT AWARD TO DEVELOP A REGIONAL HOUSING STUDY THAT WILL REQUIRE DIRECT PAYMENTS BY THE PDC FOR SERVICES PERFORMED PRIOR TO GRANT REIMBURSEMENT; THE MOTION WAS SECONDED BY CHARLIE SIMMONS, AND IT CARRIED UNANIMOUSLY.

There being no further business, the meeting adjourned at 11:00 a.m.

Deborah B. Gosney

Deborah B. Gosney (Apr 26, 2022 15:32 EDT)

Deborah Gosney, Recording Secretary

Leslie R. Weddington

Leslie R Weddington (Apr 26, 2022 15:45 EDT)

Leslie Weddington, Chair

# FY23 Management Plan



## **MANAGEMENT PLAN**

The Management Plan is a statement of the objectives the Southside Planning District Commission intends to achieve during the period FY23.

### ***Purpose***

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

### ***Environment and Historic Preservation***

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

### ***Administrative Organization***

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

### ***Southside Planning District Commission***

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

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

The PDC provides essential technical assistance to local governments, coordinates state and federal efforts to assist communities, reviews and coordinates local development proposals and helps to achieve a realistic development strategy and utilizes it in shaping a 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 Commissioners are the decision-making body that determines the overall District strategy, plan, policy and program; coordinates the work of the advisory committees; and represents the District in dealing with state and federal agencies.

This Commission consists of 17 members with 59% elected officials. The remaining 41% 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 three (3) Commissioners:

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

Halifax County has five (5) Commissioners:

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

Mecklenburg County has five (5) Commissioners:

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

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

- 1 elected official
- 1 citizen-at-large

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

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

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

## GOALS

### **The Goals of the Southside Planning District Commission shall include:**

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

# **SOUTHSIDE PLANNING DISTRICT COMMISSION MEMBERSHIP**

*July 1, 2022 – June 30, 2023*

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

## ***Brunswick County***

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

## ***Halifax County***

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

## ***Mecklenburg County***

- |                        |  |
|------------------------|--|
| • M. J. Colgate        | Citizen-at-Large                             |
| • Charles Jones        | Elected Official                             |
| • Charlie Simmons      | Citizen-at-Large                             |
| • Glanzy M. Spain, Jr. | Elected Official/ <i>Executive Committee</i> |
| • Tom Tanner           | Elected Official                             |

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

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

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

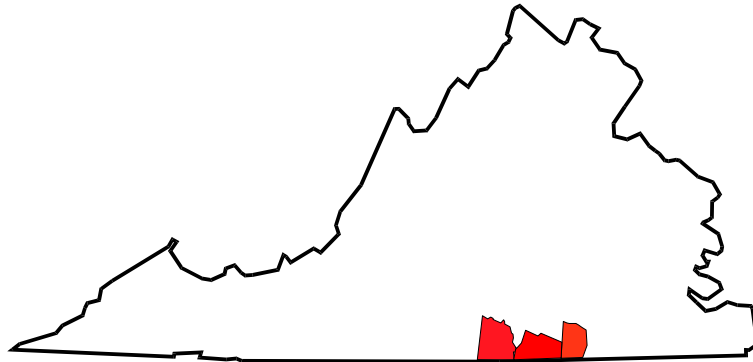
- |                        |  |
|------------------------|--|
| • Kim Callis           | Citizen-at-Large/ <i>Executive Committee</i> |
| • Lillie Feggins-Boone | Elected Official                             |

## **CEDS COMMITTEE MEMBERS**

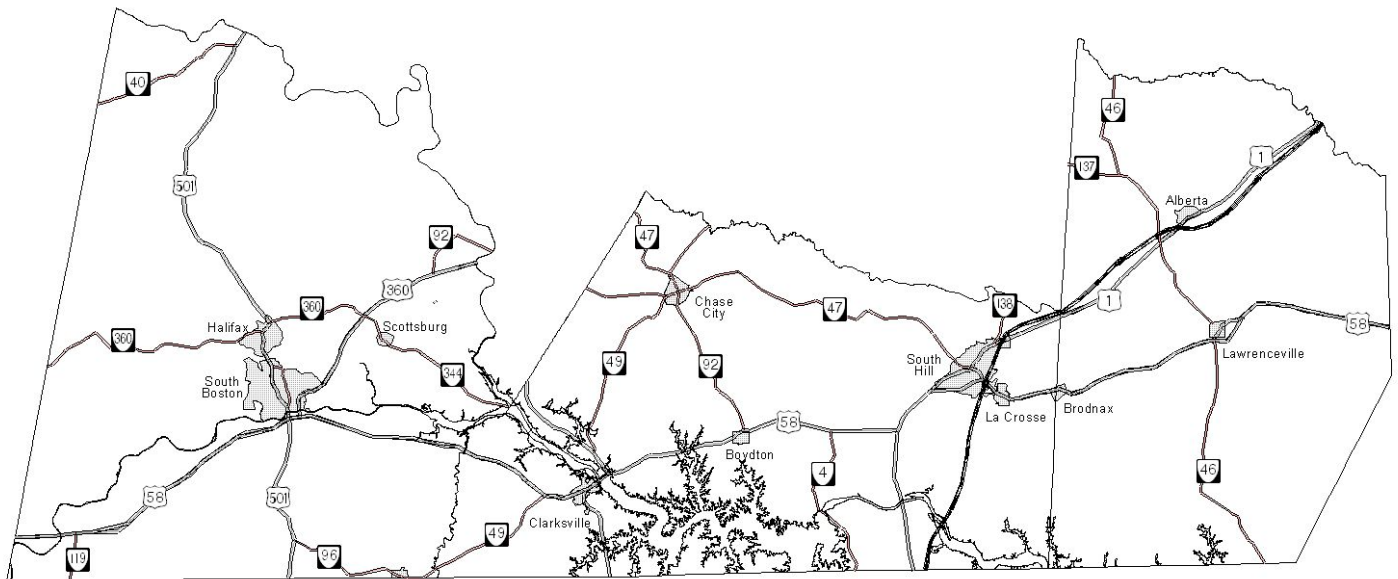
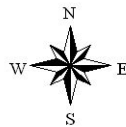
In accordance with 13 CFR 303.6, EDA requires the Planning Organization to appoint a Strategy Committee (CEDS Committee) to guide the CEDS planning process. The makeup of the CEDS committee is guided by EDA legislation, CFR 303.6 (a), which stipulates the committee should have representation from the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

The CEDS Committee Members are:

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



## Southside Planning District



### ***SPDC Staff***

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



## WORK PROGRAM ACTIVITIES

The following list is the Work Program as identified in the Southside Planning District Commission's Management Plan for FY23. Each of the elements in the Work Program is interrelated and has been designed to implement the Development Strategy of the 2022 Comprehensive Economic Development Strategy (CEDS).

### ***FY23 ANNUAL WORK PROGRAM CODES SUMMARY***

#### **100 Series: Regional Economic Development**

- 101a: Economic Development Planning and Technical Assistance
  - Regional Intergovernmental Review Process
  - Local, Regional, State/Federal Liaison
  - Census Data Information Assistance
  - Regional Publications
- 101b: COVID-19 Regional Economic Response and Recovery Project

#### **200 Series: Business Development**

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

#### **300 Series: Grantsmanship and Technical Assistance**

- 301: Technical Assistance – Halifax County; *GIS Services*
- 302: Grant Administration – La Crosse; *Pine Street Project – Phase I and Phase II*
- 312: Grant Administration – South Boston; *Greene's Crossing Landing Project*
- 314: Grant Administration – Mecklenburg County; *Civil Rights in Education Heritage Trail Expansion Project*
- 321: Technical Assistance – GO Virginia; *Bridge to Recovery Project*
- 328: Grant Administration – Brunswick County; *Chestnut Targeted Housing Rehab Project*
- 331: Grant Administration – Clarksville; *Clarksville Sewer Improvement Project*
- 332: Grant Administration – The Old Brunswick Circuit Foundation; *Dromgoole House Project*
- 333: Grant Administration – Chase City; *Lee Building Disaster Assistance Project*
- 334: Grant Administration – Brunswick County IDA; *Sledge & Barkley Disaster Assistance Project*
- 339: Grant Administration – SPDC; *Affordable Housing Development Program*
- 340: Grant Administration – South Boston; *North Main Street Targeted Site Housing Rehab Project*
- 342: Grant Administration – Brodnax; *Piney Pond Targeted Site Housing Project*
- 343: Grant Administration – Mecklenburg County; *Housing Rehab Needs Assessment*
- 344: Technical Assistance – Mecklenburg County; *GIS Services*
- 351: Technical Assistance – Brunswick County Sheriff's Office; *GIS Services*
- 353: Technical Assistance – GO Virginia; *Southern Virginia Regional Alliance Site Development*
- 355: Technical Assistance – GO Virginia; *ExperienceWorks*
- 358: Technical Assistance – GO Virginia; *Seed Innovation Hub*
- 359: Grant Administration – South Boston; *Riverdale Acquisition Project*
- 360: Grant Administration – Boynton; *Wastewater Treatment Plant Improvement Project*
- 363: Grant Administration – SPDC; *Regional Fiber Broadband Project*
- 364: Technical Assistance – SPDC; *Tobacco Heritage Trail Management Services*
- 388: Technical Assistance – Go Virginia Region 3; *Support Organization/Fiscal Agent*
- 391: Grant Administration – Clarksville EDA; *Planters Brick Tobacco Warehouse Project*
- 398: Grant Administration – South Boston IDA; *John Randolph Hotel Redevelopment Project*

**400 Series: VDOT Rural Transportation Planning and Grantsmanship**

401: Rural Transportation Planning and Coordination

403: Grant Administration – Brodnax; *Brodnax Depot Project*

436: Grant Administration – Lawrenceville; *Sharp Street Project*

437: Grant Administration – Lawrenceville; *THT Heritage Park Connector Project*

**600 Series: Management, Administration and Finance**

601: Management Activities

602: Local Technical Assistance

604: Financial and Policy Management

## **100: REGIONAL ECONOMIC DEVELOPMENT**

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

- Develop district-wide strategies that strengthen existing economic clusters and target new growing employment sectors.
- Prepare annual update to the Comprehensive Economic Development Strategy for Planning District 13.
- Prepare Southside PDC Annual Report.
- Continue development and maintenance of the Southside Planning District Commission website ([www.southsidepdc.org](http://www.southsidepdc.org)) to disseminate area demographics and information.
- Assist with marketing studies as needed.
- Provide intergovernmental review of and/or comment on local project applications to state and federal agencies.
- Research the needs of the private sector and link available economic resources in the district 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.

### **101b: COVID-19 Regional Economic Response and Recovery Project**

- Procure a Disaster Economic Recovery Coordinator to identify and prioritize response to urgent needs in relation to the COVID-19 pandemic.
- Identify funding opportunities and perform outreach efforts throughout the PDC region to ensure awareness of available recovery programs.
- Develop a small business/industry database for the PDC region. The data will be used in facilitation of current assistance programs and updated yearly for use in future economic develop initiatives.
- Form Advisory/Stakeholder groups throughout the 3-county region to establish a Small Business Recovery Grant Assistance Program.
- Administer the COVID-19 funding processes for regional projects as needed.
- Develop and distribute newsletters to outline efforts, inform citizens and local governments of ongoing initiatives.
- Update CEDS Economic Resiliency Plan to include pandemic response and recovery.
- Procure a Tobacco Heritage Trail Coordinator to manage and promote the Tobacco Heritage Trail to improve public awareness, thus enticing outdoor enthusiasts to visit and enjoy the recreational amenities that Southside Virginia has to offer.
- Procure technology needs in order to efficiently work remotely and/or offer virtual/hybrid meeting platforms.

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

## **200: BUSINESS DEVELOPMENT**

### **201: Technical Assistance for Investment/Development and Job Creation**

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

***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

#### **302.1: Grant Administration – La Crosse – Pine Street Project – Phase I**

The Town of LaCrosse received a Community Development Block Grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to rehab and/or substantially reconstruct 9 LMI units benefiting 15 LMI persons, repair sewer lines and manholes, install new waterline and fire hydrants, and complete storm water improvements for the Pine Street community. Project activities will benefit 34 persons of which 19 are LMI.

The SPDC will:

- Provide technical assistance to the Town of La Crosse in administering a DHCD grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

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

The SPDC will:

- Provide technical assistance to the Town of La Crosse in administering a DHCD 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 received a Recreational Trails Program grant to construct a new, highly visible boat/canoe/kayak launch on the Dan River in downtown South Boston. The launch will be located on the south bank of the Dan River at the bridge on U.S. 501 / Huell Matthews Highway, which represents a prominent gateway into downtown South Boston.

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 in 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.

### **321: Technical Assistance – GO Virginia – Bridge to Recovery Project**

The GO VA Region 3 Bridge to Recovery Project is a plan for a comprehensive and collaborative approach to plan and subsidize to key sectors in order to prepare them for the recovery stages of COVID-19 providing regional support and a unified approach to matching business needs with service provider solutions to meet the mandates and needs created by the COVID-19 pandemic.

The SPDC will:

- Provide technical assistance to the Institute for Advanced Learning and Research in administering a state competitive grant from GO Virginia.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

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

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.



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

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

The SPDC will:

- Provide technical assistance to the Town of Clarksville in administering a Rural Utility Service grant/loan from USDA.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

The Old Brunswick Circuit Foundation was awarded Department of Historic Resources (DHR) Funds for repairs to the Dromgoole House located in Brunswick County. Repairs include stabilizing and rebuilding of two chimneys and the foundation of the historic home.

The SPDC will:

- Provide technical assistance to The Old Brunswick Circuit Foundation in administering a DHR grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

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

The SPDC will:

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

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

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

The SPDC will:

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

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

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

The SPDC will:

- Provide technical assistance to the Southside Outreach Group in administering a Virginia Housing grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

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

The SPDC will:

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

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

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

The SPDC will:

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

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

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

The SPDC will:

- Provide technical assistance to Mecklenburg County in administering a DHCD Planning Grant.
- 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.

#### **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.

#### **353: Technical Assistance – GO Virginia – Southern Virginia Regional Alliance Site Development Project**

The Southern Virginia Regional Alliance (SVRA) is proposing to develop a site development program that will parallel VEDP's Site Development Program. The region had 33 of 66 available sites evaluated as part of the VEDP Program. This project will elevate ten of the 33 publicly owned sites to be more shovel-ready; seven sites totaling 1,188 acres from Tier 2 to Tier 4, and three sites totaling 311 acres from Tier 2 to Tier 3 or Tier 4.

The SPDC will:

- Provide technical assistance to the Southern Virginia Regional Alliance in administering a state competitive grant from GO Virginia.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

#### **355: Technical Assistance – GO Virginia – ExperienceWorks**

The GO VA Region 3 ExperienceWorks Project is a systems approach that leverages current GO Virginia Region 3 workforce development investments to connect students and young adults to high-skill, high-wage employment opportunities through a myriad of work-based learning platforms. Project outcome is to increase the number of high school graduates who can be gainfully employed in targeted growth sector positions.

The SPDC will:

- Provide technical assistance to the Institute for Advanced Learning and Research in administering a state competitive grant from GO Virginia.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

### **358: Technical Assistance – GO Virginia – Seed Innovation Hub**

Longwood University, in partnership with Hampden-Sydney College, is leading the effort to establish an innovation hub in Downtown Farmville. Project SEED is an identified component of a previously funded GO Virginia project titled Entrepreneurship and Innovation Investment Strategy adopted by Region 3 Council in October of 2020. The Hub will serve as: 1) Makerspace – create cultural change by encouraging innovative thinking and product development that will result in entrepreneurial opportunities; 2) Co-working space – a place to meet, work and access critical high speed internet service; 3) a Small Business Development Center Office; and 4) an Educational Outreach Center – connect University-based resources to the community to improve the educational culture and resources in the region. A total of 38 jobs are projected to be created in three years and 59 jobs to be created in five years.

The SPDC will:

- Provide technical assistance to Longwood University and Hampden-Sydney College in administering a state competitive grant from GO Virginia.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

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

The SPDC will:

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

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

The Town of Boynton received a grant from the Economic Development Administration (EDA) for improvements to the Town's Wastewater Treatment Plan and collection system to accommodate a company prospect. A new blowdown water treatment system will allow flows to be separated into different gravity wastewater lines and be treated independently.

A new 12 inch sewer line will be installed to convey the cooling water and an 8 inch sewer line will be rehabilitated to convey the domestic wastewater from the administration buildings. At the WWTP, improvements will include construction of a new 1) Equalization basin with aeration; 2) Equalization tank effluent vault with mag meter and motorized pinch valve; 3) Dechlorination building; and 4) WWTP outfall pipe to Coleman Creek.

The SPDC will:

- Provide technical assistance to the Town of Boydton in administering an EDA grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

Southside PDC, in partnership with EMPOWER, applied for VATI funds to extend fiber-to-the-home broadband that will provide universal coverage for all three of the PDC counties to also include the southern portion of Charlotte County. Southside PDC Staff will map served areas as broadband is successfully deployed.

The SPDC will:

- Provide technical assistance to EMPOWER in administering a DHCD-VATI grant.
- Continuously monitor and review activities.
- Provide administrative, financial and progress reports as required.

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

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

The SPDC activities will include:

- Trail coordination (customer services, volunteer coordination, social media, and permitting)
- General assistance
- Information and mapping systems
- Financial management.

### **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 Authority 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 Authority in administering all grants.
- 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, an annual report, invoices and other bookkeeping tasks; solicit input for proposed work; prepare FY-2024 Work Program documents; secure approvals from all appropriate agencies/committees as necessary; attend workshops and advisory meetings.
- Prepare or provide technical assistance with Transportation Alternative, Smart Scale, Revenue Sharing, Growth and Accessibility Planning (GAP-TA) and other transportation related grant applications if requested by the fifteen localities within the Southside Planning District.
- 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 in support of the development of the Tobacco Heritage Trail, Beaches to Bluegrass Trail and the East Coast Greenway.
- Collect GPS data on the completed segments of the Tobacco Heritage Trail, as applicable.
- Maintain trail counters and aggregate count data for 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.
- Begin work to update the SPDC's existing 2045 Rural Long-Range Transportation Plan. This goal driven plan evaluates the transportation network and includes recommendations to address current and future needs with a planning horizon year of 2050.
- Participate in VTrans and Smart Scale regional meetings.
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate with the MPO's and VDOT on meeting performance measure goals.
- Help identify high growth areas (UDAs, future growth areas). VDOT will continue developing Arterial Management Plans which take into consideration future growth.
- Assist in the development of project pipeline studies.
- Provide assistance, support, and/or data for transportation relating planning activities to local jurisdictions, public officials and the community as needed.
- Keep the SPDC website ([www.southsidepdc.org](http://www.southsidepdc.org)) updated and current regarding transportation studies, plans, meetings, and other pertinent transportation related information.

- Provide support and assistance with the Tobacco Heritage Trail website, maps and social media as necessary.
- Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities for transportation related projects.
- Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021.
- Park & Ride Lot Use Counts and Conditions Assessment – Conduct manual usage counts and conditions assessment at the Natalie P&R lot using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.

#### **403: Enhancement Grant Administration – Brodnax – Brodnax Depot Project**

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.

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

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

The SPDC will:

- Provide technical assistance to the Town of Lawrenceville in administering a project 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.



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

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

The SPDC will:

- Provide technical assistance to the Town of Lawrenceville in administering a project 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](http://www.southsidepdc.org).
- Serve as liaison on behalf of the Commission to federal, state, bi-state, regional and local agencies and groups.
- Prepare budget for review and approval.
- Review and update the Commission's Personnel Policies Handbook annually for compliance.
- Maintain FOIA Compliance by appointment of FOIA officers and attending FOIA training.
- Review the Commission's Title VI policies for updates and compliance.

**602: Local Technical Assistance (S/L)**

- Coordinate local efforts with state and federal development agencies and programs including DHCD, EDA, RD, VDOT, TRRC, DEQ, FEMA, DCR and others.
- 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  
**DEQ** – Department of Environmental Quality  
**DHCD** – Department of Housing and Community Development  
**DHR** – Department of Historic Resources  
**EDA** – Economic Development Administration  
**EDA** – Economic Development Authority (Clarksville)  
**FEMA** – Federal Emergency Management Agency  
**FHWA** – Federal Highway Act  
**FOIA** – Freedom of Information Act  
**GAP-TA** – Growth and Accessibility Planning  
**GIS** – Geographic Information Systems  
**GPS** – Global Positioning System  
**IDA** – Industrial Development Authority  
**LCDC** – Lake Country Development Corporation  
**LEP** – Limited English Proficiency  
**LMI** – Low-to-Moderate Income  
**MPO** – Metropolitan Planning Organization  
**P&R** – Park and Ride  
**PDC** – Planning District Commission  
**RD** – Rural Development  
**S/L** – State/Local Fund  
**SPDC** – Southside Planning District Commission  
**SVCC** – Southside Virginia Community College  
**SVRA** – Southern Virginia Regional Alliance  
**TAP** – Transportation Alternatives Program  
**THT** – Tobacco Heritage Trail  
**TMPD** – Transportation and Mobility Planning Division  
**TRRC** – Tobacco Region Revitalization Commission  
**UDA** – Urban Development Area  
**USDA** – United States Department of Agriculture  
**USDOT** – United States Department of Transportation  
**VATI** – Virginia Telecommunications Initiative  
**VDEM** – Virginia Department of Emergency Management  
**VDHCD** – Virginia Department of Housing and Community Development  
**VDOT** – Virginia Department of Transportation  
**VEDP** – Virginia Economic Development Partnership  
**WWTP** – Wastewater Treatment Plant

## **Title VI Plan: Nondiscrimination in Federal-Aid Programs**

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

In addition to Title VI, the SPDC will not discriminate under other statutes that afford legal protection on the basis of sex, age and disability. Further, as a recipient of federal-aid funding, the SPDC strives to achieve nondiscrimination in all its programs and activities whether or not those programs and activities are federally funded.

### **Implementation**

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

- Administer the Title VI program, including compliance.
- Process Title VI complaints in accordance with the procedures outlined in the Plan.
- Conduct annual Title VI review of the Commission to determine the effectiveness of program activities at all levels.
- Prepare and submit the Annual Title VI Program Plan Update and Annual Accomplishment Report to VDOT by October 31<sup>st</sup> of each year.
- Attend training opportunities on Title VI and conduct and/or facilitate training for SPDC staff and sub-recipients.
- Conduct and/or coordinate with other SPDC staff, the review and monitoring of contractors, consultants, or other relevant sub-recipients of Federal funds as applicable.
- Collect statistical data (race, color, national origin, etc.) of participants in, and beneficiaries of, SPDC programs.
- Develop Title VI information for dissemination to the public and in languages other than English, when appropriate.
- Identify, investigate, and eliminate discrimination through the review of current or proposed programs, projects, or other directives.
- Establish procedures for promptly eliminating discrimination and resolving any deficiencies that may be found. The correction period should not exceed 90 days.

### **Program Areas and Training**

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

**Public Involvement**

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

**Data Collection**

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

**Complaints**

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

# **SOUTHSIDE PLANNING DISTRICT COMMISSION**

## **FY23 BUDGET**

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

**ADOPTED MAY 12, 2022**

#### **REVENUES**

Member Jurisdiction Dues	\$ 148,553.60
Revenue Brought Forward	891,500.00
New Revenue Approved	367,271.00
Deferred Revenue	(185,000.00)
Interest Income	<u>1,000.00</u>
Total Revenues	<b><u>\$ 1,223,324.60</u></b>

#### **EXPENDITURES**

Direct Chargeable Salaries	\$ 401,920.83
Employee Fringe Benefits	265,213.93
Travel/Per Diem	10,000.00
Other Direct Cost - Grants	10,000.00
Other Direct Cost - S/L	40,000.00
Indirect Costs	<u>323,862.57</u>
Total Expenditures	<b><u>\$ 1,050,997.33</u></b>
Excess Revenues Over Expenditures	<b><u>\$ 172,327.27</u></b>

# FY23 VDOT Transportation Work Plan



# **Rural Transportation Planning Work Program**

July 1, 2022 – June 30, 2023



**Fiscal Year 2023**

## **Purpose and Objective**

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2023 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.

### **FY 2023 - Program Administration (\$8,000.00)**

**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 - \$8,000.00***

Prepare quarterly reports, an annual report, invoices, and other bookkeeping tasks; solicit input for proposed work; prepare FY-2024 Work Program documents; secure approvals from all appropriate agencies/committees as necessary; attend workshops and advisory meetings.

<b>SPR Funds (80%)</b>	<b>\$6,400.00</b>
<b>PDC Funds (20%)</b>	<b>\$1,600.00</b>
<hr/>	
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$8,000.00</b>

## **FY 2023 - 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 - \$8,000.00***

Prepare or provide technical assistance with Transportation Alternative, Smart Scale, Revenue Sharing, Growth and Accessibility Planning (GAP-TA) and other transportation related grant applications if requested by the fifteen localities within the Southside Planning District.

### ***2. Regional Bicycle, Pedestrian, and Trails Planning - \$18,000.00***

Complete the update and consolidation of the two existing bicycle, pedestrian, and trail plans within the Southside Planning District into one regional plan.

Continue planning efforts in support of the development of the Tobacco Heritage Trail, Beaches to Bluegrass Trail, and the East Coast Greenway.

Collect GPS data on the completed segments of the Tobacco Heritage Trail, as applicable.

Maintain trail counters and aggregate count data for the Tobacco Heritage Trail.

### ***3. Administer Title VI Program - \$2,500.00***

Continue to administer the SPDC's Title VI Program, including: process any complaints, conduct an annual review of the program and submit an 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. 2050 Rural Long-Range Transportation Plan - \$24,000.00***

Begin work to update the SPDC's existing 2045 Rural Long-Range Transportation Plan. This goal driven plan evaluates the transportation network and includes recommendations to address current and future needs with a planning horizon year of 2050.

### ***5. Other Technical Assistance and Participation - \$12,000.00***

Participate in VTrans and Smart Scale regional meetings.

Participate in the Fall Transportation Meeting for the Lynchburg and Richmond District and provide a display to serve as outreach for the region's citizens. (virtual or in-person)

Participate in any other additional outreach meeting that may arise and provide/review data as requested by VDOT throughout the fiscal year.

Participate with the MPOs and VDOT on meeting performance measure goals.

Help identify high growth areas (UDAs, future growth areas). VDOT will continue developing Arterial Management Plans which take into consideration future growth.

Assist in the development of project pipeline studies (recommendation development, public involvement).

Provide assistance, support, and/or data for transportation related planning activities to local jurisdictions, public officials, and the community as needed.

Keep the SPDC website ([www.southsidepdc.org](http://www.southsidepdc.org)) updated and current regarding transportation studies, plans, meetings, and other pertinent transportation related information.

Provide support and assistance with the Tobacco Heritage Trail website, maps, and social media as necessary.

Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities for transportation related projects.

Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021.

Park & Ride Lot Use Counts and Conditions Assessment – Conduct manual usage counts and conditions assessment at the Nathalie P&R lot using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.

<b>SPR Funds (80%)</b>	<b>\$51,600.00</b>
<b>PDC Funds (20%)</b>	<b>\$12,900.00</b>
<hr/>	
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$64,500.00</b>

<b><u>FY-2023 Budget Summary Tasks</u></b>	<b>VDOT (SPR) 80%</b>	<b>PDC (Match) 20%</b>	<b>Total 100%</b>
<b><u>Program Administration</u></b>			
1. Prepare quarterly reports, an annual report, invoices, and other bookkeeping tasks; solicit input for proposed work.	\$1,600.00	\$400.00	\$2,000.00
2. Prepare FY24 Work Program documents.	\$1,600.00	\$400.00	\$2,000.00
3. Secure approvals from all appropriate agencies/committees, as necessary.	\$1,600.00	\$400.00	\$2,000.00
4. Attend workshops and advisory meetings as needed.	\$1,600.00	\$400.00	\$2,000.00
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$6,400.00</b>	<b>\$1,600.00</b>	<b>\$8,000.00</b>
<b><u>Program Activities</u></b>			
1. Grant Preparation.	\$6,400.00	\$1,600.00	\$8,000.00
2. Regional Bicycle, Pedestrian, and Trails Planning.	\$14,400.00	\$3,600.00	\$18,000.00
3. Administer Title VI Program.	\$2,000.00	\$500.00	\$2,500.00
4. 2050 Rural Long-Range Transportation Plan.	\$19,200.00	\$4,800.00	\$24,000.00
5. Other Technical Assistance and Participation.	\$9,600.00	\$2,400.00	\$12,000.00
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$51,600.00</b>	<b>\$12,900.00</b>	<b>\$64,500.00</b>
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>



## **RESOLUTION – ADOPTION OF FY23 TRANSPORTATION PLANNING WORK PROGRAM**

**WHEREAS**, the Southside Planning District Commission is eligible to receive State Planning and Research (SPR) funds through the Virginia Department of Transportation (VDOT) Rural Transportation Planning Assistance Program; and

**WHEREAS**, the Southside Planning District Commission has designed a scope of work that addresses the needs of VDOT, the Southside Planning District Commission, and its localities; and

**WHEREAS**, the Southside Planning District Commission has reviewed the Transportation Planning Work Program and concurs with the proposed FY23 work elements.

**NOW, THEREFORE BE IT RESOLVED**, that the Southside Planning District Commission approves the FY23 Work Program for Rural Transportation Planning.

\_\_\_\_\_  
Adopted

\_\_\_\_\_  
Chairman

# FY23 EDA Planning Grant



**Department of Commerce**  
**Economic Development Administration**

Notice of Funding Opportunity: PWEAA2020

Program Title: FY 2020 EDA Public Works and Economic Adjustment Assistance Programs

Description: Under this NOFO, EDA solicits applications from applicants in rural and urban areas to provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA's Public Works and EAA programs. Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities. EDA provides strategic investments on a competitive- merit-basis to support economic development, foster job creation, and attract private investment in economically distressed areas of the United States.



# Regional Housing Study

## Southside Planning District Commission Regional Housing Market Analysis

### Project Summary

The Regional Housing Study will be focused on the Counties of Halifax, Mecklenburg, and Brunswick and the Towns of South Boston and South Hill including the Towns of Brodnax, Lawrenceville, Alberta, Scottsburg, Virgilina. Halifax, Clarksville, Boynton, La Crosse, and Chase City as reasonable. Specific data analysis for small towns depends on the reliability and availability of public and local data. The Southside Planning District Commission (SPDC) will partner with the Virginia Center for Housing Research at Virginia Tech (VCHR), and Housing Forward Virginia (HFV).

#### Study Scope of Work:

- VCHR will train SPDC Staff to encourage regional staff to partner in data compilation and analysis and to have the skills needed to update the proposed study and better support region jurisdictions with housing analysis and questions. The following trainings will be conducted: American Community Survey Data, Bureau of Labor and Statistics Data, Comprehensive Housing Affordability Strategy Data, and Public Use Microdata Sample Data.
- The SPDC will compile existing housing studies, plans, and goals for VCHR and HFV to review.
- VCHR, HFV and SPDC will host kick-off meetings with regional local officials to learn about all relevant prior and current housing initiatives, existing and potential opportunities, policy priority areas, and other important community-level information necessary to draft effective solutions.
- VCHR will clean, organize, and analyze MLS data which will include a complete analysis of market dynamics, housing needs, equity considerations, and up to 5 (flexible depending on depth required) additional detailed subjects (e.g. workforce housing, aging, housing for young professionals, downtown housing, etc.)
- The SPDC and VCHR will facilitate up to 10 focus groups that will include realtors, lenders, builders/developers, economic developers, employers (can be interviews in lieu), housing providers and associated service providers.
- VCHR will refine data analysis and follow up on additional analysis based on Consortium, Leadership, and Focus Group feedback.
- VCHR will deliver data analysis and notes to HFV to develop policy solutions on the following geographic levels:
  - Regional
    - Entire SPDC study area
    - Local partnerships (between some but not all localities)
  - Local
    - Halifax County (towns included and specifically addressed as relevant to strategy)
    - Mecklenburg County (towns included and specifically addressed as relevant to strategy)
    - Brunswick County (towns included and specifically addressed as relevant to strategy)

- The SPDC will convene the leadership team representing each County, Town, and the SPDC to discuss proposed solutions and solicit input/feedback, present important/interesting findings from focus groups, and discuss a timeline for the remainder of the project. The SPDC will then provide any feedback to HFV to draft solutions.
- VCHR, the SPDC, and HFV will work together to draft the report.
- The completed draft will be sent to the leadership team for review and feedback.
- Final Draft will be presented to the leadership team.
- Final report delivered.

### Strategy Development Options

Option 1: Limited strategy development will include strategies for the region and each of the Counties. The region, Brunswick, Halifax, and Mecklenburg, will each have two priority solutions and two secondary solutions, not to exceed 16 total solutions. Towns will be addressed as relevant within each of the County strategies. In consultation with VCHR, SPDC, and other local stakeholders, HFV will draft no more than two priority solutions and two secondary solutions for counties and the region. Priority solutions provide greater detail for operational design and implementation than secondary solutions. Depending on local circumstances and needs, some transfers may be made from local to partnership or regional strategies as long as the total number of solutions does not exceed 16.

Option 2: In-depth strategy development will include up to 28 regional, partnership and local strategies. In addition to the two priority solutions and two secondary solutions for each County and the SPDC Region, this option will also include strategies incorporating towns, partnership, and/or regional strategies. Depending on local circumstances and needs, HFV and SPDC may allocate additional solution development efforts to localities, partnerships, or the region.

*\*Option 1 is included in the Virginia Housing grant. Additional funding is needed to expand the study to Option 2. The SPDC has identified a funding source through a DHCD planning grant and intends to apply for the additional funding once the project is approved by the Board of Commissioners.\**

### Targeted Audience

The target audience for the regional housing study will include local governments and housing developers, as well as housing advocates, realtors, community partners, and the general public. Housing is a core facet of economic and community development, and this study will provide support to local governments, economic developers, and others for the identification of strategies for equitable housing development that meets the needs of current and future residents. This study will outline a clear pathway for communities to address housing needs.

## SPDC Regional Housing Market Analysis Q&A

### What are the deliverables?

There will be two report versions: a high level “consumer” version and a detailed report. These reports will include detailed strategies customized to localities for addressing housing challenges.

The final report will discuss data and analysis and will provide implementation details for proposed policies including income and household type, housing production targets, financial resources, and legislative changes. It will include suggestions as to what partnerships may help facilitate the work, who are prospective responsible partners and how jurisdictions can forge relationships with those entities. SPDC can assist each locality with setting target goals and metrics for evaluating their progress.

Data Analysis may include: Population fluctuations, housing stock, tenure, housing market conditions (days on market, market vacancy, median sale price), housing affordability, cost burdened households/vulnerable populations, housing gap analysis, commuter patterns, job sector by affordability, housing demand challenges and opportunities, and supply challenges and opportunities.

Strategies: The selected strategy development option will determine the amount of strategies included in the study. Strategy 1 will only include up to sixteen strategies (two primary and two secondary strategies for each county and two primary and two secondary strategies for the region). Strategy 2 will include up to 28 strategies that will be a combination of regional, local, and partnership strategies. Partnership strategies would be recommended when localities are seeking a common goal and can work together to achieve the goal (i.e. towns and counties working together).

### What are some examples of ways that localities have used the reports in the past?

Localities have gone in all kinds of directions with our prior work and the intentions of those communities had a big impact on outcomes. For example, our work in James City County led to the formation of a Workforce Housing Task Force to develop policy recommendations for the Board. Upon adoption, the Board directed staff undertake programs such as a voluntary density bonus program. Likewise in Loudoun, we developed a policy and program agenda that was subsequently adopted by the Board and will be used for implementation. In the Richmond Region, our client was a non-profit advocacy group, so they used the study to raise public awareness and advocate with local government as well as to benchmark progress. In the NRV, localities are moving ahead with recommendations including a County Community Land Trust and a regional Housing Trust Fund. Floyd County has engaged a Virginia Tech studio class to assist with their efforts to target vacant housing. Pulaski has attracted a concrete housing project. There's so much!

### When developers want to build in their communities, will the Study demonstrate the demand for housing, i.e. prove to the developer that the units are needed?

Yes, the study will document demand to the degree possible. Having the MLS data really helps with this effort. The study will also document possible demand segments. However, I'll caution that we will not attach a quota number to this discussion. See the demand sections of the NRV report as an example.

### 3) Will the study show demand for both market-rate housing as well as low-income housing?

Yes, we will talk about demand at every price point!

### Examples of Regional Strategies

- Conduct a regional housing education campaign
- Create a regional housing trust fund
- Foster strategic partnerships with anchor health institutions
- Foster strategic partnerships with major regional employers
- Address common manufactured housing challenges
- Grow building construction businesses and workers in the region
- Provide support for the aging population

### Examples of Local Strategies

- Develop a full inventory of vacant parcels and assess for their infill housing potential
- Hold an event on alternative homeownership models
- Tackle housing vacancy by studying new tax structures
- Increase workforce rental housing within the public utility service area
- Use the planned unit development framework to expand housing opportunities
- Expand homebuyer education
- Encourage workforce housing in mixed-use development
- Reimagine manufactured home communities
- Address water and sewer needs via strategic infrastructure financing
- Develop a housing improvement plan using windshield survey results
- Establish a housing trust fund
- Develop an affordable dwelling unit ordinance
- Preserve and improve aging townhouse communities
- Improve/strengthen code enforcement and inspection programs
- Promote adaptive reuses of institutional properties
- Align housing and community development efforts
- Improve and preserve existing housing stock
- Develop an action plan for transforming county assets into housing
- Encourage zoning that allows for creative density options
- Enhance rental inspection program and develop property maintenance code

### Partnership Strategy Examples

- Encourage smart housing growth
- Create a joint housing + connectivity strategy for major roadway corridors
- Implement integrated community connection plans
- Establish a community land trust

# Regional Broadband Fiber Project

# VATI

## Southside Regional Fiber Broadband Project

VATI Funding \$69,431,635

\$58,948,798 Award + \$10,482,836 DHCD Letter of Intent

**Total Project \$154,109,190**

Projected Passings: 11,527

Miles of Fiber:

c e s i t u e to RD

**Match Funding Total \$84,677,555**

Brunswick County \$2,267,458

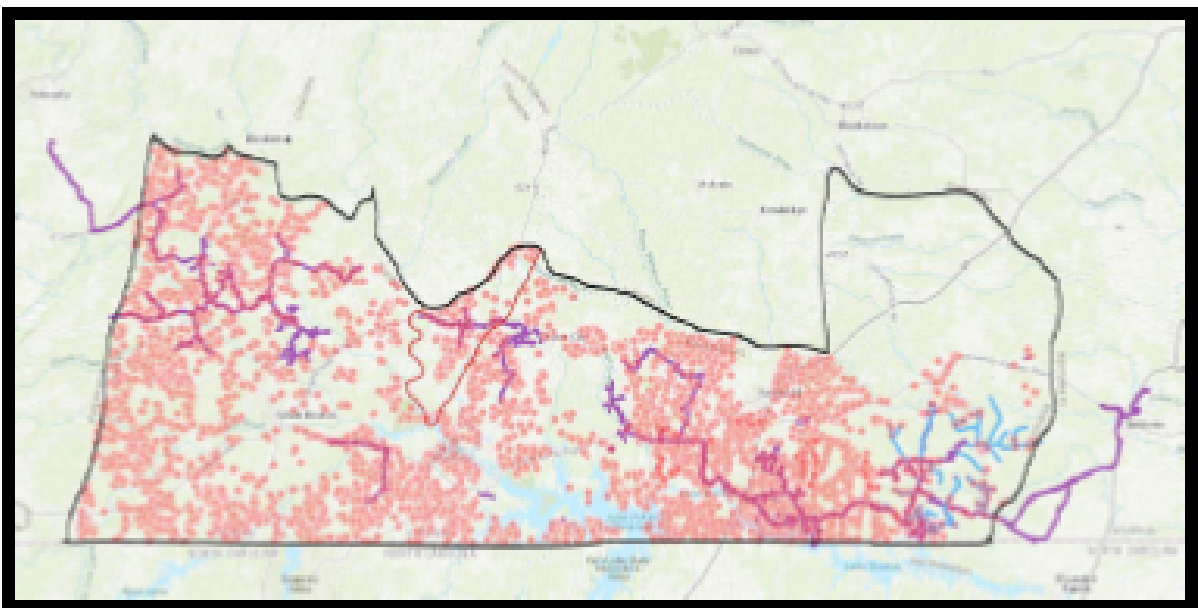
Charlotte County \$651,000

Halifax County \$2,680,486

Mecklenburg County \$3,078,170

Dominion Power \$38,282,450

Empower Broadband \$37,717,991





**CONTRACT#: VATI #Insert Contract Number**  
**GRANTEE: Insert Grantee Name**

## **AGREEMENT**

This AGREEMENT, entered into on the Start Date, by and between the Virginia Department of Housing and Community Development hereinafter referred to as "DHCD" and the Insert Grantee Name hereinafter referred to as "GRANTEE."

## **WITNESSETH**

WHEREAS, the Commonwealth of Virginia has been authorized to distribute and administer the Virginia Telecommunication Initiative (VATI), and

WHEREAS, DHCD has been authorized to distribute and administer funds awarded through the VATI grant-making process, and

WHEREAS, the Project as described in the VATI application submitted by the GRANTEE has achieved a sufficiently high ranking through a competitive application selection system to qualify for funds awarded through the VATI grant-making process based on the program guidelines and criteria of the funding source,

Now THEREFORE, the above-mentioned parties hereto do mutually agree as follows:

1. **Award.** DHCD agrees to award the GRANTEE a grant through the Virginia Telecommunication Initiative in the amount of Insert Grant Amount written out long form (Number in parenthesis) through the Coronavirus State and Local Fiscal Recovery Fund within the American Rescue Plan Act of 2021, which outlines special compliance and reporting requirements for broadband infrastructure projects, under which the GRANTEE must comply. These requirements are outlined in the special conditions section of this agreement.
2. **Technical Assistance.** DHCD agrees to provide the GRANTEE with technical assistance in establishing and implementing the administration this project.
3. **Project.** The GRANTEE will commence and carry out, in partnership with VATI Co-Applicant, hereinafter referred to as "THE COMPANY", a broadband construction project designed to provide access to broadband services to insert number of serviceable units in the List Project location(s).
4. **Memorandum.** The GRANTEE must establish and execute a Memorandum of Agreement/Understanding with THE COMPANY, which is binding and enforceable to assure that the GRANTEE can adequately meet its contractual obligations under the grant awarded through the VATI grant-making process.

5. **Scope of Services.** The activities furnished by the GRANTEE shall include, but are not necessarily limited to, those outlined in **Exhibit A**, made a part of this agreement by this reference. The activities shall be provided in a manner satisfactorily to DHCD and in accordance with all applicable federal, state, and local laws.
6. **Contract Performance Period.** This contract shall commence on **Start Date** and be completed on **End Date** ("Contract Period Performance Date"), unless there are grant Special Conditions that require additional action by the GRANTEE for specific activity(ies). In such instances, the GRANTEE must complete the requirements of the Special Conditions, or the contract is terminated in accordance with other provisions herein. If the GRANTEE is unable to complete grant Activities by the above referenced date, the GRANTEE shall return all unexpended funds, unless a contract extension has been approved. Repayment of the unexpended funds shall be governed by Section 9 of this Agreement.
7. **Method of Payment.** As compensation for the activities under this agreement, DHCD agrees to pay the GRANTEE a total grant award not to exceed **Insert Grant Amount (Number)**. This is a cost reimbursement contract and payment to the GRANTEE will be made as described in **Exhibit B**, made part of this agreement by this reference.
8. **Retainage.** DHCD shall retain ten percent (10%) of the grant award. DHCD shall promptly release retained funds to the GRANTEE following the latest of the satisfactory completion of construction, DHCD's receipt of the 6-month and 12-month post closeout reports, DHCD's receipt of the final progress report, DHCD's prompt and timely receipt of all Service Territory Data (defined below), and required supporting documentation as described in **Exhibit A**.

## 9. Repayment

- a. *Repayment of funds awarded through the VATI grant-making process payments upon Determination of Inability to Comply:*
- i. If DHCD determines at any time before the Contract Period Performance Date that the GRANTEE in partnership with THE COMPANY is unlikely to meet its contractual obligations, DHCD shall promptly notify THE GRANTEE and may require the submission of a Corrective Action Plan. Such a determination by DHCD will be based on such circumstances as a filing by or on behalf of THE COMPANY under Chapter 7 of the U.S. Bankruptcy Code, the liquidation of THE COMPANY, an abandonment of the project by THE COMPANY or other similar significant event that demonstrates THE COMPANY will be unable or is unwilling to satisfy the targets for the grant awarded through the VATI grant-

making process. DHCD reserves the right to require the GRANTEE to recoup funds from THE COMPANY at the GRANTEE'S expense and return those funds to DHCD.

- ii. If before the Contract Period Performance Date the GRANTEE in partnership with THE COMPANY does not meet at least ninety (90) percent of each of the [key deliverables] by and through the Contract Period Performance Date (tailor description to the agreement, miles of fiber or cable laid, new homes with service, etc.), DHCD shall promptly notify the GRANTEE and may require the submission of a Corrective Action Plan. DHCD reserves the right to require the GRANTEE to recoup funds from THE COMPANY at the GRANTEE'S expense and return those funds to DHCD.

- b. ***Repayment Dates:*** ***Such repayment shall be due from the COMPANY to the GRANTEE within thirty (30) days of the date that DHCD issues its notice to GRANTEE to recoup funds from the COMPANY.*** Any VATI monies repaid by THE COMPANY to the GRANTEE hereunder shall be repaid promptly to DHCD for redeposit into the fund, which funded the project. GRANTEE shall use its best efforts to recover all such funds, including legal action for breach of the executed Memorandum of Agreement. The GRANTEE shall assume primary responsibility for filing and prosecuting any such legal action. GRANTEE shall have ultimate responsibility for the repayment of any sums hereunder but will be given time to pursue repayment from the COMPANY before repaying DHCD. DHCD will allow continued pursuit of repayment by the GRANTEE with monthly reports demonstrating full pursuit of repayment. If repayment is not received by the GRANTEE after one (1) year, the funds must be returned promptly to DHCD from the GRANTEE.

- c. ***Failure to Repay:*** If any repayment due pursuant to this Section 9 is not made by the COMPANY when due, DHCD may determine that further collection action is required, and DHCD may refer the matter to the Office of the Attorney General (the "OAG") for collection pursuant to Section 2.2-518 of the Virginia Code. In such event, by its signature below, the GRANTEE will be deemed to have assigned to the Commonwealth of Virginia all of its rights, title and interest in and to this Section 9 and all claims, the GRANTEE has or may have against the COMPANY for recoupment of funds as contemplated in this Section 9. The GRANTEE shall include in its contract with the COMPANY a provision that expressly consents to this assignment, that requires the COMPANY to pay back all funds subject to recoupment pursuant to this Section 9, and that provides that, in any matter referred to the OAG for collection, the COMPANY shall be liable to pay interest, administrative charges, collection costs, attorneys' fees, expert fees, consultant fees, and other applicable fees to the Commonwealth of Virginia and that interest on any outstanding repayment referred to the OAG shall accrue at the rate set forth in



Section 6.2-301 A. of the Virginia Code (currently 6.0% per year) for the period from the date on which the repayment is due until paid.

10. **Service Territory Data Submission Requirement.** The GRANTEE shall provide DHCD with broadband service and coverage data and information ("Service Territory Data") in the time and formats established by DHCD in its Internet Service Provider Service Territory Data Submission Guidelines ("Data Submission Guidelines") pursuant to Section P of Item 114 of Chapter 552, 2021 Acts of Assembly, 2021 Special Session I ("Budget Amendment"). Service Territory Data shall be submitted through the Broadband Provider Data Submission Portal for the Commonwealth of Virginia established by DHCD to securely accept such data.
11. **Publicity.** GRANTEE agrees to recognize DHCD's support in their efforts to expand broadband in all project related communication with the media and its marketing publications. The following statement is suggested: *"This project was funded/supported in collaboration with the Commonwealth of Virginia's Telecommunication Initiative."*
12. **Audit.** The GRANTEE shall submit one of the following financial documents for the GRANTEE's fiscal year identified below: Financial Statement<sup>\*\*\*</sup>, Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an Independent CPA. Please see the table below to determine which document your organization is required to submit. The threshold requirements outlined below are the *minimal* standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures $\leq$ \$100,000 (Regardless of source)	Financial Statement prepared by organizations**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$300,000 (Regardless of source)	Audited Financial Statement prepared by an Independent CPA
Federal expenditures $\geq$ \$750,000	2 CFR 200 Subpart F--Audited by an Independent CPA

\*\*Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted, (Reviewed Financial Statement, Audited Financial Statement, and Single Audit Act only) whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:

<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>

GRANTEE shall maintain all data and records related to the project made the subject of this AGREEMENT ("Project") for a period of five (5) years following the conclusion of the Project for the purposes of compliance with potential audits. Entities will produce all data and records related to the Project upon written request by DHCD or its successors or designees within thirty (30) days following said request.

### **13. Certifications and Representations and Warranties.**

a. All information and documentation submitted to DHCD in connection with or which accompanied the application out of which this Agreement arises and/or in connection with any contract or agreement that may result from an award arising out of said application are true and accurate in all material respects.

b. No principal, partner, shareholder, director, officer, member, manager or other employee of the COMPANY with managerial control or responsibility over said entity or any significant aspect of its operations in the Commonwealth of Virginia were employed (i) by the awarding agency and involved in the evaluation and scoring of applications received for consideration of award during a period of one (1) year prior to the date of the announcement of project awards, or (ii) by the Governor's administration during a period of two (2) years prior to the date of the execution of this Agreement.

c. The GRANTEE hereby represents and warrants that the certifications are true and correct in all respects and that DHCD may reasonably rely upon such certifications as statements of preexisting facts.

d. The GRANTEE shall include provisions requiring the COMPANY to make the following certifications in the GRANTEE'S contract with the COMPANY as a condition to entry into the GRANTEE'S contract with the COMPANY: All information and documentation submitted to the GRANTEE and DHCD in connection with or which accompanied the application out of which this Agreement arises and/or in connection with any contract or agreement that may result from an award arising out of said application are true and accurate in all material respects. No principal, partner, shareholder, director, officer, member, manager or other employee of the COMPANY with managerial control or responsibility over said entity or any significant aspect of its operations in the Commonwealth of Virginia were employed (i) by the awarding agency and involved in the

evaluation and scoring of applications received for consideration of award during a period of one (1) year prior to the date of the announcement of project awards, or (ii) by the Governor's administration during a period of two (2) years prior to the date of the execution of this Agreement. The COMPANY hereby represents and warrants that the certifications are true and correct in all respects and that the GRANTEE and DHCD may reasonably rely upon such certifications as statements of preexisting facts.

#### 14. Miscellaneous.

- a. *Entire Agreement; Amendments:* This AGREEMENT constitutes the entire agreement among the parties hereto as to the Project and any associated VATI Grant and may not be amended or modified, except in writing, signed by each of the parties hereto. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. The GRANTEE may not assign its rights and obligations under this Agreement without the prior written consent of DHCD.
- b. *Governing Law; Venue:* This AGREEMENT is made, and is intended to be performed, in the Commonwealth of Virginia and shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of the City of Richmond, Virginia and such litigation shall be brought only in such court.
- c. *Counterparts:* This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.
- d. *Severability:* If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- e. *Attorneys' Fees:* Except as provided in Section 9, attorneys' fees shall be paid by the party incurring such fees.



In witness whereof, the parties hereto have executed or caused to be executed by their duly authorized official this AGREEMENT in duplicate, each copy of which will be deemed an original.

COMMONWEALTH OF VIRGINIA,  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tamarah Holmes, Ph.D, Director, Office of Broadband

City of Richmond,  
Commonwealth of Virginia

I do certify that Tamarah Holmes, Ph.D., personally appeared before me and made oath that she is the Director, Office of Broadband at the Department of Housing and Community Development and that she is duly authorized to execute the foregoing document.

My commission expires: \_\_\_\_\_.

Given under my hand this \_\_\_\_\_ day of Date.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Grantee Name

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chief Executive Officer, Title

\_\_\_\_\_  
Locality

\_\_\_\_\_  
Commonwealth of Virginia

I do certify that Chief Executive Officer personally appeared before me and made oath that he/she is the Title, Virginia and that he is duly authorized to execute the foregoing document.

My commission expires: \_\_\_\_\_.

Given under my hand this \_\_\_\_\_ day of Date.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Registration Number

## SCOPE OF WORK

**GRANTEE Name:** Insert Grantee Name  
**Contract Period:** Insert Contract Period  
**Contract Number:** Insert Contract Number

- A. Grant Requirements.** The GRANTEE will commence, carry out and complete the following activities:

PROJECT TITLE: Insert Project Title  
GRANT ACTIVITIES: Insert Grant Activities  
OUTCOMES: Insert Project Outcomes

- B. Reporting Requirements.** GRANTEE agrees to provide the following reports to DHCD:
- Monthly progress reports by the 15<sup>th</sup> of each month using the template in CAMS.
  - Final project progress report within **30 days** of project completion date using the template in CAMS.
  - Post-closeout report on subscribers using the template in CAMS at six (6) months and one (1) year from project closeout date.

- C. Compliance Monitoring.** DHCD will conduct an Interim and Final Compliance Review. The GRANTEE will make all records available upon request by DHCD.

- D. Quality of Work.** The Project may be monitored through on-site visits by DHCD. Upon completion of the Project and to assist the DHCD in its determination that the quality of work is satisfactory, THE COMPANY will provide speed validation data ("speed tests"), conducted on up to 10% of the serviceable units distributed throughout the project area, to the GRANTEE and/or a DHCD representative to ensure broadband speeds meet VATI criteria.

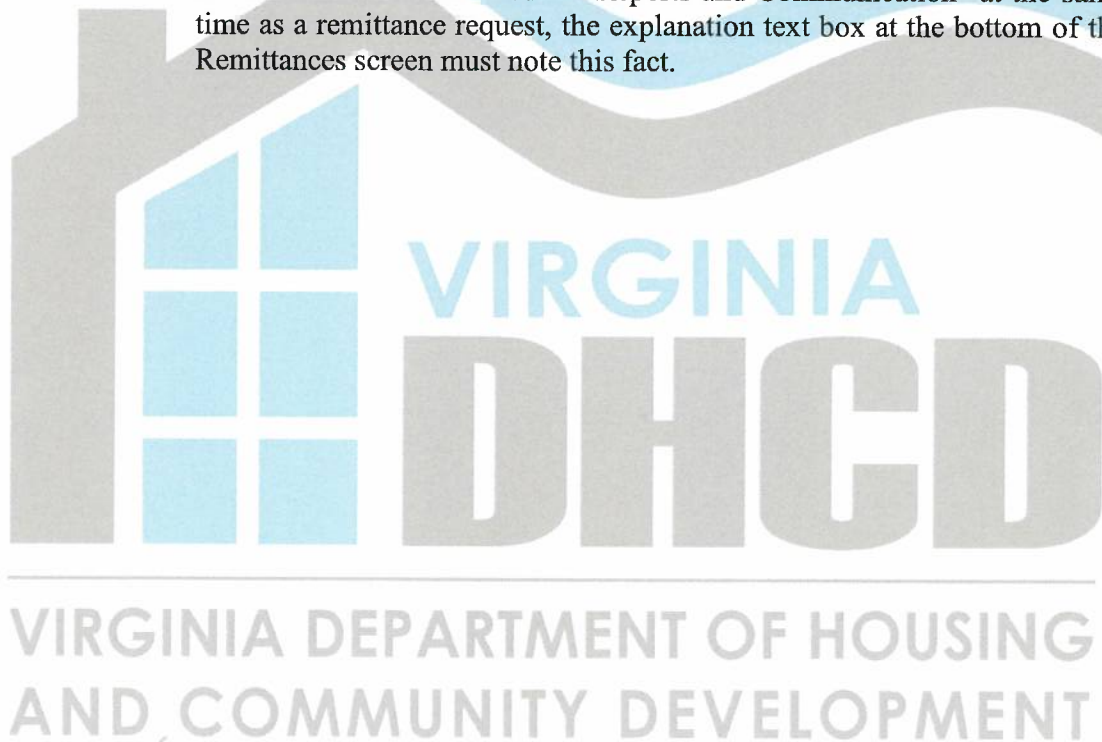
**E. Record Keeping Requirements**

The GRANTEE shall retain financial records, supporting documents, reports, and all other records pertinent to the VATI award for a period of no less than **five years** from the date of submission of the final expenditure report. When applicable, all contractors or GRANTEE shall comply with the Virginia Public Procurement Act § 2.2-4300 et seq. of the Code of Virginia, which requires that all original bids together with all documents pertaining to the award of a contract shall be retained in accordance with a retention period of at least five years.



**F. Administrative Requirements.** The Grantee must use the Centralized Application and Management System (CAMS) to provide all documentation including, but not limited to:

- a. After the AGREEMENT has been executed, the GRANTEE must submit the project budget into CAMS.
- b. All correspondence, including contract amendment and budget revision request documents, must be uploaded into “Reports and Communication” in CAMS as *correspondence* documents.
- c. All DOCUMENTS required by this contract must be uploaded into “Reports and Communication” in CAMS as *contract* documents.
- d. All remittance requests must be submitted through “Remittance” in CAMS. If documents are submitted in “Reports and Communication” at the same time as a remittance request, the explanation text box at the bottom of the Remittances screen must note this fact.



## METHOD OF PAYMENT

**GRANTEE Name:** Insert Grantee Name  
**Contract Period:** Insert Contract Period  
**Contract Number:** Insert Contract Number

DHCD will provide Insert Grant Amount (Number) in funds awarded through the VATI grant-making process for the reimbursement of eligible expenses required to complete project activities described in Exhibit A.

The GRANTEE must review all remittances/invoices from THE COMPANY and verify that the completion of key project deliverables are in accord with the approved milestone timeline in Exhibit C, made part of this agreement by this reference.

**Matching Funds.** A total of Insert Match Funds (Number) in matching funds is committed to this project by the GRANTEE and the Company. These funds shall be expended prior to, or in proportion to funds awarded through the VATI grant-making process as outlined in the approved budget. Documentation on the expenditure of these funds shall be maintained by the GRANTEE and reported to DHCD with each monthly report and within the final progress report.

**Payment of Grant Funds.** DHCD agrees to make payment to the GRANTEE upon receipt in CAMS of a properly completed remittance and supporting documentation. The GRANTEE must complete and submit the VATI Cost Performance Index (CPI) form with every remittance. DHCD reserves the right to deny any remittance requests or request further explanation from projects with a CPI value of less than .9. Submissions of remittance may be made allowing approximately thirty (30) days for the receipt of funds. Funds are to be immediately disbursed by the GRANTEE and shall not be deposited in an interest-bearing account.

Payments for grants administration expenses will be accepted and processed only on a pay-for-performance basis in accordance with the approved performance based administrative budget in Exhibit D.

Notwithstanding the effective date of this contract INSERT DATE, budgeted administrative expenses, including soft costs and materials incurred prior to this date have been approved for reimbursement. The effective date of this authorization is INSERT DATE

**Budget Revisions/Amendments.** The GRANTEE shall not obligate, encumber, spend or otherwise utilize grant funds awarded through the VATI grant-making process for any activity or purpose not included or not in conformance with the budget as apportioned and as submitted to DHCD unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to undertake such actions.

**Data Condition:** Further, and notwithstanding anything to the contrary contained herein, payment to the GRANTEE shall be expressly conditioned and contingent upon the proper and timely receipt by DHCD of the Service Territory Data as required in this Agreement.



**MILESTONE TIMELINE**

**GRANTEE Name:** Insert Grantee Name  
**Contract Period:** Insert Contract Period  
**Contract Number:** Insert Contract Number



**PERFORMANCE BASED ADMINISTRATIVE BUDGET**

**GRANTEE Name:** Insert Grantee Name  
**Contract Period:** Insert Contract Period  
**Contract Number:** Insert Contract Number



# Executive Director's Report



**EXECUTIVE DIRECTOR'S REPORT**  
**SPDC QUARTERLY MEETING**  
**May 12, 2022**

**CEDS Resiliency Plan** – PDC Staff is working on the development of a Resiliency Plan, a requirement of EDA as the beneficiary of the COVID Grant funds. The purpose of the Plan is to create actionable recommendations that will strengthen the regional economy and position it to effectively mitigate sudden unfortunate events, i.e., natural disasters, pandemics, industry closings, etc. The CEDS Committee will be meeting very soon. The deadline for completion of the Resiliency Plan has been extended from June 30, 2022 to December 31, 2022.

**Town Managers/Mayors Quarterly Roundtable** – PDC Staff schedules and facilitates discussion of the Town Managers/Mayors Virtual Meetings that are held quarterly. The discussion is documented with notes taken by PDC staff that is circulated to all Managers/Mayors regardless of meeting attendance status. Consideration is being given to alternating virtual and in-person meetings to further encourage meaningful collaboration.

**Local Redistricting Assistance** – Just a reminder that Andy Wells, PDC Staff, is providing Census Block data and GIS mapping to the three counties as needed to assist with local redistricting to ensure local election districts are drawn equitably across the region.

**SPDC Quarterly Exchange** – The quarterly virtual meetings with town managers and county administrators have been well received. The locality Project List is reviewed and updated. There have been many instances of successfully identifying grant dollars to assist with funding community needs.

**Active Projects List**– The Active Projects List and Year in Review were emailed to each of you. I encourage you to review the List as it details all active projects by County in your communities including the updated status of each project. PDC staff assistance was provided in applying for and/or administering these projects.



The project pipeline consists of **51 active projects** totaling **\$98,691,137** in grant dollars received for the three-county region. Of the 48 active projects, a total of **20 grant awards** were received in FY22 totaling **\$76,192,503**.

**Meetings/Conferences** – Attended the VACo/VML/VAPDC Local Government Day held in Richmond the first of February. Commissioner and Past Chair Kim Callis, VAPDC President, also attended the event.

Attended the NADO Washington D.C Policy Conference in March.

Plan to Attend the upcoming VAPDC Summer Conference in Staunton VA end of July.

**Next PDC Meeting** – Virtual Meetings have been approved for regional bodies effective September 1, 2022. The rule is 25% of your annual meetings or 2 whichever is greater are permitted to be held virtually. The PDC has 4 meetings a year which calculates to the PDC being allowed to hold 2 of our 4 meetings virtually. My plans are to offer the July and January meetings virtually. The October meeting is our in-person annual dinner meeting, and the April meeting is the adoption of the upcoming fiscal year Budget and Management Plan, thus warrants in-person attendance. The 2 virtual meetings will be offered as a Hybrid option meaning in-person attendance remains to be an option; however, an in-person quorum is not required to conduct business. We are excited to have these new meeting options available to us.

A survey was recently circulated to all 17 Commissioners to poll the best time of day to hold the PDC meetings. The strong majority vote was to change the meeting time to noon; the October Annual Dinner meeting will remain to be held at 6:00. The upcoming July meeting will be an in-person noon meeting as the new Virtual Guidelines are not effective until September 1<sup>st</sup>. Please keep an eye on the PDC website for meeting notices and updates. As a reminder, all Commissioners are reimbursed for mileage, receive a stipend, and a meal is provided to those attending in person.



Other Business