



TO: Southside PDC Commissioners
FROM: Deborah Gosney, Executive Director
DATE: April 18, 2024
SUBJECT: Meeting Overview

The April meeting will be an **in-person** meeting which means a quorum needs to be physically present. We will be serving you lunch as usual.

Mr. Joe Cappaert was appointed by Mecklenburg County to fill the unexpired term left by M.J. Colgate. We welcome Joe to the Commission.

The FY24 Budget and Management Plan will be presented at this meeting for approval.

The FY24 EDA Planning Grant and the FY24 VDOT Rural Transportation Work Program will be renewed in the coming months. The PDC has been the recipient of these two grants for many years. A total of \$84,500 in state/local funds is used to match these two grants. 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 Chad Neese will provide a brief presentation on the Rural Transportation Program.

Chad Neese will provide a quick review of the CEDS Annual Update and Andy Wells will provide a brief update on PDC provided local government services.

Other Agenda items include the approval of the ranking of CDBG Regional Priorities.

I look forward to seeing all of you on the 25th.

**SOUTHSIDE PLANNING
DISTRICT COMMISSION
MEETING PACKET**

April 25, 2024



AGENDA: PDC QUARTERLY IN-PERSON MEETING
 April 25, 2024 @ 12:00 p.m.
 200 South Mecklenburg Avenue, South Hill, VA

ZOOM INFO: JOIN BY PHONE: 1-646-931-3860 PASSCODE: 202011

ZOOM LINK: <https://tinyurl.com/yfcekv9k> PASSCODE: 202011
 ID: 3390115898

1. **CALL ORDER** Chair Tanner
 - Roll Call and recognition of Guest Executive Director Gosney
 - Introduction of New Commissioner..... Chair Tanner
 - ~ Joseph “Joe” Cappaert – Mecklenburg County
 - Public Comment Period Chair Tanner
 - Approval/Modification of Agenda..... Chair Tanner
 - ~ Motion to Approve
2. **ELECTION OF OFFICERS** Scott Simpson,
 - ~ Motion to Approve Nominating Committee, Chair
3. **MEETING MINUTES – January 25, 2024** Chair Tanner
 - ~ Motion to Approve
4. **TREASURER’S REPORT – MARCH 31, 2024** Treasurer Weddington
 - ~ Motion to Accept
5. **FY25 BUDGET** Executive Director Gosney
 - ~ Motion to Adopt
6. **FY25 MANAGEMENT PLAN** Executive Director Gosney
 - ~ Motion to Approve
7. **FY25 VDOT RURAL TRANSPORTATION WORK PROGRAM** Chad Neese, Senior Planner /GIS Specialist
 - ~ Program Highlights & Resolution
 - ~ Motion to Approve
8. **CEDS UPDATE** Chad Neese, Senior Planner /GIS Specialist
9. **CDBG PRIORITIES** Executive Director Gosney
 - ~ Motion to Approve
10. **FY25 EDA PLANNING GRANT** Executive Director Gosney
 - ~ Motion to Approve
11. **LOCAL GOVERNMENT SERVICES UPDATE** Andy Wells, Director of Local Services
12. **DIRECTOR’S REPORT** Executive Director Gosney
13. **OTHER BUSINESS** Chair Tanner
 - ~ Annual Dinner Meeting
14. **ADJOURNMENT** Chair Tanner

MINUTES

SOUTHSIDE PLANNING DISTRICT COMMISSION
Quarterly Meeting
January 25, 2024

The quarterly virtual meeting of the Southside Planning District Commission (SPDC) was held on January 25, 2024 utilizing ZOOM technology. The meeting was also held in person in the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. The required public notice and receipt of public comments was provided as outlined in the requirements of electronic meetings.

CALL TO ORDER

Chair Tom Tanner called the meeting to order at 12:00 p.m. Chair Tanner announced that the Commission recently lost four Commissioners as a result of no longer serving on county Boards. A Certificate of Appreciation will be mailed to Bernard Jones, Brunswick County, who served 19 years; John Zubrod, Brunswick County, who served 6 years; Garland Ricketts, Halifax County, who served 27 years; and Charles Jones, Mecklenburg County, who served 3 years. Chair Tanner then introduced three new Commissioners - Dr. Alfonzo Seward and Dr. Barbara Harris with Brunswick County and Keith McDowell with Halifax County. Mecklenburg County will appoint a new Board member at next month's meeting. Chair Tanner extended a warm welcome to the new Commissioners and noted that Director Gosney will soon send a copy of the SPDC Orientation Manual. Chair Tanner then asked staff to introduce themselves to the new Commissioners.

Roll Call and Recognition of Guests - Director Gosney conducted the roll call. With a total of eight (8) Commissioners being present in person and five (5) virtual, a quorum was met for the meeting. David Lipscomb, Vice President of Member/Energy Services with Mecklenburg Electric Coop, was in attendance as the Guest Speaker.

Southside PDC Commissioners

BRUNSWICK COUNTY	Present	Virtual	Absent
Dr. Alfonzo Seward		X	
Leslie Weddington - Treasurer		X	
Dr. Barbara Jarrett-Harris		X	
HALIFAX COUNTY			
Stanley Brandon			X
William Claiborne		X	
Jerry Lovelace		X	
Keith McDowell	X		
Scott Simpson	X		
MECKLENBURG COUNTY			
Vacant			
Vacant			
Charlie Simmons	X		
Tom Tanner - Chair	X		
Claudia Lundy	X		
SOUTH BOSTON			
Joseph Chandler	X		
George Leonard - Vice Chair	X		
SOUTH HILL			
Kim Callis	X		
Lillie Feggins-Boone			X
TOTAL	8	5	2

Southside PDC Staff

Staff / Titles	Present	Absent	Virtual
Deborah Gosney, Executive Director	X		
Leslie Kubasek, Finance Director/HR	X		
Andy Wells, Director of Local Services	X		
Ashleigh Zincone, Senior Community Planner	X		
Sangi Cooper, Senior Community Planner	X		
Chad Neese, Senior Planner/GIS Specialist	X		
Erika Tanner, Community Planner I	X		
Magen Long, Administrative Assistant	X		

Public Comment Period – No written or public comments were received.

Approval/Modification of Agenda – Chair Tanner asked for any modifications to the agenda. Hearing none, **upon motion by Joseph Chandler, seconded by Claudia Lundy, the Agenda was unanimously approved as presented; the virtual roll call vote was unanimous.**

MEETING MINUTES

Chair Tanner noted that the minutes of the October 26, 2023 Annual Dinner Meeting were included in the meeting packet emailed prior to the meeting. He asked for any changes and/or additions. There being none, **upon motion by Kim Callis, seconded by Alfonzo Seward, the October 26, 2023 minutes were unanimously approved; the virtual roll call vote was unanimous.**

TREASURER’S REPORT

Treasurer Weddington presented the financial report for the period ending November 30, 2023 as follows: Assets - \$1,543,250.59; Liabilities - \$1,334,147.56; Retained Earnings - \$135,614.89; and Net Balance - \$73,488.10. Expenditures to date totaled \$469,113.69, which is 39.4% of the annual budget. The expenditures are on target for FY24. **Upon motion by George Leonard, seconded by Joseph Chandler, the Treasurer’s Report was unanimously accepted; the virtual roll call vote was unanimous.**

GUEST SPEAKER

David Lipscomb, Vice President of Member and Energy Services with Mecklenburg Electric Cooperative, presented an update on the SPDC Regional Fiber Broadband Project that provided current numbers on total fiber installed, number of premises passed, and total dollars invested to date. He noted that additional applications were being submitted to serve CAF-II areas to ensure that all unserved/underserved areas would receive reliable broadband coverage.

FY24 BUDGET AMENDMENTS REPORT

Director Gosney reviewed the FY24 Budget Amendment. Revenue brought forward totals \$960,631 and new revenue is \$1,824,596.20 of which \$1,021,883 was deferred to the FY25 Budget. The total FY24 amended budget is \$1,763,344.20 with overall adjustments resulting in an increase of \$488,766.00 in **FY24** revenues. Total expenditures remained unchanged at \$1,191,097.56 with a net balance of \$572,246.64. There being no questions or comments received, **upon motion by Joseph Chandler, seconded by Claudia Lundy, the FY24 Budget Amendment was unanimously approved; the virtual role call vote was unanimous.**

FY23 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 or financial/compliance issues. A final audit will be posted on the SPDC website. **Upon motion by Scott Simpson, seconded by Kim Callis, the FY23 Audit was unanimously accepted; the virtual roll call vote was unanimous.**

SOUTHSIDE ACTIVE TRANSPORTATION PLAN

Chad Neese, PDC Senior Planner/GIS Specialist presented the Southside Transportation Plan which contains project specific recommendations aligned with potential funding sources and next steps for each locality; an inventory of existing bicycle, pedestrian, and trail facilities; an overview of the planning process with survey data displayed in interactive dashboards; a list of funding opportunities; regional demographics; and supplemental information that includes crash data, trail counts, health statistics, and economic impacts. The final version of The Pathway Forward was adopted by the Transportation Technical Advisory Committee on January 11, 2024. The plan was respectfully submitted to the SPDC Commissioners for their consideration of adoption. **Upon motion by Joseph Chandler, seconded by Keith McDowell, the Resolution for the Southside Transportation Plan was unanimously adopted; the virtual roll call vote was unanimous.**

SALE OF BB&T BUILDING

Deborah Gosney, Executive Director, requested the approval of the Commission to proceed with the sale of the existing BB&T Building, 111 East Danville Street, South Hill to the Town of South Hill for \$300,000. South Hill has plans to renovate the structure for the relocation of the South Hill Police Department. Southside Virginia Community College supports the sale of the building and will receive \$175,000 as a donation to be used strictly for workforce training programs as this amount in funding was received from the Tobacco Commission per contract, dated November 16, 2006, to purchase the building. The remaining funds will be restricted and used for PDC needed building repairs. The Town of South Hill has committed to relocating the programs/classes that were being held in the building to nearby locations. **Upon motion by Scott Simpson, seconded by George Leonard, Deborah Gosney was given the authority to proceed with sale of the BB&T by unanimous vote for those attending in person; the virtual roll call vote was as follows – Leslie Weddington-yes, Barbara Jarrett-Harris-yes, Alfonzo Seward-abstained, and William Claiborne-yes.**

EXECUTIVE DIRECTOR'S REPORT

Executive Director Gosney reported the following:

Annual Dinner Meeting - The October Annual Dinner Meeting, held at the Berry Hill Resort in South Boston, was well attended with a total of 82 attendees. The upcoming meeting is to be held in Mecklenburg County.

Southeast Crescent Regional Commission – SCRC is one of seven federal regional commissions and authorities authorized by the United States Congress to address instances of major economic distress in certain defined socioeconomic regions. Southside PDC was successfully awarded \$29,000 from the SCRC Local Development District (LDD) Pool of funds.

Travel and Special Events – Director Gosney attended the following: 1) Governor’s Summit on Rural Prosperity held in Blackstone; 2) Rural Planning Caucus held at Mountain Lake Lodge in Pembroke; and 3) Virginia Housing Rural Advisory Council Holiday Board Meeting in Richmond. 4) Director Gosney is to attend the upcoming VML/VACo Local Government Day and Evening Reception in early February.

Southside Regional Opioid Abatement Assessment – The Agreement with Virginia Tech to prepare the Opioid Needs Assessment has been executed. A kickoff meeting will be scheduled soon. The Assessment is projected to be completed by the end of the year.

Southside PDC Regional Housing Market Analysis – Local data analysis sheets are projected to be completed this month. Housing Forward Virginia will review the information to develop recommendations and strategies. The Market Study is projected to be completed by the end of the year.

Recent Grant Activity – The Year-in-Review (emailed) details the grant activity for FY24. A total of 21 project applications were approved to date totaling \$24,428,672 in dollars received for the region. To highlight just a few, PDC staff submitted four CDBG applications last June and three of the four were announced by the Governor last month, a total of \$3,769,050 in grant funds received; Chase City, South Hill, and South Boston were the three localities that received CDBG funds this year. PDC Staff also submitted three Tobacco Commission applications and two of the three were approved; Brunswick County and Brodnax are the two localities that received these funds. We currently have eight (8) additional application requests that have been submitted which are pending review and approval.

Project Pipeline – The Active Projects List (emailed) lists all active projects by County in the PDC region including the updated status of each project. PDC staff assistance was provided in applying for and/or administering these projects. To date, staff is currently administering 45 projects that total \$138,071,925 in federal and state funds received for the three-county region.

Next Meeting

The next PDC meeting is an in-person meeting scheduled for Thursday, April 25, 2024, at noon. Lunch will be provided for Commissioners and Staff in attendance.

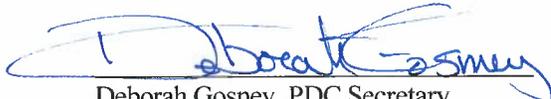
OTHER BUSINESS

There was no other business presented.

ADJOURNMENT

There being no further business, Chair Tanner adjourned the meeting at 1:23 p.m.

Tom Tanner, PDC Chair



Deborah Gosney, PDC Secretary

TREASURER'S REPORT

**SOUTHSIDE PLANNING DISTRICT COMMISSION
REGULAR QUARTERLY MEETING
APRIL 25, 2024**

TREASURER'S REPORT

THE MARCH 31, 2024 BALANCE SHEET DETAILS THE FOLLOWING:

ASSETS	\$1,791,056.58
LIABILITIES	\$1,435,198.95
RETAINED EARNINGS	\$ 211,767.38
NET INCOME	\$ 144,090.25

YEAR TO DATE EXPENDITURES FOR THE PERIOD ENDING MARCH 31, 2024 TOTALED \$823,113.67 WHICH WAS 69% OF THE ANNUAL BUDGET. EXPENDITURES ARE ON TARGET FOR FY24.

**SOUTHSIDE PLANNING DISTRICT COMMISSION
BALANCE SHEET
MARCH 2024**

<u>ASSETS</u>	
Current Assets	
SPDC Operating Account	\$ 35,804.26
SPDC Capital Reserve Account	238,576.19
VIP Investment Account	1,044,881.83
SPDC Misc Account	112,931.75
Go Virginia Account	66,563.14
Accounts Receivable	111,335.29
Total Current Assets	\$ 1,610,092.46
Other Assets	
Deferred Outflows - VRS	\$ 110,810.00
Equipment	71,515.47
Less: Accumulated Depreciation	(57,091.44)
Vehicles	42,950.00
Less: Accumulated Depreciation	(23,294.27)
Leasehold Improvements	63,593.16
Less: Accumulated Depreciation	(27,518.80)
Total Other Assets	\$ 180,964.12
TOTAL ASSETS	\$ 1,791,056.58

<u>LIABILITIES & FUND BALANCE</u>	
Liabilities	
Accounts Payable	\$ 2,506.25
Accrued Annual Leave	54,451.54
Deferred Revenue	121,927.02
Go Virginia Escrow	66,563.14
Net Pension Liability	1,078,861.00
Deferred Inflows - VRS	110,890.00
Total Liabilities	\$ 1,435,198.95
Fund Balance	
Opening Balance	\$ 113,666.19
Retained Earnings	98,101.19
Net Income	144,090.25
Total Fund Balance	\$ 355,857.63
TOTAL LIABILITIES & FUND BALANCE	
FUND BALANCE	\$ 1,791,056.58

**SOUTHSIDE PLANNING DISTRICT COMMISSION
PROFIT AND LOSS
MARCH 2024**

	FY24 Amended Budget	3/31/2024	YTD	Balance
REVENUE				
Federal Funding:				
SPDC EDA FY24 Planning Grant	70,000.00		52,500.00	17,500.00
SPDC FEMA Hazards Mitigation Plan Update	14,000.00		-	14,000.00
SPDC SCRC LDD Cooperative Agreement	29,000.00		-	29,000.00
SPDC Regional Fiber Broadband Project Pse 1	52,000.00		16,500.00	35,500.00
Total Federal Funding	165,000.00	-	69,000.00	96,000.00
State Funding:				
SPDC GO VA - FY23 Allocation	50,000.00		50,000.00	-
SPDC GO VA - FY24 Allocation	30,000.00	6,178.72	6,471.79	23,528.21
SPDC GOVA-ExperienceWorks	5,000.00	1,358.50	5,376.50	(376.50)
SPDC GOVA-GO TEC Virginia 2025 Project	5,500.00		6,433.75	(933.75)
SPDC GOVA-Gupton Initiative Project	3,000.00		587.65	2,412.35
SDPC GOVA-P&HCC GO TEC Welding Instructor	1,000.00	261.25	852.35	147.65
SDPC GOVA-RISE Build to Scale Project	6,000.00	357.70	2,095.10	3,904.90
SPDC GOVA-Seed Innovation Hub Project	3,000.00		2,425.60	574.40
SPDC GOVA-SOVA Health Sciences Careers Planning Project	1,000.00		-	1,000.00
SPDC GOVA-SVCC GO TEC Mechatronics Instructor	1,000.00	153.30	792.05	207.95
SPDC GOVA-SVRA Regional Site Development Project	3,000.00		2,394.55	605.45
SPDCGOVA-VGA Refresh Project	2,000.00		821.05	1,178.95
SPDC GOVA-VGA Site Development Project	2,500.00	255.50	4,139.10	(1,639.10)
SPDC DHCD FY24 Contract	89,971.00		67,478.25	22,492.75
SPDC Regional Fiber Broadband Project Pse 2	60,000.00		26,000.00	34,000.00
SPDC VDOT FY24 Rural Transportation Contract	58,000.00		28,517.40	29,482.60
Total State Funding	320,971.00	8,564.97	204,385.14	116,585.86
Private Funding				
SPDC Affordable Housing Development Program	50,000.00	11,219.90	16,914.85	33,085.15
SPDC Program Income	(150.00)		(150.00)	-
Total Private Funding	49,850.00	11,219.90	16,764.85	33,085.15
Local Fundig:				
Boydton WWTP Improvement Project	54,833.00		15,400.00	39,433.00
Brodnax Lead Service Inventory Project	100,000.00		-	100,000.00
Brodnax Piney Pond Project	43,800.00	400.00	10,800.00	33,000.00
Brunswick County Chestnut Scattered Site Project	23,500.00		8,230.78	15,269.22
Brunswick County Township Road Project	43,000.00	500.00	18,700.00	24,300.00
Brunswick County Stonewall Industrial Park	5,000.00		-	5,000.00
Brunswick County Sheriff's Office -911 GIS Contract	9,000.00	4,200.00	9,000.00	-
Brunswick County-Online GIS Services (Bonus)		5,000.00	5,000.00	(5,000.00)
Brunswick IDASledge & Barkley Disaster Assistance Project	23,500.00	26,000.00	26,000.00	(2,500.00)
Brunswick IDA Sledge & Barkley Planning Project	2,500.00		2,500.00	-
Brunswick IDA Sledge & Barkley Stabilization Project	9,750.00		-	9,750.00
Brunswick IDA Sledge & Barkley Stabilization Project	2,500.00		-	2,500.00
Brunswick IDA Produce Project	10,000.00		-	10,000.00
Chase City B Street Project-Pse 1	45,000.00	2,589.00	21,108.00	23,892.00
Chase City B Street Planning Project - Pse2	30,750.00		30,750.00	-
Chase City B Street Project - Pse 2	15,000.00		-	15,000.00
Chase City Lead Service Line Inventory	12,000.00		-	12,000.00
Chase City Lee Building Disaster Assistance	13,500.00		-	13,500.00
Chase City Town Wide Water Study Planning Project	2,500.00		-	2,500.00
Clarksville Burlington Site Assessment Project	2,500.00		-	2,500.00
Clarksville Cove Project	5,000.00		-	5,000.00
Clarksville Planters Warehouse Project	1,150.00		1,150.00	-
Clarksville Sewer Improvement Project	40,000.00		-	40,000.00
Halifax County - GIS Contract	23,000.00		23,000.00	-
Halifax Town Banister Town Housing Project - Pse 1	28,000.00		14,138.73	13,861.27

**SOUTHSIDE PLANNING DISTRICT COMMISSION
PROFIT AND LOSS
MARCH 2024**

	FY24 Amended Budget	3/31/2024	YTD	Balance
Halifax Town Exxon Redevelopment Project	2,500.00		-	2,500.00
La Crosse Lead Service Inventory Project	125,000.00		-	125,000.00
La Crosse Pine Street Project - Pse 1	-		14,944.00	(14,944.00)
La Crosse Pine Street Project - Pse 2	25,750.00		1,639.00	24,111.00
Lake Country Development Corporation Staff Services	25,000.00		12,500.00	12,500.00
Lake Gaston 911 Task Force Dock Sign Management	1,000.00		-	1,000.00
Lawrenceville Sharp Street Improvement Project	21,000.00		1,000.00	20,000.00
Lawrenceville THT Connector Project	10,000.00		-	10,000.00
Lunenburg County - GIS Contract	2,400.00	3,900.00	3,900.00	(1,500.00)
Mecklenburg County - GIS Contract	27,600.00	3,600.00	27,600.00	-
Mecklenburg County Civil Rights Trail Project	1,500.00		1,500.00	-
Mecklenburg County - Regional Housing Market Assessment	14,240.00		-	14,240.00
Mid Atlantic Broadband Middle Mile Project	18,000.00		4,703.30	13,296.70
RRRT Tobacco Heritage Trail Maintenance Amenities Project	7,500.00		-	7,500.00
RRRT Tobacco Heritage Trail Management Services	7,500.00		7,500.00	-
South Boston Greene's Crossing Landing Project	1,500.00		1,500.00	-
South Boston North Main Street Project	17,600.00		15,985.69	1,614.31
South Boston Riverdale Acquisition Project	22,675.00		11,500.00	11,175.00
South Boston Westside Mobile Home Citizen Relocation	25,000.00	1,650.00	8,395.03	16,604.97
South Boston Westside Mobile Home Planning Project	22,350.00		11,100.00	11,250.00
South Boston Westside Mobile Home Redevelopment	15,000.00	1,200.00	1,200.00	13,800.00
South Hill Lead Service Line Inventory Project	10,000.00		-	10,000.00
South Hill Nicks Lane Neighborhood Planning Project	41,550.00		41,550.00	-
South Hill Nicks Lane Neighborhood Project	15,000.00		-	15,000.00
South Hill Sycamore & Howerton Sewer Extension Project	7,500.00		-	7,500.00
SOVA Innovation Hub Campus Project	10,000.00		1,100.00	8,900.00
SOVA Innovation Hub Campus Project	1,100.00		-	1,100.00
SPDC Member Jurisdiction Dues	148,107.20		148,107.20	-
The Old Brunswick Circuit Foundation - Dromgoole House	1,500.00	3,000.00	3,000.00	(1,500.00)
Total Local Funding	1,173,655.20	52,039.00	504,501.73	669,153.47
Other Funding:				
Interest Income	53,868.00	4,830.46	41,050.57	12,817.43
Misc Income	-	125,000.00	131,501.63	(131,501.63)
Total Other Funding	53,868.00	129,830.46	172,552.20	(118,684.20)
TOTAL REVENUE	1,763,344.20	201,654.33	967,203.92	796,140.28
EXPENDITURES				
Direct Costs:				
Direct Chargeable Salaries	434,075.53	37,143.83	306,118.94	127,956.59
Direct EE Benefits Applied	306,477.88	21,746.59	213,650.37	92,827.51
Travel and Per Diem	-		-	-
Direct Costs Federal	60,000.00	1,173.66	1,836.66	58,163.34
Direct Costs Non-Federal	50,000.00	7,478.83	59,308.71	(9,308.71)
Total Direct Costs	850,553.41	67,542.91	580,914.68	269,638.73
Indirect Costs:				
Indirect Salaries	99,403.21	8,896.72	80,368.66	19,034.55
Indirect EE Benefits Applied	73,140.94	6,330.91	57,837.47	15,303.47
Auditing	8,500.00		-	8,500.00
Office Supplies	7,000.00	793.51	4,203.12	2,796.88
PDC Meeting Expenses	10,000.00		7,337.83	2,662.17
Equipment Lease Payments	15,000.00	1,029.42	10,377.29	4,622.71
Insurance and Bonding	7,000.00		6,864.00	136.00
Officer's Expense/Stipend	500.00		500.00	-
Membership Dues & Fees	5,000.00		4,998.00	2.00
Publications/Subscriptions	500.00	34.99	414.91	85.09
Professional Printing	2,500.00		163.46	2,336.54

**SOUTHSIDE PLANNING DISTRICT COMMISSION
PROFIT AND LOSS
MARCH 2024**

	FY24 Amended Budget	3/31/2024	YTD	Balance
Building Upkeep	9,000.00		8,924.14	75.86
Travel - Indirect Staff	500.00		-	500.00
Conferences/Trainings	500.00	(426.83)	81.88	418.12
Postage and Freight	2,500.00	10.80	37.90	2,462.10
Utilities	18,500.00	862.61	10,798.88	7,701.12
Office Expenses	40,000.00	14,783.44	30,876.33	9,123.67
Auto Repairs/Maintenance/Gas	5,000.00	153.52	2,250.97	2,749.03
Public Relations	1,000.00		810.63	189.37
Depreciation	12,500.00		3,139.95	9,360.05
Legal Fees	15,000.00		-	15,000.00
Contractual Staff	7,500.00		-	7,500.00
Total Indirect Costs	340,544.15	32,469.09	229,985.42	110,558.73
Subtotal Expenditures		100,012.00	810,900.10	
Employee Benefits Adjusted		(522.86)	12,213.57	(12,213.57)
TOTAL EXPENDITURES	1,191,097.56	99,489.14	823,113.67	367,983.89
NET BALANCE	572,246.64	102,165.19	144,090.25	
EMPLOYEE BENEFITS				
Unemployment Tax	34,270.74	4.71	486.44	33,784.30
FICA Taxes	24,479.10	3,522.00	31,970.02	(7,490.92)
Holiday Pay	44,228.05	-	25,539.44	18,688.61
Sick Leave Pay	90,288.00	2,361.45	14,901.03	75,386.97
ER Deferred Comp	134,264.30	592.54	5,450.94	128,813.36
ER Health Contribution	5,400.00	6,688.00	68,778.00	(63,378.00)
Long Term Disability	2,506.32	265.04	1,906.42	599.90
Vacation Leave Earned	48,688.93	3,346.24	36,244.83	12,444.10
VRS Retirement	350.00	10,774.66	98,424.29	(98,074.29)
TOTAL EMPLOYEE BENEFITS	384,475.44	27,554.64	283,701.41	100,774.03
Employee Benefits Applied		(28,077.50)	(271,487.84)	
Employee Benefits Adjusted		(522.86)	12,213.57	

FY25 BUDGET



TO: Southside PDC Budget/Finance Committee Members
FROM: Deborah Gosney, Executive Director
DATE: April 16, 2024
SUBJECT: FY25 Budget Notes

On Thursday, April 11th the Executive Committee met to review the FY25 Budget. The Revenues and Expenditures are in line with prior fiscal years with a few changes in how expenses are categorized. Listed below are details associated with the preparation of the FY25 Budget:

- 4.5% Cost-of-Living Adjustment was recommended for approval by the Executive Committee and is included in Salaries.
- 8.3% Increase in Health Insurance Premiums.
- Per Capita Dues increased by \$193 due to a small population increase-total is \$148,300.
- FY25 Revenues increased by \$391,975 in comparison to FY24 Revenues.
- FY25 Expenditures decreased by \$9,561.89 in comparison to FY24 Expenditures due to the Executive Committee recommending that depreciation expense be removed from the budget.
- FY25 Net Income exceeds FY24 Net Income by \$401,536.69.
- The Commission has two vehicles available to staff and both are in good condition.

Ford Fusion – Purchased May 2022 (mileage 27,360)

Ford Escape – Purchased January 2018 (mileage 83,825)

**SOUTHSIDE PLANNING DISTRICT COMMISSION
 FY25 REVENUE AND EXPENDITURES
 BUDGET SNAPSHOT**

REVENUES	AMOUNT
Revenue Brought Forward	\$1,437,445.00
New Revenue Approved	736,739.00
Deferred Revenue	(507,631.00)
Total Revenues	\$1,666,553.00
EXPENDITURES	AMOUNT
Direct Employee Non-Leave Salaries	\$461,991.72
Direct Employee Fringe Benefits	343,305.64
Direct Costs to Federal Funds	5,000.00
Direct Costs to Non-Federal Funds	70,000.00
Indirect Costs	301,238.31
Total Expenditures	\$1,181,535.67
Excess Revenues Over Expenditures	\$485,017.33

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY25 REVENUE AND EXPENDITURES
YEAR-TO-YEAR COMPARISON**

	FY23	FY23 AMENDED	FY24	FY24 AMENDED	FY25
REVENUES					
Revenue Brought Forward	\$891,500.00	\$927,566.69	\$993,300.00	\$1,032,075.00	\$1,437,445.00
New Revenue	516,824.60	1,022,312.94	581,278.20	1,770,766.20	736,739.00
Deferred Revenue	(185,000.00)	(433,200.00)	(300,000.00)	(1,021,883.00)	(507,631.00)
TOTAL	\$1,223,324.60	\$ 1,516,679.63	\$1,274,578.20	\$ 1,780,958.20	\$1,666,553.00
EXPENDITURES					
Direct Employee Non-Leave Salaries	\$ 401,920.83	\$ 401,920.83	\$ 434,075.53	\$ 434,075.53	\$ 461,991.72
Direct Employee Fringe Benefits	265,213.93	265,213.93	306,477.88	306,477.88	343,305.64
Direct Costs to Federal Funds	10,000.00	60,000.00	60,000.00	60,000.00	5,000.00
Direct Costs to Non-Federal Funds	50,000.00	50,000.00	50,000.00	50,000.00	70,000.00
Indirect Costs	323,862.57	318,422.37	340,544.15	340,544.15	301,238.31
TOTAL	\$1,050,997.33	\$1,095,557.13	\$1,191,097.56	\$1,191,097.56	\$1,181,535.67
Excess Revenues Over Expenditures	\$172,327.27	\$421,122.50	\$83,480.64	\$589,860.64	\$485,017.33

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY25 EXPENDITURES
YEAR TO YEAR COMPARISON**

EXPENDITURES	FY24 BUDGET	FY24 AMENDED BUDGET	FY25 BUDGET
Direct Costs			
Direct Employee Non-Leave Salaries	\$434,075.53	\$434,075.53	\$461,991.72
Direct Employee Fringe Benefits	306,477.88	306,477.88	343,305.64
Subtotal Salaries/Benefits	\$740,553.41	\$740,553.41	\$805,297.36
Direct Costs to Federal	60,000.00	60,000.00	5,000.00
Direct Costs to Non-Federal	40,000.00	40,000.00	70,000.00
Total Direct Costs	\$850,553.41	\$850,553.41	\$880,297.36
Indirect Costs			
Indirect Employee Non-Leave Salaries	\$99,403.21	\$99,403.21	\$94,767.02
Indirect Employee Fringe Benefits	73,140.94	73,140.94	70,421.29
Subtotal Salaries/Benefits	\$172,544.15	\$172,544.15	\$165,188.31
PDC Commissioner's Expenses	10,000.00	10,000.00	0.00
Officer's Expense/Stipend	500.00	500.00	500.00
PDC Meeting Expenses			12,000.00
Equipment Rental, Maintenance and Use	15,000.00	15,000.00	0.00
Equipment Lease Payments			15,000.00
Space, Utilities, & Occupancy Costs	25,000.00	25,000.00	0.00
Telephone	9,000.00	9,000.00	0.00
Utilities (Includes Telephone & Power Bills)			18,500.00
Building Upkeep			9,000.00
Indirect Staff Travel	500.00	500.00	500.00
Conferences/Trainings	500.00	500.00	500.00
Postage and Freight	2,500.00	2,500.00	2,500.00
Auto Repair/Maintenance/Gas	5,000.00	5,000.00	5,000.00
Public Relations	1,000.00	1,000.00	1,000.00
Auditing	8,500.00	8,500.00	8,000.00
Insurance and Bonding	7,000.00	7,000.00	7,000.00
Legal Fees	15,000.00	15,000.00	5,000.00
Office Supplies	7,000.00	7,000.00	5,000.00
Office Expenses	26,000.00	26,000.00	40,000.00
Professional Printing	2,500.00	2,500.00	1,000.00
Publications/Subscriptions	500.00	500.00	550.00
Membership Fees and Dues	5,000.00	5,000.00	5,000.00
Consultant - CTW Consulting LLC	15,000.00	15,000.00	0.00
Subtotal	\$168,000.00	\$168,000.00	\$136,050.00
Total Indirect Costs	340,544.15	340,544.15	301,238.31
TOTAL EXPENSES	\$1,191,097.56	\$1,191,097.56	\$1,181,535.67

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY25 DETAILED REVENUE**

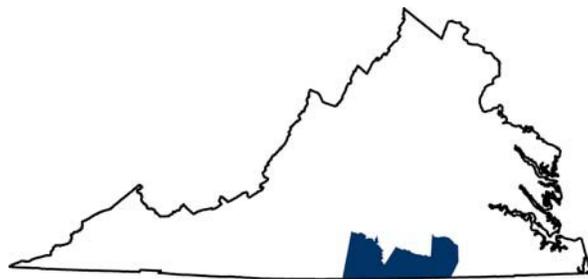
REVENUE	FUNDING AGENCY	REVENUE BROUGHT FORWARD	NEW REVENUE	DEFERRED REVENUE	FY 25 Budget
Federal Funding:					
SPDC EDA FY24 Planning Grant	DOC-EDA-PG		70,000.00		70,000.00
SPDC FEMA Hazards Mitigation Plan Update	FEMA	101,700.00		6,700.00	95,000.00
SPDC SCRC LDD Cooperative Agreement	SCRC-LDD		29,000.00		29,000.00
SPDC Regional Fiber Broadband Project Pse 1	DHCD-VATI	59,500.00		15,000.00	44,500.00
Total Federal Funding		161,200.00	99,000.00	21,700.00	238,500.00
State Funding:					
SPDC GO VA - FY24 Allocation	DHCD-GO VA	45,700.00			45,700.00
SPDC GO VA - FY25 Allocation	DHCD-GO VA		84,000.00	45,700.00	38,300.00
SPDC GOVA-GO TEC Virginia 2025 Project	DHCD-GO VA	9,752.00		1,752.00	8,000.00
SPDC GOVA-P&HCC GO TEC Welding Instructor	DHCD-GO VA	809.00			809.00
SPDCC GOVA-RISE Build to Scale Project	DHCD-GO VA	35,263.00		15,263.00	20,000.00
SPDC GOVA-Seed Innovation Hub Project	DHCD-GO VA	9,274.00			9,274.00
SPDC GOVA-SOVA Health Sciences Careers Planning Project	DHCD-GO VA	1,000.00			1,000.00
SPDC GOVA-SVCC GO TEC Mechatronics Instructor	DHCD-GO VA	863.00			863.00
SPDC GOVA-VGA Site Development Project	DHCD-GO VA	643.00			643.00
SPDC DHCD FY25 Contract	DHCD		89,871.00		89,871.00
SPDC Regional Fiber Broadband Project Pse 2	DHCD-VATI	159,000.00		103,000.00	56,000.00
SPDC VDOT FY25 Rural Transportation Contract	VDOT		58,000.00		58,000.00
Total State Funding		262,304.00	231,871.00	165,715.00	328,460.00
Private Funding:					
SPDC Affordable Housing Development Program	VH	30,000.00			30,000.00
Total Private Funding		30,000.00	-	-	30,000.00
Local Funding:					
Boydton WWTP Improvement Project	EDA-PW	3,000.00			3,000.00
Brodnax Lead Service Inventory Project	VDH	75,000.00			75,000.00
Brodnax Town-wide Housing Rehab Planning Project	DHCD-PG	6,000.00			6,000.00
Brunswick County Stonewall Industrial Park	TRRC	5,000.00			5,000.00
Brunswick County Township Road Project	DHCD-CDBG	72,900.00			72,900.00
Brunswick County Sheriff's Office - GIS Contract	LOCAL		7,200.00		7,200.00
Brunswick County Online GIS	LOCAL		4,200.00		4,200.00
Brunswick IDA Produce Project	EDA-PW	50,000.00		20,000.00	30,000.00
Brunswick IDA-Sledge & Barkley Redevelopment Project	DHCD-IRF-ARPA		15,000.00	7,500.00	7,500.00
Chase City B Street Project - Pse 1	DHCD-CDBG	13,189.00		-	13,189.00
Chase City B Street Project - Pse 2	DHCD-CDBG	105,000.00		44,250.00	60,750.00
Chase City Lead Service Line Inventory	VDH	12,000.00			12,000.00
Chase City Lee Building Disaster Assistance	DHR	10,000.00			10,000.00
Chase City Town Wide Water Study Planning Project	VDH	2,500.00			2,500.00
Clarksville Cove Project	DCR	15,000.00			15,000.00
Clarksville Sewer Improvement Project	RD	21,229.00			21,229.00
Halifax County - GIS Contract	LOCAL		23,000.00		23,000.00
Halifax County - VIR Water Supply Interconnection Project	EDA		60,000.00	30,000.00	30,000.00
Halifax Town Banister Town Housing Project - Pse 1	DHCD-CDBG	27,333.00			27,333.00
Halifax Town Exxon Redevelopment Project	DHCD-IRF-ARPA	-	20,000.00	10,000.00	10,000.00
La Crosse Lead Service Inventory Project	VDH	122,000.00			122,000.00
Lake Country Development Corporation Staff Services	LOCAL		25,000.00		25,000.00
Lake Gaston 911 Task Force Dock Sign Management	PRIVATE		2,500.00		2,500.00
Lawrenceville Sharp Street Improvement Project	VDOT-MAP 21	20,000.00			20,000.00
Lawrenceville THT Connector Project	VDOT-MAP 21	25,000.00		10,000.00	15,000.00
Lunenburg County - GIS Contract	LOCAL		4,800.00		4,800.00
Mecklenburg County - GIS Contract	LOCAL		27,000.00		27,000.00
Mecklenburg County - Regional Housing Market Assessment	CDBG	10,240.00			10,240.00
Mid Atlantic Broadband Middle Mile Project	EDA-PW	111,800.00		87,700.00	24,100.00
RRRT Tobacco Heritage Trail Maintenance Amenities Project	DCR	9,000.00			9,000.00

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY25 DETAILED REVENUE**

REVENUE	FUNDING AGENCY	REVENUE BROUGHT FORWARD	NEW REVENUE	DEFERRED REVENUE	FY25 Budget
RRRT Tobacco Heritage Trail Management Services	LOCAL		7,500.00		7,500.00
South Boston John Randolph Hotel Project	DHCD-IRF	7,500.00			7,500.00
South Boston North Main Street Project	DHCD-CDBG	32,300.00		-	32,300.00
South Boston Westside Mobile Home Citizen Relocation	LOCAL	17,500.00		15,000.00	2,500.00
South Boston Westside Mobile Home Redevelopment	DHCD-CDBG	63,750.00		36,000.00	27,750.00
South Hill Lead Service Line Inventory Project	VDH	10,000.00	-		10,000.00
South Hill Nicks Lane Neighborhood Project	DHCD-CDBG	75,800.00		40,800.00	35,000.00
South Hill Sycamore & Howerton Sewer Extension Project	DEQ	7,500.00			7,500.00
South Hill Zoning Services	LOCAL		7,500.00	3,500.00	4,000.00
SOVA Innovation Hub Campus Project	EDA-PW	46,400.00		15,466.00	30,934.00
SPDC Local Government Member Jurisdiction Dues	LOCAL		148,300.00		148,300.00
The Old Brunswick Circuit Foundation - Dromgoole House	DHR	7,000.00			7,000.00
Total Contractual Funding		983,941.00	352,000.00	320,216.00	1,015,725.00
Other Funding:					
Interest Income			53,868.00		53,868.00
Total Other Funding		-	53,868.00	-	53,868.00
TOTAL REVENUE		1,437,445.00	736,739.00	507,631.00	1,666,553.00

FY25 Management Plan

FY25 Management Plan



Southside Planning District

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

Adopted April 25, 2024

MANAGEMENT PLAN

The Management Plan is a statement of the objectives the Southside Planning District Commission intends to achieve during the period FY25.

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 that 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 relating 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 Southside Planning District Commission Charter 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 their activities, the main theme of Planning District Commissions is intergovernmental cooperation. Their primary mission is to serve the Planning District's local governments and citizens.

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

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

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

This Commission consists of 17 members with 59% elected officials. The remaining 41% represent various interest groups in the District, such as agriculture, education, healthcare, and industry. Members are chosen in such a manner that all counties are equally represented, and no one interest group controls the Commission.

Brunswick County has three (3) Commissioners:

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

Halifax County has five (5) Commissioners:

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

Mecklenburg County has five (5) Commissioners:

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

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

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

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

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

There are seven minority members: Brunswick County – three (3); 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 costs and improve the efficiency of services;
- Maintaining a central data system and mapping services;
- Monitoring the development of regulations for state/federal programs/projects;
- Encouraging the use of federal, state, local, and regional 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 community projects throughout the region to improve infrastructure, housing stock, downtown properties, industrial buildings/sites, and outdoor recreation amenities.

SOUTHSIDE PLANNING DISTRICT COMMISSION MEMBERSHIP

July 1, 2024 – June 30, 2025

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

Brunswick County

- Dr. Alfonzo R. Seward Elected Official
- Dr. Barabra Jarrett-Harris Elected Official
- Leslie Weddington Citizen-at-Large/*Executive Committee*

Halifax County

- Stanley Brandon Elected Official
- William B. Claiborne Elected Official
- Keith McDowell Elected Official
- Gerald V. Lovelace Citizen-at-Large
- Scott Simpson Citizen-at-Large/*Executive Committee*

Mecklenburg County

- Tom Tanner Elected Official/*Executive Committee*
- Kirk Gravitts Elected Official
- Charlie Simmons Elected Official
- Claudia Lundy Citizen-at-Large
- Joseph Cappaert Citizen-at-Large

Town of South Boston

- Joseph Chandler III Elected Official
- George Leonard Citizen-at-Large/*Executive Committee*

Town of South Hill

- Lillie Feggins-Boone Elected Official
- Kim Callis Citizen-at-Large/*Executive Committee*

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 :

- Mary Jane Elkins, SVCC Foundation
- Mark Estes, Halifax Service Authority
- Sheldon Barr, VCU Health Community Memorial Hospital
- Lauren Mathena, Mid-Atlantic Broadband Corporation
- Mitzi McCormick, Halifax Chamber of Commerce
- Scott Worner, Ph.D., Mecklenburg County Public Schools
- Jeremy Satterfield, Southern Virginia TechSpark Virginia
- Tom Tanner, Mecklenburg County Board of Supervisors/SPDC Commissioner
- Nettie Simon-Owens, Ed. D, Southern Virginia Higher Education Center
- LaTonya Hamilton, Halifax County Tourism
- Cynthia Gregg, Virginia Cooperative Extension (Brunswick County)
- Alfreda Reynolds, Brunswick County Economic Development

SPDC STAFF

Deborah B. Gosney	◆	Executive Director
Andy K. Wells	◆	Director of Local Services
Ashleigh Zincone	◆	Senior Community Planner
Sangi L. Cooper	◆	Senior Community Planner
Chad E. Neese	◆	Senior Planner / GIS Specialist
Erika M. Tanner	◆	Community Planner II
Magen M. Long	◆	Administrative Assistant
Leslie A. Kubasek	◆	Director of Finance / HR
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 (SPDC) Management Plan for FY25. Each of the elements in the Work Program is interrelated and has been designed to implement the Development Strategy of the 2020-2025 Comprehensive Economic Development Strategy (CEDS).

REGIONAL ECONOMIC DEVELOPMENT – Economic Development Planning and Technical Assistance 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. Activities to include:

- Develop district-wide strategies that strengthen existing economic clusters and target new growing employment sectors.
- Prepare annual reviews and five-year updates to the Comprehensive Economic Development Strategy for Planning District 13.
- Prepare Southside PDC Annual Report.
- Continue development and maintenance of the Southside Planning District Commission website (www.southsidepdc.org) to disseminate area demographics and information.
- Assist with marketing studies as needed.
- Provide intergovernmental review of and/or comment on local project applications to state and federal agencies as needed.
- Research the needs of the private sector and link available economic resources in the district to meet these needs.
- Seek creative and cooperative financing strategies for local and regional infrastructure needs.
- Coordinate local efforts with state and federal development agencies and programs, including the Virginia Department of Housing and Community Development (DHCD), Economic Development Administration (EDA), Rural Development (RD), Virginia Department of Transportation (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, project development, education, and research initiatives.
- Attending meetings and public hearings on regional issues and representing the Commission's position.
- Monitor federal, state, bistate, and local activities concerning regional issues.

- Report to the Commission, localities, and agencies as necessary.
- Provide technical assistance to localities for comprehensive plan preparation and updates.
- Extend technical assistance to localities in developing regional downtown strategies.
- Assist in the organization and resource development in advancing the region toward quality of life, workforce, and economic development goals emerging from Virginia’s Growth Alliance (VGA) 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.

RURAL TRANSPORTATION PLANNING – State planning and research funds are allocated each year to SPDC to support transportation planning assistance for non-urbanized areas. Activities to include:

- Program administration which includes quarterly reports, invoices, preparation of the annual work program, attend administrative meetings/trainings, administer the SPDC Title VI program, and other similar tasks.

- Provide grant preparation assistance for programs such as Smart Scale, Transportation Alternatives, Growth and Accessibility Planning, Revenue Sharing, and other similar funding opportunities.
- Support and provide technical assistance with bicycle, pedestrian, and trail planning initiatives. This includes the collection of GPS data on active transportation facilities, trail counts, assisting VDOT in tracking and collection of relevant datasets, and supporting the State Trails Office in the development and implementation of the State Trails Plan.
- Complete the 2050 Rural Long-Range Transportation Plan.
- Conduct a downtown parking study in South Hill to assess current and project needs, utilization of existing parking facilities, and recommendations to improve the parking experience. The SPDC hopes to expand this service to other localities in the future.
- Fulfill other related technical assistance requests from localities and attend relevant transportation meetings, assist VDOT and localities with studies, keep the SPDC website updated, provide assistance with the Tobacco Heritage Trail (THT) website and maps, and conduct an annual assessment of the Nathalie Park and Ride Lot.
- Review the Commission's Title VI policy for updates and compliance.

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT – DHCD provides an annual allocation each year to SPDC to assist with the overall management and administration of office operations. Activities to include:

- Attending meetings and public hearings on regional issues and representing the Commission's position.
- Submit an annual report to member local governments and the Department of Housing and Community Development (DHCD).
- Continuously monitor, review, coordinate, and direct activities of the Commission.
- Coordinate efforts to enhance economic development in the District.
- Provide for continuous review and supervision of coordinated office services such as personnel records control, management methods, reporting procedures, implementation of cost reduction and securing of confidential data and files.
- Process requests from local governments.
- Serve as a regional clearinghouse for the PDC region.

- Maintain current census publications.
- Maintain the Commission's website: www.southsidepdc.org.
- Serve as liaison on behalf of the Commission to federal, state, bi-state, regional, and local agencies and groups.
- Prepare budget for review and approval.
- Review and update the Commission's Personnel Policies Handbook annually for compliance.
- Maintain FOIA Compliance by appointment of FOIA officers and attending FOIA training.
- Coordinate local efforts with state and federal development agencies and programs, including DHCD, EDA, RD, VDOT, TRRC, DEQ, FEMA, DCR, and others.
- 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.
- Maintain the financial statements of the Southside Planning District Commission in accordance with all state and federal regulations to ensure financial stability.
- Provide an internal accounting and administrative control structure as necessary to ensure policies and procedures are performed as required by federal/state laws.
- Administer federal/state financial assistance programs in accordance with applicable federal/state laws and regulations.
- Monitor changes in federal/state policies, which could affect the finance ability 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.

BUSINESS DEVELOPMENT - LAKE COUNTRY DEVELOPMENT CORPORATION (LCDC) provides funding/technical assistance for expanding and locating businesses/industries in the PDC Region; a micro-loan pool is also available for small business development in the region.

- Maintain and promote business development programs offered through 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 a cursory review of all loan applications.
- Schedule meetings of the LCDC Loan Review Committee and Board of Directors.
- Notify applicants of loan decisions, schedule the 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.

GRANTSMANSHIP AND TECHNICAL ASSISTANCE – The SPDC will provide technical assistance to its local governments and non-profit partners in administering all projects by continuously monitoring and reviewing activities and providing administrative, financial, and progress reports as required. Activities to include:

Grant Administration – Boydton – Wastewater Treatment Plant Improvement Project

- The Town of Boydton 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 the 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.

Grant Administration – Brodnax – Lead Service Line Inventory

- Inventory of Lead lines and replacement needs for the Town of Brodnax to be completed by SPDC.

Grant Administration – Brodnax – Piney Pond Targeted Site Housing Project

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

Grant Administration – Brodnax – Housing Rehabilitation Project

- The Town of Brodnax is requesting funding assistance from VDHCD to implement planning activities for a town-wide housing rehabilitation project. The Project will address the housing needs of all interested and eligible LMI households within the town limits of Brodnax. Eligible activities include owner-occupied and investor-owned housing rehabilitation, owner-occupied substantial reconstruction, and neighborhood cleanup efforts.

Technical Assistance – Brunswick County Sheriff’s Office – GIS Services

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

Grant Administration – Brunswick County – Chestnut Targeted Housing Rehab Project

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

Grant Administration – Brunswick County – Township Road Housing Rehab Project

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

Grant Administration – Brunswick County IDA – Produce Project

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

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.

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

- TRRC funds will provide funding for the immediate structural stabilization and water mitigation on the lower floor and for buildouts on the lower floor, as determined by market demand within the feasibility study once completed.

Grant Administration – Brunswick County - Stonewall Site Development Project

- The Brunswick County Stonewall Site Development Project will provide a much-needed shovel-ready pad site for Brunswick County. The scope of work will include the final A&E design for the site, clearing, grading, and all associated construction to make the site "shovel-ready." This project will position Brunswick County to better compete in the highly competitive industrial site market and promote economic development.

Grant Administration – Chase City – B Street Neighborhood Improvement Project, Pse I

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

Grant Administration – Chase City – B Street Neighborhood Project, Phase II

- The Town of Chase City submitted a comprehensive CDBG to improve the living conditions of the B Street Phase 2 community by implementing neighborhood improvements, which include the rehabilitation of 1 owner-occupied home, 3 investor-owned homes, and 2 homes to be substantially reconstructed, demolition of 2 vacant units, water and sewer improvements, and clean-up.

Grant Administration – Chase City – Lead Inventory Project

- Funds will be used to perform a town-wide lead inventory of all water lines and connections.

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, which were needed after Hurricanes Michael and Florence.

Grant Administration – Chase City – Town Wide Water Study

- Funds will be used to prepare a PER to evaluate the distribution system, coordinate inventory lines and pipes, locations, and ages, identify issues, fire blowing, and a hydraulic model for the fire hydrants. The PER will identify costs and a prioritized list of needs. The Town will use this information to apply for Virginia Health Department Construction funds in 2024.

Grant Administration - Clarksville - Burlington Site Assessment Project

- Grant funds will be used to complete a Phase II ESA on the former Burlington site in Clarksville.

Grant Administration – Clarksville - Sewer Improvement Project

- Funds will be utilized 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 (3) grinder

pump stations for the end users.

Grant Administration – Clarksville - Cove Project

- The project scope entails clearing and grubbing for 650 linear feet (LF) by 8 feet wide trail; grading, stone, and pavement for 650 LF by 8 ft wide trail; gabion baskets for bank stabilization at the switchback in the trail down to the lake; handrail at critical locations, signage, lighting, and landscaping along the trail; metal gangway bridge, deck, and boat slips to accommodate 16 boats total.

Grant Administration – Clarksville – Planters Warehouse Project

- Redevelop the former Planter's Tobacco Warehouse into a multi-use facility with apartments and a restaurant. Dave McMormick is the developer.

Technical Assistance – Halifax – GIS Services

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

Grant Administration – Halifax - Banister Town Phase I Targeted Site Housing Rehab Project

- Phase I of this project, the Town will rehabilitate six (6) LMI housing units, benefiting nine (9) LMI persons: four (4) owner-occupied rehabs and two (2) owner-occupied substantial reconstructions.

Grant Administration - Halifax - Exxon Redevelopment Project

- The Town of Halifax submitted an FY 2024 IRF APRA Fall Round grant of \$1,000,000. The Town has partnered with Patel LLC, which will convert the property into a restaurant, bottle shop, and beer & wine bar. IRF funds will be used towards hard construction costs related to redevelopment. The Town is matching the grant with \$175,000 towards construction-related soft costs and an additional \$73,121 in additional leverage. Patel LLC has committed \$250,000 in private investment. Total project cost is \$1,498,121.

Grant Administration – La Crosse – Pine Street Project – Phase II

- The Town of La Crosse received a Community Development Block Grant (CDBG) from the Virginia Department of Housing and Community Development (VDHCD) to rehab and/or substantially reconstruct 8 LMI units, demolish one vacant residential structure, and improve

water, sewer, and storm drainage infrastructure in the Pine Street community. This project will benefit 37 people, 32 of whom are LMI.

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

- 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 stormwater improvements. Project activities will benefit 34 total persons, of which 19 are LMI.

Grant Administration – Lawrenceville - Sharp Street Streetscape Project

- Improve pedestrian safety, ADA compliance, network connectivity, and stormwater collection on the eastern side of Sharp Street from Riddick Street to New Hicks Street and the western side of Sharp Street from Riddick Street to New Street. Funds will be used for new and reconstructed sidewalks, entrances, curb and gutter, streetlights, a crosswalk, bump outs, and stormwater infrastructure.

Grant Administration – La Crosse – Lead Service Line Inventory

- Conduct a Lead Service Line Inventory for the Town of La Crosse.

Technical Assistance – Lunenburg County – GIS Services

- SPDC is now providing and hosting an online GIS parcel web map for Lunenburg County.

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

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

Technical Assistance – Mecklenburg County – GIS Services

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

Grant Administration – Mecklenburg County - The Civil Rights in Education Heritage Trail Project

- Virginia's Crossroads will 1) add twelve (12) new Civil Rights in Education Heritage Trail (CRIEHT) locations to the existing forty-one (41) sites; 2) complete the design portion of the graphic panel inserts to reflect the newly designed map and trail listing for continuity with the existing locations; 3) refurbish the existing pedestals; 4) make every existing site ADA

compliant; 5) install new wayfinding signs; and 6) complete an Economic Impact Study. Mecklenburg County is acting as the fiscal agent for Virginia's Crossroads (formerly known as Virginia's Retreat).

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.

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 (TRRC), a \$50,000 Virginia Brownfields Assistance Fund grant from the Virginia Economic Development Partnership and a \$3,000,000 Industrial Revitalization Fund award from the VDHCD 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.

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.

Grant Administration – South Boston – Riverdale Acquisition Project

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

Grant Administration – South Boston – Westside Mobile Home Park Redevelopment

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

Grant Administration - South Hill - Lead Service Line Inventory and Lead Line Replacement Plan Project

- The Town of South Hill will be required to complete and submit a Lead Service Line Inventory and Lead Service Line Replacement Plan to the EPA on October 16, 2024. This project is requesting funding from the VDH Office of Drinking Water to use the 120Water software system to complete the assessment.

Grant Administration – South Hill – Nicks Lane Neighborhood Project

- Planning grant funds will be utilized to conduct household income surveys and management team meetings and to prepare the plans/studies needed to submit a CIG in June 2023. The project will include one owner-occupied substantial reconstruction, three owner-occupied rehabs, and three investor-owned rehabs.

Grant Administration – South Hill – Sycamore & Howerton Sanitary Sewer Extension

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

Grant Administration - SPDC - Affordable Housing Development Program

- The first round of funds will be utilized to partner with the Southside Outreach Group to contribute to the development of the Poplar Creek Street Housing Project consisting of 16 duplexes to be rented to low-to-moderate income residents and to launch the Affordable Housing Development Program that will create housing for low-to-moderate income first-time homebuyers throughout the PDC region.

Grant Administration – SOVA - Innovation Hub Campus Project

- Project funds will be used to 1) Redevelop a neighboring 13,000-square-foot building at 801 Wilborn Ave., South Boston, adjacent to the existing SOVA Innovation Hub building at 715 Wilborn Ave., South Boston, VA, and 2) Complete site infrastructure to support environmentally sustainable practices and agriculture and technology demonstration areas. The new building will include four (4) key components: digital makerspace, community spaces, coworking offices, and outdoor spaces.

Grant Administration – The Old Brunswick Circuit Foundation – Dromgoole House Project

- The Old Brunswick Circuit Foundation was awarded Department of Historical Resources (DHR) Funds for repairs to the Dromgoole House located in Brunswick County. Funds will

be used to stabilize and secure the chimney and foundation, as well as complete an engineering and historic structures report for the Dromgoole House, which was damaged during Hurricane Michael.

Grant Administration – RRRT - Tobacco Heritage Trail Maintenance

- SPDC is managing the active portions of the Tobacco Heritage Trail (THT) system, effective July 1, 2022. Activities include trail coordination (customer services, volunteer coordination, social media, permitting), general assistance, information and mapping systems, and fiscal agent responsibilities. This arrangement covers the active Tobacco Heritage Trail system throughout Southside Virginia.

Grant Administration – SPDC – Regional Fiber Broadband Project Phase II

- 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, including the southern portion of Charlotte County. Broadband services will be provided to 14,634 serviceable units, including 511 businesses and community anchors in the four-county region. PDC GIS staff will map served areas as broadband is successfully deployed. A second phase was awarded through the FY23 VATI application round. This project adds 4,804 serviceable passings and includes the County of Greensville. A third phase application was submitted on 12/19/23 to achieve full universal coverage in the PDC region and additional coverage in the neighboring Counties of Charlotte and Greensville. This phase will add an additional 13,115 passings.

Grant Administration – SPDC – Regional Broadband Project Phase I

- 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. Broadband services will be provided to 14,634 serviceable units, including 511 businesses and community anchors in the four-county region. PDC GIS staff will map served areas as broadband is successfully deployed. A second phase was awarded through the FY23 VATI application round. This project adds 4,804 serviceable passings and includes the County of Greensville. A third phase application was submitted on 12/19/23 to achieve full universal coverage in the PDC region and additional coverage in the neighboring Counties of Charlotte and Greensville. This phase will add an additional 13,115 passings.

Enhancement Grant Administration – Brodnax – Depot Renovation Project

- The Town of Brodnax received Tobacco Commission funding to purchase and renovate the vacant railroad Depot in Brodnax to serve at Trailhead to support the THT.

Enhancement Grant Administration – RRRT – THT Heritage Park Connector Project

- The Town of Lawrenceville received TAP funding from the Virginia Department of Transportation (VDOT) to create 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.

Enhancement Grant Administration – SPDC / FEMA – Hazards Mitigation Plan

- Update the Regional Hazard Mitigation Plan that was adopted in 2020 (valid for 5 years).

GO VIRGINIA REGION 3 – SUPPORT ORGANIZATION/FISCAL AGENT - GO Virginia is an initiative by Virginia’s senior business leaders to foster private-sector growth and job creation through state incentives for regional collaboration by business, education, and government. **The Southside PDC serves as the Support Organization and Fiscal Agent for GO Virginia Region 3.** Region 3’s footprint incorporates the geographic boundaries of three PDC’s - West Piedmont PDC, Southside PDC, and Commonwealth Regional Council. These three PDC’s collectively cover 13 counties (Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Henry, Lunenburg, Mecklenburg, Nottoway, Patrick, Pittsylvania, and Prince Edward) and two cities (Martinsville and Danville). The website address for GO Virginia Region 3 is govirginia3.org. A total of 24 projects have been funded with GO Virginia grant dollars. Eleven projects are being actively managed by PDC Staff, and 13 projects are closed out.

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

Program Areas and Training

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

Public Involvement

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

Data Collection

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

Complaints

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

FY25 VDOT Rural
Transportation
Work Program

Rural Transportation Planning Work Program

July 1, 2024 – June 30, 2025



Fiscal Year 2025

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-2025 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 2025 - Program Administration (\$8,000.00)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation related issues through a continuing, comprehensive, and coordinated planning process. This includes program management and administrative responsibilities.

In general, these activities include but are not limited to:

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Conduct and attend meetings, training, and conferences.
- Preparing Urban or Rural Transportation Planning Work Program, scope of work, manage program funds, provide outreach and data, and
- Maintaining Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

1. Program Administration - \$8,000.00

Prepare quarterly reports, an annual report, invoices, and other bookkeeping tasks; solicit input for proposed work; prepare FY2026 Work Program documents; secure approvals for all appropriate agencies/committees as necessary; attend administrative meetings/trainings as needed.

Continue to administer the SPDC’s Title VI program while participating in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.

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

Participate in VTrans webinars and Smart Scale Regional Meetings.

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

SPR Funds (80%)	\$6,400.00
PDC Funds (20%)	\$1,600.00

Total Budgeted Expenditure for Program Administration	\$8,000.00
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FY 2025 - Program Activities (\$64,500.00)

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 - \$10,000.00

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 - \$8,000.00

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

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.

Active Transportation Facilities Tracking – Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including text, tables, or spatial mapping. TMPD will coordinate with PDC staff on facilities tracking specifics.

State Trails Plan Phase II Support – Participate and assist in development and implementation of phase II of the State Trails Plan.

3. 2050 Rural Long-Range Transportation Plan - \$18,000.00

Complete the SPDC's 2050 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.

4. Downtown Parking Study - \$18,500.00

Conduct a downtown parking study in South Hill to determine the amount of parking that is sufficient to meet current and projected needs, utilization of existing parking facilities, and recommendations to improve the parking experience. The SPDC also hopes to create a parking study planning process for future use with other interested localities within the PDC footprint.

5. Other Technical Assistance and Participation - \$10,000.00

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.

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

Provide technical 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) 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.

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.

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

<u>FY-2025 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Program management and administrative responsibilities.	\$6,400.00	\$1,600.00	\$8,000.00
Total Budgeted Expenditure for Program Administration	\$6,400.00	\$1,600.00	\$8,000.00
<u>Program Activities</u>			
1. Grant Preparation.	\$8,000.00	\$2,000.00	\$10,000.00
2. Regional Bicycle, Pedestrian, and Trails Planning.	\$6,400.00	\$1,600.00	\$8,000.00
3. 2050 Rural Long-Range Transportation Plan.	\$14,400.00	\$3,600.00	\$18,000.00
4. Downtown Parking Study.	\$14,800.00	\$3,700.00	\$18,500.00
5. Other Technical Assistance and Participation.	\$8,000.00	\$2,000.00	\$10,000.00
Total Budgeted Expenditure for Program Activities	\$51,600.00	\$12,900.00	\$64,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



RESOLUTION

ADOPTION OF FY25 RURAL 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 FY25 work elements.

NOW, THEREFORE BE IT RESOLVED, that the Southside Planning District Commission approves the FY25 Work Program for Rural Transportation Planning.

Adopted

Chairman

CBDG Priorities

2024 Regional Priorities and Anticipated CDBG Projects Worksheet

Regional Priorities and Project Types

Please reference the 2024 CDBG Program Design, when released, for additional information on the project types and activity categories. The following items must be ranked in one of the three numerical priority groups below, where “1” is the highest and “3” is the lowest. **Please check no more than 3 in any numerical priority group.**

PDC NAME AND NUMBER:

Southside Planning District Commission

Office 434-447-7101

Ranking Information

Planning District Commission:

Priority (1 is highest, 3 is lowest)

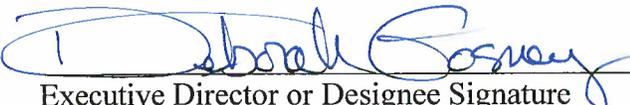
#1	#2	#3	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive Community Development
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economic Development – Business District Revitalization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing – Housing Rehabilitation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Infrastructure (Including Housing Production)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Service Facility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Anticipated 2024 CDBG Applications:

Lawrenceville Park Street Community Improvement Project
Brodnax Scattered Site Housing Project
Halifax Banister Town Housing Project- Pse 2
Halifax County Riverdale Housing Rehab Project

Anticipated 2024 Planning Grant Applications:

Lawrenceville Park Street Planning Project - Pse 2
Halifax County Riverdale Housing Planning Project - Pse 2
Brodnax Townwide Housing Planning Project - Pse 2
Mecklenburg County Hwy 92 Targeted Housing Planning Project


Executive Director or Designee Signature

4-17-24
Date

Executive Director's Report



EXECUTIVE DIRECTOR'S REPORT APRIL 2024 QUARTERLY MEETING

Travel – Attended the 1) VACo/VML/VAPDC Local Government Day in Richmond and visited Tommy Wright and Tammy Mulchi's offices; I also attended the VAPDC Reception and Dinner that followed; and 2) Attended the NADO Washington Policy Conference held in Washington D.C.; I met with both Senator Kaine and Senator Warner staff.

Recent Project Activity – The Year-in-Review (emailed) details PDC activity for FY24. A total of 26 project applications have been approved to date totaling \$31,002,842; an additional nine (9) applications have been submitted that are pending review and approval. The Active Project List, also emailed, details the projects, plans, and technical assistance being managed/provided by PDC Staff; there are currently 49 active projects being managed by staff in the pipeline.

Southside Regional Opioid Assessment - An Agreement has been executed with Virginia Tech to prepare the Study. An MOU between Brunswick County (fiscal agent for the project) and Southside PDC has been executed for grant administrative activities. A Research Team has been developed who will begin reviewing data over the next month. The estimated completion date of the Study is December of 2024.

Next PDC Meeting – The July meeting is a virtual meeting scheduled for July 25th at noon. For those who wish to attend in person, lunch will be provided.