



Agenda
February 24, 2022
6:00 p.m.— Pulaski County Innovation Center, Fairlawn, VA

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
 - A. Approval of Minutes for January
 - B. [Approval of Treasurer’s Report for January](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - 1. Calfee Community & Cultural Center Funding Assistance
 - B. Regular Project Review
None
 - C. Environmental Project Review
 - 1. [SCOPING George Washington and Jefferson National Forests – Forest wide Fiberoptic Telecommunication Line Project](#)
 - 2. [Christiansburg Land Exchange and Parking Lot Construction](#)
- IV. **PUBLIC ADDRESS**
- V. **CHAIR’S REPORT**
- VI. [EXECUTIVE DIRECTOR’S REPORT](#)
- VII. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VIII. **OLD BUSINESS**

None
- IX. **NEW BUSINESS**
 - A. [Radford East Main Street Redevelopment Project Overview](#)

Presentation: Regional Commission staff team
Elijah Sharp, Aphi Fancon, Joy Rumley, Kathleen Armstrong
Commission Discussion
 - B. [Setting Community Development Block Grant Priorities for 2022](#)

Commission Action
 - C. [Regional Revolving Loan Fund Program Guidelines](#)

Commission Information
 - D. Next Commission Meeting: March 24th 6:00pm

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

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MEMORANDUM

To: NRVRC Board Members
From: Jessica Barrett, Finance Director
Date: February 16, 2022
Re: January 2022 Financial Statements

The January 2022 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 FY21-22 budget adopted by the Commission at the June 24, 2021 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 January 2022 (58.33% of the fiscal year), Commission year to date revenues are 53.97% and expenses are 56.09% of adopted budget. The two largest budget expense lines, Salary and Fringe, are in line with budget at 58.95% and 63.58%, respectively.

Looking at the balance sheet, Accounts Receivable is \$817,704. Of this total, Workforce receivables are \$358,861 (44%) and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible.

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
1/31/2022

Assets:

Operating Account	116,577
Certificate of Deposit	108,586
Accounts Receivable	817,704
Prepaid Item	3,669
Loans Receivable - Revolving Loan Fund	32,274
Restricted Cash - Revolving Loan Fund	73,414
Total Assets:	1,152,223

Liabilities:

Accounts Payable	51,107
Accrued Annual Leave	87,809
Accrued Unemployment	26,896
Funds Held for Others	78,989
Unearned Revenue	7,000
Expense Reimbursement	445
Total Liabilities:	252,246

Projects:
(Equity Accounts)

Net Projects	(151,971)
Current Year Unrestricted	137,533
Unrestricted Net Assets	801,987
Restricted Net Assets - Revolving Loan Fund	103,507

Total Projects (Equity) 891,055

Total Liabilities and Projects 1,143,301

Net Difference to be Reconciled 8,922

Total Adjustments to Post* 8,922

Unreconciled Balance (after adjustment) 0

*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 - January 2022**

FY21-22 Budget Adopted 6/24/2021		(58.33% of FY)			
		January 2022	YTD	Under/Over	% Budget
NRVRC Anticipated Revenues					
ARC	68,666	0	34,333	34,333	50.00%
ARC - New River Water Trail Expansion	20,340	0	0	20,340	0.00%
Local Assessment	236,249	0	236,249	0	100.00%
DHCD - Administrative Grant	89,971	22,493	67,478	22,493	75.00%
DRPT RIDE Solutions NRV	63,570	0	36,152	27,418	56.87%
EDA	70,000	0	35,000	35,000	50.00%
EDA COVID19 CARES Act	202,500	0	99,686	102,814	49.23%
GO Virginia	125,000	0	76,448	48,552	61.16%
Workforce Fiscal Agent	70,000	0	40,000	30,000	57.14%
Workforce Pathways Fiscal Agent	25,000	0	0	25,000	0.00%
Workforce RSVP Fiscal Agent	25,000	25,000	25,000	0	0.00%
Workforce Power Fiscal Agent	25,000	0	12,500	12,500	0.00%
Workforce YouthBuild Fiscal Agent	0	18,750	18,750	(18,750)	0.00%
VDOT	58,000	0	39,313	18,687	67.78%
VDOT - Rocky Knob Project	70,000	0	0	70,000	0.00%
Floyd County	88,371	8,000	23,205	65,166	26.26%
Floyd Town	0	0	2,697	(2,697)	0.00%
Floyd Co EDA	0	0	92	(92)	0.00%
Giles County	20,960	4,124	4,124	16,836	0.00%
Narrows Town	16,513	0	4,290	12,223	25.98%
Montgomery County	41,650	257	15,751	25,899	37.82%
Blacksburg Town	14,000	1,167	8,167	5,833	58.33%
Christiansburg Town	15,000	0	0	15,000	0.00%
Pulaski County	5,000	1,263	5,871	(871)	0.00%
Pulaski Town	11,923	0	6,438	5,485	54.00%
Radford City	30,000	0	15,577	14,423	51.92%
Miscellaneous Income	0	5	2,089	(2,089)	0.00%
Virginia's First RIFA	13,000	1,083	9,954	3,046	76.57%
NRV MPO	30,000	0	10,806	19,194	36.02%
CDBG COVID19	338,000	0	142,098	195,902	42.04%
Dept of Environmental Quality	11,580	0	3,483	8,097	30.08%
VDEM	19,465	0	0	19,465	0.00%
Virginia Outdoors Foundation	12,500	0	5,728	6,773	45.82%
VHDA	50,000	0	20,000	30,000	40.00%
Southwest Virginia SWMA	2,000	0	3,500	(1,500)	175.00%
Virginia Recycling Association	14,000	7,000	10,500	3,500	75.00%
Calfee Community Center	1,200	1,000	2,529	(1,329)	210.77%
New River Health District	5,000	0	(384)	5,384	-7.68%
Friends of SWVA	19,000	0	5,458	13,542	0.00%
Taylor Hollow Construction	7,500	0	7,500	0	100.00%
VOF SWVA Natives Campaign Project Match	0	0	3,544	(3,544)	0.00%
Revolving Loan - Interest	0	38	2,310	(2,310)	0.00%
Local Match (unprogrammed ARC)	7,500	0	0	7,500	0.00%
Direct Charge Reimbursement	0	470	1,946	(1,946)	0.00%
Sub Total Revenues	1,923,458	90,649	1,038,182	885,276	53.97%
Expenses					
Salaries	1,152,949	106,410	679,678	473,271	58.95%
Fringe Benefits	282,918	28,512	179,878	103,040	63.58%
Travel	34,650	691	12,836	21,814	37.04%
Office Space	76,175	5,181	49,005	27,170	64.33%
Communications	19,911	9,164	18,968	943	95.26%
Office Supplies	65,781	18,423	41,755	24,026	63.48%
Postage	2,025	494	1,095	930	54.09%
Printing	5,100	0	5,260	(160)	103.13%
Copier Usage/Maintenance	2,000	0	680	1,320	34.00%
Outreach/Media Adv	2,600	0	3,638	(1,038)	139.92%
Equipment Rent/Copier	4,219	223	1,787	2,432	42.36%
Fleet Vehicles	38,024	69	664	37,360	1.75%
Dues/Publications	17,384	7,091	17,147	237	98.64%
Training/Staff Development	14,115	825	5,681	8,434	40.25%
Insurance	4,682	322	2,475	2,208	52.85%
Meeting Costs	10,950	462	11,066	(116)	101.06%
Contractual Services	167,294	12,482	34,815	132,479	20.81%
Professional Services Audit/Legal	4,540	0	9,166	(4,626)	201.88%
Miscellaneous/Fees	4,700	467	3,266	1,434	69.49%
Reimbursed Expenses	0	0	50	(50)	0.00%
Unassigned Expenses	13,441	0	0	0	0.00%
Sub Total Expenses	1,923,458	190,815	1,078,909	831,108	56.09%
NRVRC Balance	0	(100,165)	(40,727)		

**New River/Mount Rogers Workforce Development Board
Revenue and Expenditures - January 2022**

(58.33% of FY)

NR/MR WDB Anticipated Revenues	January 2022	YTD	Under/Over	% Budget	
Workforce Development Area	3,580,889	106,988	829,429	2,751,460	23.16%
Sub Total Revenues	3,580,889	106,988	829,429	2,751,460	
Expenses					
Salaries	475,083	47,999	317,381	157,702	66.81%
Fringe Benefits	142,525	12,191	80,590	61,935	56.54%
Travel	20,000	303	9,709	10,291	48.55%
Office Space	36,000	2,154	20,418	15,582	56.72%
Communications	12,000	1,509	12,794	(794)	106.62%
Office Supplies	26,000	1,458	32,381	(6,381)	124.54%
Postage	250	0	51	199	20.51%
Printing	1,000	24	491	509	49.07%
Outreach/Media Adv	44,800	212	4,756	40,044	10.62%
Equipment Rent/Copier	1,700	78	706	994	41.51%
Dues/Publications	4,700	524	953	3,747	20.28%
Training/Staff Development	7,000	266	1,563	5,438	22.32%
Insurance	3,000	0	1,793	1,207	59.77%
Meeting Costs	5,000	67	5,735	(735)	114.71%
Contractual Services	2,700,725	40,204	329,938	2,370,787	12.22%
Professional Services Audit/Legal	10,200	0	8,040	2,160	78.82%
Miscellaneous/Fees	90,906	0	931	89,975	1.32%
Workforce Grants Admin	0	0	1,200	(1,200)	0.00%
Sub Total Expenses	3,580,889	106,988	829,429	2,751,460	23.16%
NR/MR WDB Balance	0	0	0		



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COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #1

CIRP Review

February 18, 2022

PROJECT: The George Washington and Jefferson National Forests (GWJNF) Programmatic Environmental Assessment (EA) and Decision Notice to Issue Permits to Proponents to Locate Forest wide Fiberoptic Telecommunication Line Project

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting scoping comments on the above referenced project.

PROJECT SENT FOR REVIEW TO: Commission Board Members

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



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

1111 E. Main Street, Suite 1400, Richmond, Virginia 23219

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Andrew R. Wheeler
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director
(804) 698-4000

January 24, 2022

Joby P. Timm, Forest Supervisor
5162 Valleypointe Parkway
Roanoke, VA 24019

RE: Scoping Response - George Washington and Jefferson National Forests Fiberoptic Telecommunication Lines - Alleghany, Amherst, Augusta, Bath, Bedford, Bland, Botetourt, Carroll, Craig, Dickensen, Frederick, Giles, Grayson, Highland, Lee, Montgomery, Nelson, Page, Pulaski, Roanoke, Rockbridge, Rockingham, Scott, Shenandoah, Smyth, Tazewell, Warren, Washington, Wise, and Wythe Counties, Virginia

Dear Mr. Tim:

This letter is in response to the scoping request for the above-referenced project.

As you may know, the Department of Environmental Quality, through its Office of Environmental Impact Review (DEQ-OEIR), is responsible for coordinating Virginia's review of federal environmental documents prepared pursuant to the National Environmental Policy Act (NEPA) and responding to appropriate federal officials on behalf of the Commonwealth.

DOCUMENT SUBMISSIONS

In order to ensure an effective coordinated review of the NEPA document, notification of the NEPA document documentation should be sent directly to OEIR. We request that you submit one electronic to eir@deq.virginia.gov (25 MB maximum) or make the documents available for download at a website, file transfer protocol (ftp) site or the VITA LFT file share system (Requires an "invitation" for access. An invitation request should be sent to eir@deq.virginia.gov).

The NEPA document should include U.S. Geological Survey topographic. We strongly encourage you to issue shape files with the NEPA document. In addition, project details should be adequately described for the benefit of the reviewers.

**ENVIRONMENTAL REVIEW UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT:
PROJECT SCOPING AND AGENCY INVOLVEMENT**

As you may know, NEPA (PL 91-190, 1969) and its implementing regulations (Title 40, *Code of Federal Regulations*, Parts 1500-1508) requires a draft and final Environmental Impact Statement (EIS)

for federal activities or undertakings that are federally licensed or federally funded which will or may give rise to significant impacts upon the human environment. An EIS carries more stringent public participation requirements than an Environmental Assessment (EA) and provides more time and detail for comments and public decision-making. The possibility that an EIS may be required for the proposed project should not be overlooked in your planning for this project. Accordingly, we refer to “NEPA document” in the remainder of this letter.

While this Office does not participate in scoping efforts beyond the advice given herein, other agencies are free to provide scoping comments concerning the preparation of the NEPA document. Accordingly, we are providing notice of your scoping request to several state agencies and those localities and Planning District Commissions, including but not limited to:

Department of Environmental Quality:

- DEQ Regional Office
- Air Division
- Office of Wetlands and Stream Protection
- Office of Local Government Programs
- Division of Land Protection and Revitalization
- Office of Stormwater Management

Department of Conservation and Recreation

Department of Health

Department of Agriculture and Consumer Services

Department of Wildlife Resources

Virginia Marine Resources Commission

Department of Historic Resources

Department of Mines, Minerals, and Energy (soon to be Virginia Energy)

Department of Forestry

Department of Transportation

DATA BASE ASSISTANCE

Below is a list of databases that may assist you in the preparation of a NEPA document:

- DEQ Online Database: Virginia Environmental Geographic Information Systems

Information on Permitted Solid Waste Management Facilities, Impaired Waters, Petroleum Releases, Registered Petroleum Facilities, Permitted Discharge (Virginia Pollution Discharge Elimination System Permits) Facilities, Resource Conservation and Recovery Act (RCRA) Sites, Water Monitoring Stations, National Wetlands Inventory:

- www.deq.virginia.gov/ConnectWithDEQ/VEGIS.aspx

- DEQ Virginia Coastal Geospatial and Educational Mapping System (GEMS)

Virginia’s coastal resource data and maps; coastal laws and policies; facts on coastal resource values; and direct links to collaborating agencies responsible for current data:

- <http://128.172.160.131/gems2/>

- MARCO Mid-Atlantic Ocean Data Portal

File Code: 1950

Date: January 20, 2022

Dear Interested Forest Stakeholders,

The George Washington and Jefferson National Forests (GWJNF) are seeking comments regarding a programmatic Environmental Assessment (EA) and Decision Notice to issue permits to proponents to locate fiberoptic telecommunication lines across the GWJNF including the Mount Rogers National Recreation Area, Clinch Ranger District, Eastern Divide Ranger District, Glenwood and Pedlar Ranger District, James River and Warm Springs Ranger District, North River Ranger District and the Lee Ranger District across Alleghany, Amherst, Augusta, Bath, Bedford, Bland, Botetourt, Carroll, Craig, Dickensen, Frederick, Giles, Grayson, Highland, Lee, Montgomery, Nelson, Page, Pulaski, Roanoke, Rockbridge, Rockingham, Scott, Shenandoah, Smyth, Tazewell, Warren, Washington, Wise, and Wythe Counties, VA; Hampshire, Hardy, Monroe, Pendleton, and Pocahontas Counties, WV; Letcher and Pike Counties, KY.

Purpose and Need for the Project

The availability of broadband service and wireless is critical for communities to have access to health, safety, education, and employment resources. The GWJNF is receiving unprecedented requests from proponents to install linear fiberoptic telecommunication lines across and along National Forest Systems (NFS) lands to provide broadband service to rural communities. The GWJNF is long and slender and bisects the western portion of Virginia including portions of Kentucky and West Virginia. Due to the shape and arrangement of the GWJNF along western Virginia, long, linear new utilities inevitably require access across or to locate along the GWJNF.

Proposed Action

This programmatic decision would be used to meet National Environmental Policy Act (NEPA) requirements to issue special use permits to proponents requesting to locate fiberoptic telecommunication lines across NFS lands on the GWJNF. Fiberoptic telecommunication lines are long linear utilities that can largely co-locate within existing utility or road right of way corridors.

Fiberoptic telecommunication proposals would be eligible for permit issuance under this decision if the below criteria are met. This would be documented in a post decision checklist to be signed by the respective District or Area Ranger and to be issued in conjunction with a special use permit. Permit acreage would be calculated by the linear foot of the proposal by a 10'



fiberoptic telecommunication line permit width. This project does not propose a limitation of size for any permit, only that the following provisions are met:

- The project would install fiberoptic telecommunication line through micro trenching (would consist of a very narrow trench, approximately 1 foot, which would have the conduit and line installed in the bottom of the trench) and/or horizontal directional drilling (HDD) and/or lashed to existing bridges, or existing utility poles/lines,
AND
- The fiberoptic line would have a minimal installation depth of 30”
AND
- the fiberoptic line would mainly co-locate in existing utility or Virginia Department of Transportation (VDOT), West Virginia Department of Highways (WVDOH) or Kentucky Transportation Cabinet (KTC) road right of ways. Communication and coordination with the respective state transportation agency would be required,
AND
- where sensitive or difficult features are to be crossed such as roads, trails, wetlands, streams etc. the fiberoptic telecommunication line would be horizontally directionally drilled. Sensitive resources would not be open trenched,
AND
- tree clearing would be minor and limited to incidental brush or hazardous trees removal,
AND
- as much as possible drilling pads (if needed) would be located off National Forest Systems (NFS) lands,
AND
- no staging areas or bore pads (pits) would be located on NFS lands. The HDD machines to be used for this project should be small and sit on the ground surface within the right of way. The HDD method would not require large flat work areas or excavated pits. The drilling machine would sit on the existing ground surface and very little surface disturbance would be anticipated,
AND
- Are not proposed on the following Forest Plan management prescriptions:

2004 Jefferson National Forest Land and Resource Management Plan (Jefferson Forest Plan) - 2C1 Eligible Wild Rivers, 1A Designated Wilderness, 1B Recommended Wilderness,

2014 George Washington National Forest Land and resource Management Plan (GW Forest Plan) – 2C2 Eligible Wild and Scenic Rivers, 1A Designated Wilderness, 1B Recommended Wilderness.

This project would implement and is consistent with the direction of both the Jefferson and GW Forest Plans. Specifically, GW Forest Plan Standard FW-239 and Jefferson Forest Plan Standard FW-244 both state: Evaluate new special use authorizations using the criteria outlined in 36 CFR 251.54 and according to Forest Service policy. Limit to needs that cannot be reasonably met on non-NFS lands or that enhance programs and activities. Locate uses where they minimize the need for additional designated sites and best serve their intended purpose. Require joint use on land when feasible.

During the completion of the project checklist for each permit application, the respective Forest Plan management prescriptions for the fiberoptic telecommunication line locations would be reviewed to ensure Forest Plan consistency.

Potential Resource Protection Measures

The following resource protection measures are in addition to standards outlined in the Forest Plan. The following measures would be required for all projects. Additional measures may be developed through project development:

1. Project activities would follow pertinent State Erosion and Sediment regulations.
2. Any minor locations of ground disturbance would be revegetated with a wildlife friendly mix and in accordance with the Jefferson and GW Forest Plan standards. This mix is not to include Kentucky 31 tall fescue.
3. Would be coordinated with the appropriate state and federal partners agencies including but not limited to Federal Highways Administrative, respective state departments of transportation, Army Corp of Engineers, etc.
4. The management of traffic during installation would follow the permit requirements provided by the respective state transportation department to ensure the project does not adversely affect the safety, design, construction, operation, maintenance or stability of the state road system. This would outline such items as no disruptions to traffic would occur overnight, lane closures would be rolling, etc. The appropriate traffic control measures for each individual roadway or segment would be determined and required by each respective state's transportation department. This process would also dictate requirements for public outreach, and signage that would be required to be put into place for each segment.
5. All impacted ditch lines are to be restored to allow water flow.

6. Any impacted road shoulders are to be leveled with the road and all handholds are to be installed flat to the ground or slightly recessed to allow mowers to pass without damaging boxes.
7. An implementation checklist would be completed for each permit issuance which outlines project specific resource considerations. All pertinent Forest specialists would be consulted.

Decision to be Made and Preliminary Effects Analysis

The GWJNF Forest Supervisor is the project's responsible official. Upon the completion of this EA, each specific permit application project would be implemented with the use of a checklist tiering to this decision which would be reviewed and signed by the respective District or Area Ranger. Specific project checklists may include but would not be limited to cultural, non-native invasive species, hydrological, soil, recreation, visual, biological and Forest Plan considerations. The Forest specialists responsible for each of these resource areas would review the checklist to identify site specific design elements that may be required and verify that the impacts accounted for within the analysis of the EA captures the individual project impacts. Throughout the analysis process and development of the EA, the checklist would be drafted to capture any and all considerations that would be necessary to implement this Project in full accordance with NEPA.

No above ground infrastructure on NFS lands is proposed; therefore, no visual scenic quality impacts are expected.

Minimal hazard tree removal clearing is planned, and ground disturbance is proposed within existing disturbed corridors so impacts to threatened, endangered, sensitive and locally rare species is expected to have no effect or not likely to adversely affect. Coordination would occur with the GWJNF Forest Biologist during project development to determine the best path forward for Fish and Wildlife Service consultation.

Largely, all ground disturbing activities are proposed in previously disturbed road and trail right-of-ways; therefore, minimal impacts to heritage resources are expected. Coordination would occur with the GWJNF Forest Archeologist during project development to determine the best path forward to address cultural resources and Section 106 and Tribal Historic Preservation Office consultations.

All stream and road crossings would be horizontally directionally drilled or attached to existing bridges therefore, no impacts to streams or wetlands are expected.

Depending on additional internal and external comments received, impacts to additional forest resources would be analyzed.

Public Involvement

We welcome your involvement and encourage your comments on this proposal. For your input to be most helpful, please identify issues/concerns specific to this project which you feel need to be addressed. Comments must be postmarked or received within 30 days of the date of this scoping letter.

This Project will be subject to the pre-decisional objection process at 36 CFR 218 Subparts A and B. Only those who submit timely and specific written comments per 36 Code of Federal Regulations (CFR) §218.2 regarding the proposed Project or activity during a public comment period established by the responsible official are eligible to file an objection (36 CFR §218.24(b)(6)). In order to raise issues during the objections period, they must be based on previously submitted, specific written comments regarding the proposed Project and attributed to the objector. The publication date of the legal notice in the newspaper of record is the exclusive means for calculating the time to submit written comments on a proposal or activity. All individuals and organizations are responsible for ensuring that their comments are received in a timely manner. Comments received, including commenter names and addresses, will be considered part of the public record on this proposed action and will be available for public inspection. Comments submitted anonymously will be accepted and considered; however, anonymous comments will not afford the agency the ability to provide the respondent with subsequent environmental documents. For objection eligibility, each individual or representative from each entity submitting timely and specific written comments regarding the proposed Project or activity must either sign the comments or verify identity upon request 36 CFR §218.24(b)(8).

Comments may be submitted electronically at:

<https://cara.ecosystemmanagement.org/Public/CommentInput?Project=61463>.

Electronic comments may be submitted as Microsoft Word documents (.doc or .docx), portable document files (.pdf), or in rich text format (.rtf), text (.txt), or hypertext markup language (.html).

This web form can also be accessed from the project website:

<https://www.fs.usda.gov/project/?project=61463> .

On the right side, you can select "Comment/Object on Project". Comments may also be mailed to the following address. Please state "Forestwide Fiberoptic Telecommunication Line Project" on the envelope when replying by mail.

Joby P. Timm, Forest Supervisor
5162 Valleypointe Parkway
Roanoke, VA 24019

Due to COVID-19, the Supervisor's Office is not open to the public. Customer service is being offered by phone or electronic communication. If you have any questions about this proposal,

please contact Jessie Howard at (540) 492-1728 or Jessie.Howard@usda.gov. Thank you for your interest in the management of your National Forests.

Sincerely,

JOBY P. TIMM
Forest Supervisor



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

NRVRC.ORG

COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #2

CIRP Review

February 18, 2022

PROJECT: Christiansburg Land Exchange and Parking Lot Construction

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting comments on an environmental impact review.

PROJECT SENT FOR REVIEW TO: Commission Board Members

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
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Towns

Blacksburg | Christiansburg
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Pembroke | Pulaski
Rich Creek

Higher Education

Virginia Tech
Radford University
New River Community College

Executive Summary: Christiansburg Land Exchange and Parking Lot Construction

Introduction

At the request of the Common Wealth of Virginia Department of Military Affairs (VDMA)-Virginia Army National Guard (VaARNG) has prepared an Environmental Impact Report (EIR) to satisfy requests outlined in Virginia Code §10.1-1188 for a land swap and the construction of a parking lot at our Christiansburg Readiness Center. This EIR has identified and Evaluated potential impacts on environmental resources associated with the proposed construction project, as well as defined measure to avoid, reduce, or mitigate these impacts. The VaARNG has completed Federal Guidelines for the National Environmental Policy Act (NEPA) that includes signed Record of Environmental Consideration (REC) (See *Attachment 3*) and Environmental Condition of Property (ECOP) (See *Attachment 1*) to satisfy requests outlined in 32 CFR §651.19 and AR 200-1 for the Christiansburg Parking Lot Construction.

Project Contact

Tristan G. Bradsher, NEPA Specialist

Virginia Army National Guard

NGVA-FMO-ENV

Building 316 Fort Pickett Blackstone,

VA 23824

Proposed Action

Christiansburg Readiness Center currently suffers from a lack of parking for personnel. During training the parking area and the grass field is filled with POV. The soldiers are also parking in public areas around the readiness center. The proposed action is to exchange land with the city of Christiansburg to construct paved parking in the open field to allow more parking area and stop parking outside of the readiness center grounds.

Construction Design Plan (CDP)

The Construction Design Plan (See *Attachment 2*) attached provides:

1. Slopes Greater than 15% - See ECOP (*Attachment 1*) and CDP(*Attachment 2*)

SIGNATURE PAGE

ANTICIPATED NEPA REQUIREMENTS OF THE PROPOSED ACTION:

REC/Check

EA

EIS

CURRENT STATUS OF NEPA DOCUMENTATION:

Pending NGB Approval

POINT OF CONTACT FOR MORE INFORMATION:

Pam Coleman, Virginia Army National Guard, NGVA-FMO-ENV, Building 316, Blackstone, VA 23824, Telephone: (434) 298-6445

SUMMARY OF RELEVANT FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS:

This report presents the findings of a Phase I Environmental Site Assessment (ESA) update for a portion of the Virginia Department of Military Affairs (VDMA) Christiansburg Readiness Center (CRC) property located at 15 College Street in Christiansburg, Virginia. The proposed project will involve a land exchange between the Town of Christiansburg and the VDMA. Currently, a portion of the existing VDMA owned 4.01-acre parcel, includes a 1.4-acre recreational area, referred to as Parcel B, to the southeast of the CRC building. The VDMA is proposing to transfer this portion to the Town. In return, the Town would transfer an undeveloped parcel, Parcel A, situated to northwest of the 4.01-acre parcel, for construction of a parking lot. The proposed parking lot would be accessed by an entrance constructed on the northeast corner of the adjacent Christiansburg Fire Department's driveway.

In accordance with ASTM Designation E1527-13 (2013), no Recognized Environmental Conditions (RECs) or historical recognized environmental conditions (HRECs) were identified for the project area. The original report dated December 2013 indicated no recognized environmental conditions (RECs) or historical recognized environmental conditions (HRECs) at the Site. An ESA update was requested in 2016 because the land transfer has not been completed to date. Mr. Josh Hepler, EEE Consulting, Inc., conducted a site reconnaissance on May 12, 2016 and interviewed SSG William Wright, VAARNG. Based on the EDR Report (dated May 11, 2016), the site visit and interview with DMA personnel no changes were identified regarding the following:

- Uses of the subject property – No change
- Spills, responses, environmental investigation or remediation actions on or adjacent to the subject property - None
- Enforcement actions on or adjacent to the subject property – None
- Changes to adjacent property use(s) that are significant enough to cause potential concern for the subject property – None
- Any other changes in significant environmental resources on the subject property – None

Consequently, based on historical records, interviews with personnel and a review of all available information, EEE Consulting, Inc. recommends no further investigation at the Site. Attached to this memo are the original ESA dated December 2013, the EDR Report dated May 11, 2016, and site photos taken during the May 12, 2016 reconnaissance.

I declare that, to the best of my professional knowledge and belief, I meet the definition of "Environmental Professional" as defined in Section 312.10 of 40 Code of Federal Regulations (CFR) Part 312. I have the specific qualifications, based on education, training, and experience, to assess a property of the nature, history, and setting of the subject property. I have developed and performed all of the appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.

SIGNATURE OF RESPONSIBLE ENVIRONMENTAL PROFESSIONAL (EBS or ESA only):

Printed Name: Jennifer Jones

Signature: 

Title/Position/Organization: Environmental Scientist/EEE Consulting, Inc

1.0 EXECUTIVE SUMMARY

This report presents the methods and findings of a Phase I Environmental Site Assessment (ESA) for a portion of the Virginia Department of Military Affairs (VDMA) Christiansburg Readiness Center (CRC) property located at 15 College Street in Christiansburg, Virginia. The proposed project will involve a land exchange between the Town of Christiansburg and the VDMA. Currently, a portion of the existing VDMA owned 4.01-acre parcel, includes a 1.4-acre recreational area, referred to as Parcel B, to the southeast of the CRC building. The VDMA is proposing to transfer this portion to the Town. In return, the Town would transfer an undeveloped parcel, Parcel A, situated to northwest of the 4.01-acre parcel, for construction of a parking lot. The proposed parking lot would be accessed by an entrance constructed on the northeast corner of the adjacent Christiansburg Fire Department's driveway. In response to the proposed land transfer, EEE Consulting, Inc. (EEE) was contracted by the VDMA to conduct a review of the Site and prepare an Environmental Condition of Property (ECOP) Report.

The objective of the Phase I ESA is to conduct all appropriate inquiries (AAI) into the previous ownership and uses of the property consistent with good commercial or customary practice as defined in the Comprehensive *Environmental Response, Compensation, and Liability Act* (CERCLA), 42 USC Section 9601(35)(B), and as identified in ASTM E1527-05. The Phase I ESA is intended to permit the user to satisfy the requirements to qualify for one of the landowner liability protections (LLPs). The ESA was performed to collect reliable information regarding the environmental condition of the Site to determine its suitability for transfer and to meet US Army Regulation (AR) 200-1, Environmental Protection and Enhancement.

Available public information, including historical topographic maps, aerial photographs, Sanborn maps, and documents on file with federal, state, and local regulatory agencies was compiled and reviewed to meet the project objective. EEE personnel also conducted interviews with persons familiar with the site.

Current land use in the area consists primarily of commercial businesses and residences. College Street is a two-lane asphalt paved roadway that runs in a semi-circle from north to southwest, intersecting with Depot Street at its beginning and end. The Parcels are located approximately one-mile north of Interstate 81 (I-81). Parcel A is undeveloped and Parcel B is currently being used as a recreational area. An asphalt walking trail is situated on the northwest portion of Parcel B. Adjacent properties include the CRC building to the west of Parcel A and northeast of Parcel B, a restaurant to the southeast of Parcel B, the fire department to the southwest of Parcel A, Depot Street to the Northwest of Parcel A and College Street to the northeast of Parcel B. Figures 1 through 3 depict the location of the Parcels, the approximate property boundaries, and surrounding topographic features.

The Army National Guard ECOP Handbook Phase I ESA specifications require that an ESA also include information regarding asbestos containing materials (ACM), lead-based paint (LBP) and radon. There are no suspect ACMs on Parcels A or B.

The EPA Map of Radon Zones for Montgomery County, Virginia indicates that the county lies within the high priority zone, Zone 1, which has a predicted average indoor radon screening level greater than the EPA's recommended maximum allowable exposure level of 4.0 pCi/L.

According to the information reviewed, no environmental liens occur on the subject parcels. Overhead electrical transmission lines were observed along the roadway and to the northwest of Parcel B. No easement deeds were located for these utilities; however, this does not preclude the existence of such easement deeds. These areas may be considered activity and use limitations restricting development in the area. Prior to acquisition of Parcel A, it is recommended that the VDMA contact the utility owners to obtain copies of any existing easement deeds they may have for the parcel.

According to the zoning map provided by the Planning and GIS Department of the Town of Christiansburg, the Parcels are zoned for limited industrial (L-1). Adjacent property to the southwest is also zoned limited industrial (L-1). Properties to the northwest are zoned general business (B-3) and northeast, Central Business (B-2). Properties to the south are zoned single-family residential (R-1).

EEE reviewed a database records search report generated by Environmental Database Research (EDR) (Appendix B). The EDR report, dated November 12, 2013, indicated 20 Virginia Department of Environmental Quality (VDEQ) Leaking Underground Storage Tank (LUST) sites located within 0.5-mile of the Parcels. EEE personnel reviewed file data for the LUST Pollution Complaints (PCs) to determine if the contaminants pose a significant risk to impact the Parcels.

Based on the information reviewed for the Parcels, no *Recognized Environmental Conditions (RECs)* as defined in ASTM E1527-05 were identified for the project area. Based on the available information for the subject Parcels and adjacent properties and in accordance with DoD specifications, the Parcels are considered to have LOW potential risk for environmental concerns.

However, specifications are recommended in the construction bid documents for managing any petroleum contaminated soil and/or groundwater that may be encountered during construction in accordance with applicable VDEQ regulations.

EEE has performed this Phase I ESA of the subject property, in conformance with the scope and limitations of American Society for Testing and Materials (ASTM) Standard E-1527-05 and the EPA All Appropriate Inquiries (AAI) Rule. This Phase I ESA was also performed in conformance with specifications set forth by the Department of Defense and the Virginia Army National Guard.

2.0 INTRODUCTION

This report presents the methods and findings of a Phase I Environmental Site Assessment (ESA) for a portion of the Virginia Department of Military Affairs (VDMA) Christiansburg Readiness Center (CRC) property located at 15 College Street in Christiansburg, Virginia. The proposed project will involve a land exchange between the Town of Christiansburg and the VDMA. Currently, a portion of the existing VDMA 4.01-acre parcel includes a 1.4-acre recreational area, referred to as Parcel B, to the southeast of the existing CRC building. The VDMA is proposing to transfer this portion of the parcel to the Town of Christiansburg. In return, the Town would transfer an undeveloped parcel, Parcel A, situated to northwest of the 4.01-acre parcel, for construction of a parking lot. The proposed parking lot would be accessed by an entrance constructed on the northeast corner of the adjacent Christiansburg Fire Department's driveway.

Figure 1 presents a Project Location Map and Figure 2 presents a map of the topography of the area at the end of this report.

2.1 Purpose

The objective of this Phase I ESA is to conduct all appropriate inquiries (AAI) into the previous ownership and uses of the Parcels consistent with good commercial or customary practice and ASTM Standard E1527-05. The Phase I ESA is intended to permit the user to satisfy the requirements to qualify for the landowner liability protections (LLPs) under CERCLA 42 U.S.C. Section 9601.

The objective of this Phase I ESA report is to determine the presence or absence of RECs within the Parcels, and surrounding properties. EEE performed this Phase I ESA in general conformance with the scope and limitations of ASTM Standard E-1527-05 and the EPA AAI Rule.

According to the ASTM Standard, a REC is defined as:

Recognized Environmental Conditions (REC) means the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment. The term is not intended to include de minimis conditions that generally do not present a threat to human health or the environment.

Specific objectives of this evaluation include the following:

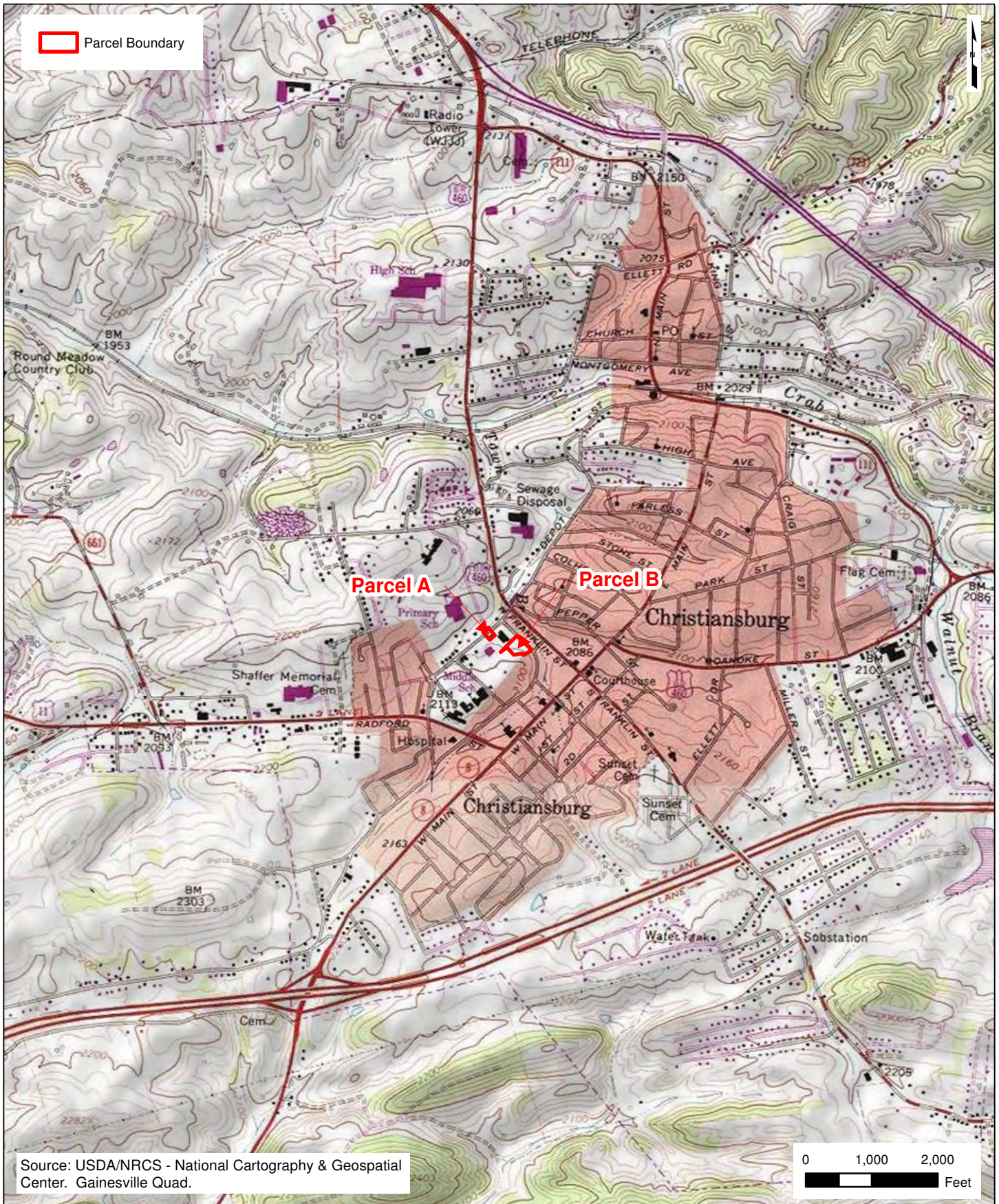
1. Identification and documentation of past and present activities on the Parcels that may have resulted in potential impacts to the environment.
2. Identification and documentation of past and present activities at adjacent properties that may pose an environmental risk to the Parcels.

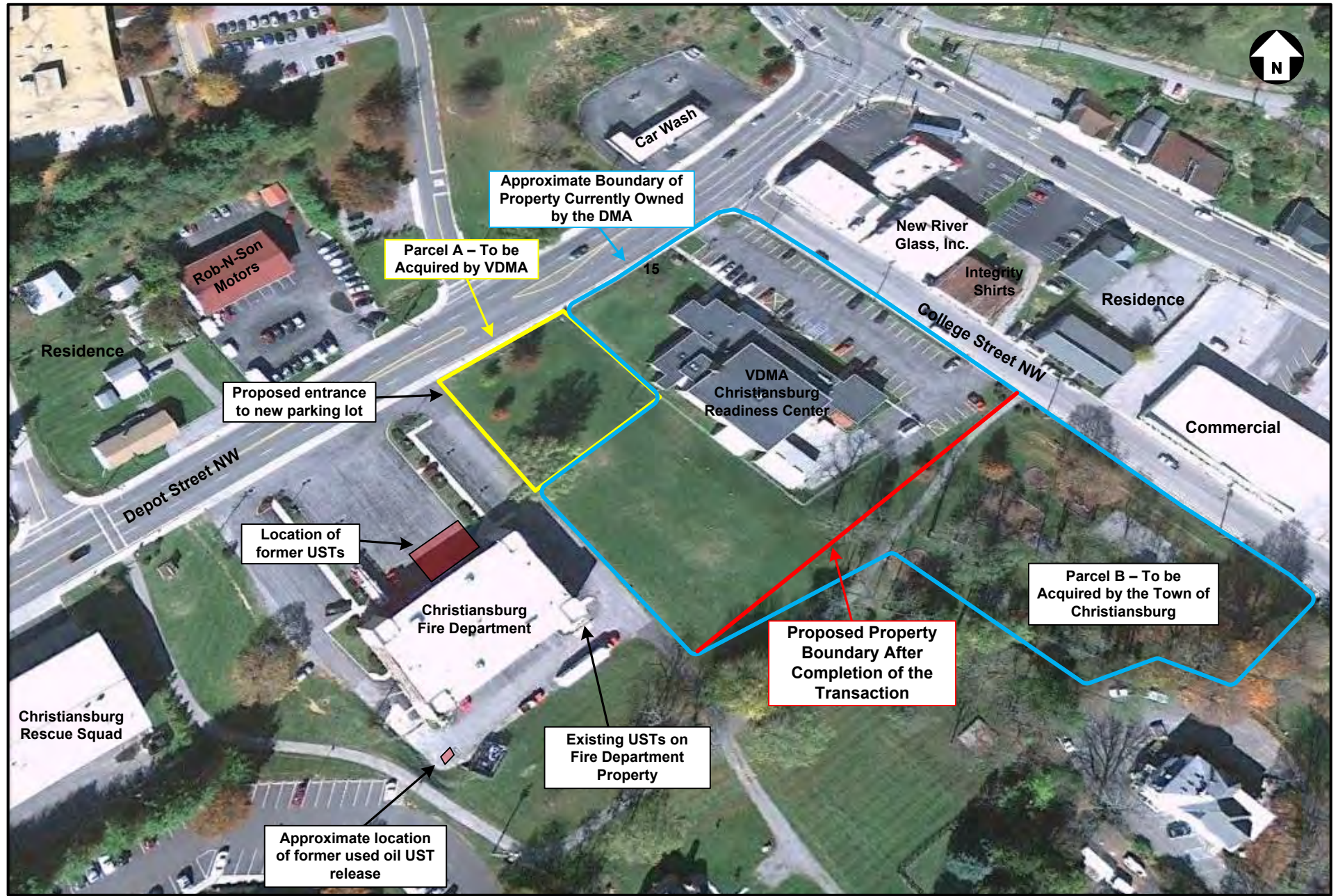
2.2 Detailed Scope-of-Services

The following general work tasks were performed to meet the project objectives:

1. Compilation and review of public information on the history of Parcels A and B, and nearby properties.
2. Compilation and review of information on file with appropriate federal, state, and local environmental regulatory agencies.
3. A field reconnaissance of Parcels A and B, and the surrounding area.
4. Interviews with owners and people familiar with Parcels A and B.

2.3 Significant Assumptions







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N R V R C . O R G

February 18, 2022

Executive Director's Report

Economic Development:

- The Regional Commission's \$68M broadband project through the Virginia Telecommunications Initiative (VATI) is going to be split into two projects. One will focus on Montgomery/Bland counties working with Gigabeam as their Internet Service Provider (ISP) and a second for Pulaski County working with All Points Broadband. Reason being, All Points Broadband is opting to not use the AEP middle mile fiber and will be constructing their own, but still utilizing the NRVRC VATI grant award that is intended to connect customers to the middle mile fiber.
- The NRV Revolving Loan Fund (RLF) committee has vacancies in Pulaski and Giles counties. It would be good to fill these positions in the next month since the RLF guidelines and marketing materials are complete and before loan requests are submitted.

Transportation:

- Floyd and Giles counties are receiving presentations at the beginning of March about the NRV Passenger Rail Station Authority. Already adopted include: City of Radford, Montgomery County, Christiansburg, Blacksburg, Pulaski County and the Town of Pulaski. Both universities are anticipated to take action at upcoming board meetings.
- The VA Passenger Rail Authority is holding public input meetings on the environmental review portion of station analysis on 2/28 at 6:00pm and 3/1 at Noon. Both meetings are virtual with live Q&A. The first link below takes you to pre-registration (not required, but suggested). The second link is general information on the NRV station project.
<https://transformingrailva.com/events/>
<https://transformingrailva.com/projects/new-river-valley-station/>
- The Huckleberry Trail planning team will host consultant Amy Camp with Cycle Forward on 2/24-2/25. Amy helps community leaders connect to and fully leverage their trails. She has a strong background in trail tourism and placemaking. Her observations while visiting and engagement with the trail stakeholders will help inform the plan strategies. Following is a link to learn more about Cycle Forward. <https://www.cycleforward.org>

Natural Resources:

- The annual regional river clean-up, ReNew the New, is scheduled to take place on August 27th. Nicole Hersch will work with host communities/organizations to coordinate regional resources such as bags, gloves and shirts.

Regional:

- The annual Livability in Action Regional Exchange will return to an in-person event on 3/17 8:30-12:00 at the German Club in Blacksburg. The event features an ever popular lightning round presentations highlighting projects across the region and will have a panel discussion focused on advancing diversity, equity, and inclusion in organizations and communities. More about the event and sign-up at this link <https://cfnr.org/event/2022-nrv-livability-in-action-regional-exchange/>

- The Business Continuity Team (BCT) continues to work with employers offering vaccine clinics as first, second and booster doses are being administered. In January, the BCT has been a resource to schools and employers as masking policies have rapidly changed. Going forward, the BCT is preparing an overview of services for local governments to consider continued partnership with ARPA funds once the current Community Development Block Grant funds are spent.

Commission:

- Emily Warren was selected to fill the new Finance Technician position. She is a 2021 graduate of Radford University with a degree in Finance and comes to the Commission from a position with Real Life Dental. She will start on March 1st.
- Commission staff held our annual Souper Bowl competition on 2/17. Aphi Fancon surrendered the trophy she has held onto since we last gathered for the event before the pandemic to Summer Bork who made an impressive gumbo!



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N R V R C . O R G

MEMORANDUM

To: Regional Commissioners
From: Elijah N. Sharp, Deputy Executive Director
Date: February 18, 2022
Re: East Main Downtown Radford

October 2021, the City of Radford received grant funding through the Appalachian Regional Commission to create a vision and establish an action plan for the revitalization of East Main Downtown. The plan was developed with community-driven inspirational ideas and information that will help to guide the City of Radford's Capital Improvements Plan and commercial district property owner investments for the next several years. The recommendations can also be incorporated into the City's policies and current zoning ordinance update.

The Commission was pleased to recently support City staff with community and local stakeholder engagement, conceptual planning, developing an inventory of building occupancy and conditions, and analyzing parking needs. Over 1,000 people contributed to the development of downtown recommendations. Key themes included: 1) building on the historical character and natural assets; 2) developing a distinct identity by improving qualitative features; 3) retaining and attracting businesses, residents, and visitors; and 4) improving connections and accessibility between activity areas.

The planning process also created an opportunity for additional contractual work for building facades and streetscapes. Cooper Carry (architectural services) created façade improvement concepts that are aimed at reactivating and reinvigorating personal experiences. Retail facades present a unique challenge in preserving the balance between historical charm while also introducing modern contemporary designs. Mattern & Craig provided preliminary engineering concepts that would introduce new spaces for outdoor dining and retail, decrease traffic speeds, and improve the downtown pedestrian system.

The surrounding community is genuinely excited about the possibility of reimagining how public spaces can be utilized and how the distinctively historic buildings can accommodate a diverse offering of housing, retail, and office spaces. Commission staff will present the East Main Downtown Plan at the February 2022 Commission meeting and also share some of the initial steps towards project implementation.

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: Regional Commission Board Members

From: Kevin R. Byrd, Executive Director

Date: February 18, 2022

Re: Setting 2022 Community Development Block Grant (CDBG) Priorities

Each year the Virginia Department of Housing and Community Development (DHCD) asks the Regional Commission to assist with identifying CDBG priorities for the region. A coordination memo was distributed to local governments and the lists below anticipates their input based on known projects. The Block Grant Priorities for 2021 are listed in the left column and suggestions for 2022 priorities based on identified projects are listed in the right column. Changes related to housing priorities and job creation/retention were elevated this year. Also, DHCD requested a list of grant proposals which may be submitted by localities in the region for 2022. Projects which staff is aware of are listed below.

2021 Priorities

Priority #1

Community Service Facility (Utilities)
Community Facility (Physical Structure)
Housing – Housing Production Assistance

Priority #2

Economic Development – Development Readiness
Economic Development – Job Creation and Retention
Housing – Housing Rehabilitation

Priority #3

Economic Devel-Business District Revitalization
Comprehensive Community Development
Development- Site Redevelopment

2022 Suggested Priorities

Priority #1

Community Service Facility (Utilities)
Housing -Housing Rehabilitation
Housing – Housing Production Assistance

Priority #2

Community Facility (Physical Structure)
Economic Development – Development Readiness
Economic Development – Job Creation and Retention

Priority #3

Economic Devel-Business District Revitalization
Comprehensive Community Development
Development- Site Redevelopment

Known potential projects are as follows:

Construction:

Last mile fiber – Regional
Downtown Revitalization – Narrows
Downtown Revitalization – Pulaski Town
Calfee Community and Cultural Center – Pulaski Town
Scattered Site Housing – Floyd Co
Walton Road to Plum Creek– Mont Co (water)
Lafayette – Montgomery Co (water)
GPS Infrastructure - Narrows

Planning:

Comprehensive Community Devel - Pembroke
Rt. 99 Utility Service – Pulaski Twn/Co
Longshop/McCoy (water) – Mont. Co.
Town Park Development – Glen Lyn
Mt. Zion/Brooksfield Rd (water) – Mont. Co.
Firetower Rd (wate) – Mont. Co.
Fire/Police Facility PAR - Narrows
Union Valley Area (water) – Mont. Co.
Sewer Upgrade PER – Narrows

Strengthening the Region through Collaboration

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New River Community College



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MEMORANDUM

To: NRVRC Board Members

From: Joy Rumley, Senior Planner

Date: February 24, 2022

Re: NRVRC Revolving Loan Fund - Update

The Revolving Loan Fund committee has met recently with the intention of updating the program guidelines and application requirements. The Commission took the program over from the New River Valley Development Corporation in December 2020. Commission staff hope to build a more robust revolving loan fund going forward that can help meet the needs of the region's small business community.

At the December 2021 meeting, the committee discussed the needs of the region, the possible ways the funds could be leveraged and targeted as well as other revolving loan fund and lending best practices. The committee met in January and February to finalize the guidelines, pre-application, full application and file checklists. A one-page marketing piece was created to help the Revolving Loan Fund committee members, local banking partners, local economic development staff, Chamber of Commerce organizations and the Commission itself further promote the program.

Attached you will find the one-page marketing piece as well as the final program guidelines document. All these materials, along with the pre-application, will be available on the NRVRC website as soon as the new site launches.

Should you have any questions, please contact me at jrumley@nrvrc.org

Counties
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Montgomery | Pulaski

City
Radford

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

Higher Education
Virginia Tech | Radford University
New River Community College



Revolving Loan Fund Program Guidelines

Purpose and Impact

New River Valley Revolving Loan Fund (NRVRLF) is designed to assist in the creation and/or retention of local jobs by providing financing to qualified businesses in the New River Valley.

The purpose of this policy is to provide written guidelines for the processing and award of loans under the NRVRLF Program. It is intended to be used as the procedure for the New River Valley Regional Commission (NRVRC) to follow in the granting and administration of the RLF Program. The program is administered by NRVRC, which appoints a Revolving Loan Fund Committee of public and private sector representatives to oversee the program's guidelines, loan approvals and impact.

The desired impact of the fund is to help finance start-ups for job creation, assist existing businesses to promote growth and expansion, invest in critical businesses for the region's continued success (targeted industries such as health, construction, and recreation). It's the overall strategy of the fund to use a public/private partnership to finance viable projects, which may not otherwise meet conventional lending standards. The fund can be leveraged by supporting existing private lenders as collateral gap, co-lending, flexible/negotiable terms and subordinate loan position.

The following is an overview of the RLF program, general guidelines for eligibility, application guidelines, and the criteria and process for evaluation of applications.

Objectives

The objectives of NRVRLF are to:

1. Enhance and support the region's entrepreneurs with financial tools to foster sustainability.
2. Create and retain jobs which will expand business employment and ownership opportunities in the region.

3. Encourage incremental market growth of locally owned and operated businesses, particularly small, women or minority owned.

The intent of NRVRLF is to work with private lenders of other primary lending sources to provide financing for the acquisition of or improvements to fixed assets including land, buildings, equipment and working capital.

Eligible Applicants

All new and existing business and/or building owners that locate or expand within the New River Valley, to include Giles, Floyd, Pulaski and Montgomery Counties and the City of Radford are eligible to apply for loan funds. Businesses and/or buildings that will benefit from the loan funds must be physically located in the New River Valley.

Applicants may be individual owners, partnerships, corporations, or tenant operators of any legitimate business or property with a net worth of less than \$6.0 million and average net income after tax of less than \$2.0 million total for the past two years. Loans are limited to one per Borrower/Applicant.

While the RLF is intended to service the private sector, nonprofit applicants may be considered if their project is considered beneficial to the region's economy, has a firm source of revenue for repayment, and other requirements are met.

The following businesses are ineligible: residential real estate investment, gambling, speculative investments and others as deemed ineligible or inappropriate, as determined by the Committee.

All applications are reviewed on a first come, first served basis. No discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or military status will be allowed with regard to any applicant.

Available Funds and Terms

Loan funds are available between \$5,000 and \$25,000, although other financing needs outside this range may be considered by the committee.

The revolving loan fund would provide no more than 90% of the total project. The ideal loan structure might consist of a 50% advance from another lender who would hold a first

lien on the assets, 40% from the NRVRLF with a subordinate lien, and a required 10% equity injection from the owner.

Interest Rate and Term policy for Revolving Loan Fund loans are as follows:

1. For loans of less than \$10,000: an interest rate of no lower than 2% for a term of five years or less;
2. For loans of \$10,000 to \$25,000: an interest rate of no lower than 4% for a term of 5-10 years.
3. For loans up to \$25,000: a longer term than 10 years may be amortized, but a balloon payment will be due at the end of the 10 years. A longer term may be considered, at the discretion of the committee, based on evaluation of the applicant and project's financial information.

In no case may a fixed asset loan be made for a term greater than ten (10) years. Working capital loans shall not exceed five (5) years from the date of the approved loan.

The committee reserves the right to negotiate more flexible terms and rates, at its discretion, based on the economic impact and community benefit of the project.

Loans must be secured by adequate collateral as accepted by the NRVRLF committee and may consist of liens on inventory, receivables, fixed assets, and/or other assets for the entire term. Fixed asset loans will be no greater than the net value of the assets being pledged as collateral. Collateral must be valued at 130% of the loan.

The NRVRLF will require the principal owners of the business to personally guarantee the loan. A principal owner is anyone who holds a 20% or greater share of ownership of the business or is responsible for making policy decisions for the company.

Loan Use

Allowable uses for the loan include:

1. Building and land acquisition*
2. Leasehold and site improvements
3. Construction and rehabilitation costs*
4. Purchase of fixtures, equipment, and machinery**
5. Working capital

**excludes residential real estate*

***terms will not exceed the remaining effective life on equipment, machinery, and/or fixtures which must be equal to, or exceed, the life of the loan, determined through the IRS*

Ineligible uses include:

1. Refinance debt
2. Pay delinquent taxes
3. Product development costs
4. Organizational costs for start-up businesses
5. Owner distribution

Application Process

1. Loan application will be evaluated on a first come, first serve basis. An application fee of \$200 or 1% of principal (whichever is higher) must be submitted at the time of full application.
2. The applicant must be the owner or have vested authority to apply for financing.
3. The applicants must complete and submit a pre-application to NRVRC staff for initial screening and review for eligibility and appropriateness.
4. Upon review and approval of the pre-application, the applicant must submit a full application and all required attachments to the NRVFL committee for consideration.

In order to be considered a complete application, the following attachments will also be required:

- Business Plan
- Past two (2) years Personal income tax returns of principal owners (over 20%)
- Past two (2) years Business tax return (if business is established)
- Past two (2) years and projected future two (2) years financial statements – Cash Flow, Profit/Loss, Balance Sheet (if business is established)
- Credit report (provided by the borrower, must be current within 30 days of application submission)
- Proof of equity interest in business or building
- Resumes and personal financial statements of all principals with twenty percent (20%) or more ownership of the business. Use SBA Form 413.
- Proof of collateral
- Collateral Position(s) of all lenders identified in the application
- Organizational Documents (Articles of Incorporation/Operating Agreement/Corporation Status) - *If applicable*

- Corporate Resolution giving authority to borrow funds and execute loan documents- *If applicable*
 - Cost estimates on real estate, construction and equipment purchases
 - Preliminary building plans and specifications
 - Lease Agreement
 - Bank Denial Letter - establishing need for additional funds - *if applicable*
 - Bank Commitment Letter and/or letter identifying other funding sources – *if applicable*
5. Projects will be selected for financing according to the following criteria:
- a. Consistency with the fund’s overall economic development purpose, impact and objectives (as stated above).
 - b. Demonstrated financial feasibility, capacity, and repayment ability.
6. Recommendations for approval or denial of loan applications will be made in writing by the NRVRLF committee. In the case of disapprovals, the reasons for such action will be stated.
7. Final approval of the loan shall occur with the approval and signing of all required documents and agreements including, but not limited to, the following:
- Loan Agreement
 - Promissory Note
 - Collateral adequate to safeguard the loan, with the understanding that the Commission’s interest in the assets financed may be subordinate to the primary lender.
 - Personal Guarantees are required. Personal Guarantees may be collateralized with personal assets when appropriate.
 - Certificate of Insurance Coverage listing the Commission as a loss payee each year of the loan.
 - Disclosure of all Federal, State, and Local tax liens and payables from all Principals.

Administration of the Loan

The New River Valley Regional Commission will serve as the financial administrator. When the loan closing is completed and funds are disbursed, NRVRC staff will establish a loan servicing file to contain:

1. All closing documents.
2. A log of all conversations and correspondence relating to the loan; and,

3. A master follow-up file to ensure loan monitoring functions are performed on a timely basis.

An Amortization Schedule including the calculation of principal and interest, and monthly payment reports will be executed at the time of the loan closing and will be maintained by NRVRC staff for payment collection.

Borrowers will deliver monthly payments to the Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, Virginia 24141. Copies of payment history will be placed in appropriate client files. NRVRC staff will collect payments, assess late fees and initiate collection proceedings when necessary.

Reports may be requested for individual loans including principal, interest, fee payments, etc.

Late Payments, Delinquency and Default

Borrowers that are 15 days past due will be informed by letter that they are delinquent and penalty fees will be assessed at a rate of 5% of the payment amount after 60 days of being delinquent. Borrowers must meet in person with NRVRC staff to discuss a plan for becoming current with the loan and a site visit may be necessary to check on collateral if it is required.

Chronic delinquency will be handled by NRVRC staff in a firm, yet flexible way, with provision for modifying or restructuring consistent with program objectives and responsible money management. Any modifications of loan terms and conditions must be requested in writing by the applicant and approved by the NRVRLF committee. Modified terms may include an increase in interest rate.

Defaults will be handled on a case-by-case basis by NRVRC staff, with approval of the NRVRLF committee. In the event the business is in default on any of the terms and conditions of the loan agreement, NRVRC shall use its discretion in terms of when and how to collect and liquidate secured collateral. If necessary, judgements will be filed against the borrower and any guarantors for the balance of the principal owed after the sale of the collateral.

Use of Loan Repayments

NRVRLF is a self-replenishing fund. Interest and principal payments on previous loans will be used to issue new loans in accordance with these guidelines and policies.

Program Promotion

Promotional and informative materials outlining the guidelines of the NRVRLF will be available at the NRVRC website. Promotional materials will be distributed to regional banking institutions, private lenders, SBDC office staff, local economic development partners and County and Town administration.

Monitoring and Follow-Up Assistance

The NRVRC staff will provide regular follow-up and mentoring as an ongoing service to the Revolving Loan Fund recipients. NRVRC staff and NRVRLF committee members will contact the recipients with updates about ongoing training and networking sessions to expand the business' exposure and continuing education opportunities. Loan recipients that are designated as new business/building owners are required to meet with the NRVRC staff, local economic development or local small business support staff and/or advisors from the Roanoke Region Small Business Development Center for one-on-one counseling on an ongoing basis.

Attachments

Pre-Application

Application

Application Checklist

Loan File Checklist

New River Valley REVOLVING LOAN FUND



Create and retain jobs,
expanding business
employment and
ownership opportunities



Support entrepreneurs
with financial tools to
foster sustainability



Encourage incremental
market growth of locally
owned and operated
businesses

INTEREST RATE & TERM POLICY:

Loans less than \$10,000: an interest rate of no lower than 2% for a term of five years or less;

Loans \$10,000-\$25,000: an interest rate of no lower than 4% for a term of 5-10 years.

Loans up to \$25,000: a longer term than 10 years may be amortized, but a balloon payment will be due at the end of the 10 years

The NRVRLF provides no more than 90% of the total project.

Fixed asset loans shall not exceed a ten (10) year term.

Working capital loans shall not exceed five (5) years.

The committee reserves the right to negotiate based on the economic impact and community benefit of the project.

ABOUT:

The New River Valley Revolving Loan Fund (NRVRLF), managed by the New River Valley Regional Commission (NRVRC), is designed to assist in the creation and/or retention of local jobs by providing financing to qualified businesses in the NRV.

LOAN USE:

Building & land acquisition*
Leasehold & site improvements
Construction & rehabilitation costs*
Purchase of fixtures, equipment and machinery
Working capital
**excludes residential real estate*

QUALIFICATIONS:

- ✓ The businesses benefitting is physically located in the NRV (Giles, Floyd, City of Radford, and Pulaski & Montgomery Counties)
- ✓ Average net income after tax of less than \$2.0 million total for the past two years
- ✓ Applicant is the individual owners, partnerships, corporations, or tenant operators
- ✓ Net worth is less than \$6.0 million and average net income after tax of less than \$2.0 million total for the past two years
- ✓ Meet all eligibility requirements

APPLICATION PROCESS:



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All applications are reviewed on a first come, first served basis. No discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or military status will be allowed with regard to any applicant.