



Agenda
September 24, 2020
6:00 p.m. – Hybrid Meeting via Zoom/In-person

- I. **CALL TO ORDER**
- II. **ELECTRONIC MEETING PARTICIPATION – Commission Action (attached)**
- III. **CONSENT AGENDA**
 - A. Approval of Minutes for August
 - B. **Approval of Treasurer's Reports for August**
- IV. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - None
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - None
- V. **PUBLIC ADDRESS**
- VI. **CHAIR'S REPORT**
- VII. **EXECUTIVE DIRECTOR'S REPORT**
- VIII. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
 - A. **New River Valley Business Continuity Team**
 - Presentation: Ashley Briggs, Public Health Director
 - Melanie Morris, Program Manager
 - Commission Discussion
 - B. **FY 21 Program of Work for the Regional Commission**
 - Presentation: Elijah Sharp, Deputy Executive Director
 - Commission Action
 - C. **SMART Scale Project Resolution of Support**
 - Commission Action
 - D. **CEDS Consumer Version**
 - Commission Discussion
 - E. **Next Commission Meeting – October 22nd**

All meeting materials posted on the Commission website www.nrvrc.org

The New River Valley Regional Commission provides area wide planning for the physical, social, and economic elements of the district; encourages and assists local governments in planning for their future; provides a means of coordinating federal, state, and local efforts to resolve area problems; provides a forum for review of mutual concerns; and implements services upon request of member local governments.



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members

From: Kevin R. Byrd, Executive Director

Date: September 17, 2020

Re: Participation in NRVRC meetings through Electronic Communication Means Policy

When the Governor has declared a state of emergency in accordance with section 44-146.17 of the Code of Virginia, it may become necessary for the NRV Regional Commission to meet by electronic means as outlined in Section 2.2-3708.2 of the Code of Virginia as amended. In such cases, the following procedure shall be followed:

1. The NRV Regional Commission will give notice to the public or common interest community association members using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the NRV Regional Commission.
2. The NRV Regional Commission will make arrangements for public access or common interest community association members access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment
3. The NRV Regional Commission will otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the NRV Regional Commission meeting.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

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

Higher Education

Virginia Tech
Radford University
New River Community College



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NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members
From: Jessica Barrett, Finance Director
Date: September 16, 2020
Re: August 2020 Financial Statements

The August 2020 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY20-21 budget adopted by the Commission at the June 25, 2020 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, along with the high volume of Workforce program activities, impact the adopted budget. To provide clarity, Commission and Workforce Development Board activities are separated on the agencywide report.

As of month-end August 2020 (16.67% of the fiscal year), Commission year to date revenues are 14.55% and expenses are 12% of adopted budget. The two largest budget expense lines, Salary and Fringe, are in line with budget at 15.22% and 15.89%, respectively. Revenue currently exceeds expenditures by approximately \$47,500 and is due in large part to the FY21 assessment (commission dues) invoiced in July.

Looking at the balance sheet, Accounts Receivable is \$439,115. Of this total, Workforce receivables are \$272,964 (62%) and current. Fiscal year-end procedures require all outstanding projects at year-end be closed into accounts receivable, resulting in an above average current balance. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible.

Net Projects (\$121,267) represents project expenses, primarily benchmark projects, that cannot be invoiced yet and posted to receivables.

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

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

Higher Education

Virginia Tech | Radford University
New River Community College

New River Valley Regional Commission
Balance Sheet
8/31/2020

Assets:

Operating Account	295,427
Certificate of Deposit	106,717
Money Market Account	84,774
Accounts Receivable	439,115
Accounts Receivable - Advanced Expenses	18,020
Prepaid Item	6,620
Total Assets:	950,673

Liabilities:

Accounts Payable	60,260
Accrued Annual Leave	89,535
Accrued Unemployment	22,303
Funds Held for Others	124
Expense Reimbursement	997
Total Liabilities:	173,220

Projects:
(Equity Accounts)

Net Projects	(121,267)
Current Year Unrestricted	168,685
Unrestricted Net Assets	733,452

Total Projects (Equity)	780,871
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Total Liabilities and Projects	954,091
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Net Difference to be Reconciled	(3,417)
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Total Adjustments to Post*	3,417
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Unreconciled Balance (after adjustment)	0
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*YTD adjustment to Accrued Leave. Final adjustment will be posted to general ledger at fiscal year end closeout.

**New River Valley Regional Commission
Revenue and Expenditures - August 2020**

FY20-21 Budget Adopted 6/25/2020		(16.67% of FY)			
		August 2020	YTD	Under/Over	% Budget
NRVRC Anticipated Revenues					
ARC	68,666	0	17,167	51,499	25.00%
ARC - James Hardy Construction	15,000	0	0	15,000	0.00%
Local Assessment	235,826	0	199,202	36,624	84.47%
DHCD - Administrative Grant	75,971	0	0	75,971	0.00%
DRPT RIDE Solutions NRV	77,160	0	0	77,160	0.00%
EDA	70,000	0	0	70,000	0.00%
EDA COVID19 CARES Act	225,000	0	0	225,000	0.00%
GO Virginia	150,000	0	0	150,000	0.00%
POWER 2021	20,000	0	0	20,000	0.00%
Workforce Fiscal Agent	65,000	20,000	20,000	45,000	30.77%
Workforce Pathways Fiscal Agent	50,000	12,500	12,500	37,500	25.00%
VDOT	58,000	0	0	58,000	0.00%
VDOT - Rocky Knob Project	70,000	0	0	70,000	0.00%
Floyd County	111,000	0	0	111,000	0.00%
Narrows Town	13,000	0	0	13,000	0.00%
Pearisburg Town	5,000	0	0	5,000	0.00%
Montgomery County	53,000	3,500	3,500	49,500	6.60%
Blacksburg Town	14,000	1,667	3,333	10,667	23.81%
Christiansburg Town	25,000	0	0	25,000	0.00%
Pulaski Town	32,167	0	0	32,167	0.00%
Radford City	27,500	0	0	27,500	0.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0	0	35	(35)	0.00%
Virginia's First RIFA	27,500	2,292	4,583	22,917	16.67%
Virginia's First - NRV Commerce Park Grading	14,000	2,284	6,143	7,857	43.88%
NRV MPO	33,500	0	0	33,500	0.00%
CDBG COVID19	8,500	0	0	8,500	0.00%
CDBG Business Continuity	250,000	0	0	250,000	0.00%
Dept of Environmental Quality	5,250	0	0	5,250	0.00%
Southwest Virginia SWMA	2,000	0	0	2,000	0.00%
Virginia Recycling Association	4,000	0	0	4,000	0.00%
Downtown Christiansburg, Inc.	1,500	0	1,117	383	74.48%
New River Health District	10,000	0	0	10,000	0.00%
New River Valley Development Corporation	21,700	1,808	3,617	18,083	16.67%
Local Match (unprogrammed ARC)	24,916	0	0	24,916	0.00%
Sub Total Revenues	1,864,156	44,050	271,196	1,592,960	14.55%
Expenses					
Salaries	869,513	69,627	132,355	737,158	15.22%
Fringe Benefits	222,602	18,296	35,374	187,228	15.89%
Travel	33,211	231	255	32,957	0.77%
Office Space	49,968	4,164	8,328	41,640	16.67%
Communications	11,401	937	2,343	9,058	20.55%
Office Supplies	101,034	25,773	26,101	74,933	25.83%
Postage	2,126	19	54	2,072	2.56%
Printing	4,500	173	173	4,327	3.85%
Copier Usage/Maintenance	2,000	72	72	1,928	3.61%
Outreach/Media Adv	9,533	24	24	9,509	0.25%
Equipment Rent/Copier	4,219	352	703	3,516	16.66%
Fleet Vehicles	8,024	69	137	7,887	1.71%
Dues/Publications	16,835	1,195	7,995	8,840	47.49%
Training/Staff Development	10,845	2,468	2,931	7,914	27.03%
Insurance	3,605	288	577	3,028	16.00%
Meeting Costs	11,125	177	330	10,795	2.97%
Contractual Services	457,484	1,287	5,171	452,313	1.13%
Professional Services Audit/Legal	4,540	0	0	4,540	0.00%
Miscellaneous/Fees	4,700	393	760	3,940	16.17%
Unassigned Expenses	36,891	0	0	0	0.00%
Sub Total Expenses	1,864,156	125,544	223,683	1,603,582	12.00%
NRVRC Balance	0	(81,494)	47,514		

**New River/Mount Rogers Workforce Development Board
Revenue and Expenditures - August 2020**

(16.67% of FY)

NR/MR WDB Anticipated Revenues	August 2020	YTD	Under/Over	% Budget	
Workforce Development Area	2,657,549	121,709	240,464	2,417,085	9.05%
Sub Total Revenues	2,657,549	121,709	240,464	2,417,085	
Expenses					
Salaries	375,020	37,825	77,426	297,594	20.65%
Fringe Benefits	112,036	10,404	21,602	90,434	19.28%
Travel	20,000	606	769	19,231	3.84%
Office Space	44,100	2,202	7,390	36,710	16.76%
Communications	6,000	1,741	2,515	3,485	41.92%
Office Supplies	4,000	20,587	25,564	(21,564)	639.09%
Postage	250	0	0	250	0.00%
Printing	1,000	35	52	948	5.15%
Outreach/Media Adv	9,000	0	2,585	6,415	28.72%
Equipment Rent/Copier	1,700	0	78	1,622	4.60%
Dues/Publications	3,500	0	0	3,500	0.00%
Training/Staff Development	4,500	0	0	4,500	0.00%
Insurance	2,500	0	2,806	(306)	112.24%
Meeting Costs	7,000	0	0	7,000	0.00%
Contractual Services	2,027,289	48,296	98,635	1,928,654	4.87%
Professional Services Audit/Legal	10,200	0	0	10,200	0.00%
Miscellaneous/Fees	29,454	0	0	29,454	0.00%
Workforce Grants Admin	0	12	1,043	(1,043)	0.00%
Sub Total Expenses	2,657,549	121,709	240,464	2,417,085	9.05%
NR/MR WDB Balance	0	0	0		

Total Agency R&E	August 2020	YTD		
Anticipated Revenue	4,521,705	165,759	511,661	11.32%
Anticipated Expense	4,521,705	247,253	464,147	10.26%
Balance	0	(81,494)	47,514	



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N R V R C . O R G

September 18, 2020

Executive Director's Report

Economic Development:

- Over the past two months all four counties and the city launched small business relief programs with their CARES Act funding. Some programs already began offering a second round of funding due to need within their communities.

Transportation:

- Six projects were submitted for SMART Scale funding in the region outside of the Metropolitan Planning Organization (MPO) service area. A required resolution of support is included in the agenda packet identifying the projects. Staff will be available at the September Commission meeting to answer any questions on the projects submitted.
- The Commission completed a first draft of the MPO's Long Range Transportation Plan and submitted it to the MPO Technical Advisory Committee for their review.

Regional:

- The local government managers and the Health District continue to meet regularly. Regional use of CARES Act funding for the Business Continuity Team and expansion of the NRV Community Services Crisis Intervention program are current focus areas.
- The Business Continuity Team (BCT) launched in late August. The program design for how businesses engage with the BCT is complete; procurement is complete for firms providing environmental cleaning, public relations and legal for human resources; marketing of BCT is underway and most importantly, businesses are being served. Several key six-month performance metrics were already met within two weeks of operation.
- The BCT is expanding to include a Public Health School Liaison position. Interviews will take place next week. The role will focus on COVID health education for students and teachers. Any administrative-level questions will still go to the Health District for advisement.
- Commission staff worked closely the past two weeks on supporting information needs for the NRV Public Health Task Force. The website www.nrvroadtowellness.com was updated to include more information on the Task Force as well as the initiatives. Staff was also asked to prepare a data dashboard for the region which is being updated three times weekly on Monday, Wednesday and Friday to be included with the Task Force update. The updates and dashboard can be found on the website referenced above.

Commission:

- New phones were installed today with Voice-over Internet Protocol (VOIP). This will enable many features not available through the previous system that was installed when the building opened 22 years ago. This will allow call forwarding to mobile phones when staff are working remote and more stable voicemail connections for those calling the office.
- Staff is working with TeleworkVA!, a firm providing no-cost technical assistance through a contract with the VA Dept of Rail and Public Transit, on developing a telecommute policy to include in the Commission personnel manual. The Executive Committee will review prior to the Commission being asked to take action at an upcoming meeting.



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NRVRC.ORG

MEMORANDUM

To: NRVRC Commissioners
From: Kevin R. Byrd, Executive Director
Date: September 18, 2020
Re: New River Valley Business Continuity Team

At the September Commission meeting there will be a presentation by two new Regional Commission employees, Melanie Morris, Program Manager, and Ashley Briggs, Public Health Director, of the Business Continuity Team. The New River Valley Business Continuity Team (BCT) was assembled to assist businesses directly impacted by an individual testing positive for COVID-19 at their place of business.

The Business Continuity Team staff started in late August and the program was made available to businesses promptly thereafter. The BCT offers wrap around services necessary for businesses to operate in the COVID environment. The BCT is working in coordination with the New River Health District-Virginia Department of Health to provide employers with technical assistance from a multi-disciplinary team. If a business has a positive case and they need services to assist with implementing their continuity of operations plan, companies will have access to facility cleaning, legal assistance focused on human resources and public relations for messaging to clients, employees and/or the general public. This program provides immediate, coordinated responses to outbreaks, consistent public messaging, education, and the development of best practices. The BCT will be expanding soon by adding a position dedicated to support schools through a Public Health School Liaison. This position will help schools proactively educate their staff and students about COVID-19 along with providing assistance to plan and/or respond after COVID-19 cases are identified in a school. Applications are being reviewed this week with interviews anticipated next week.



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NRVRC.ORG

MEMORANDUM

To: Regional Commission Board Members

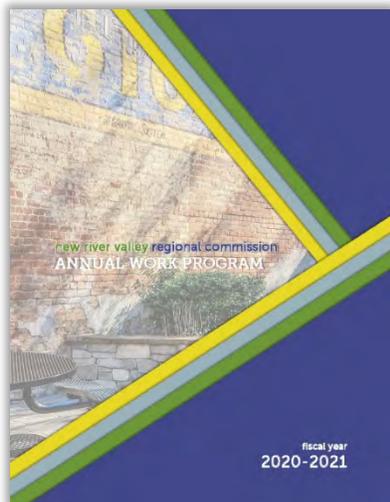
From: Elijah Sharp, Deputy Executive Director

Date: September 15, 2020

Re: FY20 Annual Work Program

The FY21 Annual Work Program documents a comprehensive list of projects and program offerings that will be undertaken by Commission Staff July 1, 2020 – June 30, 2021. The broader intent of the work program is to provide the most benefit in the region with the least direct cost to local members. This year the program contains more than 40 individual projects and the addition of an entirely new program.

The Commission is excited to be working on multiple projects that reach all four corners of the New River Valley. Key focus areas include project implementation, significant regional plans in the areas of housing, transportation, and economic development, and the creation of the Business Continuity Team. In addition, the Commission continues to partner with local and regional organizations to attract passenger rail service, improve access to data, and find creative ways to encourage public participation during the COVID-19 pandemic.



The FY21 agency-wide budget for planning and programs is approximately \$2M, and supports 14 full-time and three part-time staff. Staff utilizes the Annual Work Program throughout the year to monitor progress and resources assigned to individual projects. Our multi-disciplinary team is ready to provide the highest level of quality, capacity, and accountability for local members this year.

Staff will be available at the September Commission meeting to answer any questions you may have.

Strengthening the Region through Collaboration

Counties

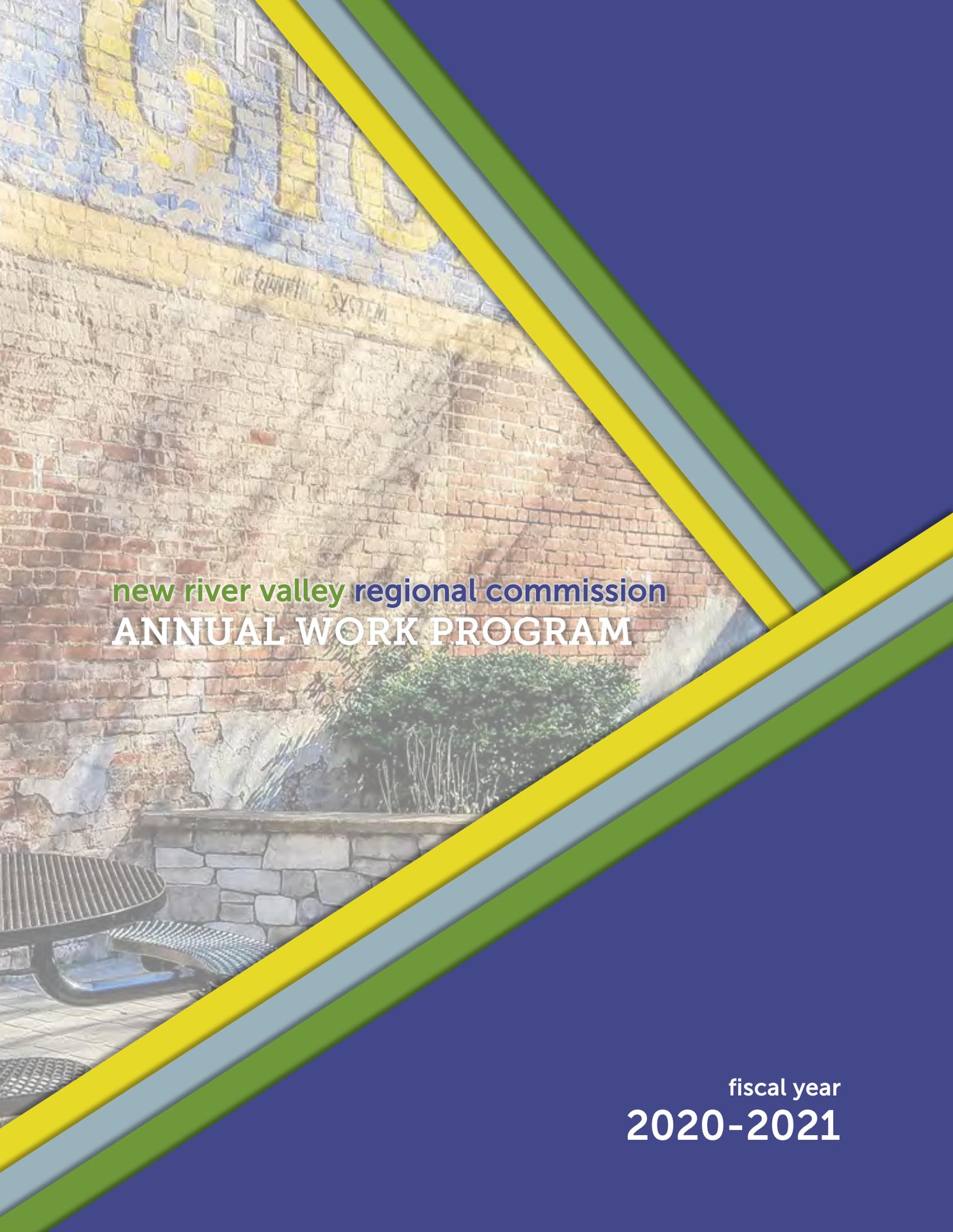
Floyd | Giles
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Blacksburg | Christiansburg
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Radford University
New River Community College



new river valley regional commission
ANNUAL WORK PROGRAM

fiscal year
2020-2021

NEW RIVER VALLEY REGIONAL COMMISSION

SUMMARY WORK PROGRAM

FISCAL YEAR JULY 2020 - JUNE 2021

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 limited staff and resources by developing a comprehensive work plan that is based on current needs and priorities of the region.

This FY21 program is a compilation of projects presented by Council members, including managers and administrators, local partners, regional organizations, and staff. The intent is to obtain the most benefit from the least direct cost to our local government members. Projects that cannot be incorporated in to the current-year work plan are added to future work programs. Program tasks are grouped as regional projects, local projects, or finance & administration.

The program is revised annually and may be amended as deemed necessary by the member local governments.

New River Valley Regional Commission Staff

Executive Director

Kevin Byrd, AICP

Administrative Staff

Jessica Barrett, CPA, Director of Finance

Janet McNew, Finance Technician

Julie Phillips, Office Manager

Planning & Program Staff

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

Aphi Fancon, AICP, Senior Planner

Christy Straight, AICP, Senior Planner

Jennifer Wilsie, AICP, Senior Planner

Nicole Hersch, Regional Planner II/Community Designer

Patrick O'Brien, Regional Planner II

James Jones, Regional Planner II

Kristina Warack, Data Systems Manager

Alisande Tombarge, Planning & GIS Intern

Business Continuity Team

Ashley Briggs, Public Health Director

Melanie Morris, Program Manager

Note: AICP (American Institute of Certified Planners), CPA (Certified Public Accountant)

FY 2020-21 New River Valley Regional Commission Members

*Chair – Mr. Michael Maslaney
Vice-Chair – Mr. Hil Johnson
Treasurer – Mr. Leon Law*

*Past-Chair – Mr. Michael Harvey
At-Large – Mr. Steve Fijalkowski
Ms. Catherine Potter
Ms. Angie Covey*

<u>Floyd County:</u>	Mr. Justin Coleman* 315 Gallimore Trails, NW Floyd, VA 24091	Mr. Michael Maslaney PO Box 908 Floyd, VA 24091	Ms. Linda DeVito Kuchenbuch* 539 Dobbins Hollow Road Riner, VA 24149
<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. Thomas Garrett* 108 Southview Street Narrows, VA 24124
	<u>Town of Pearisburg:</u> Ms. Jason Ballard* 102 Darden Dr. Pearisburg, VA 24134	<u>Town of Rich Creek:</u> Mr. William Kantsios* 936 Greenbriar Drive 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	Mr. Michael Harvey 803 Willard Drive Blacksburg, VA 24060	<u>Town of Floyd:</u> Mr. Mike Patton* 123 Wilson Street Floyd, VA 24091
<u>Pulaski County:</u>	Mr. Doug Warren 4540 Shelburne Road Radford, VA 24141	Mr. Charles Bopp* PO Box 1402 Pulaski, VA 24301	
<u>City of Radford:</u>	Mr. David Horton* 106 5th Street Radford, VA 24141	Dr. Helen Harvey 701 Berkley St. Radford, VA 24141	
<u>Town of Blacksburg:</u>	Ms. Susan Anderson* 700 Preston Avenue Blacksburg VA 24060	Mr. Daniel Breslau 601 Turner Street Blacksburg, VA 24060	
<u>Town of Christiansburg:</u>	Mr. Hil Johnson 140 Brilliant Drive, N. W. Christiansburg, VA 24073	Ms. Merissa Sachs 65 Mulberry Drive Christiansburg, VA 24073	
<u>Town of Pulaski</u>	Mr. Tyler Clontz* PO Box 660 Pulaski, VA 24301	Mr. Larry Clevinger 1128 Well Street Pulaski, VA 24301	
<u>Radford University:</u>	Dr. Angela Joyner PO Box 6901 Radford, VA 24141		
<u>Virginia Tech:</u>	Mr. Chris Kiwus Blacksburg, VA 24061	Ms. Catherine Potter Blacksburg, VA 24061	
<u>New River Community College:</u>	Ms. Angie Covey 5251 College Drive Dublin, VA 24084		

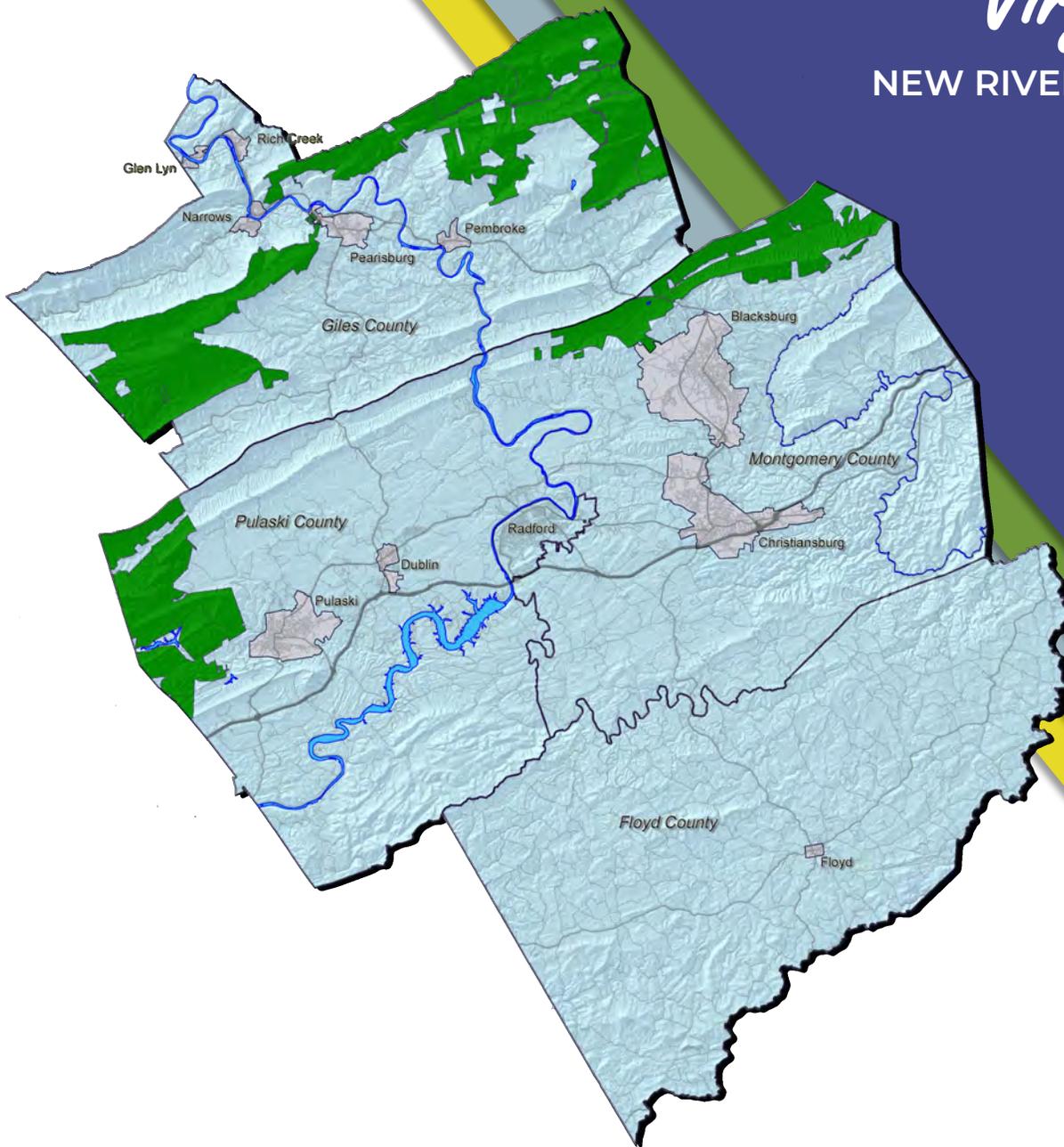
*** = Elected Official**

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
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
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
PDC	Planning District Commission
RTCC	Regional Transit Coordinating Council
RU	Radford University
SERCAP	Southeast Rural Community Assistance Project
SWVA	Southwest Virginia
TAC	Technical Advisory Committee
VAPDC	Virginia Association of Planning District Commissions
VCCS	Virginia Community College System
VDEM	Virginia Department of Emergency Management
VDOT	Virginia Department of Transportation
VDRPT	Virginia Department of Rail & Public Transportation
VHDA	Virginia Housing Development Authority
VFRIFA	Virginia's First Regional Industrial Authority
VT	Virginia Tech

Virginia's

NEW RIVER VALLEY



BACKGROUND

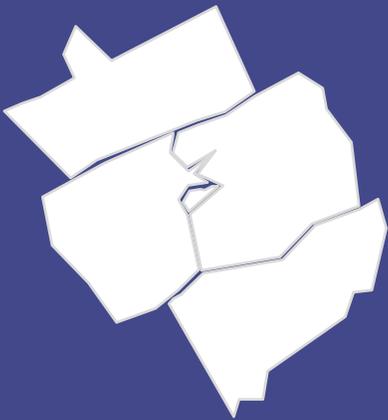
In September 1969, the New River Valley Regional Commission was organized by its member jurisdictions - Floyd, Giles, Montgomery and Pulaski Counties, the City of Radford, and the Towns of Blacksburg, Christiansburg, and Pulaski. Together they accepted the charge of the general provisions of the Virginia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

Regional Projects	303790	Watershed Roundtable	1
	304021	VDOT Rural Transportation Work Program	2
	305021	Ride Solutions Program	3
	306021	EDA Program	4
	308021	HOME Program	5
	310408	NRVMPO 2045 Long-Range Transportation Plan Update	6
	310560	NRVMPO Website	7
	310581	Neighbors in Need	8
	310591	EDA CARES Act - COVID19	9
	310601	GO Va Business Continuity Team	10
	310611	CDBG Business Continuity Team	11
		POWER Water Trail Extension	12
Local Projects	302330(1)	Montgomery County Village Planning	13
	302390(1)	Town of Pulaski Comprehensive Plan Update	14
	302420	Downtown Christiansburg Inc.	15
	302410(1)	Pulaski County Park Master Planning	16
	302430(1)	Floyd Grown 2	17
	303841	Floyd Housing Market Analysis	18
	303841	Town of Pulaski Fire Audit	19
	310368	Downtown Pulaski CDBG	20
	310378	Downtown Narrows CDBG	21
	310419	Floyd County Industrial Access	22
	310510	Downtown Radford Planning	23
	310520	James Hardie Sewer Improvements	24
	310530	Commerce Park Grading	25
	310570	Clendenin Waterline Expansion	26
		Floyd Scatter-Site Housing Rehab	27
		Downtown Christiansbug Community Gathering Space	28
310621	Floyd Growth Center Building #1	29	
Finance & Administration	303151	Virginia's First	30
	303221	Workforce Fiscal Agent	31
	303351	SWVA Fiscal Agent	32
	303731	Development Corporation	33
	303841	Virginia Recycling Association	34
	310327	Workforce Pathways	35
		Workforce Road to Success	36



300hrs



Nicole Hersch
Regional Planner II
nicole@nrvc.org

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 local pet waste stations through the distribution of biodegradable bags; to update the website, including content, branding, and maintenance; to design and create an 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 2020 – June 2021

First Quarter Deliverables (July – September):

- Continue development of NR Watershed Roundtable website
- Continue development of NRWT Map
- Administration of the ReNew the New clean-up event
- Coordinate, host, and conduct Quarterly Meeting
- Follow-up with tasks assigned at Quarterly Meeting

Second Quarter Deliverables (October – December):

- Continue development of NR Watershed Roundtable website
- Continue development of NRWT Map
- Coordinate, host, and conduct Quarterly Meeting
- Follow-up with tasks assigned at Quarterly Meeting

Third Quarter Deliverables (January – March):

- Continue development of NR Watershed Roundtable website
- Coordinate, host, and conduct Quarterly Meeting
- Order and distribute pet waste station bags
- Follow-up with tasks assigned at Quarterly Meeting

Fourth Quarter Deliverables (April – June):

- None

Rural Transportation 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. The Commission provides staff assistance to prepare agendas, presentation materials, and maintains supporting websites for two standing committees: 1) Transportation Technical Advisory Committee, and 2) Regional Transit Coordinating Council.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Assist with SMART Scale applications
- 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):

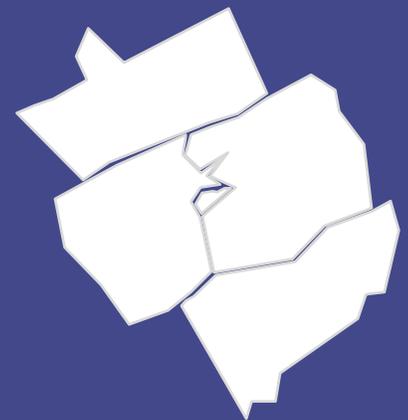
- Rural TAC/RTCC Meeting
- Local engagement for technical assistance project(s)
- Participation in local, regional, and statewide transportation meetings
- Quarterly progress report and invoice

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



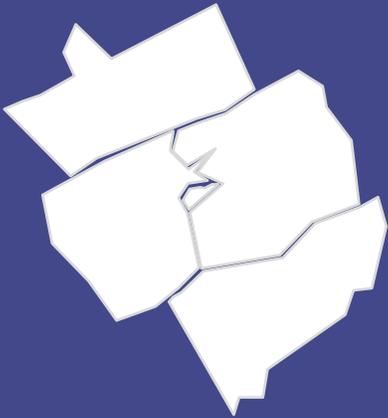
1,300hrs



Elijah Sharp
Deputy Executive Director
esharp@nrvc.org



1,500hrs



Christy Straight, AICP
Senior Planner
cstraight@nrvc.org

Ride Solutions

RIDE Solutions is a multi-regional program to provide ridesharing and alternative transportation modes to the residents of the New River Valley. The Roanoke Valley-Alleghany Regional Commission partners in execution of the program at the multi-region level across the Region 2000 LGC, West Piedmont PDC, and the NRVRC. The NRVRC is responsible for executing the program in the New River Valley. The goal of the program is to reduce the number of trips taken in the region, particularly commuter trips and provide a transportation alternatives resource available in the NRV. For this region, the program focuses more on reaching commuters, particularly through their employers, and employers in their own right with information and technical assistance to invest in more sustainable and affordable transportation decision-making.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Sustainability Week activities (Bike Valet, etc.)
- Try Transit Week promotion to highlight local transit systems
- Bike Valet for Brew Do
- Contact with Workplace Partners (via e-mail newsy item)
- Quarterly report to NRV stakeholders

Second Quarter Deliverables (October – December):

- Ride Smart Celebration event planning
- Bike Shorts Film Festival
- Contact with Workplace Partners (via e-mail newsy item)
- Quarterly report to NRV stakeholders
- Chamber participation/networking (attendance at BAH)
- Initiate DRPT grant application process
- Quarterly report to NRV stakeholders

Third Quarter Deliverables (January – March):

- Prepare and submit DRPT application
- Contact with Workplace Partners (via e-mail newsy item)
- Chamber participation/networking (attendance at BAH)
- Quarterly report to NRV stakeholders

Fourth Quarter Deliverables (April – June):

- Bike Valet for Fork & Cork
- Budget spend down strategy and execution of, if needed
- Monthly reporting to DRPT
- Contact with Workplace Partners (via e-mail newsy item)
- Quarterly report to NRV stakeholders

EDA

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. The Commission provides staff assistance to prepare agendas, presentation materials, and maintains supporting websites for two standing committees: 1) Transportation Technical Advisory Committee, and 2) Regional Transit Coordinating Council.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Prepare consumer version(s) of CEDS document
- Collect data for CEDS outcomes tracking metrics
- Begin transition to online CEDS
- Provide economic development technical assistance on request of local government partners

Second Quarter Deliverables (October – December):

- Update content of CEDS, including economic data sections
- Convene CEDS committee meeting for update process
- Collect data for CEDS outcomes tracking metrics
- Provide economic development technical assistance on request of local government partners

Third Quarter Deliverables (January – March):

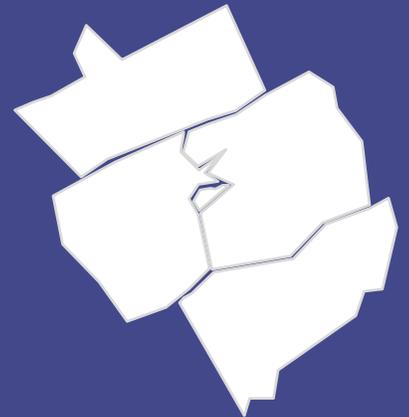
- Update content of CEDS
- Convene CEDS committee meetings for update process
- Develop layout for online version of CEDS document contents and update data tracking metrics
- Provide economic development technical assistance on request of local government partners

Fourth Quarter Deliverables (April – June):

- Upload CEDS metrics to data dashboard and online version
- Update/finalize complete CEDS document to meet EDA requirements
- Submit 2020 CEDS report update to EDA
- Provide economic development technical assistance on request of local government partners



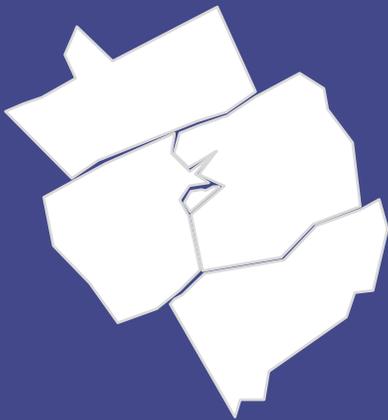
2,300hrs



Patrick O'Brien
Regional Planner II
pobrien@nrvc.org



250hrs



Jennifer Wilsie, AICP
Senior Planner
jwilsie@nrvc.org

HOME

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 2020 – June 2021

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

Third Quarter Deliverables (January – March):

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

Fourth Quarter Deliverables (April – June):

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

NRVMPO 2045 Plan

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 2045.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Prioritize constrained plan needs
- Cost planning and benefit assessment
- Media outreach for final public input
- Update content based on public input
- Quarterly progress report and invoice

Second Quarter Deliverables (October – December):

- Final plan development
- Present plan to Policy Board and TAC
- VDOT/DRPT review
- FHWA Review
- Quarterly progress report and invoice

Third Quarter Deliverables (January – March):

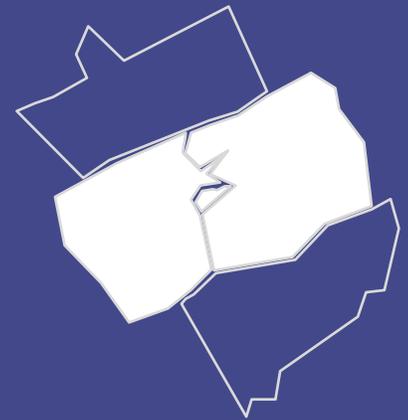
- None

Fourth Quarter Deliverables (April – June):

- None



485hrs

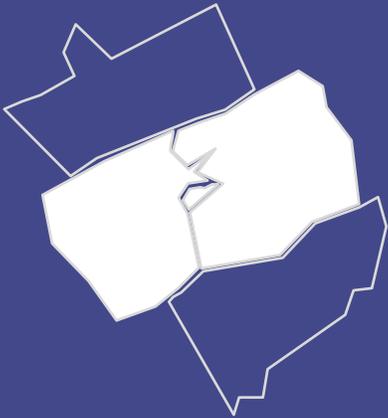


Elijah Sharp

Deputy Executive Director
esharp@nrvc.org



135hrs



Kristie Warack
Data Systems Manager
kwarack@nrvc.org

NRVMPO Website

Develop a new website for the MPO that can be accessed and updated by multiple contributors. The new site will incorporate existing content from the current site and be modeled after other sites in Virginia. The Commission will utilize Squarespace to build the new site by modifying pre-built templates and utilizing drag and drop elements that are intended to be user friendly.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Complete site research of other VA MPOs
- Build a new website using Squarespace tools and provide draft for MPO review
- On-site 2-hour demo on how to update and/or modify website content

Second Quarter Deliverables (October – December):

- Launch new website

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None

Neighbors in Need

Neighbors in Need is a food preparation and delivery service designed to respond to increased food insecurity and support at-risk local businesses amid the COVID-19 crisis. The program will be administered by Millstone Kitchen, a program of non-profit Live, Work, Eat, Gather, Inc (LWEG).

The Neighbors in Need meals program is designed to accomplish the following win-win-win:

1. Provide local food access organizations with prepared meals to feed vulnerable people through distribution systems already in place and well-executed.
2. Provide sustaining revenue streams for caterers currently operating out of the Millstone Kitchen and support the hiring of additional service workers at a time layoffs are expected in the service industry.
3. Support local small farms affected by the loss of direct marketing during the COVID19 crisis.
4. Keep Millstone Kitchen operating and open to provide business support services to the local small food business economy by coordinating the Neighbors in Need program and providing opportunities that align with LWEG's community-based mission.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – December 2020

First Quarter Deliverables (July – September):

- Process invoices from third-party contracts as necessary
- Assist with agenda creation and facilitation of monthly Live, Work, Eat, Gather, Inc. Board meetings
- Submit monthly progress reports through CAMS
- Track project budget and documentation
- Track meal recipient beneficiaries
- Submit remittance requests as necessary

Second Quarter Deliverables (October – December):

- Process invoices from third-party contracts as necessary
- Assist with agenda creation and facilitation of monthly Live, Work, Eat, Gather, Inc. Board meetings
- Submit monthly progress reports through CAMS
- Track meal recipient beneficiaries
- Track project budget and documentation
- Submit remittance requests as necessary
- Conduct administrative closeout and compliance review with DHCD

Third Quarter Deliverables (January – March):

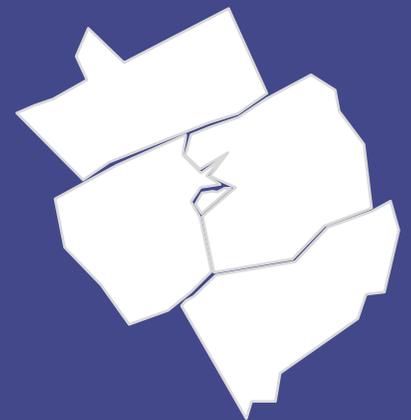
- None

Fourth Quarter Deliverables (April – June):

- None



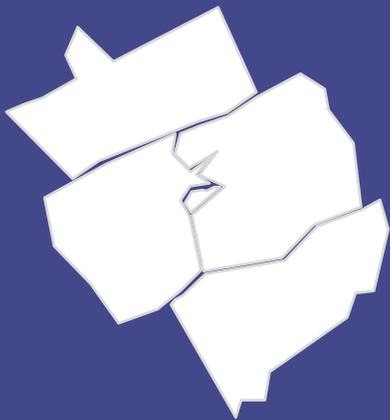
140hrs



Jennifer Wilsie, AICP
Senior Planner
jwilsie@nrvc.org



2,800hrs



Kevin Byrd, AICP
Executive Director
kbyrd@nrvc.org

EDA CARES Act – COVID19

The NRVRC received an award from the EDA’s ‘Recovery Assistance Program’, a planning assistance grant created by the CARES Act legislation to address the impacts of the COVID-19 pandemic. The Recovery Assistance Program provides Economic Development Districts (EDDs) with resources to develop pandemic-related economic development plans, and secure additional resources for projects that advance regional economic recovery efforts.

NRVRC’s scope of work for this project includes several elements: development of an economic recovery ‘action plan’ to assess economic trends and community impacts/needs in light of the pandemic, and prioritize economic and community development projects that can help the region’s economic recovery and resilience; data analysis, grant writing, partnership building, and other technical assistance to help local partners implement top priority ‘action plan’ projects; integration of economic recovery planning results into annual CEDS update, including online data dashboards and CEDS content; and hiring a new ‘Economic Recovery Planner’ to coordinate these efforts over the course of the two-year grant award period.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Convene partner organizations and stakeholder groups to provide input on action plan content
- Compile demographic, economic and labor force data
- Purchase technology equipment/software needed to implement project activities
- Hiring for ‘Economic Recovery Planner’ position
- Provide technical assistance to local government partners

Second Quarter Deliverables (October – December):

- Solicit and prioritize ‘action plan’ projects
- Coordinate leadership team and CEDS committee meetings
- Collect data for tracking metrics and display online content
- Contract and begin work with web-design firm to develop online ‘action plan’ and CEDS content
- Provide technical assistance to local government partners

Third Quarter Deliverables (January – March):

- Final plan and content coordination with annual CEDS update
- Develop layout for online version of plan documents and related online content (data dashboard)
- Convening, research, etc. in support of applications for grants, resources, etc. to implement plan
- Provide technical assistance to local government partners

Fourth Quarter Deliverables (April – June):

- Final action plan for review and publication (incl. pilot of web content)
- Quarterly leadership team meetings for updates on new trends and ongoing implementation activities
- Convening, research, etc. in support of applications for grants, resources, etc. to implement plan
- Provide technical assistance to local government partners

GOVA – Business Continuity

The New River Valley Business Continuity Team (BCT) is working to assist businesses directly impacted by an individual testing positive for COVID-19 at their place of business. The BCT will deliver wrap around services necessary for businesses to operate in the COVID environment. The BCT will be administered by the Commission and the team will work in coordination with the New River Health District to provide employers with 24/7 technical assistance from a multi-disciplinary team.

This project will assist in mitigating the economic impacts of COVID by providing cost efficient resolutions for businesses and by instilling confidence in consumers and employees. More than 60% of the \$150,000 project budget will support staffing needs for the BCT. This new initiative will help to stabilize the region's overall economy through the coming months.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Hire Health Director and Program Manager staff
- Develop request for proposals for contractual support
- Develop marketing and outreach materials
- Coordinate meetings with regional partners
- Quarterly progress report and invoice

Second Quarter Deliverables (October – December):

- Provide marketing info to local businesses in each locality
- Record the number of businesses who inquire about and/or utilize BCT services
- Document the number of businesses that receive certificates of completion
- Document the number of jobs retained
- Quarterly progress report and invoice

Third Quarter Deliverables (January – March):

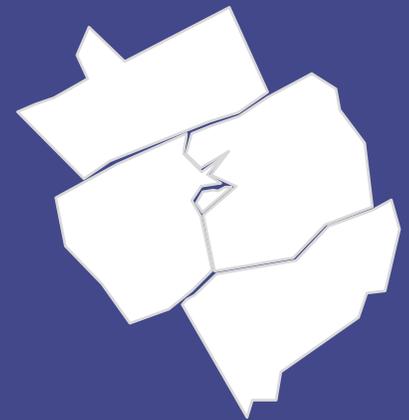
- Provide marketing info to local businesses in each locality
- Record the number of businesses who inquire about and/or utilize BCT services
- Document the number of businesses that receive certificates of completion
- Document the number of jobs retained
- Quarterly progress report and invoice

Fourth Quarter Deliverables (April – June):

- Provide marketing info to local businesses in each locality
- Record the number of businesses who inquire about and/or utilize BCT services
- Document the number of businesses that receive certificates of completion
- Document the number of jobs retained
- Quarterly progress report and invoice



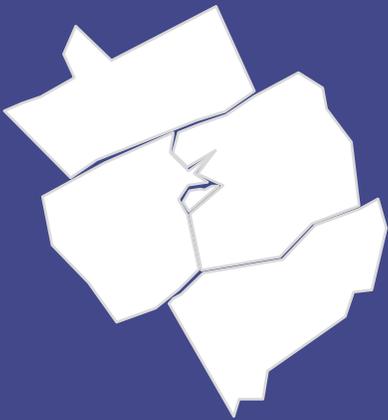
1,600hrs



Melanie Morris
Program Manager
mmorris@nrvrc.org



1,900hrs



CDBG – Business Continuity

The New River Valley Business Continuity Team (BCT) is working to assist businesses directly impacted by an COVID-19 at their place of business. The BCT will deliver wrap around services necessary for businesses to operate in the COVID environment. The BCT will be administered by the Commission and the team will work in coordination with the New River Health District to provide employers with 24/7 technical assistance from a multi-disciplinary team.

This project will assist in mitigating the economic impacts of COVID by providing cost efficient resolutions for businesses and by instilling confidence in consumers and employees. Confidence will be developed by providing an immediate coordinated response to outbreaks, consistent messaging, education, and the development of best practices throughout the region. This \$550,000 project will extend BCT staffing needs for an additional 12 months. In addition, provide additional funding for business resources.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Hire Health Director and Program Manager staff
- Develop request for proposals for contractual support
- Develop marketing and outreach materials
- Coordinate meetings with regional partners
- Quarterly progress report and invoice

Second Quarter Deliverables (October – December):

- Provide marketing info to local businesses in each locality
- Record the number of businesses who inquire about and/or utilize BCT services
- Document the number of businesses that receive certificates of completion
- Document the number of jobs retained
- Quarterly progress report and invoice

Third Quarter Deliverables (January – March):

- Provide marketing info to local businesses in each locality
- Record the number of businesses who inquire about and/or utilize BCT services
- Document the number of businesses that receive certificates of completion
- Document the number of jobs retained
- Quarterly progress report and invoice

Fourth Quarter Deliverables (April – June):

- Provide marketing info to local businesses in each locality
- Record the number of businesses who inquire about and/or utilize BCT services
- Document the number of businesses that receive certificates of completion
- Document the number of jobs retained
- Quarterly progress report and invoice

Melanie Morris
Program Manager
mmorris@nrvc.org

POWER – Water Trail Extension

The New River Water Trail (NRWT) Expansion Project serves as an avenue towards improvement of the NRWT in Giles and further implementation in Montgomery, Radford and Pulaski. The NRWT has the potential to serve as an even greater economic asset in the region.

This project will focus on formulating a strategy for the technical aspects of expanding the New River Water Trail including:

1. River access types, locations, and general cost estimates.
2. River signage, including at access points and on-trail signage.
3. Market analysis of user groups and potential partners.
4. Water Trail resource review and case study analysis.
5. Water trail marketing strategy and website expansion.

The New River Water Trail technical assistance will allow regional partners to explore methods to connect river recreation, stewardship, and river safety. The aim is to create a solid river community, that actively seeks to enjoy and protect the opportunities that the river offers.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- None

Second Quarter Deliverables (October – December):

- Project launch
- GIS analysis
- Case study analysis
- Locality 1: Evaluation and Action Plan
- Quarterly reporting

Third Quarter Deliverables (January – March):

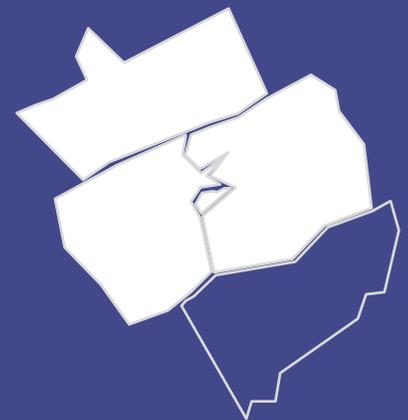
- Quarterly Meeting
- Market analysis
- Locality 2: Evaluation and Action Plan
- Locality 3: Evaluation and Action Plan
- Quarterly reporting

Fourth Quarter Deliverables (April – June):

- Quarterly Meeting
- River Management Symposium participation
- Locality 4: Evaluation and Action Plan
- Boat ramp cost estimation
- Quarterly reporting



450hrs



Nicole Hersch
Regional Planner II
nicole@nrvc.org



480hrs



Aphie Fancon, AICP
Senior Planner
afancon@nrvc.org

Montgomery Village Planning

The purpose of this project is to provide conceptual planning visualizations, analyze technical information, and develop consumer content to support the staff at Montgomery County. The work will focus on the Villages of Prices Fork and Riner. The Commission staff will support the county team as needed in FY21.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Assist in public engagement activities as needed
- Develop conceptual planning visualization as needed
- Develop consumer version Village Plan update(s)
- Participate in project team meetings
- Assist in project development as needed

Second Quarter Deliverables (October – December):

- Assist in public engagement activities as needed
- Develop conceptual planning visualization as needed
- Develop consumer version Village Plan update(s)
- Participate in project team meetings
- Assist in project development as needed

Third Quarter Deliverables (January – March):

- Assist in public engagement activities as needed
- Develop conceptual planning visualization as needed
- Develop consumer version Village Plan update(s)
- Participate in project team meetings
- Assist in project development as needed

Fourth Quarter Deliverables (April – June):

- Assist in public engagement activities as needed
- Develop conceptual planning visualization as needed
- Develop consumer version Village Plan update(s)
- Participate in project team meetings
- Assist in project development as needed

Town of Pulaski Comp Plan

The purpose of this scope of work is to update the Town of Pulaski's Comprehensive Plan. The scope includes a complete overhaul of individual sections of the plan; engaging the public to guide planning outcomes; and developing a final product that allows the Town to measure progress. Furthermore, this Task Order identifies the roles of both the Town and Commission to ensure a timely and successful plan update.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Coordinate and facilitate a working group meeting for the initial Comprehensive Plan element area. Town staff choice of up to five areas.
- Attend Planning Commission meeting and present community assessment findings.
- Continue demographic data collection and community assessment analysis.
- Coordinate and facilitate a working group meeting
- Quarterly progress report and invoice.

Second Quarter Deliverables (October – December):

- Design Community Survey
- Collect hi-resolution photos and video
- Launch community engagement
- Attend and participate in Planning Commission meeting
- Coordinate and facilitate a working group meeting
- Quarterly progress report and invoice

Third Quarter Deliverables (January – March):

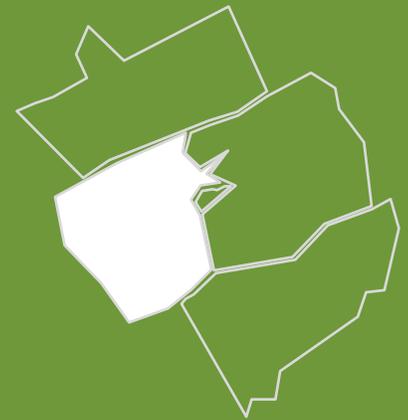
- Begin data analysis of individual sections of current plan
- Develop content and data visualizations
- Attend and participate in Planning Commission meeting
- Coordinate and facilitate a working group meeting
- Quarterly progress report and invoice

Fourth Quarter Deliverables (April – June):

- Begin developing publication quality mapping and data visualizations.
- Attend and participate in Planning Commission meeting
- Coordinate and facilitate a working group meeting
- Quarterly progress report and invoice



415hrs



Aphie Fancon, AICP
Senior Planner
afancon@nrvc.org



80hrs



Downtown Christiansburg Inc.

Develop a new website for the MPO that can be accessed and updated by multiple contributors. The new site will incorporate existing content from the current site and be modeled after other sites in Virginia. The Commission will utilize Squarespace to build the new site by modifying pre-built templates and utilizing drag and drop elements that are intended to be user friendly.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Complete and summarize sample community case studies
- Engage local organization partners
- Evaluate key relationships/roles, both existing and needed
- Develop a communication plan for the Downtown Collective
- Identify services and amenities DCI could provide to the business community.
- Identify collaborative opportunities with the Town and other partners.
- Develop an action planning document

Second Quarter Deliverables (October – December):

- None

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None



Jennifer Wilsie, AICP
Senior Planner
jwilsie@nrvc.org

Pulaski Park Master Planning

The purpose of this scope of work is to update overall plan-view master plan maps for parks throughout Pulaski County. Initial park planning is anticipated to include Draper, Smith, Randolph, Fairview Home, O'Dell, and Loving Field. For this project, the County will be able to select planning services throughout the contract period, until work is complete or funding resources are expended. Furthermore, this Task Order identifies the roles of both the County and Commission to ensure a timely and successful plan update.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- On-site planning meetings/workshops
- Collect asset and planning inventory for park(s)
- Initial conceptual site plan sketch
- Final conceptual master plan illustration
- Assistance with wayfinding and branding for parks and recreation department

Second Quarter Deliverables (October – December):

- On-site planning meetings/workshops
- Collect asset and planning inventory for park(s)
- Initial conceptual site plan sketch
- Final conceptual master plan illustration
- Assistance with wayfinding and branding for parks and recreation department

Third Quarter Deliverables (January – March):

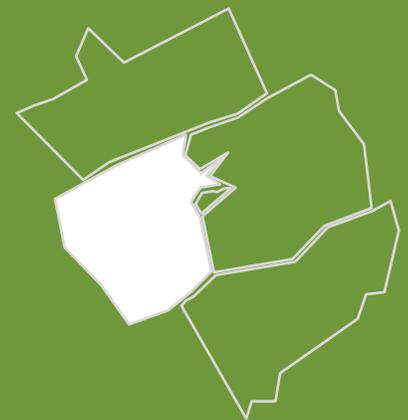
- On-site planning meetings/workshops
- Collect asset and planning inventory for park(s)
- Initial conceptual site plan sketch
- Final conceptual master plan illustration
- Assistance with wayfinding and branding for parks and recreation department

Fourth Quarter Deliverables (April – June):

- On-site planning meetings/workshops
- Collect asset and planning inventory for park(s)
- Initial conceptual site plan sketch
- Final conceptual master plan illustration
- Assistance with wayfinding and branding for parks and recreation department



450hrs



Nicole Hersch
Regional Planner II
nicole@nrvc.org



25hrs



Elijah Sharp
Deputy Executive Director
esharp@nrvc.org

Floyd Grown 2

Floyd County will meet urgent pandemic-related needs for farm, food and forestry-related businesses as well as long-standing needs. The original Floyd Grown project identified cold storage as a need for farmers/food businesses in the county. This project would include a Cold Storage Study to provide a sample design, cost-estimates, proformas, and potential locations and business models (e.g. public-private partnership.) The Floyd Grown Team would also work directly with the Floyd Farmers' Market (FFM) to establish a pre-order, online sales platform for farmers and producers so that more can be served, as well as cold storage onsite to support the farmer drop-off and later pick-up by customers in this time of social distancing.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Receive AFID Grant approval and signatures from VDACS
- Attend official kick-off meeting(s)
- Establish a point-of-contact at AFID
- Develop draft Request for Proposals (RFPs) and coordinate interviews with qualified firms as needed
- Obtain applicable project documentation

Second Quarter Deliverables (October – December):

- Participate in regular progress meetings
- Prepare interim progress report and reimbursement request
- Develop draft Request for Proposals (RFPs) and coordinate interviews with qualified firms as needed

Third Quarter Deliverables (January – March):

- Participate in regular progress meetings
- Develop draft Request for Proposals (RFPs) and coordinate interviews with qualified firms as needed
- Obtain applicable project documentation

Fourth Quarter Deliverables (April – June):

- Participate in regular progress meetings
- Develop draft Request for Proposals (RFPs) and coordinate interviews with qualified firms as needed
- Develop final progress report and reimbursement request

Floyd Housing Market Analysis

The Floyd Housing Market Analysis project includes data collection and analysis tasks in support of a Virginia Housing (aka VHDA) ‘mixed-use mixed income’ grant that the Floyd County EDA received in early 2020. The NRVRC’s market analysis component is part of a larger project to develop a feasibility study and related concept designs for new mixed-use, mixed-income housing development projects in the Town of Floyd. NRVRC staff supports the project with a housing market analysis to identify current and future demand for rental and for-sale housing units at various price points, and identify gaps in the market or market niches that the new housing development projects may be able to address.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – April 2021

First Quarter Deliverables (July – September):

- Collect/compile data on housing stock, demographic, and economic trends for Floyd and region
- Attend project meetings and focus groups
- Custom data requests/queries for project partners as requested

Second Quarter Deliverables (October – December):

- Draft housing market analysis report for review/presentation
- Attend project meetings and focus groups
- Custom data requests/queries for project partners as requested

Third Quarter Deliverables (January – March):

- Finalize housing market analysis report/submit to Floyd EDA
- Assist with other grant-required deliverables as needed
- Project closeout

Fourth Quarter Deliverables (April – June):

- None



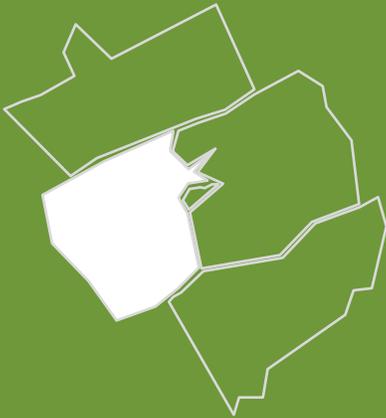
400hrs



Jennifer Wilsie, AICP
Senior Planner
jwilsie@nrvc.org



360hrs



Elijah Sharp

Deputy Executive Director
esharp@nrvc.org

Pulaski Fire Audit

The Town has received a Fire Prevention and Safety grant from FEMA to complete a community risk assessment. The department provides fire suppression, emergency medical response, and fire and life safety prevention education to the Town. Older residents and those living in poverty are at particular risk, which represent a high proportion of the community. The assessment will identify service provision within the department that would benefit from more training, resources, and education to improve the department's ability to respond proactively and efficiently to these specific concerns and the community as a whole.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Execute agreement with town staff
- Determine risk and vulnerability of target population areas
- Public information and outreach efforts and frequency of use
- Age and inventory of personal protective equipment
- Edition of self-contained breathing apparatus
- Age and specification of vehicles
- Status of training certifications
- Department ability to recruit and retain employees
- Potential partnerships
- Annual budget and sources of revenue

Second Quarter Deliverables (October – December):

- Develop a 24-month prioritization plan that identifies the greatest needs and quantifiable actions
- One-on-one stakeholder meetings
- Prioritize action items related to deficiencies
- Share data analysis.

Third Quarter Deliverables (January – March):

- Summarize findings from stakeholder engagement
- Prepare a detailed needs list and measurement tools
- Provide a list of potential resources to support action items

Fourth Quarter Deliverables (April – June):

- None

Downtown Pulaski CDBG

The NRVRC provides administrative support and technical assistance to complete this CDBG Community Improvement Grant, which implements recommended physical improvements to the downtown area of the Town of Pulaski, with the goal of encouraging business development and improved economic vitality in the Town. The project includes development of engineering specifications and subsequent construction of improvements to streetscapes, buildings and public spaces as specified in recent master planning documents, to be completed by Town public works staff and construction contractors.

NRVRC staff support the Town of Pulaski to coordinate project management activities to complete these activities, and assist in reporting and administrative requirements of the Department of Housing and Community Development for this CDBG program. NRVRC also provides technical assistance to the Town and partner organizations to implement economic development and small business development priorities to support a successful business environment in the downtown area.

PROJECT SCHEDULE & DELIVERABLES

Project duration: October 2017 – March 2021

First Quarter Deliverables (July – September):

- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contractor bid process

Second Quarter Deliverables (October – December):

- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contractor bid process
- Economic development technical assistance reports as necessary

Third Quarter Deliverables (January – March):

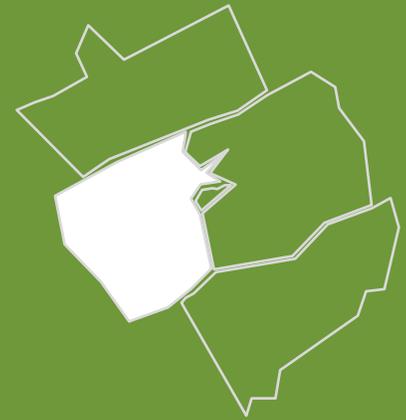
- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contract monitoring
- Economic development technical assistance reports as necessary

Fourth Quarter Deliverables (April – June):

- Project Closeout



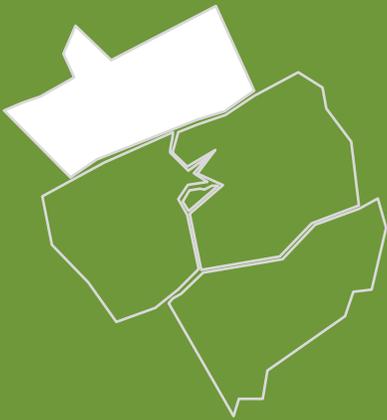
150hrs



Patrick O'Brien
Regional Planner II
pobrien@nrvrc.org



190hrs



Patrick O'Brien
Regional Planner II
pobrien@nrvc.org

Downtown Narrows CDBG

The NRVRC provides administrative support and technical assistance to complete this CDBG Community Improvement Grant, which implements recommended physical improvements to the downtown area of the Town of Narrows with the goal of encouraging business development and improved economic vitality in the Town. The project includes development of engineering specifications and subsequent construction of improvements to streetscapes, buildings and public spaces as specified in recent master planning documents, to be completed by Giles County public works staff and construction contractors.

NRVRC staff support the Town of Narrows to coordinate project management activities to complete these activities, and assist in reporting and administrative requirements of the Department of Housing and Community Development for this CDBG program. NRVRC also provides technical assistance to the Town and partner organizations to implement economic development and small business development priorities to support a successful business environment in the downtown area.

PROJECT SCHEDULE & DELIVERABLES

Project duration: January 2018 – June 2021

First Quarter Deliverables (July – September):

- Maintain project files
- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contractor bid process
- Economic development technical assistance reports

Second Quarter Deliverables (October – December):

- Maintain project files
- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contractor bid process
- Economic development technical assistance reports

Third Quarter Deliverables (January – March):

- Maintain project files
- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contractor bid process
- Economic development technical assistance reports

Fourth Quarter Deliverables (April – June):

- Maintain project files
- Management team meetings monthly
- Track/submit DHCD administrative reports
- Assist with construction contractor bid process
- Economic development technical assistance reports

Floyd Industrial Access

The Commission is providing grant administrative services to assist the County 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 2020 – June 2021

First Quarter Deliverables (July – September):

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

Second Quarter Deliverables (October – December):

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

Third Quarter Deliverables (January – March):

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

Fourth Quarter Deliverables (April – June):

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



260hrs



Christy Straight, AICP
Senior Planner
cstraight@nrvc.org



510hrs



Radford Downtown Planning

The purpose of this project is to identify physical and economic blight within the City of Radford's eastern downtown business district; engage and build capacity with the newly established public, private, citizen coalition supporting downtown improvements; increase entrepreneurial capacity to decrease vacant, disinvested, and underutilized buildings and parcels which represent commercial potential; and create tools that can be utilized by local partners to increase and promote economic activity.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Coordination of regular project management meetings
- Submit regular reporting to ARC/DHCD
- Assist with procurement of professional services
- Project kick-off, exploring the heyday of Radford

Second Quarter Deliverables (October – December):

- Public engagement launch
- Convene a charette with DHCD staff and invite local property and business owners, citizens who are commonly engaged in local events, and City staff
- Initial Parking inventory analysis
- Perform a baseline market analysis to identify gaps in business and real estate opportunities
- Evaluate and document existing conditions
- Coordination of regular project management meetings

Third Quarter Deliverables (January – March):

- Develop public engagement materials
- Develop publication quality commercial center summaries
- Convene focus group meetings
- Develop marketing templates
- Complete planning summaries and prepare final report
- Coordination of regular project management meetings

Fourth Quarter Deliverables (April – June):

- None



Elijah Sharp

Deputy Executive Director
esharp@nrvc.org

James Hardie Sewer Improvements

This project will upgrade the wastewater treatment capacity in the Town of Pulaski, by increasing the amount of wastewater that can be treated from the James Hardie production facility and surrounding community while simultaneously reducing the impact to and increasing the lifespan of the Town of Pulaski's system with respect to wear and tear, possible corrosion and its capacity to accept more wastewater in the existing system by bypassing two pump stations, one of which is already operating above recommended capacity through the construction of a pump station, a force main and gravity sewer connection to the main system from the production facility's process wastewater storage tank to be built with this project, thus ensuring the facility's jobs are retained and future expansion is possible at this facility.

The Commission will provide grant administration on three grant contracts after successfully applying on behalf of the town for ARC, CDBG and USEDA funding.

PROJECT SCHEDULE & DELIVERABLES

Project duration: September 2020 – June 2021

First Quarter Deliverables (July – September):

- Coordinate initial administrative contract award conditions
- Submit quarterly performance report
- Coordination and communications with grantors
- Management of budget documentation
- Coordinate and attend project team meetings

Second Quarter Deliverables (October – December):

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

Third Quarter Deliverables (January – March):

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

Fourth Quarter Deliverables (April – June):

- Submit quarterly performance report
- Coordination and communications with grantors
- Conduct compliance monitoring for federal construction requirements, such as Davis Bacon Wage act
- Management of budget documentation
- Coordinate and attend project team meetings



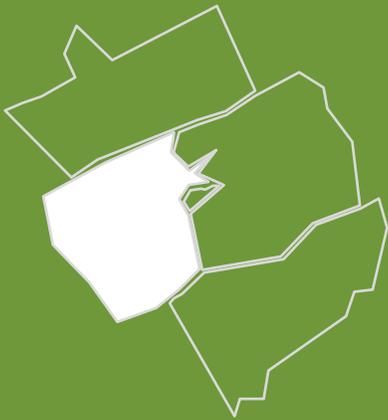
280hrs



Patrick O'Brien
Regional Planner II
pobrien@nrvc.org



260hrs



Commerce Park Grading

The ARC grant project will assist VFRIFA with grading a pad in the NRV Commerce Park (Pulaski County, VA) to accommodate a 180,000 square foot industrial building and associated parking and site elements. A grading plan for this project has been completed. Construction began in FY2020 and continues in this fiscal year. The Commission will provide grant administration assistance for the duration of the project. The project grant remains open with ARC until job creation goals are met; the Commission will provide reporting on the progress of this element of grant compliance after construction and other grant administration roles are complete.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Serve as primary point-of-contact for project administration on behalf of VFRIFA
- Prepare and submit reimbursement requests
- Prepare project status reports
- Construction completed

Second Quarter Deliverables (October – December):

- Serve as primary point-of-contact for project administration on behalf of VFRIFA
- Prepare and submit reimbursement request
- Progress toward job creation goals to be tracked and reported

Third Quarter Deliverables (January – March):

- Serve as primary point-of-contact for project administration on behalf of VFRIFA
- Prepare and submit reimbursement request
- Progress toward job creation goals to be tracked and reported

Fourth Quarter Deliverables (April – June):

- Serve as primary point-of-contact for project administration on behalf of VFRIFA
- Prepare and submit reimbursement request
- Progress toward job creation goals to be tracked and reported



Christy Straight, AICP
Senior Planner
cstraight@nrvc.org

Clendenin Waterline Extension

The purpose of this project is to assist Giles County with a potential public waterline extension project, east of Narrows. The role of the Commission is to conduct interviews and complete surveys with local property/business owners and tenants to determine the level of interest for a public water. The Commission will also collect information from potential users that may be utilized to pursue funding opportunities that could help offset construction costs.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Update project map and table
- Complete combined user agreement/income surveys
- Perform in-person interviews
- Deliver documentation to the County

Second Quarter Deliverables (October – December):

- Complete follow-up outreach as needed

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None



15hrs



Elijah Sharp
Deputy Executive Director
esharp@nrvc.org



450hrs



Jennifer Wilsie, AICP
Senior Planner
jwilsie@nrvc.org

Floyd Scatter-Site Housing Rehab

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 2020 – June 2021

First Quarter Deliverables (July – September):

- Begin work on required pre-contract activities in coordination with Floyd County and DHCD
- Coordinate Contract Negotiation meeting with DHCD
- Confirm identification of all Management Team members
- Assist with agenda creation and facilitation of monthly management team meetings
- Submit monthly progress reports through CAMS
- Submit remittance requests as necessary

Second Quarter Deliverables (October – December):

- Participate in Contract Negotiation meeting
- Complete all pre-contract activities in coordination with Floyd County and DHCD
- Execute DHCD contract
- Begin outreach to original housing rehab applicants
- Finalize housing rehab application and scoring process
- Market program to local contractors for inclusion in pre-qualified contractors list
- Submit remittance requests as necessary
- Submit monthly progress reports through CAMS

Third Quarter Deliverables (January – March):

- Begin income verification process on rehab applicants
- Coordinate with SERCAP to schedule housing walkthroughs to determine scope of work
- Coordinate with Habitat/FISH to identify and mobilize volunteer labor as needed
- Coordinate with leverage partners to discern involvement of non-CDBG dollars on a project by project basis
- Assist with agenda creation and facilitation of monthly management team meetings
- Submit monthly progress reports through CAMS
- Submit remittance requests as necessary

Fourth Quarter Deliverables (April – June):

- Coordinate with SERCAP to begin creating bid out packages for construction
- Coordinate with Habitat/FISH to identify and mobilize volunteer labor as needed
- Coordinate with leverage partners to discern involvement of non-CDBG dollars on a project by project basis
- Assist with agenda creation and facilitation of monthly management team meetings
- Submit monthly progress reports through CAMS
- Submit remittance requests as necessary

Downtown Christiansburg Community Gathering Space

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 2020 – June 2021

First Quarter Deliverables (July – September):

- None

Second Quarter Deliverables (October – December):

- Coordinate DHCD contract negotiation meeting
- Begin pre-contract activities

Third Quarter Deliverables (January – March):

- Complete pre-contract activities
- Execute project contract
- Assemble management team
- Prepare and facilitate monthly management team meetings
- Submit monthly progress report in CAMS
- Submit remittance requests as necessary
- Track project budget and matching funds

Fourth Quarter Deliverables (April – June):

- Prepare RFP to procure architectural and engineering services
- Prepare community outreach for final input on project design
- Prepare and facilitate monthly management team meetings
- Submit monthly progress report in CAMS
- Submit remittance requests as necessary



150hrs



Jennifer Wilsie, AICP
Senior Planner
jwilisie@nrvc.org



800hrs



Christy Straight, AICP
Senior Planner
cstraight@nrvc.org

Floyd Growth Center Building #1

The Commission will 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 2020 – December 2022

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 report
- Coordination and communications with grantors
- Align funding sources and schedules
- Preparation and management of reimbursement requests
- Management of budget documentation
- Coordinate and attend project team meetings

Third Quarter Deliverables (January – March):

- Submit quarterly performance report
- Coordination and communications with grantors
- Conduct compliance monitoring for federal construction requirements, such as Davis Bacon Wage act
- Preparation and management of reimbursement requests
- Management of budget documentation
- Coordinate and attend project team meetings

Fourth Quarter Deliverables (April – June):

- Submit quarterly performance report
- Coordination and communications with grantors
- Conduct compliance monitoring for federal construction requirements, such as Davis Bacon Wage act
- Preparation and management of reimbursement requests
- Management of budget documentation
- Coordinate and attend project team meetings

Virginia's First

The 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 2020 – June 2021

First Quarter Deliverables (July – September):

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

Second Quarter Deliverables (October – December):

- Quarterly meeting in December
- Monthly accounts payable processing
- Quarterly Treasurer's report
- Board member documentation
- Member representative appointments

Third Quarter Deliverables (January – March):

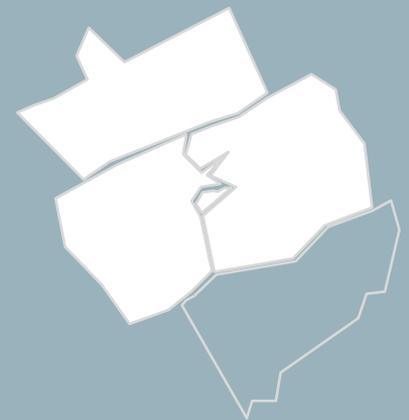
- Quarterly meeting in March
- Monthly accounts payable processing
- Quarterly Treasurer's report
- Board member documentation
- Member representative appointments

Fourth Quarter Deliverables (April – June):

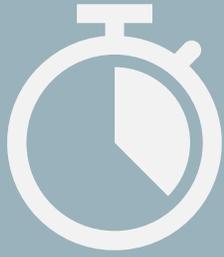
- Quarterly meeting in June
- Monthly accounts payable processing
- Quarterly Treasurer's report
- Annual member dues invoicing



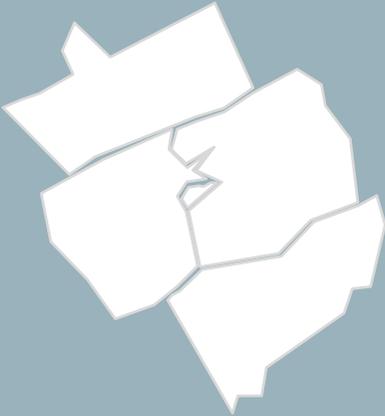
620hrs



Christy Straight, AICP
Senior Planner
cstraight@nrvrc.org



1,120hrs



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

Workforce 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 2020 – June 2021

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

SWVA Fiscal Agent

Provide financial support to the Association by maintaining QuickBooks accounts for the Association, preparing financial statements for the Association Treasurer monthly, collect membership dues annually, depositing all funds received into Association bank account, and reconciling and transferring 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, issuing certificates to members for Continuing Education credits, routine WordPress site updates, and sending communications to members.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Annual conference 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):

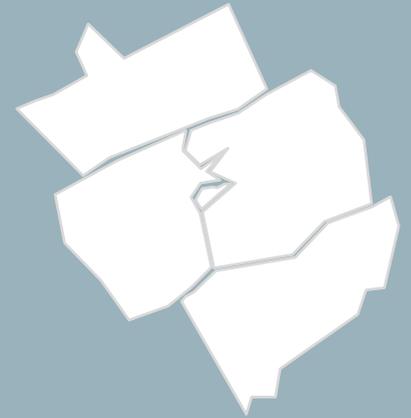
- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

Fourth Quarter Deliverables (April – June):

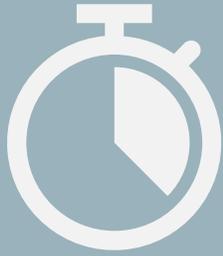
- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report



55hrs



Julie Phillips
Office Manager
jpjillips@nrvc.org



560hrs



Julie Phillips
Office Manager
jphillips@nrvc.org

Development Corporation

The Regional Commission is partnering with the Development Corporation to provide general administrative services and also to manage the revolving loan fund. Historically the Commission was given a discount on rent; however, the services will be provided on a contractual basis beginning in FY19.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- Maintain online building calendar and room reservations
- Receive ground shipments on behalf of absent tenants
- Provide daily wayfinding signage
- Ensure building lock-up
- Administer NRVC small business revolving loan fund

Second Quarter Deliverables (October – December):

- Maintain online building calendar and room reservations
- Receive ground shipments on behalf of absent tenants
- Provide daily wayfinding signage
- Ensure building lock-up
- Administer NRVC small business revolving loan fund

Third Quarter Deliverables (January – March):

- Maintain online building calendar and room reservations
- Receive ground shipments on behalf of absent tenants
- Provide daily wayfinding signage
- Ensure building lock-up
- Administer NRVC small business revolving loan fund

Fourth Quarter Deliverables (April – June):

- Maintain online building calendar and room reservations
- Receive ground shipments on behalf of absent tenants
- Provide daily wayfinding signage
- Ensure building lock-up
- Administer NRVC small business revolving loan fund

Virginia Recycling Association

Provide financial support to the Association by maintaining QuickBooks accounts for the Association, preparing financial statements for the Association Treasurer monthly, collect membership dues annually, depositing all funds received into Association bank account, and reconciling and transferring 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, issuing certificates to members for Continuing Education credits, routine WordPress site updates, and sending communications to members.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

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

Second Quarter Deliverables (October – December):

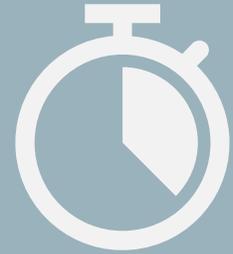
- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

Third Quarter Deliverables (January – March):

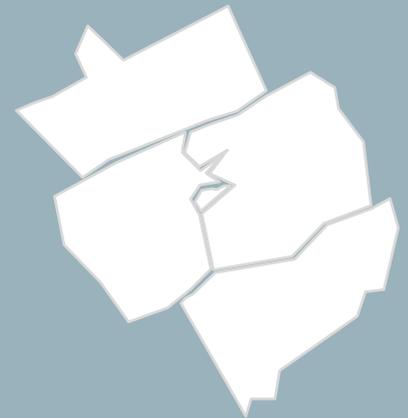
- Quarterly meeting coordination
- WordPress and EventBrite updates and coordination
- Monthly accounts payable processing
- Monthly Treasurer's report

Fourth Quarter Deliverables (April – June):

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



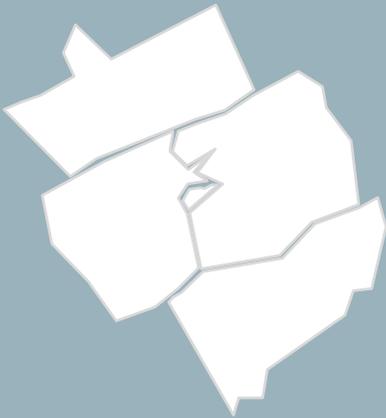
105hrs



Julie Phillips
Office Manager
jphillips@nrvc.org



470hrs



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

Workforce Pathways

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for America's Promise H1B Visa grant funds from the Department of Labor. Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff funded by America's Promise grant.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

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 Department of Labor
- Quarterly financial report to Department of Labor

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 Department of Labor
- Quarterly financial report to Department of Labor

Third Quarter Deliverables (January – March):

- None

Fourth Quarter Deliverables (April – June):

- None

Workforce Roads to Success

Provide financial support to the Workforce Development Board by maintaining an accounting of revenue and expenditures for Road to Success in Virginia grant funds from the Virginia Community College System (VCCS). Responsible for fund receipt, disbursement, reconciliation and reporting. Provide payroll and benefit administration services to Workforce Development Board staff funded by America's Promise grant.

PROJECT SCHEDULE & DELIVERABLES

Project duration: July 2020 – June 2021

First Quarter Deliverables (July – September):

- None

Second Quarter Deliverables (October – December):

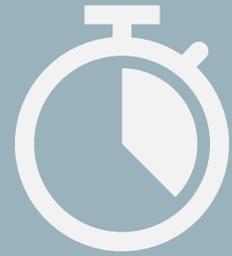
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Third Quarter Deliverables (January – March):

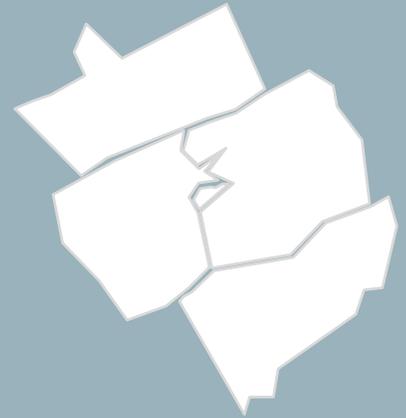
- Monthly accounts payable/accounts receivable processing and account reconciliation
- Payroll processing and benefits administration
- Monthly expense report and preparation of cash request to VCCS
- Quarterly financial report to Department of Labor

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 Department of Labor
- Quarterly financial report to VCCS



500hrs



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

New River Valley Regional Commission

September 24, 2020

Resolution Endorsing the Submission of 2020 SMART Scale Applications

WHEREAS, the New River Valley Regional Commission has partnered with Virginia Department of Transportation and Department of Rail and Public Transportation to develop regional and statewide transportation plans; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (“HB2”) now titled “SMART Scale”, which establishes criteria for the allocation of transportation funding for projects within the Commonwealth; and

WHEREAS, the Regional Commission supports the following SMART Scale applications submitted during the 2020 round of applications:

- Giles County, US Route 460 Cascade Drive Intersection Improvements
- Montgomery County, Intersection Improvements at Route 460/637
- Pulaski County, Route 11/Kroger Turn Lane Improvements
- Pulaski County, Route 11/Route 114 Intersection Improvements
- Pulaski County, Route 11 Traffic Improvements
- Pulaski County, Southbound Route 11 Safety Improvements at Warden Court

THEREFORE, BE IT RESOLVED that the New River Valley Regional Commission fully endorses the submission of 2020 SMART Scale application(s), on behalf of its member jurisdictions.

Adopted this 24th day of September 2020

Michael Maslaney, Chair



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members

From: Patrick O'Brien, Regional Planner

Date: September 18, 2020

Re: 2020 Comprehensive Economic Development Strategy Consumer Version

The New River Valley Regional Commission has completed the annual update to the Comprehensive Economic Development Strategy (CEDS), and submitted the full report to the US Economic Development Administration (EDA) in June 2019. The attached 'consumer version' of the CEDS provides a user-friendly overview of the CEDS content for public distribution, including information about the CEDS, the region's economic development goals and top-ranked projects, and select regional demographic and economic data.

NRVRC staff will begin the next annual update later this fall, reconvening the CEDS committee to update the CEDS to reflect recent economic development trends. The CEDS committee will assist staff in updating CEDS content, including the SWOT analysis, priority areas and strategies, and economic data analysis and outcome metrics to measure progress toward regional economic development goals. This year, NRVRC will coordinate the CEDS process to align with a disaster recovery planning process that NRVRC will undertake as part of an planning assistance award from EDA through the CARES Act. The two-year project will help to identify community and economic development needs that have resulted from the COVID-19 pandemic, prioritize projects to address these needs and promote the region's economic recovery, and pursue partnerships to secure funding and implement top priority projects.

If you would like more information about the CEDS, please contact Patrick O'Brien at: pobrien@nrvc.org.

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

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

Higher Education

Virginia Tech | Radford University
New River Community College

NEW RIVER VALLEY ECONOMIC HIGHLIGHTS

Table 1: Employment by Industry Sector, New River Valley

Industry	Employment Q1 2020	Average Annual Wages	Change in Employment 2016-20	Projected change in employment 2020-2025
Educational Services	15,425	\$46,863	443	-227
Manufacturing	12,688	\$57,887	1,122	-395
Health Care and Social Assistance	8,207	\$41,538	1,015	369
Retail Trade	8,119	\$26,642	-427	-304
Accommodation and Food Services	7,044	\$16,555	158	133
Professional, Scientific, Technical Services	3,377	\$71,952	72	88
Construction	3,200	\$39,417	-164	77
Administrative/Support/Waste Mgmt Svcs.	3,066	\$32,210	-97	-3
Other Services (except Public Administration)	2,955	\$26,957	65	-57
Transportation and Warehousing	2,243	\$45,754	257	1
Public Administration	2,165	\$47,691	113	-42
Arts, Entertainment, and Recreation	1,395	\$16,764	148	23
Agriculture, Forestry, Fishing and Hunting	1,147	\$16,080	-84	-32
Real Estate and Rental and Leasing	1,065	\$45,867	-228	-3
Finance and Insurance	986	\$52,574	-67	-24
Wholesale Trade	797	\$68,039	-60	-35
Information	674	\$48,820	-94	-11
Utilities	499	\$52,996	-20	-17
Management of Companies and Enterprises	234	\$80,157	4	-2
Mining, Quarrying, and Oil and Gas Extraction	76	\$65,098	-26	0
Total - All Industries	75,477	\$41,769	2,246	-433

Source: Jobs EQ 2020Q1 Dataset

Unemployment and income in the New River Valley

	Unemployment rate, June 2020 average	Per capita personal income, 2018	PCPI as % of United States
Floyd County	6.8%	\$38,903	71.5%
Giles County	8.4%	\$40,117	73.7%
Montgomery County	6.7%	\$37,759*	69.4%
Pulaski County	9.8%	\$40,443	74.3%
Radford City	9.0%	\$37,759*	69.4%
New River Valley	7.6%	\$38,570	70.8%
Virginia	8.5%	\$57,779	106.2%

Source: US Bureau of Census, Labor Statistics, and Economic Analysis; Virginia Employment Commission

*BEA reports a combined PCPI figure for Montgomery County and Radford City



Pocket Park on Main Street, Radford

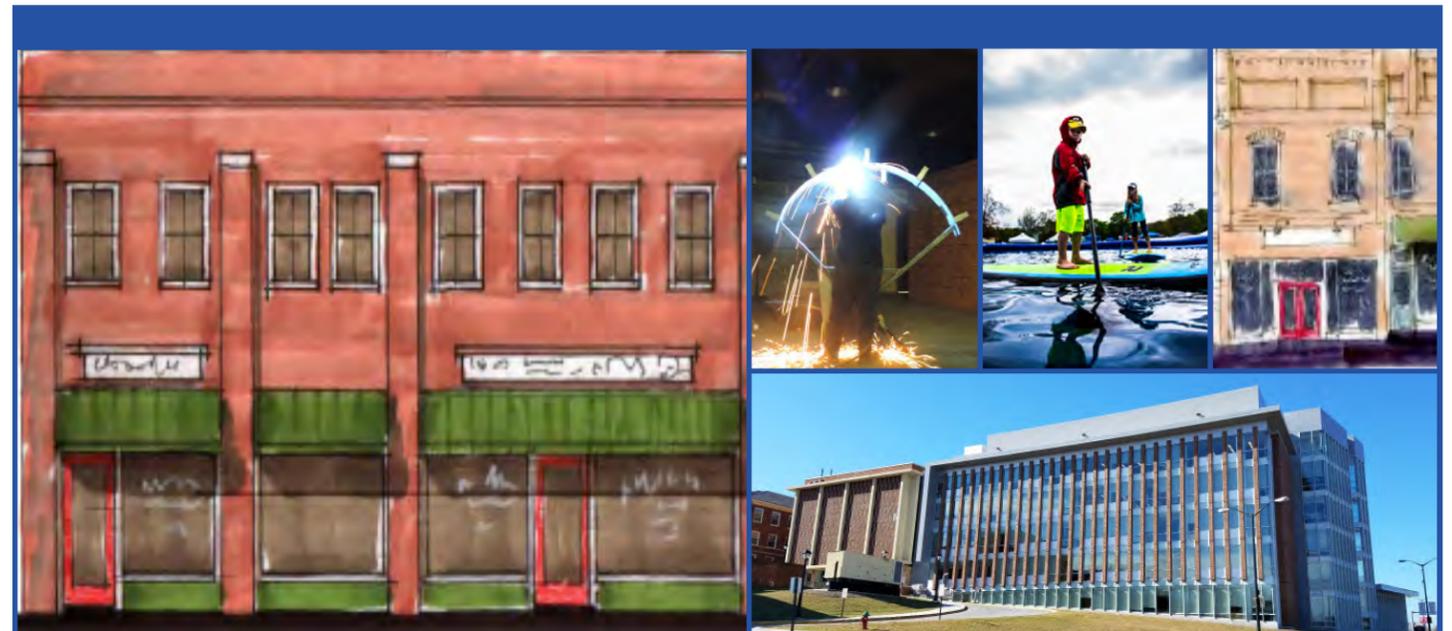
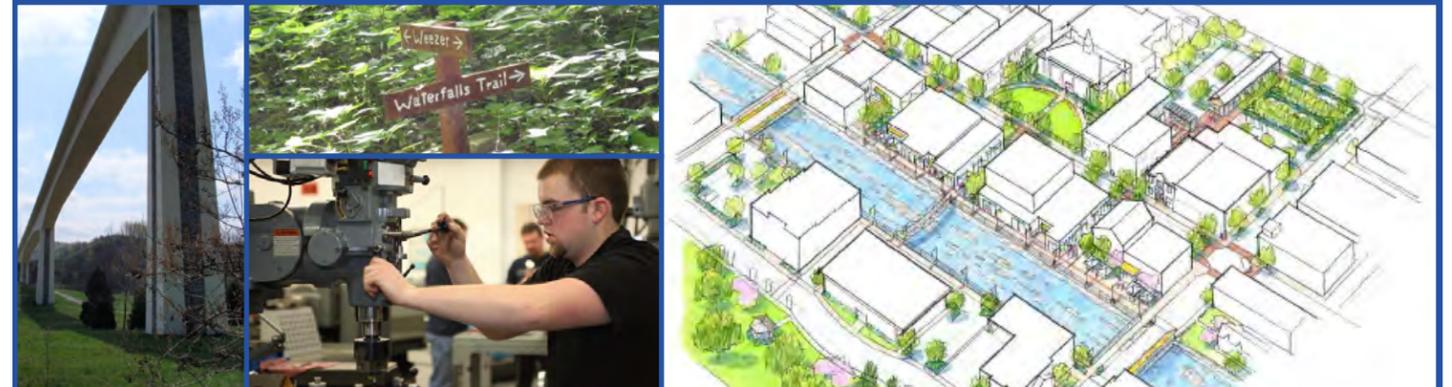


Students entering the NRCC Christiansburg campus location.

	Population estimate, 2018	Change 2010-2018
Floyd County	15,561	1.8%
Giles County	16,757	-3.1%
Montgomery County	100,073	6.0%
Pulaski County	34,097	-2.2%
Radford City	18,044	10.0%
New River Valley	184,532	3.5%

Source: Weldon Cooper Center, July 1, 2019 Population Estimates for Virginia and its Counties and Cities

New River Valley Comprehensive Economic Development Strategy 2020 At-A-Glance



What is a CEDS and why do we need it?

CEDS stands for Comprehensive Economic Development Strategy (CEDS). A CEDS is a regional strategy which reflects local economic development needs and priorities and recommends a regional approach to economic development. A CEDS is required to qualify for assistance from the Economic Development Administration (EDA).

The document itself contains an economic overview of the New River Valley; including a brief history, current trends, and up-to-date data on the region. Goals and objectives are designated based on this evaluation and projects are identified by a Comprehensive Economic Development Strategy Committee, made up of a majority of private sector participants as well as public sector representatives, or by localities. Projects included in the CEDS qualify for funding from the EDA. Some familiar projects with EDA funding are Virginia Tech's Corporate Research Center, NRV Commerce Park Water and Sewer project, and the Carilion Giles Memorial Hospital.

NRV PRIORITY AREAS

Priority 1: Support small business development and entrepreneurship

Optimize existing resources for entrepreneurs and small businesses and promote collaboration between these resources. Increase the number of jobs created through start-ups and expansions in the New River Valley.

Priority 2: Preparation and continued support of qualified, available workforce

Train and re-train workers for higher skills and productivity in the modern economy. Improve the industry/education interface at all levels.

Priority 3: Ensure available land, buildings, and quality infrastructure support development needs

Create an affordable, accessible and interlinked public transportation network that connects population centers with major employment centers. Strengthen the economic position of downtown commercial districts. Improve the region's telecommunication network to attract new firms, assist existing firms, and educate citizens. Increase the energy efficiency of industrial and commercial buildings.

Priority 4: Market and promote the region to attract visitors, new businesses, and residents

Develop and strengthen the role of international trade and commerce in the economy of the New River Valley. Increase the region's supply of ready and available industrial and other economic development properties. Improve the region's ability to market itself and respond to the needs of new industrial, research, and technological prospects. Realize the region's tourism development potential and ability to market itself as a culturally and naturally unique tourism destination.

Priority 5: Preserve natural and cultural resources

Manage the impacts of existing and future land uses in order to preserve the character and quality of the regional environment. Increase the development and support of local family farms.

Priority 6: Business friendly governance and representation

Promote a business friendly environment through governments cooperating with businesses at the local level and advocating for them at the state and federal levels. Bring a voice to the policy table on behalf of the region. Ensure the safety of the region's citizens.



NRV Commerce Park received a \$374,000 grant from the Appalachian Regional Commission to complete grading on a 20-acre site in preparation for an advanced manufacturing tenant that could bring up to 100 new jobs. Site grading is underway and will be ready for construction in 2020.



This year, the NRV hosted three business plan competitions: Floyd County's C4, Giles County's JumpStart Giles, and the Millstone Kitchen's From Scratch competition. Over 30 small businesses and entrepreneurs received a 6- to 8- week business development training course, culminating in a chance to compete for cash prizes to realize their business goals. Businesses with the best 'pitch' and business plan shared over \$50,000 in prizes.



As part of the CARES Act, NRVRC received an EDA grant for disaster recovery planning efforts to identify top priority projects that can help the region to recover from the economic and community impacts of the COVID-19 pandemic, and create partnerships to secure economic development, workforce development, and community development funding. The planning efforts in late 2020/early 2021 will include neighboring regions

TOP 10 PROJECTS FOR 2020-2021

New River Valley Comprehensive Economic Development Strategy- 2019-20 Plan Update

Project description	Estimated cost	Responsible Partners
Preparation of graded building site at NRV Commerce Park to accommodate a graded building pad of a building footprint of 20 to 75 acres.	\$2,000,000	Virginia's First Regional Industrial Facilities Authority
Development of broadband infrastructure and internet availability- Explore options for higher bandwidth to the end user (replicate/expand Citizens' FTTH rollout in Floyd County). Develop wifi availability in downtown areas. Assess feasibility of wireless towers to allow internet service to rural areas with no service. Tower placement studies and streamlining of the zoning process. Implement recommendations of studies in local jurisdictions	\$8,000,000	Private Enterprises and NRV Localities, NRV Network Wireless Authority
Implement 'sector strategies' focus for workforce development programs to meet needs in target industry sectors. Develop relationships between regional businesses and education, economic development, and related stakeholder organizations to provide services that ensure success of these industries in the region. Enhance intergrated "career pathways" workforce curriculum to develop workforce skills that address needs of targeted industry sectors, especially manufacturing, IT, and healthcare.	\$250,000	WDB, Education Providers
Coordinate NRV entrepreneur and small business development network , including regional revolving loan fund operators, small business counseling services, and entrepreneur promotion programs. Build on existing efforts to coordinate these systems between Roanoke and New River Valleys (e.g., RAMP and Valleys Innovation Council)	\$1,000,000	NRVRC, local economic development agencies, small business service providers
Promote and coordinate the development of a New River Valley passenger rail station- Continue to research viability of extending Washington DC Amtrak service to a station in the NRV. Coordinate state and private stakeholders to pursue development of this service by 2020.	\$500,000	NRV Localities, State Agencies, Public/Private Railroad Companies, NRVRC
Coordinate regional destination marketing organizations (DMO)- Explore options to increase coordination of local DMOs and tourism promotion initiatives. Support local tourism marketing campaigns to promote New River Valley communities as a tourist destination, and increase visitor spending. Upgrade regional tourism website.	\$100,000	NRV Localities, Tourism Offices
Support the burgeoning cluster of unmanned systems firms and related manufacturing capabilities in the region- Develop commercialization of technologies related to automated vehicles, especially the research of the MAAP and other programs at Virginia Tech. Recruit supplier firms to the region to develop the manufacturing cluster represented by the local AUVSI chapter.	\$5,000,000	Public universities, economic development organizations, business in target sectors
Develop shared CEDS goals and economic development initiatives with neighboring regions and EDDs Coordinate with neighboring regions to align CEDS projects with state efforts to regionalize economic development incentive funding, especially GO Virginia.	\$100,000	NRVRC, neighboring EDDs
Expand pilot education and job training programs for local K-12 students and youth, targeted to careers in growing NRV industries- Develop work study, internship placement, on-the-job training, and similar arrangements between businesses and education providers to help local students develop on-the-job skills for careers in local industries. Expand college scholarship programs for local K-12 students to attend community college (ACCE program). Target scholarships to in-demand jobs.	\$600,000	WDB, Education Providers, local economic developers
Coordinate environmental stewardship and asset-based development of the New River as an outdoor recreation amenity- Continue regional coordination of New River Watershed and river clean-up events to preserve the condition of the New River. Support regional and local efforts to develop outdoor recreation tourism amenities related to the New River and other natural resources.	\$1,500,000	NRVRC, local economic development agencies, small business service providers