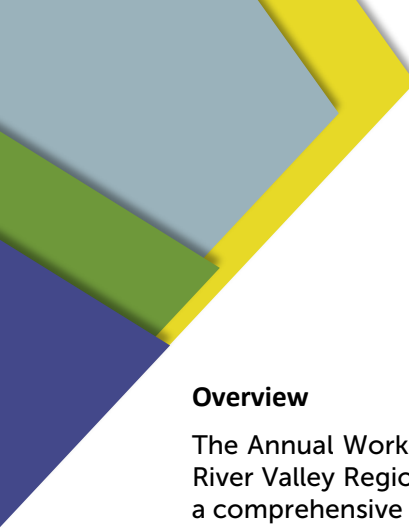




**new river valley regional commission**  
**ANNUAL WORK PROGRAM**

fiscal year **2023-2024**



*New River Valley Regional Commission*  
**ANNUAL WORK PROGRAM**  
FISCAL YEAR JULY 2023 – JUNE 2024

## **Overview**

The Annual Work Program is the foundation for achieving the objectives and strategies of the New River Valley Regional Commission. The Commission strives to maximize its resources by developing a comprehensive work plan that is based on current needs and priorities of the region.

This FY24 program is a compilation of projects presented by Council members, including managers and administrators, local partners, regional organizations, and staff. The intent is to provide the most benefit from the least direct cost to our local government members. Program tasks are grouped as regional projects, local projects, or finance & administration.

## **New River Valley Regional Commission Staff**

### Executive Team

Kevin Byrd, AICP, Executive Director

Elijah Sharp, Deputy Executive Director/Director of Planning & Programs

Jessica Barrett, CPA, Director of Finance

### Administrative & Finance Staff

Emily Warren, Finance Technician

(vacant), Finance Technician

Janet McNew, Finance Technician

Julie Phillips, Office Manager

### Planning & Programs Staff

Jennifer Wilsie, AICP, Director of Housing & Community Engagement

Aphi Fancon, AICP, Director of Community Development

Christy Straight, AICP, Director of Infrastructure & Environmental Resources

Chris Owens, Project Manager

Kim Bonner, Regional Planner II/Communications Specialist

Kathleen Armstrong, Regional Planner II/Community Designer

Bethany Peters, Regional Planner I/Information Specialist

(vacant), Economic Development Planning Specialist

Hannah Palko, Regional Cartographer/GIS Analyst

Nicole Hersch, Regional Planner II/Community Designer

(vacant), Planning Intern

(vacant), GIS Intern

### Community Health

Holly Lesko, Director of Community Health

(vacant), Project Manager

#### Notes:

AICP (American Institute of Certified Planners)

CPA (Certified Public Accountant)

## FY 2023-24 New River Valley Regional Commission Members

<i>Chair:</i>	Mr. Hil Johnson	<i>Past-Chair:</i>	Mr. Michael Maslaney
<i>Vice-Chair:</i>	Mr. Steve Fijalkowski	<i>At-Large:</i>	Mr. Michael Harvey
<i>Treasurer:</i>	Mr. Leon Law		Ms. Angie Covey

<u>Floyd County:</u>	Ms. Linda DeVito Kuchenbuch* 539 Dobbins Hollow Road Riner, VA 24149	Mr. Michael Maslaney PO Box 908 Floyd, VA 24091
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<u>Giles County:</u>	Mr. Richard McCoy* 505 Tyler Avenue Pearisburg, VA 24134	Mr. Leon Law 1809 Cascades Drive Pembroke, VA 24136	<u>Town of Narrows:</u> Mr. Tom Spangler* Narrows, VA 24124
	<u>Town of Pearisburg:</u> Ms. Cathy Clark* 1405 Cabot Drive Pearisburg, VA 24134	<u>Town of Rich Creek:</u> Mr. Roger Jones* 610 Woodland Road Rich Creek, VA 24147	<u>Town of Pembroke:</u> Robert Lawson 519 Circle Drive Pembroke, VA 24136

<u>Montgomery County:</u>	Mr. Steve Fijalkowski* 2557 Mt. Pleasant Road Shawsville, VA 24162	Brian S. Wheeler 509 Stonegate Drive Blacksburg, Va 24060	<u>Town of Floyd:</u> Mr. Will Griffin* 310 E. Oxford Street Floyd, VA 24091
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<u>Pulaski County:</u>	Dr. Doug Warren 4540 Shelburne Road Radford, VA 24141	Mr. Jeffery Reeves* 5985 Alum Spring Road Dublin, VA 24084	<u>Town of Floyd:</u> Mr. Mike Patton* 123 Wilson Street Floyd, VA 24091
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<u>City of Radford:</u>	Mr. David Horton* 106 5th Street Radford, VA 24141	Mr. Jeff Martin 107 Bird St. Radford, VA 24141
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<u>Town of Blacksburg:</u>	Ms. Susan Anderson* 700 Preston Avenue Blacksburg VA 24060	Mr. Daniel Breslau 601 Turner Street Blacksburg, VA 24060
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<u>Town of Christiansburg:</u>	Mr. Hil Johnson 140 Brilliant Drive, N. W. Christiansburg, VA 24073	Mr. Tim Wilson* Christiansburg, VA 24073
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<u>Town of Pulaski</u>	Mr. Michael Reis* 1117 Prospect Avenue Pulaski, VA 24301	Mr. Larry Clevinger 1128 Well Street Pulaski, VA 24301
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<u>Radford University:</u>	Dr. Angela Joyner PO Box 6901 Radford, VA 24141
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<u>Virginia Tech:</u>	Ms. Liza Morris VA Tech Blacksburg, VA 24061	Ms. Mary Trigiani 902 Prices Fork Road Blacksburg, VA 24061
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<u>New River Community College:</u>	Ms. Angie Covey 5251 College Drive Dublin, VA 24084
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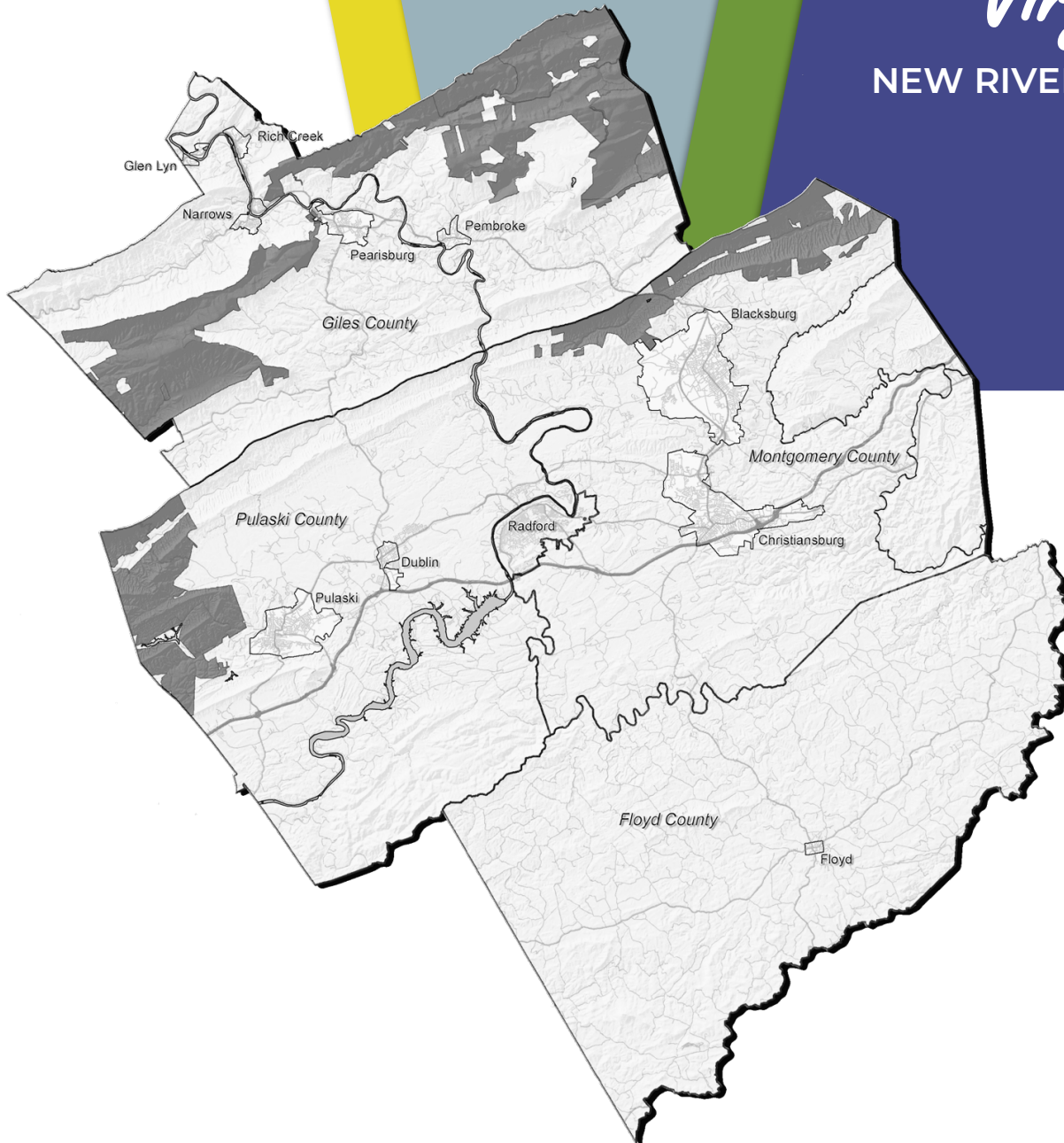
**\* = Elected Official**

## ACRONYM DESCRIPTIONS

AFID	Agriculture and Forestry Industries Development Fund
ARC	Appalachian Regional Commission
BCT	Business Continuity Team
CAMS	Central Application Management System
CDBG	Community Development Block Grant
CEDS	Comprehensive Economic Development Strategy
DA	Development Area
DEQ	Department of Environmental Quality
DGIF	Department of Game and Inland Fisheries
DHCD	Department of Housing & Community Development
DRPT	Department of Rail and Public Transportation
EDA	Economic Development Administration
EDD	Economic Development District
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
GIS	Geographic Information System
GOVA	Virginia Initiative for Growth and Opportunity
HOME	Housing Opportunities Made Equal
HUD	Department of Housing & Urban Development
LDD	Local Development Districts
L RTP	Long Range Transportation Plan
LWEG	Live Work Eat Gather
MPO	Metropolitan Planning Organization
NRCC	New River Community College
NRVDC	New River Development Corporation
NRHD	New River Health District
NRV	New River Valley
NRVRC	New River Valley Regional Commission
NRWT	New River Water Trail
OAA	Opioid Abatement Authority
PDC	Planning District Commission
RTCC	Regional Transit Coordinating Council
RU	Radford University
SERCAP	Southeast Rural Community Assistance Project
SWSWMA	Southwest Virginia Solid Waste Management Association
SWVA	Southwest Virginia
TAC	Technical Advisory Committee
VAPDC	Virginia Association of Planning District Commissions
VATI	Virginia Telecommunication Initiative
VCCS	Virginia Community College System
VDEM	Virginia Department of Emergency Management
VDOT	Virginia Department of Transportation
VDRPT	Virginia Department of Rail & Public Transportation
VFRIFA	Virginia's First Regional Industrial Authority
VHDA	Virginia Housing Development Authority
VRA	Virginia Recycling Association
VT	Virginia Tech

# Virginia's

## NEW RIVER VALLEY



### BACKGROUND

In September 1969, the New River Valley Regional Commission was organized by its member jurisdictions - Floyd, Giles, Montgomery and Pulaski Counties, the City of Radford, and the Towns of Blacksburg, Christiansburg, and Pulaski. Together they accepted the charge of the general provisions of the Virginia Area Development Act which authorized the creation of the Commission.

The 1995 General Assembly amended and reenacted a Bill entitled the "*Regional Cooperation Act*." The Act added governmental cooperation to purposes of the Commission. The Commission's overall goals are based in the provisions of the Regional Cooperation Act. The 1997 General Assembly re-codified the Act as 15.2-4200 et al.

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**Kathleen Armstrong**  
Community Designer/  
Regional Planner II  
karmstrong@nrvc.org

**Project Team**  
Chris

550hrs



## ARC POWER

# New River Water Trail Implementation

The New River Water Trail Expansion Project (NRWT) is a project funded through a grant from the Appalachian Regional Commission (ARC) POWER Program. The purpose of this project is to improve the economic well-being of the community through efforts that improve local quality of life, job creation, job retention, diversifying the economic base, and tax base enhancements. This project will activate the burgeoning outdoor recreation economy throughout the New River Valley and strengthen local environmental stewardship by increasing river accessibility. Project activities include the construction of four new and/or improved river access facilities, one in each of the participating localities: Sheffey Park in Pulaski County, Bisset Park in the City of Radford, Whitethorne Boat Launch in Montgomery County, and McCoy Falls River Access in Giles County.

Each public launch on the sixty-one (61) miles of NRWT will have a kiosk sign, hosting a map, recommended float sections, along with safety and stewardship information. This includes the installation of at least eight (8) new kiosk signs. Mile markers will be installed to increase the safety and accessibility of the New River, as well as overhead bridge signage and tourism wayfinding signage.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Pre-Contract activities including Environmental Review for all four boat launches
- Continue engaging Project Management Team monthly to ensure timely execution of NRWT project activities
- Submit monthly progress reports to DHCD

Second Quarter Deliverables (October – December):

- Complete Environmental Review Record
- Continue engagement with local stakeholders including tourism, economic development professionals, government staff, businesses and affinity groups
- Submit monthly progress reports to DHCD
- Submit reimbursement requests as needed
- Procure draft agreements for Architectural and Engineering services

Third Quarter Deliverables (January – March):

- Execute ARC contract
- Submit monthly progress reports to DHCD
- Submit reimbursement requests as needed

Fourth Quarter Deliverables (April – June):

- Issue RFP for professional services
- Facilitate Pre-construction conference
- Ensure project compliance (ongoing)
- Submit monthly progress reports to DHCD
- Submit reimbursement requests as needed



## ARC LDD

# READY Appalachia

One of the largest challenges of local governments and local nonprofits in the NRV is the lack of staffing capacity to apply for and implement grants. Funds and resources are often available; however, without dedicated local staff to research, apply and manage the grant funds, it is hard for a locality or nonprofit to pursue these opportunities. The Regional Commission provides the highest level of service and quality at the lowest direct cost to its membership on every project. By providing these services to local partners, the Regional Commission can add to the capacity of the locality or non-profit whereas they may not be able to make that staffing investment internally.

Construction bids have recently become more and more expensive and often result in additional project phasing, A/E and value engineering, and rebidding - all which extend originally anticipated project timelines. The Commission is attempting to see multiple projects through, which no longer have funding available. Furthermore, the Commission is supporting several projects that need to get off the ground prior to being able to draw administrative funds.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Radford University Economic Impact Study
- Town of Pulaski, James Hardie Direct Injection
- Town of Pulaski Comprehensive Plan Update
- Town of Narrows, Business District Revitalization
- Floyd County: Industrial Access Road and Growth Center
- Giles County, Painter School Road Pemtel Broadband

Second Quarter Deliverables (October – December):

- Radford University Economic Impact Study
- Town of Pulaski, James Hardie Direct Injection
- Town of Narrows, Business District Revitalization
- Floyd County: Industrial Access Road and Growth Center
- Giles County, Painter School Road Pemtel Broadband

Third Quarter Deliverables (January – March):

- Town of Pulaski, James Hardie Direct Injection
- Floyd County: Industrial Access Road and Growth Center Building #1
- Giles County Broadband Application

Fourth Quarter Deliverables (April – June):

- Town of Pulaski, James Hardie Direct Injection
- Town of Christiansburg Community Gathering Space



**Elijah Sharp**

Deputy Executive Director  
esharp@nrvc.org

### Project Team

Christy  
Aphi  
Chris  
Bethany  
Hannah

700hrs





**Christy Straight, AICP**  
Director of Infrastructure and  
Environmental Resources  
cstraight@nrvc.org

### Project Team

Kevin  
Economic Dev. Planner  
Bethany  
Hannah

1,800hrs



## EDA

# Economic Development Program

The EDA Economic Development District project includes a variety of tasks related to the functions of the NRVC as an Economic Development District (EDD) as designated by the US Economic Development Administration (EDA). As the regional EDD, the NRVC receives support to perform the annual update to the Regional Economic Strategy (RES) planning document that aligns with EDA-supported grant funding programs. In addition, the EDA planning partnership grant project provides support for NRVC staff to undertake a variety of regional economic development planning and implementation projects, including administration of the New River Valley Revolving Loan Fund, entrepreneurship support, data collection and analysis, and regional activities in support of economic development, workforce development, and related fields.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Provide economic development technical assistance on request of local government partners
- Collect data for RES outcomes tracking metrics
- Identify opportunities for implementation of “Top 10 + 4”
- Keep apprised of local, state and federal funding opportunities
- Administration of NRV Revolving Loan Fund

Second Quarter Deliverables (October – December):

- Meet with local economic development staff and stakeholders to update project lists and identify local economic development needs
- Convene RES committee to identify sections to be updated
- Administration of NRV Revolving Loan Fund

Third Quarter Deliverables (January – March):

- Evaluate and rank projects
- Update content of RES, including economic data sections
- Convene RES committee to identify emerging trends, opportunities and areas of regional collaboration
- Keep apprised of local, state and federal funding opportunities
- Administration of NRV Revolving Loan Fund

Fourth Quarter Deliverables (April – June):

- Finalize RES update and consumer document
- Submit final RES and EDD report to EDA
- Keep apprised of local, state and federal funding opportunities
- Administration of NRV Revolving Loan Fund
- Provide economic development technical assistance on request of local government partners

## BLACKSBURG

# HOME Program

The HOME Program, established in 1990 by the Department of Housing and Urban Development (HUD), is the largest Federal block grant to State and local governments designed exclusively to create affordable housing for low to moderate-income households.

Funds are eligible for activities such as homeowner rehabilitation, new construction of single family or multi-family homes, acquisition of property, demolition of substandard housing, architectural fees, feasibility studies, homebuyer's counseling, and other finance-related costs.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2022 – June 2023

First Quarter Deliverables (July – September):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed
- Conduct Environmental Review Records as needed

Second Quarter Deliverables (October – December):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed
- Conduct any on-site monitoring visits
- Complete annual rental monitoring
- Conduct Environmental Review Records as needed
- Assist with creation of HOME Annual Report

Third Quarter Deliverables (January – March):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed
- Conduct Environmental Review Records as needed

Fourth Quarter Deliverables (April – June):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed
- Conduct Environmental Review Records as needed



**Jennifer Wilsie, AICP**

Director of Housing and  
Community Engagement

[jwilsie@nrvc.org](mailto:jwilsie@nrvc.org)

200hrs





**Jennifer Wilsie, AICP**  
Director of Housing and  
Community Engagement  
jwilsie@nrvc.org

300hrs



## VHDA

# Housing Development Program

The Regional Commission has received \$2M in funding from Virginia Housing to foster a regional approach to housing development for low-to moderate-income renters and homeowners.

The Commission is using this funding to pilot the creation of a regional Housing Trust Fund (HTF). Partners include NRV local government staff, anchor health institutions, universities, and other major employers.

Once established, the funding will be used to leverage and incentivize local commitments to the HTF and fund housing development. A minimum of 20 housing units will be developed as part of this grant program.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Deadline for first round of funding proposals
- Meet with Application Review Committee to evaluate applications and make recommendation for funding
- Meet monthly with project technical team
- Meet with Housing Oversight Board to approve funding recommendation
- Begin underwriting for funded applications
- Begin financial contribution discussions with local government and non-government partners
- Submit quarterly report and remittance claim
- Continue work towards creation of 501(c)(3) arm of the Commission

Second Quarter Deliverables (October – December):

- Meet monthly with project technical team
- Meet monthly with Housing Oversight Board
- Continue project underwriting
- Review HTF Program Guidelines for any needed updates
- Submit quarterly report and remittance claim
- Execute Funding Agreements

Third Quarter Deliverables (January – March):

- Meet monthly with project technical team
- Meet monthly with Housing Oversight Board
- Submit quarterly report and remittance claim
- Continue discussions on financial investment to the Fund

Fourth Quarter Deliverables (April – June):

- Monthly Technical Team meetings
- Monthly Oversight Board meetings
- Discuss timing for potential next round of funding
- Submit quarterly report and remittance claim

VHDA

## Housing Education Program

In conjunction with the PDC Housing Development Grant, the Commission plans to address a broader and more public-facing housing education and outreach campaign through the creation of short video-based content to be shared with regional partners.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Finalize draft script content
- Gather a diverse regional stakeholder group to review script content
- Create Bang the Table site
- Coordinate with Virginia Housing
- Prepare quarterly reports and remittance requests
- Meet with stakeholder group to review and finalize scripts
- Schedule production days for video content creation

Second Quarter Deliverables (October – December):

- Edit videos
- Meet with stakeholder group to review footage
- Schedule additional production days for video content creation as needed
- Work with stakeholders to distribute videos
- Prepare quarterly reports and remittance requests
- Grant closeout

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None



**Jennifer Wilsie, AICP**

Director of Housing and  
Community Engagement  
jwilsie@nrvc.org

### Project Team

Bethany

300hrs





**Christy Straight, AICP**  
Director of Infrastructure and  
Environmental Resources  
cstraight@nrvc.org

**Project Team**

Kim  
Bethany

1,350hrs



**DRPT**

**RIDE Solutions Program**

RIDE Solutions is a multi-regional program to provide ridesharing matching and information on alternative transportation modes to the commuters in the New River Valley. The Commission partners in execution of the program at the multi-region level with the Roanoke Valley-Alleghany Regional Commission, Central Virginia PDC, and the West Piedmont PDC. The goal of the program is to reduce the number of single-occupant-vehicle commuter trips by shifting SOV trips to carpool, vanpool, transit, and bicycle commuting. The NRV program focuses more on reaching commuters, particularly through their employers, and on employers to provide information and technical assistance to invest in more sustainable and affordable transportation decision-making.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Community and Employer Outreach events such as VT Sustainable Transportation Fair and Chamber expos
- Supporting DRPT-sponsored events
- Monthly reporting to DRPT
- Commuter surveys

Second Quarter Deliverables (October – December):

- Community and Employer Outreach events such as Chamber events
- Local business commuter challenge
- Initiate DRPT grant application process
- Supporting DRPT-sponsored events such as Rideshare Month
- Monthly reporting to DRPT
- Commuter surveys

Third Quarter Deliverables (January – March):

- Prepare and submit DRPT application
- Supporting DRPT-sponsored events
- Community and employer outreach events
- Monthly reporting to DRPT
- Commuter surveys

Fourth Quarter Deliverables (April – June):

- Budget spend down strategy and execution of, if needed
- Supporting DRPT-sponsored events such as Bike Month and Try Transit
- Monthly reporting to DRPT
- Community and employer outreach events
- Commuter surveys

DRPT

## RIDE Solutions Strategic Plan

The Commuter Assistance Program (CAP) Strategic Plan will be designed to guide the operations and future planning of Ride Solutions NRV in providing support to the commuters traveling within, into and out of the New River Valley region. Goals and objectives for the next 5 years will be set with performance measures established to determine the success of the program as well as to evaluate how the program will be modified to adapt to changing conditions and needs. Funding for this project is provided by a grant from DRPT with additional funds from NRVMPPO. This work began in FY23 and will be completed in FY24.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Share goals and objectives with stakeholders for feedback
- Initial Draft Strategic Plan

Second Quarter Deliverables (October – December):

- Stakeholder review and public comment
- Incorporate edits based on feedback
- Submit final plan to DRPT for review

Third Quarter Deliverables (January – March):

- Incorporate DRPT feedback
- Present final plan to Commission for adoption
- Post final plan online and share with regional stakeholders

Fourth Quarter Deliverables (April – June):

- None



**Kim Bonner**

Communications Specialist/  
Regional Planner II  
kbonner@nrvc.org

#### Project Team

Christy  
Hannah

450hrs





### **Elijah Sharp**

Deputy Executive Director  
esharp@nrvc.org

### **Project Team**

Aphi  
Kim  
Hannah

850hrs



## **VDOT**

# **Rural Transportation Work Program**

The purpose of this work element is to provide transportation technical planning assistance, grant writing, and staff time to fulfill statewide planning and policy efforts. In addition, the Commission facilitates regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process. FY24 work program areas will include updating the NRV Cycling Guide and collaborating with VDOT to maintain the park and ride database.

## **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Assist with SMART Scale applications
- Multi-Region's Alternative Transportation Social
- Bike, Ped, Paddle Plan update meetings
- Quarterly progress report and invoice

Second Quarter Deliverables (October – December):

- Launch local technical assistance projects
- Rural TAC/RTCC Meeting
- Coordinate Commonwealth Transportation Board Local Meetings
- Participation in local, regional, and statewide transportation meetings
- Quarterly progress report and invoice

Third Quarter Deliverables (January – March):

- Rural TAC/RTCC Meeting
- Local engagement for technical assistance project(s)
- Participation in local, regional, and statewide transportation meetings
- Quarterly progress report and invoice

Fourth Quarter Deliverables (April – June):

- Final report for local technical assistance project(s)
- Participate in statewide transportation planning initiatives
- Prepare upcoming fiscal year work program
- Rural TAC/RTCC meetings
- Quarterly progress report and invoice



VDOT

## NRV Cycling Guide Update

The Regional Commissions continues to pursue an updated, reworked NRV Cycling Guide. The guide will include routes provided by the New River Valley Bicycle Association (NRVBA), parking areas, bike routes, and sites of interest. Photos will be included along the routes where relevant. The final deliverables include interactive maps and Strava links/routes.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Create framework for ArcGIS Online Storymap and dashboard
- Develop project branding
- Collect and prepare route data to be utilized in map application

Second Quarter Deliverables (October – December):

- Create initial draft web map experience and printed guide
- Perform site visits as needed to collect photos and/or videos to enhance final products

Third Quarter Deliverables (January – March):

- Share initial draft materials with Regional Bike, Ped, Paddle Committee
- Incorporate feedback

Fourth Quarter Deliverables (April – June):

- Release final consumer version of updated guide in two versions: interactive web-based and printed



**Hannah Schelthoff, PhD**

Regional Cartographer/  
Geospatial Analyst  
hschelthoff@nrvc.org

200hrs





**Kevin Byrd, AICP**  
Executive Director  
kbyrd@nrvc.org

### Project Team

Chris  
Kim

650hrs



## NRV

# Passenger Rail Station Authority

The New River Valley Passenger Rail Station Authority was certified by the Commonwealth of Virginia in September 2022. Since that time the board of the authority has adopted bylaws, elected board leadership, appointed the Regional Commission to serve as staff to the authority, appointed Sands Anderson to serve as legal counsel, and conducted a Request for Proposals process for Architectural/Engineering services.

The Regional Commission provides staff support to the board by issuing meeting notifications, preparing meeting materials, taking minutes, facilitating board processes such as procurement of services, and grant management duties. In FY24 the Regional Commission will support the routine operations of the authority, establish a banking relationship, and manage a grant award from the Appalachian Regional Commission (ARC) dedicated to architecture/engineering (A/E) services pertaining to the site and station development.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Prepare content for monthly meetings of the NRV Passenger Rail Station Authority
- Establish a banking relationship following issuance of RFP in August
- Invoice all members for annual administrative operating expenses

Second Quarter Deliverables (October – December):

- Prepare content for monthly meetings of the NRV Passenger Rail Station Authority
- Meet with Virginia Passenger Rail Authority (VPRA) to learn about environmental analysis findings
- Attend NRV Passenger Rail advocacy meeting prior to General Assembly session commencing in January
- Prepare draft contract for A/E firm
- Prepare FY25 Joint Budget Request to Authority members

Third Quarter Deliverables (January – March):

- Prepare content for monthly meetings of the NRV Passenger Rail Station Authority
- Get under contract with ARC planning grant for A/E services
- Execute A/E contract
- Present the FY25 Joint Budget Request to Authority members

Fourth Quarter Deliverables (April – June):

- Prepare content for monthly meetings of the NRV Passenger Rail Station Authority
- Support board engagement for visioning process for the new station facility
- Submit ARC grant report and reimbursement request for A/E services

## NRVMPO

# Passenger Rail Ownership & Maintenance Strategy Update

This project will develop and assist in updating the New River Valley Passenger Rail Station implementation project in coordination with the Virginia Passenger Rail Authority (VPRA). In January 2018, the New River Valley Metropolitan Planning Organization (MPO) contracted with the New River Valley Regional Commission (NRVRC) to prepare a Station Ownership and Operations Report to determine the most beneficial operating structure to jointly own and operate the forthcoming passenger Rail station along with preliminary engineering to prepare cost estimates for constructing a station at a determined location in Christiansburg. Since the completion of the previous report, VPRA has advanced the project and ascertained the previously identified site would not be feasible due to track access. Therefore, additional preliminary engineering is necessary at a new station location which will be confirmed in the coming months. Further, the New River Valley Passenger Rail Station Authority (NRVPRSA) was officially certified as of September 2022. In order to hold contract with consultants, the NRVPRSA must develop organizational documents such as bylaws and voting procedures that will clearly delineate agency responsibilities.

The Regional Commission will prepare organizational documents in collaboration with the NRVPRSA that will guide operations of the authority. Following the development and adoption of such policies, the NRVPRSA will be able to conduct the procurement process to solicit bids for professional services to develop preliminary architecture and engineering services. The Regional Commission will oversee the engagement of the selected firm and coordinate with the NRVPRSA throughout the process.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Submit invoice for work performed to develop the bylaws and organizational documents.
- Prepare draft architecture/engineering services agreement with the selected team Wendel + Foresight Design
- Provide quarterly update to the NRVMPO Technical Advisory Committee and Policy Board

Second Quarter Deliverables (October – December):

- Execute architecture/engineering services agreement.
- Coordinate meeting between A/E firm and VPRA to discuss engineering details and data sharing
- Provide quarterly update to the NRVMPO

Third Quarter Deliverables (January – March):

- Facilitate meeting between A/E firm and NRVPRSA to develop vision for station facility
- Provide quarterly update to the NRVMPO

Fourth Quarter Deliverables (April – June):

- Continued coordination of A/E services with NRVPRSA
- Provide quarterly update to the NRVMPO



**Kevin Byrd, AICP**

Executive Director  
kbyrd@nrvc.org

### Project Team

Chris  
Kim

100hrs





**Kevin Byrd, AICP**  
Executive Director  
kbyrd@nrvc.org

**Project Team**  
Chris

375hrs



## ARC

# Passenger Rail

This project will develop and assist in updating the New River Valley Passenger Rail Station implementation project in coordination with the Virginia Passenger Rail Authority (VPRA). VPRA has identified a new station location which will be confirmed in the coming months. Further, the New River Valley Passenger Rail Station Authority (NRVPRSA) was officially certified as of September 2022. In order to hold contract with consultants, the NRVPRSA must develop organizational documents such as bylaws and voting procedures that will clearly delineate agency responsibilities.

The Regional Commission will prepare organizational documents in collaboration with the NRVPRSA that will guide operations of the authority. Following the development and adoption of such policies, the NRVPRSA will be able to conduct the procurement process to solicit bids for professional services to final design plans for the new station – positioning the NRVPRSA to advertise for construction. The Regional Commission will oversee the engagement of the selected firm and coordinate with the NRVPRSA throughout the process.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Submit invoice for work performed to develop the bylaws and organizational documents.
- Prepare draft architecture/engineering services agreement with the selected team Wendel + Foresight Design
- Provide quarterly update to regional stakeholders

Second Quarter Deliverables (October – December):

- Execute architecture/engineering services agreement.
- Coordinate meeting between A/E firm and VPRA to discuss engineering details and data sharing
- Provide quarterly update to the regional stakeholders

Third Quarter Deliverables (January – March):

- Facilitate meeting between A/E firm and NRVPRSA to develop vision for station facility
- Provide quarterly update to the regional stakeholders

Fourth Quarter Deliverables (April – June):

- Continued coordination of A/E services with NRVPRSA
- 30% design plans provided by A/E firm
- Provide quarterly update to the regional stakeholders

NRVMPO

## 2050 Long-Range Transportation Plan Update

The purpose of this multi-year project is to update the New River Valley Metropolitan Organization's Long-Range Transportation Plan (LRTP). The plan update will provide consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of transportation problems to be addressed. In general, the planning process shall provide for the establishment and use of a performance-based approach to transportation decision making to support national and statewide goals. The planning horizon will be updated to 2050.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- None

Second Quarter Deliverables (October – December):

- Compile and review existing/current plans, studies, and data
- Develop a public outreach strategy and project branding
- Develop an online presence for community engagement and involvement

Third Quarter Deliverables (January – March):

- Prepare outreach materials to promote the LRT purpose and process
- Launch on-going public input methodology (i.e., bang-the-table site, email, social media, etc.)
- Identify performance measures and goals

Fourth Quarter Deliverables (April – June):

- Prepare outreach materials that outline the progress since last LRTP update (i.e., projects accomplished or in pipeline)
- Initial identification of network deficiencies for passenger vehicles, bicyclists, pedestrians, and public transit
- Initial hotspot geospatial analysis



**Elijah Sharp**

Deputy Executive Director  
esharp@nrvc.org

### Project Team

Kim  
Bethany  
Hannah

675hrs





**Christy Straight, AICP**  
Director of Infrastructure and  
Environmental Resources  
cstraight@nrvc.org

**Project Team**

Kim  
Bethany

375hrs



**NRVMPO**

## **Valley to Valley Community Engagement**

Valley to Valley is a long-distance trail initiative that aims to connect the New River Trail State Park to the Roanoke River Greenway. December 2019, the Virginia Department of Transportation assisted partners in both the New River and Roanoke Valleys to develop a trail study. The intent of the study was to identify a new transportation corridor that would potentially connect multiple cities and towns, parks, recreation facilities, universities, and other institutions and amenities. The final study identifies potential corridors and funding opportunities for the Valley to Valley Trail. The proposed scope of work will continue to build on that work and intends to gain community perspectives regarding the most preferred option(s).

### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- None

Second Quarter Deliverables (October – December):

- Execute agreement between NRVMPO and NRVRC

Third Quarter Deliverables (January – March):

- Develop project branding and community engagement strategy
- Develop draft materials and content for community engagement activities
- Develop tools for collecting community and local stakeholder input

Fourth Quarter Deliverables (April – June):

- Launch online community engagement tools
- Analyze initial community input and update NRVMPO TAC
- Develop online community engagement summary report
- Develop Public Open House materials

## NRHD

# Community Public Health Initiative

The New River Health District (NRHD) Community Public Health Initiative is a 24-month ARPA program that launched in February 2023 to support expanded outreach and community partnership development for the NRHD. The program aims to strengthen the understanding of and integrate utilization of services at the NRHD for the most at risk populations in the region. Additionally, the NRVRC staff is supporting the launching of the Healthy Roots Network to build and promote communication and cross-collaboration across regional and community-based organizations and programs promoting wellness and addressing health risks for citizens of the New River Valley.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July - September):

- Hire Community Health Program Director
- Engage with Healthy Roots Leadership Team for program launch
- Survey NRHD staff and community partners regarding understanding of services and programs available and needed
- Develop structure and graphic enhancements for redesigned website
- Host community meetings to engagement partners and citizens in wellness discussions
- Regular reporting to NRHD and VDH on program goals and accomplishments
- Pilot mobile clinic activities for vaccines, testing and opioid related services in areas across the region

Second Quarter Deliverables (October - December):

- Launch updated website and assist in promotion and evaluation and update of community use
- Launch Healthy Roots Network communication plan and invite targeted organizations to the Advisory Council
- Engage partners to support mobile clinic activities

Third Quarter Deliverables (January - March):

- Continue evaluation and support of the website redesign and enhancement
- Create mapping elements for the website to track and inform community members about the mobile clinic and services
- Host community and regional event(s) to promote the partnerships and continue trust building in community

Fourth Quarter Deliverables (April – June):

- Engage Healthy Roots Network Advisory Council to build bylaws and engagement tactics across the subnetwork structures
- Promote NRHD services and programs in targeted communities and areas as survey results and mobile clinic piloting indicated is needed



**Holly Lesko**

Director of Community Health  
hlesko@nrvc.org

### Project Team

Kim  
New Health Manager  
New Community Health

2,100hrs





### Holly Lesko

Director of Community Health  
hlesko@nrvc.org

### Project Team

Kim  
Bethany  
Hannah  
New Health Manager  
New Community Health

4,100hrs



## MONTGOMERY COUNTY

# NRV Opioid Abatement Recovery Ecosystem

The NRV Recovery Ecosystem project is a five-year regional program supported by Virginia's Opioid Abatement Authority Cooperative Program. The project is launching this fiscal year with a variety of elements and supports to address the opioid crisis with specific enhancement and development of services to promote prevention as well as treatment, harm reduction and recovery for citizens and communities. By integrating services across the spectrum of need and geography, this project leverages the cooperative muscle of the region and commitment of the governmental and service provider leadership to be creative and strategic in addressing this crisis while enhancement underlying protective factors ensure long term recovery and resiliency.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Draft and execute contracts and memorandums of understanding for all participating jurisdictions and partners
- Create tracking and evaluation metrics and processes
- Formalize Leadership Team and begin building Technical Teams
- Hire project manager and community accountability coordinator

Second Quarter Deliverables (October – December):

- Launch campaign to support the project and provide information to citizens and communities about project elements
- Hold regular meetings of Leadership and Technical Teams to advance and communicate about the work
- Troubleshoot necessary management and implementation of the program
- Ensure project elements are aligned and functioning through fiscal and benchmark tracking

Third Quarter Deliverables (January – March):

- Highlight pilot program successes and lessons learned
- Ensure project elements are aligned and functioning through fiscal and benchmark tracking

Fourth Quarter Deliverables (April – June):

- Review program tracking processes with Leadership Team for adjustments and realignments if necessary
- Assess programmatic expansion and funding level needs for the upcoming fiscal year
- Prepare reauthorization materials for project continuation
- Ensure project elements are aligned and functioning through fiscal and benchmark tracking



## VDH OFFICE OF DRINKING WATER

# Construction Activity Oversight

The New River Valley Regional Commission is partnering with the Virginia Department of Health Office of Drinking Water (VDH-ODW) to provide project management and verification of construction activities for four (4) ARPA construction projects to improve drinking water infrastructure for residents in rural Montgomery County.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July- September):

- Conduct site visits to make project evaluations
- Attend needed progress meetings and coordinate with project Engineers, Field Office, and Montgomery County PSA
- Prepare needed reports and photographic documentation
- Ensure ARPA compliance for VDH-ODW projects

Second Quarter Deliverables (October- December):

- Conduct site visits to make project evaluations
- Attend needed progress meetings and coordinate with project Engineers, Field Office, and Montgomery County PSA
- Prepare needed reports and photographic documentation
- Ensure ARPA compliance for VDH-ODW projects

Third Quarter Deliverables (January -March)

- Conduct site visits to make project evaluations
- Attend needed progress meetings and coordinate with project Engineers, Field Office, and Montgomery County PSA
- Prepare needed reports and photographic documentation
- Ensure ARPA compliance for VDH-ODW projects

Fourth Quarter Deliverables (April-June)

- Conduct site visits to make project evaluations
- Attend needed progress meetings and coordinate with project Engineers, Field Office, and Montgomery County PSA
- Prepare needed reports and photographic documentation
- Ensure ARPA compliance for VDH-ODW projects



**Jennifer Wilsie, AICP**  
Director of Housing and  
Community Engagement  
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**Project Team**  
Hannah

1,350hrs





**Holly Lesko**

Director of Community Health  
hlesko@nrvc.org

**Project Team**

Bethany  
Hannah

450hrs



**NRHD**

**GIS and Technology Assistance**

The Regional Commission continues to uphold and advance its GIS and general technology support partnership with the New River Health District. The Commission and Health District recognize the capabilities of using GIS to catalog historical data, analyze trends, and effectively convey technical information visually. Geospatial and data visualization techniques have proven themselves useful in the public health and environmental health sectors – both for internal organizational operations and external education efforts. This year the Commission will be assisting NRHD with creating a new public website to promote its community health programs.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Meet with NRHD staff to develop a Plan of Work
- Explore new GIS and web deliverables and services
- NRHD website maintenance
- Monthly dashboard updates as guided by NRHD staff
- Submit Quarterly Progress Report and Reimbursement Request

Second Quarter Deliverables (October – December):

- NRHD website maintenance
- Monthly dashboard updates
- Submit Quarterly Progress Report and Reimbursement Request

Third Quarter Deliverables (January – March):

- NRHD website maintenance
- Monthly dashboard updates
- Submit Quarterly Progress Report and Reimbursement Request

Fourth Quarter Deliverables (April – June):

- NRHD website maintenance
- Facilitate meetings with regional partners to explore new GIS and web deliverables
- Monthly dashboard updates
- Submit Quarterly Progress Report and Reimbursement Request

## VDEM

# Hazard Mitigation Plan Update

This plan ensures areas of vulnerability are identified and evaluated with respect to threats presented and proposed opportunities for mitigation. The New River Valley Hazard Mitigation Plan update provides a comprehensive reassessment of natural and man-made hazards and establishes mitigation strategies that better prepare local communities. The plan update will include the identification of additional hazards that could impact the region, performing a risk assessment and capability assessment, and updating mitigation objectives and strategies.

The NRVRC formed a steering committee to guide the planning process. The committee includes discipline representation from all participating governments of the NRVRC, including respective discipline departments, citizens, and private businesses. One objective is to collect and retain updated data sets that support planning activities. Commission staff is coordinating among stakeholders and completing data assessment and modeling and mapping of hazards and risk assessment, plan preparation, and public outreach.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July- September):

- Prepare and submit reimbursement requests
- Prepare quarterly project status reports
- Meeting facilitation & coordination for working groups and stakeholders
- Coordination with localities for data needs and plan input
- Develop local and regional mitigation strategy to include goals and mitigation actions for the implementation plan
- Assess capabilities available and identify funding sources
- Public information and involvement
- Prepare the final draft narrative and mapping

Second Quarter Deliverables (October- December):

- Public information and involvement
- Prepare the final draft narrative and mapping
- Regulatory agency review of final document
- Revision of plan in response to review comments
- Prepare and submit reimbursement requests
- Prepare quarterly project status reports
- Presentation of plan to locality councils/board for adoption
- Project closeout – final grant reporting and reimbursement

Third Quarter Deliverables (January -March)

- None

Fourth Quarter Deliverables (April-June)

- None



**Christy Straight, AICP**  
Director of Infrastructure  
and Environmental  
Resources  
cstraight@nrvc.org

**Project Team**  
Kim  
Hannah

275hrs





**Kathleen Armstrong**  
Community Designer/  
Regional Planner II  
karmstrong@nrvc.org

## DEQ

# New River Watershed Roundtable

The Regional Commission continues to act as the coordinating entity for the New River Watershed Roundtable. The outcomes for this project are to provide administrative support to the New River Watershed Roundtable through quarterly meetings, to provide opportunities for further watershed collaboration, support stewardship opportunities for the local community, update the website, including content, branding and site maintenance, to assist in the creation of a dynamic and interactive map for the New River Water Trail, and to provide support to citizen water quality monitoring projects and regional river clean-up projects.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Continue maintenance of the New River Watershed Roundtable website
- Assist in the administration and planning of the ReNew the New Event
- Coordinate, host and facilitate Quarterly Meeting
- Follow-up with tasks assigned at Quarterly Meeting
- Work closely with DEQ to submit Quarterly progress reports

Second Quarter Deliverables (October – December):

- Coordinate, host and facilitate Quarterly Meeting
- Follow-up with tasks assigned at Quarterly Meeting
- Work closely with DEQ to submit Quarterly progress reports

Third Quarter Deliverables (January – March):

- Coordinate, host and facilitate Quarterly Meeting
- Follow-up with tasks assigned at Quarterly Meeting
- Work closely with DEQ to submit Quarterly progress reports

Fourth Quarter Deliverables (April – June):

- Coordinate, host and facilitate Quarterly Meeting
- Follow-up with tasks assigned at Quarterly Meeting
- Work closely with DEQ to submit Quarterly progress reports
- Assist with planning of the ReNew the New stewardship event

225hrs



VOF

## Plant Natives SwVA Program

This NRVRC was awarded a Virginia Outdoors Foundation grant to support the Plant Southwest Virginia Natives Campaign. The project will involve a partnership with the nonprofit Live, Work, Eat, Grow, Inc to establish a plant propagation pilot project at the Hale Community Garden (Hale) and create a Plant SWVA Natives Guide to be distributed to partners across Southwest Virginia.

Other partners include but are not limited to New River Chapter of the Virginia Native Plant Society, Blue Ridge Wildflower Society, NRV Master Naturalists, Friends of Peak Creek, Sustain Floyd, Radford University and Sustainable Blacksburg.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Proof and finalize native plant guide
- Utilize propagation center implementation
- Coordinate, host, and conduct monthly meeting
- Follow-up with tasks assigned at monthly meeting

Second Quarter Deliverables (October – December):

- Utilize propagation center implementation
- Coordinate, host, and conduct monthly meeting
- Follow-up with tasks assigned at monthly meeting
- Distribution of Native Plant Guide

Third Quarter Deliverables (January -March)

- None

Fourth Quarter Deliverables (April-June)

- None



**Nicole Hersch**

Community Designer/  
Regional Planner II  
nicole@nrvc.org

### Project Team

Janet

650hrs





**Aphi Fancon, AICP**

Director of Community Development  
afancon@nrvc.org

**Project Team**

Hannah

450hrs



**DEPARTMENT OF WIND ENERGY**

**Regulations Case Study**

The US Department of Energy’s Wind Energy Technologies Office released a \$28 million funding opportunity to lower costs and address barriers to deployment of wind energy in all its applications. The opportunity will support research to improve offshore wind transmission technologies, reduce barriers for distributed wind deployment by communities, better understand the impacts of offshore wind development on affected communities, and reduce the impacts to wildlife.

The Commission is collaborating on a multi-state application to participate in a case study to help characterize economic and other impacts of offshore wind development on local communities. Work outcomes aim to build capacity for communities to better participate in, and benefit from, offshore wind energy development.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Expected DOE selection of award notifications

Second Quarter Deliverables (October – December):

- Participate in project management team meetings
- Follow-up with tasks and commitments from meeting
- Work closely with partners to submit progress reports

Third Quarter Deliverables (January – March):

- Participate in project management team meetings
- Follow-up with tasks and commitments from meeting
- Work closely with partners to submit progress reports

Fourth Quarter Deliverables (April – June):

- Participate in project management team meetings
- Follow-up with tasks and commitments from meeting
- Work closely with partners to submit progress reports

# Strengthening the Region through Collaboration



**NRVRC**  
new river valley regional commission

## Counties

Floyd | Giles | Montgomery | Pulaski

## City

Radford

## Towns

Blacksburg | Christiansburg | Floyd | Narrows  
Pearisburg | Pulaski | Rich Creek

## Higher Education

Virginia Tech | Radford University |  
New River Community College

NRVRC.ORG



**Janaka Casper**  
2023 Citizen of the Valley



**Bethany Peters**  
Information Specialist/  
Regional Planner I  
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**Project Team**  
Aphi  
Hannah

**375hrs**



## TOWN OF RICH CREEK

# Comprehensive Plan Update

The Town of Rich Creek is updating their Comprehensive Plan. The plan will capture the Town's vision for the future, and guide decision-making about the Town's growth, development, investments, and services. The process will include community engagement, data collection and analysis, and review of the Town's goals, objectives, policies, and strategies.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Develop community engagement strategies
- Design and launch community survey
- Publish promotional materials for survey participation
- Facilitate work sessions with Planning Commission

Second Quarter Deliverables (October – December):

- Data analysis of public input and survey results
- Develop data visualizations and mapping for each element of the Comprehensive Plan
- Facilitate work sessions with Planning Commission

Third Quarter Deliverables (January – March):

- Update goals, objectives, policies, and strategies for each Comprehensive Plan element area.
- Develop data visualizations and mapping for each section of the Plan
- Facilitate work sessions with Planning Commission
- Facilitate up to three focus groups about Comprehensive Plan element areas

Fourth Quarter Deliverables (April – June):

- Prepare publication-quality draft of Comprehensive Plan
- Present Comprehensive Plan draft to Planning Commission
- Present final Comprehensive Plan to Town Council for adoption



## TOWN OF CHRISTIANSBURG

# Comprehensive Plan Update

The Town of Christiansburg started their Comprehensive Plan update effort. The plan will capture the community's vision for the Town, and guide the Town's growth, development, investments, and services to enhance quality of life. The Town will evaluate current issues and opportunities, discuss solutions, and select options to address the issues. Changes to the comprehensive plan will also be made to comply with new State regulations.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July - September):

- Facilitated Focus Group Meetings (3)
- Design and launch Community Survey
- Supporting In-Person Engagement Activities
- Facilitate work sessions with subcommittee

Second Quarter Deliverables (October - December):

- Virtual Engagement Space Maintenance
- Community Engagement Analysis & Summary Reports
- Facilitate work sessions with subcommittee

Third Quarter Deliverables (January - March):

- Data Analysis for each section of the plan
- Develop publication quality mapping and data visualizations for each section of the plan
- Facilitate work sessions with subcommittee

Fourth Quarter Deliverables (April – June):

- Updating Goals, Objectives, and Strategies
- Development of Consumer Documents
- Facilitate work sessions with subcommittee
- Develop FY25 scope of work



### Aphi Fancon, AICP

Director of Community  
Development  
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### Project Team

Jennifer  
Kim  
Bethany  
Hannah

950hrs





**Christy Straight, AICP**  
Director of Infrastructure and  
Environmental Resources  
cstraight@nrvc.org

**Project Team**  
Hannah

250hrs



## TOWN OF PEMBROKE

# Comprehensive Plan Update

The Commission is completing an update to the Town of Pembroke's Comprehensive Plan. The town will update its concerns and future needs for the next decade. The Commission will work with the Town to engage the public to guide planning outcomes and will develop a final product that allows local partners to measure their progress.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July-September):

- Coordinate with Town Staff to gather input regarding requirements, programs, initiatives, implementation, and administration procedures
- Coordinate weekly meetings with Town project manager
- Develop online community engagement tools
- Develop community engagement strategies
- Collect hi-resolution photos and/ or video
- Design community survey and activities for community engagement

Second Quarter Deliverables (October-December):

- Launch community engagement (one Town-wide survey and one short questionnaire)
- Create content for press releases and other communications related to comprehensive plan
- Design signs to promote survey and public participation
- Coordination with Giles County to obtain GIS related shapefiles

Third Quarter Deliverables (January-March):

- Data analysis of public input
- Coordinate and facilitate working group meetings focusing on up to three comprehensive plan element areas
- Begin data analysis of individual sections of the Comprehensive Plan

Fourth Quarter Deliverables (April-June):

- Prepare the Draft publication quality Comprehensive plan components in electronic format
- Prepare display boards and meeting participation materials for open house public meetings and conduct two (2) open houses
- Present Final Comprehensive Plan updates to Planning Commission
- Present Final Comprehensive Plan updates to Town Council for adoption

## TOWN OF NARROWS

# Comprehensive Plan Update

The Town of Narrows is in the process of updating its comprehensive plan. The Town will identify areas of concerns and future needs of the town. As part of the effort, community feedback will be gathered, and existing conditions will be analyzed in the effort to develop goals and strategies to improve the Town over the next 10 years, and making it an attractive place to live, work and visit.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July - September):

- Conduct Two open houses to share the draft goals, objectives and policies
- Compile and analyze feedback from the public
- Prepare the final draft publication quality Comprehensive Plan components in electronic format

Second Quarter Deliverables (October - December):

- Present Final Comprehensive Plan updates to Planning Commission
- Incorporate Planning Commission feedback
- Present Final Comprehensive Plan updates to Town Council for adoption

Third Quarter Deliverables (January - March):

- None

Fourth Quarter Deliverables (April – June):

- None



### Aphi Fancon, AICP

Director of Community  
Development  
afancon@nrvc.org

### Project Team

Kathleen

75hrs





**Aphi Fancon, AICP**

Director of Community Development  
afancon@nrvc.org

**Project Team**

Hannah

250hrs



**CITY OF RADFORD**

**Zoning Ordinance Update**

The City of Radford will be starting a comprehensive rewrite of the zoning ordinance that was developed in 1993. While there have been some periodic revisions, the zoning rewrite will allow the City to expand allowable uses in various zoning districts to keep pace with new types of uses and establish performance standards for some uses for development and redevelopment considerations. Illustrations will also be provided for better understanding of the requirements to make the ordinance easy to understand.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July-September):

- Community Engagement activities
- Rewrite Sign Chapter to revise all content-based provisions of the City’s sign regulations and make it content neutral to comply with the Supreme Court ruling in Reed v. Town of Gilbert
- Illustrations of different types of signs

Second Quarter Deliverables (October-December):

- Analysis of special districts: Conservation District (CD), University Residential/Business District (UD), Manufactured Home Residential District (R-MH), Planned Unit Development (PUD) and Cluster Housing Overlay (CHO)
- Review and revise Communication Towers and Antennae section
- Review and revise Off- Street Parking section
- Develop visuals for the Parking Chapter

Third Quarter Deliverables (January-March):

- Review and revise section on Landscaping, Screening and Buffer Areas
- Illustrations of some of the landscaping, screening and buffer requirements
- Develop regulations for Accessory Dwelling Units
- Develop regulations for Backyard chickens
- Review and revise non-conforming uses and structures requirements
- Develop a chapter on violations and penalties

Fourth Quarter Deliverables (April-June):

- Prepare draft publication quality of the Zoning Ordinance in electronic format
- Coordinate with City staff to solicit community input and participation
- Summarize public feedback and share with Planning Commission
- Modify the draft documents per community input
- Present Final Updated Zoning Ordinance to Planning Commission for their recommendation to approve
- Prepare and present Final Updated Zoning Ordinance to City Council for their adoption

## PULASKI COUNTY

# Park Master Planning

The purpose of this project is to continue updating master planning documents for Pulaski County parks. Park planning is anticipated to include Smith Farm Park, Fairview Homes, Sheffey Park, and Loving Field. Park Planning includes technical assistance that can provide Parks and Rec staff with strategies for successful park design/development, lessened maintenance burden, community engagement, and increased programming capacity.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Continue the development of Loving Field master plan
- Coordinate, host and facilitate Monthly meetings with Parks and Recreation staff
- Follow-up with tasks assigned at monthly meeting
- Work closely with Parks and Recreation staff to provide technical assistance and build capacity

Second Quarter Deliverables (October – December):

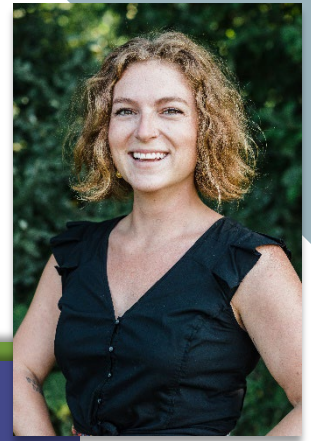
- Inventory existing assets and document locations of planned improvements and continue the development of Smith Farm Park master plan
- Coordinate, host and facilitate Monthly meetings with Parks and Recreation staff
- Follow-up with tasks assigned at monthly meeting
- Work closely with Parks and Recreation staff to provide technical assistance and build capacity
- Frame Pulaski County Parks Master Plan Document

Third Quarter Deliverables (January – March):

- Continue the development of Smith Farm Park master plan
- Coordinate, host and facilitate Monthly meetings with Parks and Recreation staff
- Follow-up with tasks assigned at monthly meeting
- Work closely with Parks and Recreation staff to provide technical assistance and build capacity
- Draft Pulaski County Parks Master Plan Document

Fourth Quarter Deliverables (April – June):

- Coordinate, host and facilitate Monthly meetings with Parks and Recreation staff
- Follow-up with tasks assigned at monthly meeting
- Work closely with Parks and Recreation staff to provide technical assistance and build capacity
- Review and solicit feedback for Pulaski County Parks Master Plan Document



**Kathleen Armstrong**

Community Designer/  
Regional Planner II  
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### Project Team

Kathleen

340hrs





**Aphi Fancon, AICP**

Director of Community Development  
afancon@nrvc.org

**Project Team**

Hannah

**TOWN OF FLOYD**

**General Technical Assistance**

The Town of Floyd is amending sections of their zoning ordinance and code of ordinance and Regional Commission staff will provide support to prepare content and illustrations, prepare permits and provide other general technical assistance as needed. The scope also includes on-call technical assistance across a variety of implementation supporting activities.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

General Project Deliverables:

- Coordinate regular meetings between Commission and Town staff
- Prepare at least one (1) zoning amendment
- Prepare summary of changes report for the Planning Commission
- Present to the Planning Commission updated sections of the Zoning Ordinance
- Develop illustration diagram
- Prepare draft public notices as needed
- Prepare adoption ordinance for the amended section of the Zoning Ordinance
- Assist Town staff with general zoning ordinance assistance
- The Commission will provide up to an estimated 100 hours of technical assistance

**80hrs**



## TOWN OF PULASKI – ARC LDD

# James Hardie Direct Injection Grant Admin

The James Hardie production facility is the Town of Pulaski's largest employer, and water and wastewater customer. Town infrastructure is currently operating over recommended capacity, which is currently a limiting factor for production and long-term viability of the current facility. The proposed improvements will mutually benefit both the Town and James Hardie Industries, by ensuring reliability of the municipal sewer system and also creating capacity for increased production. As a result, James Hardie will be able to retain at least 70 local jobs. The plant is currently operating at maximum capacity and if improvements are not made the plant may be forced to relocate.

The Regional Commission is providing grant admin support across three federal sources of revenue, environmental review record prep, and ensuring wage compliance.



**Elijah Sharp**

Deputy Executive Director  
esharp@nrvc.org

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Provide general advice and technical assistance to Town personnel on implementation of the project
- Furnish completed and/or required grant reports for EDA, DHCD, and ARC
- EDA release of funds
- Construction start

Second Quarter Deliverables (October – December):

- Provide general advice and technical assistance to Town personnel on implementation of the project
- Furnish completed and/or required grant reports for EDA, DHCD, and ARC
- Wage compliance
- Coordinate monthly project management team meetings

Third Quarter Deliverables (January – March):

- Provide general advice and technical assistance to Town personnel on implementation of the project
- Furnish completed and/or required grant reports for EDA, DHCD, and ARC
- Wage compliance
- Coordinate monthly project management team meetings

Fourth Quarter Deliverables (April – June):

- Employee retention interviews
- Coordinate monthly project management team meetings
- Final project audit and closeout

75hrs





**Christy Straight, AICP**  
Director of Infrastructure and  
Environmental Resources  
cstraight@nrvc.org

## FLOYD COUNTY – ARC LDD

### Industrial Access Grant Admin

The Commission is providing grant administration and environmental review support with funding received to expand an industrial access roadway and public utilities. Under this agreement, the Commission is managing both ARC Industrial Access and Tobacco Commission awards. In addition, the Commission will ensure Davis-Bacon prevailing wage requirements and other equal opportunity requirements are met.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July-September):

- Prepare and manage reimbursement reports
- Develop quarterly progress reports for grantors
- Confirm environmental certification of project
- Participate in project management meetings

Second Quarter Deliverables (October-December):

- Prepare and manage reimbursement reports
- Develop quarterly progress reports for grantors
- Participate in project management meetings

Third Quarter Deliverables (January-March):

- Prepare and manage reimbursement reports
- Develop quarterly progress reports for grantors
- Participate in project management meetings
- Coordinate with funders during the project bidding and contract approval process
- Weekly payroll and wage verification

Fourth Quarter Deliverables (April-June):

- Prepare and manage reimbursement reports
- Develop quarterly progress reports for grantors
- Participate in project management meetings
- Weekly payroll and wage verification

100hrs





## FLOYD COUNTY – ARC LDD

# EDA Growth Center Building #1 Grant Admin

The Commission continues to provide grant administration services to assist Floyd County and the Floyd County EDA with funding received for construction of a 13,500 square foot resilient multi-tenant, expandable, light industrial building. Services will support compliance for both the US Economic Development Administration #01-79-14949 and Tobacco Commission grants.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Submit quarterly performance report
- Coordination and communications with grantors
- Preparation and management of reimbursement requests
- Management of budget documentation
- Coordinate and attend project team meetings

Second Quarter Deliverables (October – December):

- Submit quarterly performance and semi-annual financial reports
- Coordination and communications with grantors
- Preparation and management of reimbursement requests
- Management of budget documentation
- Coordinate and attend project team meetings
- Conduct project closeout activities

Third Quarter Deliverables (January - March):

- None

Fourth Quarter Deliverables (April – June):

- None



**Christy Straight, AICP**

Director of Infrastructure  
and Environmental  
Resources  
cstraight@nrvc.org

100hrs





**Jennifer Wilsie, AICP**  
Director of Housing and  
Community Engagement  
jwilsie@nrvc.org

**Project Team**  
Hannah

50hrs



## FLOYD COUNTY

# CDBG Scatter-Site Housing Rehab Grant Admin

The purpose of this work element is to provide grant administration for Floyd County under the Community Development Block Grant program towards the rehabilitation of 15 scatter-site homes in Floyd County. Recipients of housing rehab will be verified as low-to-moderate income and have documented housing need.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and coordinate leverage
- Submit remittance requests as necessary
- Communicate updates and other important information to all rehab clients
- Work with SERCAP to coordinate the rehab process
- Maintain compliance with DHCD grant regulations

Second Quarter Deliverables (October – December)

- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and coordinate leverage
- Submit remittance requests as necessary
- Communicate updates and other important information to all rehab clients
- Work with SERCAP to coordinate the rehab process
- Maintain compliance with DHCD grant regulations

Third Quarter Deliverables (January – March):

- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and coordinate leverage
- Submit remittance requests as necessary
- Communicate updates and other important information to all rehab clients
- Work with SERCAP to coordinate the rehab process
- Maintain compliance with DHCD grant regulations

Fourth Quarter Deliverables (April – June):

- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and coordinate leverage
- Submit remittance requests as necessary
- Communicate updates and other important information to all rehab clients
- Work with SERCAP to coordinate the rehab process
- Maintain compliance with DHCD grant regulations

## FRIENDS OF SwVA – ARC LDD

# Giles County New River/Trail Center Wage Compliance

The Regional Commission is partnering with Friends of Southwest Virginia and Giles County on the development of a New River/Trail Center. The project broke ground in the Spring of 2023 on the historic Mountain Lake property. The Center is anticipated to serve as a nucleus for information on the myriad of outdoor recreation opportunities and services in Giles County. Shuttle services will connect visitors to hiking trails, mountain biking systems, and paddling launch locations throughout the County.

A second phase of the project will create a new trail that connects the Center to Mountain Lake Lodge and the peak of Bald Knob. The Commission is assisting with environmental coordination and other regulatory compliance.



**Elijah Sharp**

Deputy Executive Director  
esharp@nrvc.org

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Provide general advice and technical assistance on implementation of the project
- Participate in monthly project management team meetings
- Perform Wage Compliance

Second Quarter Deliverables (October – December):

- Provide general advice and technical assistance on implementation of the project
- Participate in monthly project management team meetings
- Perform Wage Compliance

Third Quarter Deliverables (January – March):

- Provide general advice and technical assistance on implementation of the project
- Participate in monthly project management team meetings
- Perform Wage Compliance

Fourth Quarter Deliverables (April – June):

- Provide general advice and technical assistance on implementation of the project
- Participate in monthly project management team meetings
- Perform Wage Compliance
- Final project audit and closeout

75hrs





**Elijah Sharp**  
Deputy Executive Director  
esharp@nrvc.org

## RADFORD UNIVERSITY – ARC LDD **Economic Impact Study**

The Regional Commission is assisting Radford University with the update of an Economic Impact Study that will demonstrate the University's total economic impact on the greater New River Valley region and the Commonwealth.

### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Provide analysis of direct, indirect effect, and induced effect for a variety of metrics utilizing data collected
- Submit initial draft economic impact study to University for review and input
- Incorporate University staff feedback

Second Quarter Deliverables (October – December):

- Prepare a summary presentation of economic impacts in-region and statewide
- Prepare and submit final report

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None

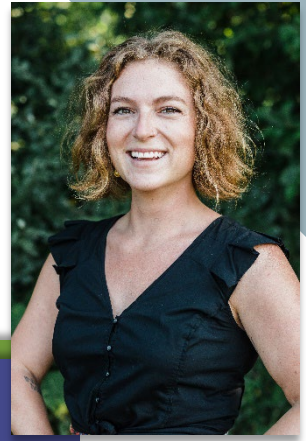
**75hrs**



## CITY OF RADFORD

# Downtown East Main Street General Technical Assistance

The Regional Commission is providing general technical assistance to the City of Radford as they implement the East Main Downtown project. The project encompasses streetscape, lighting, parking improvements, pedestrian amenities, public art, public gathering spaces and connection, via a multi-use trail, from downtown to the New River. The Commission is assisting with identifying and applying for funding, administering grant funding, preparing conceptual plans, engagement activities, assistance with procurement, and any other technical assistance requested. The City was awarded \$700,000 from the Appalachian Regional Commission for the initial phases of the River and Rail Downtown Connector Trail. The project includes adaptive reuse of a surface parking lot into a downtown gathering space, activating the sidewalk for pedestrians and cyclists and general East Main placemaking.



**Kathleen Armstrong**  
Community Designer/  
Regional Planner II  
karmstrong@nrvc.org

### Project Team

Eli  
Chris

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Coordinate regular project management team meetings
- Provide input for final design of Phase 1 of project implementation
- Assist with conceptual design of public gathering space
- Finalize pre-contract activities for ARC funding

Second Quarter Deliverables (October – December):

- Coordinate regular project management team meetings
- Construction bidding
- Implementation of Phase 1 design
- Provide public engagement opportunities for project
- Implement mural project (placemaking)

Third Quarter Deliverables (January – March):

- Coordinate regular project management team meetings
- Conceptual design of River connector trail
- Contract monitoring and grant compliance

Fourth Quarter Deliverables (April – June):

- Coordinate regular project management team meetings
- Contract monitoring and grant compliance
- Identify and apply for additional funding resources for continued implementation/ maintenance

450hrs





**Bethany Peters**  
Information Specialist/  
Regional Planner I  
cstraight@nrvc.org

**Project Team**  
Jennifer

75hrs



## TOWN OF CHRISTIANSBURG – ARC LDD

# ARC Downtown Community Gathering Space Grant Admin

The Regional Commission will be administering a \$275,000 construction grant on behalf of the Town of Christiansburg, funded by the Appalachian Regional Commission.

The Christiansburg Community Gathering Space project will create a welcoming farmers market and multi-purpose cultural anchor space in downtown that will act as a catalyst for future economic growth and vibrancy and serve the need for both programmed and spontaneous outdoor public space use.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Execute contract with DHCD
- Assist with agenda creation and facilitation of monthly leadership team meetings
- Coordinate with Town and VDOT on final scope of work of Revenue Sharing project that will affect scope of ARC project
- Coordinate with project A/E to finalize scope of work

Second Quarter Deliverables (October – December):

- Assist with agenda creation and facilitation of monthly leadership team meetings
- Submit monthly progress reports through CAMS
- Submit remittance requests as necessary
- Coordinate with project A/E
- Plan for public outreach activities for increased awareness

Third Quarter Deliverables (January – March):

- Assist with agenda creation and facilitation of monthly leadership team meetings
- Submit monthly progress reports through CAMS
- Submit remittance requests as necessary
- Coordinate with project A/E
- Conduct public outreach activities for increased awareness
- Put project out for competitive contractor bids

Fourth Quarter Deliverables (April – June):

- Assist with agenda creation and facilitation of monthly leadership team meetings
- Submit monthly progress reports through CAMS
- Submit remittance requests as necessary
- Execute written agreement with contractor

## ARC – TOWN OF PEMBROKE

# PemTel Painter School Road Broadband Grant Admin

The New River Valley Regional Commission received an Appalachian Regional Commission (ARC) grant. The project will expand fiber-to-the-home to most of the 45 homes served and the remaining fiber-to-the-node high-speed internet to rural residents near Pembroke, VA, located around Painter School Rd. and Rocky Hollow Road in Giles County.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July-September):

- Complete fiber build
- Maintain Federal Wage Compliance with project
- Submit Reporting to DHCD
- Submit remittance requests

Second Quarter Deliverables (October-December):

- Complete Final Compliance Review
- Complete Final Report

Third Quarter Deliverables (January-March):

- None

Fourth Quarter Deliverables (April-June):

- None



**Chris Owens**

Project Manager - Infrastructure  
cowens@nrvc.org

75hrs





**Chris Owens**

Project Manager - Infrastructure  
cowens@nrvc.org

## MONTGOMERY COUNTY

# VATI 2021 Broadband Expansion Grant Admin

This project is intended to bring fiber to the home (FTTH) of the underserved citizens of Eastern Montgomery County for a total of 1,292 new connections. Montgomery County has partnered with GigaBeam to complete this change. DHCD has awarded Montgomery County \$919,569 for this effort; the Regional Commission will provide grant administration for the project.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit reimbursement requests as needed

Second Quarter Deliverables (October – December):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit reimbursement requests as needed

Third Quarter Deliverables (January – March):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit reimbursement requests as needed

Fourth Quarter Deliverables (April – June):

- Final Compliance Review
- Final Reports

125hrs





## DHCD – BLAND & MONTGOMERY COUNTY VATI 2022 Universal Broadband Coverage Grant Admin

This project is intended to bring fiber to the home (FTTH) of the underserved citizens of Montgomery and Bland Counties – a total of 14,154 new connections through internet services provider GigaBeam. DHCD has awarded the New River Valley Planning Commission \$39,233,355; and the counties and ISPs have committed an additional matching funds of \$38,247,340. The project is anticipated to be completed in 2026.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

Second Quarter Deliverables (October – December):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

Third Quarter Deliverables (January – March):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

Fourth Quarter Deliverables (April – June):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed



**Chris Owens**

Project Manager - Infrastructure  
cowens@nrvc.org

900hrs





**Chris Owens**

Project Manager - Infrastructure  
cowens@nrvc.org

## DHCD – PULASKI COUNTY

# VATI 2022 Universal Broadband Coverage Grant Admin

This project is intended to bring fiber to the home (FTTH) of the underserved citizens of Pulaski County – a total of 8,822 new connections through internet services provider All Points Broadband. DHCD has awarded the New River Valley Planning Commission \$29,122,000; and the counties and ISPs have committed an additional matching funds of \$26,103,057.19. The project is anticipated to be completed in 2025.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

Second Quarter Deliverables (October – December):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

Third Quarter Deliverables (January – March):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

Fourth Quarter Deliverables (April – June):

- Coordinate monthly project management team meetings
- Submit monthly report to DHCD
- Submit quarterly report to DHCD
- Submit reimbursement requests as needed

400hrs



## DEQ – TOWN OF CHRISTIANSBURG

# Crab Creek Stormwater Beautification

The Crab Creek Beautification Project is an effort to connect the Christiansburg community with their Crab Creek Watershed through watershed friendly landscaping practices on private property. The purpose of this program is to provide both cost-share and technical assistance to private property owners to assist in the improvement of water quality in the Crab Creek Watershed. Property owners and residents can apply for rebate funds to improve the landscape health of their property. Project partners include: Balzer and Associates, Landscape Architecture Department at Virginia Tech, Downtown Christiansburg, Inc, and the Town of Christiansburg.



**Nicole Hersch**

Community Designer/  
Regional Planner II  
nicole@nrvc.org

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Coordinate, host, and conduct quarterly meeting
- Follow-up with tasks assigned at quarterly meeting
- Develop project website content and maps
- Maintain project website

Second Quarter Deliverables (October – December):

- Coordinate, host, and conduct quarterly meeting
- Follow-up with tasks assigned at quarterly meeting
- Host public meeting
- Begin accepting project applications

Third Quarter Deliverables (January – March):

- Continue accepting project applications
- Perform site visits
- Approve applications
- Coordinate, host, and conduct quarterly meeting
- Follow-up with tasks assigned at quarterly meeting

Fourth Quarter Deliverables (April – June):

- Continue accepting project applications
- Perform site visits
- Project closeout

900hrs





**Jennifer Wilsie, AICP**  
Director of Housing and  
Community Engagement  
jwilsie@nrvc.org

## ARC - FLOYD COUNTY

# Scatter-Site #2 Planning Grant Application

The Commission will assist Floyd County with an additional Planning Grant application for scatter-site housing rehab work in order to explore more efficient timelines and partnerships to provide housing rehab assistance on an ongoing basis.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Submit Planning Grant application
- Facilitate monthly management team meetings
- Host community meeting to share program with Floyd residents

Second Quarter Deliverables (October – December):

- Execute Planning Grant contract
- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and submit remittance requests as necessary
- Work with partners such as SERCAP, Floyd Initiative for Safe Housing, and others to create an efficient intake, client interface, housing assessment, and rehab execution system for Floyd County rehabs

Third Quarter Deliverables (January – March):

- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and submit remittance requests as necessary
- Work with partners such as SERCAP, Floyd Initiative for Safe Housing, and others to create an efficient intake, client interface, housing assessment, and rehab execution system for Floyd County rehabs

Fourth Quarter Deliverables (April – June):

- Facilitate monthly management team meetings
- Submit monthly progress reports through CAMS
- Maintain grant budget and submit remittance requests as necessary
- Work with partners such as SERCAP, Floyd Initiative for Safe Housing, and others to create an efficient intake, client interface, housing assessment, and rehab execution system for Floyd County rehabs
- Prepare full housing rehab funding application

225hrs



## TOWN OF PEMBROKE

# ARPA Technical Assistance

The Regional Commission is assisting the Town of Pembroke with grant administration and general technical assistance for the State and Local Fiscal Recovery Funds (SLFRF) provided by the American Rescue Plan Act (ARPA). The Commission will assist with project management, fiscal monitoring, federal reporting, and other support services in connection with the funding.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

General Project Deliverables:

- Provide general advice and technical assistance to the Town and its agents/partners on implementation of eligible ARPA SLFRF project(s) and regulatory matters pertaining thereto
- Assist the Town in meeting all special award condition requirements that may be stipulated by funder
- Facilitate monthly meetings with project management team and additional project stakeholders and consultants, as needed
- Assist the Town in interpreting and complying with established procedures for the project and reporting to the grant funders
- Provide financial monitoring for the duration of the project to include tracking project expenditures
- Prepare and submit annual report to Department of Treasury through the online portal
- Support the Comprehensive Plan Update



**Christy Straight, AICP**

Director of Infrastructure  
and Environmental  
Resources  
cstraight@nrvc.org

75hrs





**Chris Owens**

Project Manager - Infrastructure  
cowens@nrvc.org

## CITY OF RADFORD

# ARPA Technical Assistance

The Regional Commission is assisting the City of Radford with grant administration and general technical assistance for the State and Local Fiscal Recovery Funds (SLFRF) provided by the American Rescue Plan Act (ARPA). The Commission will assist with project management, fiscal monitoring, federal reporting, and other support services in connection with the funding.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

General Project Deliverables:

- Provide general advice and technical assistance to the Town and its agents/partners on implementation of eligible ARPA SLFRF project(s) and regulatory matters pertaining thereto
- Assist the Town in meeting all special award condition requirements that may be stipulated by funder
- Facilitate monthly meetings with project management team and additional project stakeholders and consultants, as needed
- Assist the Town in interpreting and complying with established procedures for the project and reporting to the grant funders
- Provide financial monitoring for the duration of the project to include tracking project expenditures
- Prepare and submit annual report to Department of Treasury through the online portal
- Support Downtown East Main Street implementation activities

225hrs



## TOWN OF RICH CREEK

# ARPA Technical Assistance

The Regional Commission is assisting the Town of Rich Creek with grant administration and general technical assistance for the State and Local Fiscal Recovery Funds (SLFRF) provided by the American Rescue Plan Act (ARPA). The Commission will assist with project management, fiscal monitoring, federal reporting, and other support services in connection with the funding.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

General Project Deliverables:

- Provide general advice and technical assistance to the Town and its agents/partners on implementation of eligible ARPA SLFRF project(s) and regulatory matters pertaining thereto
- Assist the Town in meeting all special award condition requirements that may be stipulated by funder
- Facilitate monthly meetings with project management team and additional project stakeholders and consultants, as needed
- Assist the Town in interpreting and complying with established procedures for the project and reporting to the grant funders
- Provide financial monitoring for the duration of the project to include tracking project expenditures
- Prepare and submit annual report to Department of Treasury through the online portal
- Support the Comprehensive Plan Update



**Bethany Peters**

Information Specialist/  
Regional Planner I  
cstraight@nrvc.org

125hrs





**Jennifer Wilsie, AICP**  
Director of Housing and  
Community Engagement  
jwilsie@nrvc.org

## TOWN OF BLACKSBURG

# Habitat State HOME Application

The Commission will assist local housing developer, Habitat for Humanity, with the drafting and submittal of a Fall 2023 State HOME application for a housing development in the Town of Blacksburg.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Work with Habitat to collect information + data needed for application narrative + attachments.
- Begin grant draft narrative

Second Quarter Deliverables (October – December):

- Final draft of application submitted to Habitat for review and revision
- Revisions to narrative
- Final review of grant attachment requirements
- Submit grant by 10/31

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None

75hrs





Strengthening  
the **Region**  
through  
Collaboration



**NRVRC**

Regional Commission

Counties

Montgomery | Pulaski

City

Ford

Towns

Clay | Floyd | Harrodsburg

Madison | Rich Creek

Education

Ford University |

Community College

ORG



 Penny Franklin  
Champion of the Valley - 2023

**Penny Franklin**  
2023 Champion of the Valley



**Jessica Barrett, CPA**  
Director of Finance  
jbarrett@nrvc.org

**Project Team**  
Janet

900hrs



## WORKFORCE

### Development Area Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for all Workforce Innovation and Opportunity Act (WIOA) and other funds allocated to the local workforce area. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request to Virginia Community College System

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request to Virginia Community College System

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request to Virginia Community College System

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request to Virginia Community College System

## VIRGINIA'S FIRST - VFRIFA

# Financial Administrative Support

Virginia's First is the regional industrial facility authority formed to cooperatively develop economic projects with regional impact. The Commission provides administrative and finance support to the authority at the direction of a part-time executive director. The project's activity includes quarterly financial reporting, accounts payable and receivable, annual meeting support, document management, coordinating and/or responding to information requests from the public and authority member representatives, and other tasks as directed by the executive director and board members. These additional tasks may include grant preparation, prospect site visit support, and coordination of miscellaneous site activities.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable processing
- Quarterly Treasurer's report
- Annual audit coordination and support

Second Quarter Deliverables (October – December):

- Monthly accounts payable processing
- Quarterly Treasurer's report

Third Quarter Deliverables (January – March):

- Monthly accounts payable processing
- Quarterly Treasurer's report

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable processing
- Quarterly Treasurer's report
- Annual member dues invoicing



**Julie Phillips**

Office Manager

[jphillips@nrvc.org](mailto:jphillips@nrvc.org)

300hrs





**Julie Phillips**

Office Manager

jphillips@nrvc.org

## SVSWMA

# Financial Administrative Support

Provide financial support to the Association by maintaining QuickBooks accounts for the Association, prepare financial statements for the Association Treasurer monthly, collect membership dues annually, deposit all funds received into Association bank account, and reconcile and transfer all funds received by the PayPal account into the Association checking account.

Provide Administrative support to the Association by maintaining membership database in excel, collecting membership renewals and quarterly meeting/conference registration, attending monthly board meetings and planning and attending quarterly meetings and annual conferences, issuing certificates to members for Continuing Education credits, routine WordPress site updates, and sending communications to members.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Annual conference planning and coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

Second Quarter Deliverables (October – December):

- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

Third Quarter Deliverables (January – March):

- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

Fourth Quarter Deliverables (April – June):

- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

175hrs



## WORKFORCE

# YouthBuild Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for grant funds from the U.S. Department of Labor. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff funded by the Workforce Innovation and Opportunity Act YouthBuild funds.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request



**Jessica Barrett, CPA**

Director of Finance  
jbarrett@nrvc.org

### Project Team

New Finance Tech

625hrs





**Jessica Barrett, CPA**  
Director of Finance  
jbarrett@nrvc.org

**Project Team**  
New Finance Tech

**625hrs**



## WORKFORCE

# Opportunity for Rural Communities Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for grant funds from the U.S. Department of Labor. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff funded by the Workforce Innovation and Opportunity Act WORC funds.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

## WORKFORCE

# POWER Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for Partnerships for Opportunity and Workforce and Economic Revitalization grant funds from ARC. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request



**Jessica Barrett, CPA**

Director of Finance  
jbarrett@nrvc.org

### Project Team

Emily

300hrs





**Jessica Barrett, CPA**  
Director of Finance  
jbarrett@nrvc.org

**Project Team**  
Emily

525hrs



## WORKFORCE

### Ready SwVA Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for Ready Southwest Virginia Childcare Initiative grant funds from Ready. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request



## WORKFORCE

# Innovation Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for grant funds from the Innovations grant. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request



**Jessica Barrett, CPA**

Director of Finance  
jbarrett@nrvc.org

### Project Team

Janet

200hrs





**Jessica Barrett, CPA**  
Director of Finance  
jbarrett@nrvc.org

**Project Team**  
New Finance Tech

100hrs

## WORKFORCE

### Soft Skills Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for grant funds from Soft Skills Training. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

### PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

## WORKFORCE

# Supplemental Fiscal Agent

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for grant funds from the Supplemental Workforce Development Training Opportunity funds. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request



**Jessica Barrett, CPA**

Director of Finance  
jbarrett@nrvc.org

### Project Team

New Finance Tech

100hrs





**Jessica Barrett, CPA**

Director of Finance  
jbarrett@nrvc.org

**Project Team**

Emily  
Janet

**275hrs**



**WORKFORCE**

**Technical Skills Fiscal Agent**

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for grant funds from Technical Skills Development. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Second Quarter Deliverables (October – December):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Third Quarter Deliverables (January – March):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

Fourth Quarter Deliverables (April – June):

- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request

## VIRGINIA RECYCLING ASSOCIATION - VRA

# Financial Administrative Support

Provide financial support to the Association by maintaining QuickBooks accounts for the Association, prepare financial statements for the Association Treasurer monthly, collect membership dues annually, deposit all funds received into Association bank account, and reconcile all funds received by the online processing account into the Association checking account.

Provide administrative support to the Association by maintaining membership database in wild apricot, supporting numerous board member committees, and staffing the annual conference, collecting membership renewals and lunch and learn meeting/conference registration, issuing certificates to members for continuing education credits, routine website site updates, sending communications to members, and maintaining the associations email accounts and telephone number.



**Julie Phillips**

Office Manager

[jphillips@nrvc.org](mailto:jphillips@nrvc.org)

## PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2023 – June 2024

First Quarter Deliverables (July – September):

- Annual conference coordination
- Website and Wild Apricot updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report
- Support monthly board meeting and various committee meetings

Second Quarter Deliverables (October – December):

- Annual conference coordination
- Website and Wild Apricot updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report
- Support monthly board meeting and various committee meetings

Third Quarter Deliverables (January – March):

- Annual conference coordination
- Website and Wild Apricot updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report
- Support monthly board meeting and various committee meetings

Fourth Quarter Deliverables (April – June):

- Annual conference coordination
- Website and Wild Apricot updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report
- Support monthly board meeting and various committee meetings

330hrs



# Strengthening the Region through Collaboration



## NRVRC

New River Valley Regional Commission

### Counties

Wetzel | Boone | Putnam | Lincoln | Logan | Boone | Putnam

### City

Radford

### Towns

Christiansburg | Floyd | Narrows  
Martinsburg | Putnam | Rich Creek

### Higher Education

Radford University |  
New River Community College

NRVRC.ORG



New River Conservancy  
Established 1988

**New River Conservancy  
2023 Friend of the Valley**