The Apalachee Regional Planning Council (ARPC) assists with grants, outreach, project implementation, and other planning activities to enhance the nine-county Apalachee Region. The Council houses a variety of programs, including economic development, emergency preparedness, transportation, housing, GIS, and environmental/resiliency planning. By collaborating across these programs and embracing partnerships with local, state, and federal organizations, the ARPC continues to make a positive and lasting impact throughout the Region.
# APALACHEE REGIONAL PLANNING COUNCIL
## EXECUTIVE COMMITTEE
- **Ricky Jones**, Chair (Franklin) • **Jim Peacock**, Vice-Chair (Jackson)
- **Jack Porter**, Secretary/Treasurer (Leon) • **John Jones**, Past Chairman (City of Monticello)

FRCA Policy Board Members: **Jack Porter**, **Rick Minor**, and **Lisa Miller**

## FULL COUNCIL

### Calhoun County
- Darryl O'Bryan: County Commissioner
- Sheila Blackburn: Councilwoman, City of Blountstown
- Vacant: Governor’s Appointee

### Franklin County
- Ricky Jones: County Commissioner
- Sebrina Brown: Commissioner, City of Carrabelle
- Vacant: Governor’s Appointee

### Gadsden County
- Brenda Holt: County Commissioner
- Evelyn Goldwire: Mayor, City of Gretna
- Henry Grant: Governor’s Appointee

### Gulf County
- Sandy Quinn, Jr.: County Commissioner
- Johnny Paul: Commissioner, City of Wewahitchka
- Michael Hammond: Governor’s Appointee

### Jackson County
- Jim Peacock: County Commissioner
- Kim Applewhite: Councilwoman, Town of Grand Ridge
- Vacant: Governor’s Appointee

### Jefferson County
- Stephen Walker: County Commissioner
- John Jones: Councilman, City of Monticello
- Vacant: Governor’s Appointee

### Leon County
- Rick Minor: County Commissioner
- Jack Porter: Commissioner, City of Tallahassee
- Lisa Miller: Governor’s Appointee

### Liberty County
- Doyle Brown: County Commissioner Mayor, City of Bristol
- James Kersey: Governor’s Appointee
- Davis Stoutamire: Governor’s Appointee

### Wakulla County
- Quincee Messersmith: County Commissioner
- Vacant: City of St. Marks
- Vacant: Governor’s Appointee

### Ex-Officio Members
- Vacant: Fl. Dept. of Environmental Protection
- Darryl Boudreau: NW Fl. Water Management District
- Tanya Branton: Fl. Dept. of Transportation
- Diane Scholz: Fl. Dept. of Economic Opportunity
## APALACHEE REGIONAL PLANNING COUNCIL
### FULL COUNCIL BOARD MEETING

**THURSDAY – MARCH 30, 2023**  
10:00 AM Eastern Time / 9:00 AM Central Time  
ARPC Conference Room  
2507 Callaway Rd., Suite 100, Tallahassee, FL

Microsoft Teams Meeting  
Join on your computer, mobile app or room device  
[Click here to join the meeting](#)

### DRAFT AGENDA

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<thead>
<tr>
<th>Page #</th>
<th>Title</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>A-1</td>
<td>1. Call to Order, Pledge of Allegiance and Introductions</td>
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<tr>
<td>A-1</td>
<td>2. *Approval of Agenda</td>
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<td>B-1</td>
<td>3. *Approval of Minutes – January 29, 2023 Board Meeting</td>
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<td>C-1</td>
<td>4. Angela Bradley, Emerald Coast Regional Council – Regional Rural</td>
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<td></td>
<td>Transportation Plan Presentation</td>
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<tr>
<td>C-2</td>
<td>5. Executive Director’s Report - ARPC Chris Rietow, Executive Director</td>
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<tr>
<td>C-35</td>
<td>A. *Financial Report</td>
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<td>* Amendment 2023-01</td>
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<tr>
<td>C-6</td>
<td>B. Staff Program Reports</td>
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<tr>
<td>C-7</td>
<td>1. Economic Development &amp; Community Planning</td>
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<td>C-7</td>
<td>2. Emergency Planning</td>
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<td>C-10</td>
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<td>C-15</td>
<td>4. Transportation Planning</td>
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<td>C-19</td>
<td>5. Environmental Planning</td>
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<td>C-22</td>
<td>6. GIS Program</td>
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<td>C-30</td>
<td>7. Housing Program</td>
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<td>C-35</td>
<td>8. Communications</td>
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<td>D-1</td>
<td>C. *ARPC Executive Committee Update</td>
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<td></td>
<td>D. Economic Impact Dashboard Update</td>
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<td>6. Board Member Reports / Local &amp; Regional Issues Discussion</td>
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<td>7. Ex-Officio Member Updates</td>
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<td>8. Public Comment</td>
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<td></td>
<td>9. Adjournment</td>
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<tr>
<td></td>
<td>10. Next ARPC Board Meeting – Thursday, May 25, 2023</td>
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</table>

*Items Requiring Board Action*
1. Call to Order and General Business
   • Commissioner Ricky Jones called the meeting to order at 10:05am.
   • Pledge of Allegiance
   • Quorum confirmed and Introductions made.

ARPC Board Members in Attendance
Franklin County  Sebrina Brown  Commissioner, City of Carrabelle
Gadsden County  Evelyn Goldwire  Mayor, City of Gretna
Gadsden County  Henry Grant  Governor’s Appointee
Gadsden County  Brenda Holt  County Commissioner
Jackson County  Kim Applewhite  Councilwoman, Town of Grand Ridge
Jefferson County  John Jones  Councilman, City of Monticello
Jackson County  Jim Peacock  County Commissioner
Leon County  Jack Porter  Commissioner, City of Tallahassee
Leon County  Lisa Miller  Governor’s Appointee
Wakulla County  Quincee Messersmith  County Commissioner

Ex-Officio Members in Attendance
Darryl Boudreau – NWFWMD
Diane Scholz – FL Department of Economic Opportunity

ARPC Staff in Attendance
Josh Adams – Environmental Planning Manager
Hauwa Black – Housing Coordinator
Evan Blythe – Environmental Project Manager
Anthony Carpanini – Emergency Management Planning Manager
Ben Chandler – Transportation Planning Manager
Kwentin Eastberg – Deputy Director
Melissa Franklin – Communications Coordinator
Divina Lade – GIS Specialist
Christian Levings – Healthcare Coalition Coordinator
Pat Maurer – Commuter Assistance Coordinator
Rick McCraw – Senior Planner
Donald Morgan – Housing & Community Development Director
Josh Pasqualone – ARPC Legal Counsel
1. **Approval of Agenda**
Commissioner Walker motioned to approve the January 2023 ARPC Board Meeting Agenda.
Commissioner Porter seconded the motion.
Motion approved unanimously.

2. **Approval of Board Minutes**
Councilman Jones motioned to approve the October 2022 Board Meeting Minutes.
Commissioner Walker seconded the motion.
Motion approved unanimously.

3. **Caroline Smith, ARPC – Regional Economic Development Strategy**
Caroline Smith provided an explanation and overview of the Regional Economic Development Strategy. A working draft was recently approved at the ARPC Executive Committee Meeting. In past years, this document was referred to as the Comprehensive Economic Development Strategy. It was determined that changing the name to Regional Economic Development Strategy is more appropriate. The document is updated yearly and rewritten every five years. Providing an understanding of the Region’s economic goals, the Regional Economic Development Strategy assists in obtaining US Department of Commerce, Economic Development Administration (EDA) funding and is required by the EDA. The strategy provides an outline of the Region’s objectives, but does not typically focus on specific projects. Through the guidance of ARPC staff, the strategy has evolved into a more user-friendly document and includes a background of the Region, a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, an action plan including goals and strategies, and evaluation metrics to utilize as the Region moves forward.

The 2022-2027 Strategy also includes two new elements required by the EDA: Economic Resilience, and Opportunity Zones. Opportunity Zones emerged from the 2017 Tax Cuts and Jobs Act, and provide a path for incentives to encourage new employers and businesses to operate within the Region. Sub-Sections within the Strategy include: Geography, Disaster Recovery, Economic Resilience, Opportunity Zones, and Data-Dive.

The Regional Data-Dive provides information on Population and Workforce, Business and Industry, and Quality of Life. Within the SWOT analysis, the Strengths and Weaknesses are generally internal aspects within the Region and the Opportunities and
Threats are aspects influenced outside of the Region. Strengths include Collaboration, Education and Workforce, Business and Industry Infrastructure, and Quality of Life. Threats include Collaboration, Business & Industry, Social and Political Environment, Funding, and Disasters. The Goals of the Strategy include Transformative Regional Collaboration; Economic Diversity, Equity, and Growth; Dynamic Workforce; Resilient Infrastructure; Affordable Housing; and Enhanced Quality of Life. Within each of the goals, it is intended that at least one objective remains a catch-all to allow for unforeseen goals and objectives in the future.

4. **Executive Director Report**  
**Financial Reports**, December 2022

Governor’s Appointee Lisa Miller motioned to approve the October, November, and December 2022 Financial Reports.  
Commissioner Holt seconded the motion.  
Motion approved unanimously.

Governor’s Appointee Lisa Miller motioned to approve Resolution 2023-01.  
Commissioner Holt seconded the motion.  
Motion approved unanimously.

**Staff Program Reports**
- **Emergency Planning:**  
  ARPC staff is updating standard operating procedures for responding to release of hazardous materials transported throughout the Region. Staff will be working with the emergency management directors in the Region for this project.
- **Revolving Loan Fund Program:**  
  The Revolving Loan Fund program has been on pause for the past couple of months while staff works to streamline the processes and procedures. Staff is still working towards defederalizing the Legacy RLF. There are currently several delinquent loans. After meeting with ARPC legal counsel it has been determined that ARPC will be moving forward with legal action. Josh Pasqualone confirmed that situation will be handled appropriately.
- **Transportation Planning:**  
  Staff is currently planning the Cyclivia Festival in February. This will be an opportunity to shut down vehicle access in a concentrated area and invite the community to experience a vehicle-free afternoon. Staff is also working to complete the Rural Regional Transportation Plan and should begin contracted work in early March.
• **Environmental:**  
ARPC developed the Regional Resilience Collaborative, *Apalachee Strong*, a couple of years ago to facilitate increased resiliency dollars coming into the area. Vulnerable Assessments were completed for all nine counties last year, and this year staff will be completing Vulnerable Assessments for 15 municipalities in the Region.

**ARPC Ex Comm Mtg Minutes**

- The Executive Committee approved the following at the November 11, 2022 Executive Committee meeting:
  - Regional Economic Development Strategy working draft
  - Transportation Disadvantaged Program Housekeeping
  - Officer Election procedures

Commissioner Walker motioned to ratify the actions of the Executive Committee. Councilman John Jones seconded the motion. Motion approved unanimously.

**ARPC 2021-2022 Annual Report**

The ARPC Annual Report provides a broad overview of ARPC’s impact throughout the Region for the FY 2021-2022. Member dues total approximately 2.5% of the total budget, and grants/contracts received through the Council result in a 39 to 1 return on investment. As costs continue to increase, dues may need to increase in the near future to allow the Council to meet matches required by federal/state awards.

**Review of 2022 Goals and 2023 Proposed Goals**

Chris Rietow provided an overview of ARPC’s 2022 Goals and Proposed 2023 Goals.

**ARPC Officer Elections**

Chris Rietow recommends Acting Chair Jones be confirmed as the 2022-2024 Chair, Jim Peacock be confirmed as the Vice Chair, and Jack Porter be confirmed as the Treasurer/Secretary.

Commissioner Walker motioned to support Chris Rietow’s recommendations for Officers. Commissioner Holt seconded the motion. Motion approved unanimously.

5. **Questions/Comments:**

Chris Rietow asked the Board if the fourth Thursday of the month presents any conflicts. It was noted that the City of Tallahassee CRA meetings may be in conflict. Mr. Rietow asked if the March meeting can be moved to the fifth Thursday, March 30, 2023 and the Board concurred through general consensus.

6. **Meeting adjourned at 11:53am.**
APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL
MEETING IN REGULAR SESSION ON MARCH 30, 2023

SIGNED: 

______________________________
Ricky Jones
Chair

ATTEST: 

______________________________
Chris Rietow
Executive Director
AGENDA ITEM 5

EXECUTIVE DIRECTOR’S REPORT
Chris Rietow

The following items will be reported and discussed with the Board:

I. *Financial Reports: Included in the Board Packet are the following items for Board review and approval:
   
   A. **FY 2022/2023 Summary**
   - FY 2022/2023 Expense Summary for January and February
   - Amendment No. 2023-01 to the ARPC 401(K) Plan
     - Amending the plan to increase the eligibility service requirement for all contributions from 90 days to six (6) months; and, change the timing for Elective Deferral modifications from semi-annual to each payroll period.

II. **Staff Reports:** Staff program reports are included on the following pages. Staff will be present at the meeting to answer any questions and report on any additional program updates.

III. *ARPC Executive Committee Update: March 9, 2023 Meeting Minutes.*

IV. Economic Impact Dashboard Update

**ACTIONS NEEDED**

- **Motion to approve the Financial Summary through February 2023 and Amendment No. 2023-01 to the ARPC 401(K) Plan.**
- **Motion to ratify actions by the ARPC Executive Committee** from the March 9, 2023 meeting.
### Apalachee Regional Planning Council

#### Revenue & Expenses 22/23

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<tr>
<th>LINE-ITEM</th>
<th>Total</th>
<th>10/22</th>
<th>11/22</th>
<th>12/22</th>
<th>1/23</th>
<th>2/23</th>
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<td>General Revenue</td>
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<td>Balance 10/1/22</td>
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<td><strong>Total Revenue</strong></td>
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<td>$210,554.47</td>
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#### Revenue Sources

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<td>Legacy RLFP - Admin</td>
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<td>CARES RLFP - Admin</td>
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<td>REVIVE RLFP - Admin</td>
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<td>EPA - Brownfield</td>
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<td>Franklin 98 - Project Costs</td>
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<td>ARPC County Dues</td>
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<td>Big Bend Healthcare - Admin</td>
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<td>FDEO - Liberty Broadband</td>
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<td>FDEO - Wakulla Broadband</td>
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<td>CPTA Regional BB Planning</td>
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<td>Havana TA</td>
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<td>Misc. Small TA Contracts</td>
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<td>CTD - Transportation Disadvantaged</td>
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#### Total Revenue Sources:

- **Telephone/Internet**: -
- **Rent**: -
- **Postage**: -
- **Office Supplies**: -
- **Miscellaneous**: -
- **Legal**: -
- **Dues (FRCA, NADO, SERDI & Other)**: -
- **Board Meeting Expenses**: -
- **Audit**: -
- **Advertising**: -
- **Accounting**: -
- **Travel**: -
- **General Expenses**: -
- **FDOT - D3**: -
- **CTD - Transportation Disadvantaged**: -
- **FDOT - D3**: -
- **FDEO - Gretna Competitive FL**: -
- **FDEO - Liberty Broadband**: -
- **FDEO - Wakulla Broadband**: -
- **CPTA Regional BB Planning**: -
- **Havana TA**: -
- **Misc. Small TA Contracts**: -
- **FDOT - RideOn**: -

#### Total Revenue:

1,647,697.91

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<td>FLEET Vehicle Expenses</td>
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<td>F-98 Consultants</td>
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<td>Advertising</td>
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<td>Dues (FRCA, NADO, SERDI &amp; Other)</td>
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<td>Licenses (REMI)</td>
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<td>TOTAL EXPENSES</td>
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$229,955.48 Balance 2/28/23
Apalachee Regional Planning Council (the “Employer”) hereby adopts this Amendment Number 2023-1 to Apalachee Regional Planning Council 401(k) Plan (the “Plan”) on the date noted below.

WHEREAS, the Employer previously adopted the Plan; and

WHEREAS, the Employer reserves the right to amend said Plan from time to time; and

WHEREAS, the Employer desires to amend the Plan to increase the eligibility service requirement for all contributions from 90 days to six (6) months; and, change the timing for Elective Deferral modifications from semi-annual to each payroll period.

NOW, THEREFORE, effective April 1, 2023, the Plan is amended by replacing the Adoption Agreement section(s) as noted below with the following language:

14. CONDITIONS OF ELIGIBILITY (Plan Section 3.1)
   a. [ ] No age and service required. No age and service required for all contribution types (skip to Question 15).
   b. [X] Eligibility - same for all contribution types. An Eligible Employee will be eligible to participate in the Plan for all contribution types upon satisfaction of the following (select one or more of e. - n. below):
   c. [ ] Eligibility - different conditions apply. An Eligible Employee will be eligible to participate in the Plan upon satisfaction of the following either for all contribution types or to the designated contribution type (select one or more of d. - n. below; also select column 1. OR all that apply of columns 2. - 4. for each condition selected at d. - m.) (may only be selected with 401(k) Plans):

   NOTE: For 401(k) Plans - Unless otherwise specified in this Section, Elective Deferrals include Roth Elective Deferrals, after-tax voluntary Employee contributions, and rollover contributions (unless otherwise selected at Question 43); Matching includes QMACs; and Nonelective includes QNECs. “ADP test safe harbor contributions” (SH) (including those made pursuant to a QACA) and SIMPLE 401(k) contributions are subject to the conditions for Elective Deferrals except as provided in Question 28.

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<td>d. [ ] No age and service required</td>
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<td>e. [ ] Age 20 1/2</td>
<td>[ ] OR [ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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</tr>
<tr>
<td>f. [ ] Age 21</td>
<td>[ ] OR [ ]</td>
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<tr>
<td>g. [ ] Age (may not exceed 21)</td>
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<td>h. [X] six (6) (not to exceed 12) months of service (elapsed time)</td>
<td>[X] OR [ ]</td>
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<tr>
<td>i. [ ] 1 Year of Service</td>
<td>[ ] OR [ ]</td>
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<tr>
<td>j. [ ] 2 Years of Service</td>
<td>[ ] OR [ ]</td>
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<tr>
<td>k. [ ] (not to exceed 12) consecutive month period from the Eligible Employee’s employment commencement date and during which at least (not to exceed 1,000) Hours of Service are completed. If an Eligible Employee does not complete the stated Hours of Service during the specified time period, the Employee is subject to the 1 Year of Service requirement in i. above.</td>
<td>[ ] OR [ ]</td>
<td>[ ]</td>
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</tr>
<tr>
<td>l. [ ] (not to exceed 12) consecutive months of employment from the Eligible Employee’s employment commencement date. If an Eligible Employee does not complete the stated number of months, the Employee is subject to the 1 Year of Service requirement in i. above.</td>
<td>[ ] OR [ ]</td>
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<tr>
<td>m. [ ] Other: (e.g., date on which 1,000 Hours of Service is completed within the computation period) (must satisfy the Notes below)</td>
<td>[ ] OR [ ]</td>
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</tbody>
</table>
Regional Economic Development Strategy
ARPC staff recently finalized the 2022-2027 Regional Economic Development Strategy, which can be found at www.arpc.org. The first annual update is scheduled for summer 2023.

Other Technical Assistance
ARPC staff continues to assist regional partners with economic development planning, intergovernmental coordination, economic recovery, grant writing, and other tasks.

FL DEO Rural Infrastructure Fund (RIF) Grant
ARPC staff is assisting Franklin County with an application to the DEO Rural Infrastructure Fund (RIF) Grant for a Broadband Feasibility Study.

FL Dept. of Economic Opportunity (DEO) Competitive Florida Partnership Grant, FY 2022-2023
ARPC staff is supporting the City of Gretna with their Competitive Florida Partnership Grant, which will result in a new Economic Development Plan for the City. Project activities will continue through June 2023.

FL DEO Community Planning Technical Assistance (CPTA) Grant – Regional Broadband Planning
ARPC staff continues to work on the regional broadband planning project. ARPC staff recently held one meeting and released a survey. Project activities will continue through June 2023.

Partnership with University of Florida (UF)’s Shimberg Center for Housing Studies
ARPC, UF Shimberg Center, and The Data Center received a joint grant award from the National Academies of Sciences, Engineering, and Medicine (NAS)’s Gulf Research Program to conduct a study on how to better incorporate data in disaster recovery plans to produce more equitable outcomes. The project is focused on disaster recovery experiences in Calhoun and Liberty counties. Project activities are underway.

Recent Conference Participation
In January, ARPC staff attended the Florida Association of Counties - Access 67 Broadband Summit in Ponte Vedra. ARPC staff served on a panel and presented on the work completed in collaboration with the FSU on Broadband Feasibility Studies for Liberty and Wakulla counties.

Figure 1: Participation at broadband conference.
AGENDA ITEM 5 – c – 2

EMERGENCY PLANNING PROGRAM
Anthony Carpanini – Denise Imbler – Christian Levings

Regional Hazardous Materials Program
The ARPC staffs the Apalachee Local Emergency Planning Committee (LEPC), which is responsible for implementing the federal Emergency Planning and the Community Right-To-Know Act (EPCRA) for the ARPC Region. The four primary activities of the Apalachee LEPC are hazardous materials planning, training, emergency exercises, and public outreach.

Quarterly Meetings
ARPC staff held the most recent meeting of the Apalachee LEPC on March 22, 2023. During the meeting, the LEPC membership discussed the activities that occurred during the previous quarter, as well as future training and exercise opportunities. The next LEPC meeting will be held in June. The location has yet to be determined.

Hazardous Materials Training
The following trainings were held in coordination with the Apalachee LEPC since the last ARPC Board meeting:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16/23-1/20/23</td>
<td>2023 HazMat Symposium</td>
<td>10</td>
</tr>
<tr>
<td>1/24/23-1/26/23</td>
<td>(3) HazMat IQ Courses - Tallahassee</td>
<td>45</td>
</tr>
</tbody>
</table>

Table 2: Upcoming Apalachee LEPC-Sponsored Training Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/23</td>
<td>8-Hr HazMat Technician Refresher</td>
</tr>
<tr>
<td>4/27/23-4/28/23</td>
<td>(2) HazMat IQ Courses</td>
</tr>
</tbody>
</table>

Hazard Analysis
ARPC staff completed the second deliverable of the 2022-2023 Hazard Analysis Contract. Staff performed thirty-four (34) site visits this quarter to those facilities storing extremely hazardous substances across the Apalachee Region to ensure first responder and public safety in the event of a chemical release.

District Response Procedures
As part of the Hazardous Materials Emergency Preparedness (HMEP) Grant, ARPC staff is developing district response procedures (SOPs) for incidents involving the transportation of
flammable liquids, chlorine, and anhydrous ammonia to include in county comprehensive emergency management plans (CEMP) and district response plan. District response procedures will be added to the 2023 LEPC Regional Hazardous Material Response Plan and provides first responders details as to the most shipped hazardous materials through the Region. Staff has so far met with Jackson and Wakulla County Emergency Management agencies to update their plans.

Hazardous Materials Exercises:
ARPC staff has been in contact with Leon County Emergency Management to hold an exercise in the summer of 2023. The exercise scenario will involve a train derailment with a hazardous material release between Florida State University and Florida A&M University.

Big Bend Healthcare Coalition (BBHCC)
ARPC staffs the Big Bend Healthcare Coalition (BBHCC), which held its most recent general membership meeting on March 7, 2023. During the meeting, the National Weather Service in Tallahassee provided an outlook for the spring and an early glimpse at the 2023 Atlantic Hurricane Season. The Florida Department of Law Enforcement (FDLE) presented to members on resources and services offered for the healthcare sector. The next meeting will be June 6, 2023.

The BBHCC has been actively engaged in assisting with cybersecurity responses both within the State and within the region. Several targeted attacks have been made on hospitals across Florida, and the BBHCC has relayed a request for information to State partners in order to better get a grasp of the scope of the attacks and their effects. Additionally, BBHCC staff and members participated on several resource coordination calls, when a hospital in our region became compromised, to ensure continuity of patient care and delivery.

The BBHCC participated in the 2023 Full-Scale Tallahassee International Airport crash exercise and engaged with healthcare leaders to discuss patient tracking and treatment for mass casualty incidents (MCIs) such as those simulated by the TLH Airport exercise.

Training and Exercises
The BBHCC has partnered with All Clear Emergency Management Group to bring an All-Phases Hurricane Preparedness training series to our region. The series consists of a virtual workshop that took place on March 6th that engaged participants in discussing their planning efforts. On March 29th, there will be a comprehensive virtual tabletop exercise that will have participants making decisions based on a simulated hurricane scenario.

BBHCC staff is actively working with local, state, and private partners to bring Stop-The-Bleed training back to our region based on requests from partners and members. The BBHCC is also exploring more comprehensive cybersecurity training and resources for the healthcare sector.
Wakulla County Disaster Risk Analysis Plan
The ARPC assisted Wakulla County to secure a grant to develop a *Disaster Risk Analysis Plan*. The plan will provide a vulnerability assessment that considers future impacts of freshwater flooding and sea level rise and includes an outreach component to inform the public of the potential impacts. The project is scheduled to begin in May 2022 and should take approximately eighteen (18) months to complete.
REVOLVING LOAN FUND (RLF) REPORT

Legacy, CARES Act & REVIVE! RLFs
Rick McCraw

Revolving Loan Fund (RLF) Overview
The ARPC RLF Program consists of three revolving loan funds (Legacy, CARES Act and REVIVE!), and as of March 1st is servicing thirty-three loans. The three RLF programs are briefly described below.

ARPC Legacy RLF
The Legacy RLF program launched in 1985 with an initial Economic Development Administration (EDA) award of $1 million and an ARPC match through a Community Development Block Grant (CDBG) of $335,000. Over the past 38 years, the ARPC has transformed the original sum of money into over $5 million dollars in loans to small businesses within the rural communities of the Apalachee Region.

Summary Status
As of March 1, 2023, there are fourteen active Legacy RLF loans, with approximately $105,000 in uncommitted funds available for lending. The main priorities for ARPC staff regarding the Legacy RLF is to service the existing loans, provide borrowers with technical assistance when needed, and seek qualified applicants for new loans.

Two Legacy loans are 90 days or more late without a loan payment. These loans are briefly summarized in the Delinquent RLF Loan Review below. Ten of the fourteen borrowers, 71 percent, have signed up for ACH loan payments.

ARPC CARES Act RLF
The Coronavirus Aid, Relief, and Economic Security (CARES) Act RLF provides small business owners within the Apalachee Region with gap financing to help them recover from the impacts of the COVID pandemic. The CARES Act RLF was funded with $580,000 provided by EDA. All the loan funds were disbursed by the ARPC prior to the June 2022 deadline established by EDA.

Summary Status
As of March 1, 2023, there are ten active loans in the CARES Act RLF, with approximately $118,000 in uncommitted funds available for lending. Two loans were fully repaid in 2022. The main priorities for ARPC staff regarding the CARES Act RLF is to service the existing loans, provide borrowers with technical assistance when needed, and seek qualified applicants for new loans.

Four CARES Act loans are 90 or more days late without a loan payment. This includes two borrowers (and three loans) who have declared bankruptcy. These loans are briefly summarized in the Delinquent RLF Loan Review below. Seven of the ten borrowers, 70 percent, have signed up for ACH loan payments.

ARPC REVIVE! RLF
The Regional Economies Vested in Vital Enterprises (REVIVE!) program is a $1 million RLF to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs in Leon County/Tallahassee. The program is funded with $800,000 from the EDA and a $200,000 match from Leon County.
Summary Status
As of March 1, 2023, there are ten active loans in the REVIVE! RLF with approximately $500,000 in uncommitted funds available for lending. One loan was fully repaid in 2022. The main priorities for ARPC staff regarding the REVIVE! RLF is to service the existing loans, provide borrowers with technical assistance when needed, and seek qualified applicants for new loans.

The active loan list does not include the $45,000 approved for Phenomenal Tresses, LLC. The ARPC had not yet closed the loan due to title issues associated with the property offered as loan collateral. At the March 9, 2023 Executive Committee meeting, staff advised the committee that the property owner (not the applicant) had mortgaged the property in October 2022, effectively eliminating it as a viable option for collateral. The committee members agreed and voted to rescind the offer to use the property as collateral for the loan. Staff has reached out to the applicant to explore other collateral options.

Until March 13th, one REVIVE! Loan was more than 90 days without a loan payment. However, in February the borrower and staff developed a revised payment timeline, and the loan is now only 60 days behind in payments and should be current by the end of March. All nine borrowers have signed up for ACH loan payments.

RLF Servicing Software from Grants Management Systems, Inc.
To help streamline loan servicing and administration, staff is updating our RLF loan procedures to include recommendations approved by the ARPC Executive Committee in July. Staff also began implementing a new loan servicing software system in August to streamline our loan application, processing, and monitoring procedures. The software was recommended by the South Florida Regional Planning Council, who utilizes the software to manage their RLF program. The new software system should be in place by the end of April, following EDA’s review/approval of the mid-year RLF reports. New loan applications are on hold until the software system is in place. However, staff is available to discuss business plans with potential applicants to determine if they are eligible for revolving loan funding and, if they are eligible, provide them with the information they will need to submit when we begin accepting new applications.

Executive Committee Review and Approvals
a. Defederalization of the Legacy RLF Program
In January 2021, the ARPC was invited by the EDA to request release of the EDA’s federal interest in the Legacy RLF because: (1) more than seven years has passed since the final EDA disbursement of Legacy award funds the ARPC; (2) the ARPC has complied with the terms and conditions of the RLF award; and (3) the ARPC plans to use the interest funds to continue operating the Legacy RLF. Staff recently completed and submitted the September 30, 2022 Legacy Semi-Annual report to EDA for review and approval. At the March 9, 2023 Executive Committee meeting, the committee authorized the following actions listed below, which were forwarded to EDA on the same day.

- Authorized the ARPC Chair to sign the Defederalization Resolution.
- Authorized the ARPC Executive Director to sign the Certification Document.
- Authorized the ARPC Executive Director to Sign and Submit the Defederalization Request.
- Authorized the ARPC Executive Director to make changes to the submitted as requested by Economic Development Administration Staff.

b. Establishment of the ARPC RLF Advisory Committee
At the March 9, 2023 Executive Committee meeting, the committee authorized the ARPC Executive Director to establish and appoint members to the ARPC RLF Advisory Committee. Members of the...
advisory committee will include those with experience in banking/commercial lending, accounting/finance, and successfully running a small business. The role of the advisory committee will be to apply their business experience and conduct an independent review of RLF loan applications before they are presented to the either the ARPC Executive Committee or Board for approval. To date, two candidates with extensive small business development and commercial lending experience have expressed an interest in serving on the committee: Christina Lynch, founder and CEO of Trydent Consulting; and Joshua DeShae, Vice-President Commercial Loan Officer at MidSouth Bank. Both candidates are from the Tallahassee/Leon County area. Staff is also looking for one to two additional candidates with similar experience from other counties in the ARPC region to help give the committee a region-wide small business perspective. Staff is also in the process of developing draft bylaws for the advisory committee.

c. Delinquent RLF Loan Review
Of the thirty-three active RLF loans, six of them (18.2 percent) are 90 or more days in arrears and are considered delinquent per ARPC RLF loan policy. Three of the loans are in arrears due to the death of the borrower; the remaining three are in arrears because the borrower has indicated they do not have the resources to make the loan payments and/or have not provided any recent payment loan options. The six delinquent loans have a total or approximately $104,920 in outstanding loan balances ($32,123 from the Legacy RLF and $72,797 from the CARES RLF). Any outstanding balance on the dates when the loans are closed would reduce the funds available for future lending.

At the March 9, 2023 Executive Committee meeting, the committee authorized the ARPC Executive Director to take actions needed to close the six delinquent RLF loans and recover funds, including assets offered as loan collateral, to reduce ARPC RLF loan losses. If during this process the Executive Director determines one or more loans may be extended, the committee also authorized the Executive Director and the ARPC attorney to revise the current loan agreement to provide a final opportunity to make the loan(s) current, with the condition any revisions are presented to the Executive Committee at the next committee meeting. Any loan closings or modifications that result in the write-off of an unpaid loan balance requires the review and approval of the Executive Committee.

A summary of the six delinquent loans is provided below.

1. Legacy RLF Loans:
   **Deep South Solutions, Inc (Billy E. Traylor applicant)**
   On April 8, 2014, Deep South Solutions was approved for a $50,000 RLF loan as working capital needs associated with the daily operations of Deep South Solutions, Inc. Mr. Traylor died in November 2022. At the time of his death the bank account from which the loan payments were made was locked, then closed. No payments have been received since November 2022. The loan has an estimated outstanding balance of $27,866.38, not including late fees.

   **Sloan Family Grain Works (Tim Sloan applicant)**
   On April 18, 2018 and November 7, 2018, Sloan Family Grain Works was approved for two loans totaling $9,500. The business plan was to convert the leftover malted grain from craft brewers into craft sodas and teas at outdoor markets. The business was not successful, suffering in part due to the public restrictions from the COVID pandemic. No loan payments have been received since August 2022. Staff has reached out to Mr. Sloan several times, including as part of the monthly loan invoices, requesting payment of the owed funds or a proposed payment schedule to get current on the loan. No response was received. The loan has an outstanding balance of $4,256.76, not including late fees.
2. CARES RLF Loans:

Rutabaga Café & Soiree Catering, LLC (Billy Austin & Robert Gibson)
On May 28, 2021, Rutabaga Café & Soiree Catering, LLC (Rutabaga) was approved for a $25,000 loan. On March 3, 2022, Rutabaga was approved for a 90-day loan of $3,500. Both loans were provided to as working capital and to complete the expansion of the Rutabaga operations. Mr. Austin died in September 2022. It does not appear there are any business assets to recover in order to reduce the loan losses to the ARPC. Payments of the $25,000 loan began in October 2021 and payment of the 90-day loan was supposed to be completed in June 2022. Four loan payments were made on the $25,000 but no loan payments have been received since January 2022. The $25,000 loan has an outstanding balance of $23,909.88, not including late fees. No loan payments were received on the 90-day loan, which has an outstanding balance of $3,552.50, not including late fees.

Dansby Trucking, LLC (Jeremy and Kimberly Dansby)
On May 26, 2021, Dansby Trucking, LLC was approved for a $25,000 loan for the purchase of a semi-truck. A total of six loan payments were made between October 2021 and August 2022, when the loan was revised to reduce the monthly payments. No loan payments have been received since August 2022. Staff has reached out to Mr. and Ms. Dansby several times, including as part of the monthly loan invoices, requesting payment of the owed funds or a proposed payment schedule to get current on the loan. The loan has an outstanding balance of $21,334.41, not including late fees.

Chef Shac, LLC (Shacafrica Simmons)
On March 24, 2022, Chef Shac, LLC was approved for a $24,000 loan for the purchase of a cargo van for catering events and working capital. One interest-only payment of $120 was made in May 2022; no loan payments have been received since that date. Staff has reached out to Ms. Simmons several times, including as part of the monthly loan invoices, requesting payment of the owed funds or a proposed payment schedule to get current on the loan. The loan has an outstanding balance of $24,000, not including late fees.

d. Proposed Changes to RLF Loan Application and Review Procedures
Most borrowers are current on their loans. The recent use of ACH/EFT by most borrowers to make loan payments has reduced late and/or missed monthly payments. When payments are missed, they are usually made current by the next payment period. Staff reviewed the eight proposed changes to the RLF loan application and review procedures described below with the ARPC Executive Committee on March 9th. A brief discussion followed the staff presentation where the committee members authorized the ARPC Executive Director to make the proposed changes to the RLF loan application and review procedures and to make future changes to the RLF loan application and review procedures provided the changes are presented to the Executive Committee for review/approval at their next regularly scheduled meeting.

- Require all applicants requesting loan funds for business that have been in operation for less than 5 years have their business plan reviewed by either the FAMU Small Business Development Center (provides services in Gadsden, Jefferson, Franklin, Leon, and Wakulla counties) or the University of West Florida Small Business Development Center (provides services in Calhoun, Franklin, Gulf, and Jackson counties from their Panama City office). Applicants will benefit from a realistic and honest assessment of their business proposal.

- Following the review by the appropriate Small Business Development Center and the
initial review for loan completeness by ARPC staff, the application and supporting materials will be forwarded to the RLF Advisory Committee for a deeper look at the business plan and projections against the goals of the respective Revolving Loan Fund plan. This would be another opportunity to provide the applicants with recommendations from small business owners/operators, lenders, and financial advisors.

- Limit the collateral value of assets that depreciate (e.g., motor vehicles, equipment, and machinery, etc.) to no more than 60 percent of the loan amount, even less depending on the loan amount. Several borrowers offered motor vehicles that were more than 12 years old as collateral for their loans approved in 2014 and 2018.

- Limit the collateral value of homestead properties to no more than 40 percent of the loan amount, maybe less, and limit the ARPC to no greater than a second position in a mortgage. While a lien can be placed on a homestead property, the lender cannot act on that lien until the property is transferred or sold. This effectively removes the value of property as collateral. Limiting the ARPC to no greater than a second position on a mortgage, whether a homestead property or not, will help reduce the possibility the ARPC will be in a position where it may not be able to collect any owed loan balances from the sale of the property.

- If possible, strengthen the personal loan guaranty language in the loan’s promissory note.

- Authorize ARPC staff to annually purchase an adjusted Key Man life insurance policy on the key borrowers to ensure funds to cover the loan balance in the event of the death of a key borrower. The borrowers would be billed annually by the ARPC for the cost of the insurance. This will put the responsibility to ensure the required life insurance coverage on ARPC staff but still have the borrower cover the cost.

- Consider joining a credit reporting bureau as an incentive for borrowers to make their loan payments versus simply stop paying or working with staff on alternate payment plans. This approach has the potential to negatively affect a borrower’s credit rating if they miss or are late with loan payments. There is also a heavy monthly loan reporting requirement that we currently do not meet.

- Finally, although not an update to application and review procedures, staff will make a stronger effort to ensure all applicants are meeting the monthly, quarterly, and annual reporting requirements listed in their respective loan agreements and other supporting documents.
Transportation Disadvantaged (TD) Program

ARPC staff has completed all meetings and is ready to invoice for third quarter deliverables for FY 2022-2023. Staff spent much of the month of February performing on-site observations of each Community Transportation Coordinator (CTC) in addition to collecting surveys as part of the annual evaluation process ahead of the quarterly meetings in March. Third quarter meetings of the TD Local Coordinating Boards included reviewing and approving the completed *Annual CTC Evaluation*, in addition to a review of each county’s quarterly reports. Meetings are open to the public and meeting notices are published in each local county newspaper, as well as on the ARPC website. A meeting calendar for the remainder of Fiscal Year 2022-2023 is provided below, in Table 1.

<table>
<thead>
<tr>
<th>COUNTY</th>
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</tr>
</thead>
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<td>Calhoun</td>
<td>13</td>
</tr>
<tr>
<td>1:00 PM CT</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Franklin</td>
<td>7</td>
</tr>
<tr>
<td>10:00 AM ET</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Gadsden</td>
<td>15</td>
</tr>
<tr>
<td>2:00 PM ET</td>
<td>Thursday</td>
</tr>
<tr>
<td>Gulf</td>
<td>7</td>
</tr>
<tr>
<td>12:00 PM ET</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Jackson</td>
<td>13</td>
</tr>
<tr>
<td>10:00 AM CT</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Jefferson</td>
<td>15</td>
</tr>
<tr>
<td>10:00 AM ET</td>
<td>Thursday</td>
</tr>
<tr>
<td>Leon</td>
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<tr>
<td>2:00 PM ET</td>
<td>Wednesday</td>
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<tr>
<td>Liberty</td>
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<td>3:30 PM ET</td>
<td>Tuesday</td>
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<tr>
<td>Wakulla</td>
<td>14</td>
</tr>
<tr>
<td>10:00 AM ET</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

In addition, staff also attended the virtual March board meeting of the Commission for the Transportation Disadvantaged (CTD) on March 15th, as well as the Transportation Legislative Awareness Day at the Capitol in Tallahassee on March 16th.
Regional Commuter Assistance Program

*RideOn Commuter Services* is the Regional Commuter Assistance Program (CAP) for the FL Dept. of Transportation (FDOT) District 3 (D3). CAPs offer free transportation consulting to local governments, employers, stakeholders, and individuals. The program’s mission is to improve mobility in ways that are both economically beneficial and environmentally sustainable. ARPC/RideOn staffs a toll-free hotline (1-888-454-RIDE) to provide information about various programs, local transit services, and other regional partners. Follow *RideOn* activities and events on Facebook at: [https://www.facebook.com/RideOnTogether](https://www.facebook.com/RideOnTogether); or visit the website at: [www.RideOnTogether.org](http://www.RideOnTogether.org) and download the RideOn app.

Wakulla Wellness Taskforce

Pat Maurer was requested to join this coalition of organizations tasked with updating Wakulla’s Community Wellness Improvement Plan. Two of the series of four workshops have been held so far. The meetings have also provided the opportunity to inform local leaders and service agencies about our services.

StarMetro Pop-Up event

*RideOn* exhibited at the southside information fair hosted by StarMetro on February 18th. The public was offered free refreshments, brief tours on the bus, and *RideOn* incentive items.

*Fig. 1* - ARPC staff distributes information regarding the *RideOn* program at the StarMetro Pop-Up event.
Wakulla Community Information Fair
This popular family event was held on March 4 at the public library. Pat Maurer and Divina Lade provided RideOn program information, as well as fitting FREE bike helmets to any who needed them.

Ciclovía --Postponed
RideOn staff met several times with a steering committee to plan a Ciclovía in Tallahassee for Spring 2023. Unfortunately, the required permissions could not be obtained within the required timeframe. The preliminary work already accomplished will be a solid foundation for a Ciclovía in Spring 2024.

Rural Regional Transportation Plan - Technical Assistance
As of March 6, 2023, the ARPC is officially under contract with the Florida Department of Transportation for the establishment of a Regional Rural Transportation Plan (RRTP). This culmination of the RRTP will help coordinate rural transportation planning initiatives in the five rural counties in the Apalachee Region not covered by the Capital Region Transportation Planning Agency (CRTPA), those are Calhoun, Franklin, Gulf, Jackson, and Liberty.

It has been long recognized that rural communities in our Region and the greater FDOT District 3 area need transportation investments to handle growing populations and economic activities. Others need assistance to maintain their existing transportation system to properly serve a spread-out community and ensure connectivity.

The RRTP will cover a 20-year planning horizon that identifies the needs of the study area and prioritizes projects, both short and long-range, for consideration in the Statewide Transportation Improvement Program (STIP). The plan must be consistent, as practicable, with the future land use elements, and the goals, objectives, and polices of the approved local government comprehensive plans. A critical component of the RRTP will also outline how the projects identified meet the regional vision.

Part of the scope includes having multiple stakeholder meetings in all counties and their respective municipalities for input into the RRTP and to develop a regional project list for
annual submission to FDOT D3. The project will ultimately provide the final component for completing long-range transportation planning coverage for all sixteen District 3 MPO and rural non-MPO counties and areas. Project status updates will be provided in subsequent Board reporting.

**Additional Program Area Information**
ARPC staff continue to serve on the Capital Region Transportation Planning Agency (CRTPA)’s *Technical Advisory Committee*, representing the ARPC and RideOn, respectively. Ms. Maurer is also an active member of the Leon County Community Traffic Safety Team and the *Transportation & Land Use Committee* of Sustainable Tallahassee.
AGENDA ITEM 5 – c – 5

ENVIRONMENTAL PLANNING PROGRAM
Josh Adams - Evan Blythe

Franklin-98 (F-98) Living Shoreline Resiliency Project
ARPC has successfully sourced contractors for the Franklin-98 project. Gulf Corps of the Forgotten Coast, based in Franklin County, is the contractor responsible for the planting portion of the restoration process. The Gulf Corps team has been busy harvesting, transporting, and propogating *Sporobolus alterniflorus* (formerly *Spartina alterniflora*), smooth cordgrass. The grass comes from a Duke Energy donor site in Crystal River. The plants that are seen to the left will be further divided and planted at the project site.

LiveFlyer, Inc. was selected as the contractor for the hardbottom reef materials that will be placed at the selected project sites. They are an environmental firm out of Carrabelle. These will be primarily composed of rock, with some Oystercatcher material for sills, and domed reef balls for some of the subtidal reef. The installment of reef materials will take place in late spring to summer.

2022-2023 Vulnerability Assessment
The ARPC is undertaking more Vulnerability Assessment work this year for 15 of our 28 municipalities. These include: Alford, Bascom, Campbellton, Carrabelle, Cottondale, Graceville, Grand Ridge, Greenwood, Malone, Marianna, Sneads, Sopchopy, St Marks, Tallahassee, and
Wewahitchka. The ARPC is combing through data and meeting with management of each of the municipalities listed above. The goal of the Vulnerability Study is to map Critical Assets defined by FSS 380.093. The ARPC is currently verifying the lists of critical assets and will run a geographic intersection on the list, based on the extent of the 100-year and 500-year flood plans. As part of the mapping exercise, the ARPC is capturing images of existing infrastructure and will be compiling the images into a series of online StoryMaps. Here are a few images that have been collected as part of the project.

Here is Lake Alice in Wewahitchka. Also Visible are two telecom towers.

![Fig. 2 - Lake Alice Park](image)

To the right is the Old Greenwood and below are images of the Greenwood School; ARPC is working on creating a digital model of the building.

![Fig. 3 - Old Greenwood gymnasium](image)
Fig. 4 - Greenwood School

Fig. 5 - Greenwood School
Wakulla Disaster Risk Analysis and Adaptation Plan

ARPC staff continue to provide geospatial analysis in this project through verification and data cleaning of existing critical assets in Wakulla County.

On March 11, 2023, the ARPC team participated in the Wakulla Wonderful event. As part of Wakulla Disaster Risk Analysis and Adaptation Plan project, the team utilized this event to provide awareness about the project. An interactive map was developed to depict the familiar Wakulla County assets like schools, fire stations, local government buildings, and community centers.

Figure 1A - A 3-D interactive web map that shows the community assets in Wakulla and simulates rainfall and category 3 hurricane-induced flooding.

Figure 1B - A 2-D interactive web map slider that shows the Wakulla County community assets on the left and the projected flood water on the right. The map has a slider that allows users to easily move the slide from right to left and vice versa.
Fig. 1C - ARPC participated in the Wakulla Wonderful event on March 11, 2023.

Figure 1D - This is a sample view of the survey questions implemented during the Wakulla Wonderful event.
Vulnerability Assessments (VA) of Fifteen (15) Municipalities in the Apalachee Region
The GIS Coordinator is working with the Environmental Program Manager in verifying the existing critical assets data of the identified 15 municipalities. A mixed approach was implemented in the data validation and coordination process.

As of March 13, 2023, eleven in-person meetings were completed in the cities/towns of Jackson County: Wewahitchka, Alford, Campbellton, Cotondale, Graceville, Grand Ridge, Greenwood, Malone, Sneads, Marianna, one (1) in-person meeting in Franklin County: City of Carrabelle. The ARPC team was able to connect with the Town of Bascom via conference call.

An interactive web application was developed and shared with the cities and town along with the preliminary list of critical assets for each town and city.

The below image is a screen capture of the interactive web application that allows our contacts for each town and city to view the critical assets.

Figure 2. - A screenshot of the draft interactive web application developed for this project is primarily used for validating the list of critical assets for each town/city.

The ARPC team were also able to record aerial videos of some of the towns we visited. Some of these aerials we collected will be used in the final report, especially when we are in the stage of developing the interactive story maps to show the final output of this project.
The images below are screen captures of the aerials that the team collected.

**Figure 3A** - Legion Park in the town of Sneads, Jackson County.

**Figure 3B** - Legion Park (left) and Lake Seminole (right) in the town of Sneads, Jackson County.
Wakulla County
Critical Asset Type: Drinking Water Facilities

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ARPC’s GIS Coordinator continues to provide geospatial and project management support to accomplish deliverables for this undertaking for each city/municipality. The project will end in June 2023.

Below is the status of data preparation tasks as of March 13, 2023.
GIS TRAINING- COACHING SERVICES
The 8-week GIS training and coaching support currently provided to the Gadsden Property Appraiser’s office will end on March 23, 2023. The training design is tailored-fit based on the knowledge and skills level of the learner.

Figure 4 - Ms. Robinson, GIS Analysts at Gadsden County Property Appraiser Officer on her 4th Week of the GIS training-coaching learning journey!
Below is the customized learning design developed for this short-term contract.

**LEARNING DESIGN**

**Learning Outcomes:**
Upon completion of this training, the learner should be able to:
- Utilize the basic functions of ArcGIS Pro such as creating projects, creating spatial data, developing maps, conducting queries, manipulating, and displaying data
- Demonstrate and apply the standard cartographic requirements when developing static and/or interactive maps
- Leverage the power of online web mapping and relevant GIS-related products & tools to start specific task or project goal/s.

**Delivery of Training:**
This is a 1-on-1 learning design customized for Ms. Veronda Robinson (learner). Each lesson and session will be delivered face-to-face, and this involves hands-on activities. The learner will be required to use a computer or laptop with the installed Esri Program Software, ArcGIS Pro. ArcGIS Pro software will be the primary software to execute the GIS exercises the will aid Ms. Robinson’s learning journey.

**Schedule and Frequency of Training Sessions:**
- Training session every Thursday morning, 10:00 AM – 12:30 PM
- Duration per session: 2.5 hours | Start date: January 19, 2023
- Training Venue: ARPC Conference Room at 2507 Callaway Road, Suite 100, Tallahassee, 32303

**Proposed Lesson Sessions:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Getting to know ArcGIS Pro</td>
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<tr>
<td>2</td>
<td>Creating and Editing Spatial Data</td>
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<tr>
<td>3</td>
<td>Querying Spatial Data</td>
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<tr>
<td>4</td>
<td>Making Maps</td>
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<tr>
<td>5</td>
<td>Getting to Know ArcGIS Online and other online products</td>
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<td>6</td>
<td>Working with Web Maps</td>
</tr>
<tr>
<td>7</td>
<td>Developing Story Maps</td>
</tr>
<tr>
<td>8</td>
<td>Building on Existing Maps</td>
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</tbody>
</table>
AGENDA ITEM 5 – c – 7
HOUSING AND COMMUNITY DEVELOPMENT
Donald R. Morgan – Amber Tyrie – Hauwa Black

Calhoun County Hurricane Housing Recovery Program (HHRP)
ARPC staff continues to provide housing recovery assistance, via the Hurricane Housing Recovery Program (HHRP), to Calhoun County residents impacted by Hurricane Michael in 2018. Initially, ninety-eight residents were conditionally approved to receive housing assistance under the county’s first HHRP allocation (FY 19-20) which totaled $5,135,000.00. Fifty-six residents were officially approved with a total of fifty projects that have been completed, and six projects that were encumbered but will be expended under the additional HHRP allocation that the county received ($1,580,000.00, FY 20-21). All projects under the first allocation have now been completed and staff is preparing for an official closeout, anticipated March 31, 2023. The additional allocation allowed the county to fully encumber all qualified residents under the first allocation and open a cycle to accept additional applications. This was monumental for the county as there remains a myriad of impacted residents that would benefit from this assistance. Details of the additional funding is discussed further along in this report.

Qualified Calhoun County residents are assisted through the following strategies identified by the Calhoun County Board of County Commissioners (BoCC) in the HHRP Funding Agreement:

LHAP Strategies
• Purchase Assistance
• Owner-Occupied Housing Rehabilitation/Repairs
• Demolition/Reconstruction
• Foreclosure Prevention/Mortgage Assistance
• Land Acquisition and Construction (Mobile Home Placement)

As previously mentioned, ARPC staff is currently working to assist five active projects under the second allocation. One project has been completed and closed out under this disbursement and eight projects remain. The five active projects are inclusive of the following strategies:

• Two Rehabilitation projects
• Three new Mobile Home purchase

Fig. 1 - A new tub/shower combo being installed in the master bathroom of an active HHRP project, Blountstown, FL
The mobile home purchases are being completed by working with both U.S. Mobile Homes and Family Home Center of Dothan. These manufacturing companies have been excellent in communication with ARPC staff during this process and have been very accommodating to keep this program moving forward. ARPC staff and the Calhoun BoCC are especially appreciative of the contractors who have performed rehabilitation and repair work on these homes.

Throughout the program, ARPC staff has maintained a list of six qualified contractors who have been awarded bids throughout the program.

Two respective mandatory pre-bid conferences (walkthroughs) will be held within the months of March and April and will include a total of eight rehab projects. Lastly, one additional manufactured home project will be coordinated for purchase within the month of March as well.

**Calhoun County State Housing Initiatives Partnership (SHIP)**

In addition to HHRP, ARPC provides administration to Calhoun County’s SHIP Program. The county receives an annual allocation of $350,000 from the Sadowski Trust Fund (Florida Housing Finance Corporation) to assist residents in addressing housing repairs that impact life, safety, and code.

The program also serves as a vehicle to assist first-time home buyers with closing costs, as well as residents who have fallen behind on mortgage payments and are at-risk for foreclosure (Foreclosure Prevention Program).

ARPC staff has been working diligently to continue providing housing assistance to Calhoun County residents who qualify for SHIP. The process for applying has been refined and now includes a pre-screening questionnaire prior to receiving an application. The new *Local Housing Assistance Plan (LHAP 2022-2025)*, which outlines the County’s plan and strategies for addressing housing matters, was accepted and approved by the Florida Housing Finance Corporation and has been posted to their website. Housing staff is preparing to actively assist five applicants from the waiting list in the coming month/s.
Wakulla County Community Development Block Grant - Mitigation

In July 2020, two applications were submitted to the FL Dept. of Economic Opportunity (DEO) for the Community Development Block Grant-Mitigation (CBDG-MIT) on behalf of Wakulla County. The grant applications were proposals for the development of a county-wide Shelter Plan and a Disaster Risk Analysis and Adaptation Plan, respectively. In January 2021, Governor DeSantis announced $20 million in awards, including both Wakulla proposals. ARPC Housing and Community Development staff is primarily responsible for the Shelter Plan project, in coordination with ARPC Emergency Planning staff.

Shelter Plan: $75,000 in CDBG-MIT (Community Development Block Grant - Mitigation) funding was awarded for the purpose of developing a Shelter Plan, which will enhance resiliency planning efforts and better equip Wakulla County in the provision of sufficient, safe, and effective sheltering for individuals in the event of a natural disaster or other emergency event.

Deliverable 1 has been completed and approved by Wakulla County Emergency Management and Board of County Commissioners (Grants Administration). Deliverable 2 is underway. This part of the plan consists of an engineering assessment that will evaluate current and proposed shelter locations in the county. The objective is to determine the feasibility of proposed shelters and the capacity/retrofit possibilities of existing locations.

Jackson County State Housing Initiatives Partnership (SHIP)

Since July 2021, the ARPC has been working with Jackson County residents to coordinate needed housing repairs, as well as to assist first-time home buyers with purchasing a home. Jackson County recently received a boost in their SHIP allocation, increasing their minimum allocation of $350,000 to $464,293.

ARPC recently closed out four SHIP projects, two under the Demolition/Reconstruction strategy, one under the Rehab strategy, and one under the emergency strategy. Additionally, projects were sent for quotes and are in the process of being awarded/started.

ARPC also continues to assist residents with interest in purchasing a home within its First-Time Homebuyers Program. The program is actively assisting first time home buyers in Marianna. This couple is expecting to close on the purchase in the coming weeks. SHIP is proud to contribute $15,000 toward their goal of homeownership!
Jackson County Hurricane Housing Recovery (HHRP)
In October of 2022, Jackson HHRP began HHRP projects for five new manufactured homes in and three new construction projects of which two began construction and the other client denied assistance. Four of the manufactured home projects have been completed with the two new construction projects still underway, yet making great progress. The program successfully advertised two additional strategies including First Time Homebuyers and Owner-Occupied Rehabilitation Assistance. The program offers up to $75,000 for eligible first-time homebuyers, depending on income and household size.

ARPC staff is currently processing three projects for purchase assistance (First-Time Homebuyers), two for demolition/reconstruction (manufactured home replacement), and one for owner-occupied rehab.

ARPC Housing will continue to work with residents to identify how the HHRP can assist in their hurricane recovery/housing needs. The Housing team is happy to provide additional housing assistance to Jackson residents through the HHRP!

Fig. 5 - Ms. Constance Dickens is the proud owner of a new 4 bedroom, 2ba, double-wide manufactured home that replaced her home that was destroyed during Hurricane Michael. She is pictured with Ms. Hauwa Black, Housing Coordinator, and Mr. Kevin Nelson of US Mobile Home Sales of Marianna.
MARKETING & COMMUNICATIONS PROGRAM
Melissa Franklin

ARPC General Communications
ARPC staff developed and distributed the January 2023 Board Notes and continues to manage ARPC social media engagement, as well as website updates and document uploads. All websites (ARPC and BBHCC) are monitored for updates on a weekly basis. In addition, ARPC staff provides general graphics and communications support throughout the organization’s numerous programs and projects; developing informative, professional, and eye-catching materials as needed.

Equitable Lending Leaders Program
In an effort to better serve the community through the ARPC Revolving Loan Fund Programs, staff is participating in the Equitable Lending Leaders Program, created by Institute for Local Self-Reliance (ILSR) and Recast City, and funded by the U.S. Economic Development Administration.

Equitable Lending Leaders (ELL) is an online cohort program that brings together leaders from revolving loan funds (RLFs) across the country to learn and adopt best practices to improve equitable outcomes in small business lending. Covering a range of topics from outreach and pipeline cultivation to decision-making processes and underwriting criteria, as well as building an ecosystem that supports the development of a small business community. ELL is about making real change in RLF programs and communities to advance equity. This program also provides a forum for RLF leaders to discuss the challenges faced in pivoting toward a more equitable lending model, which will inform formal policy recommendations back to U.S. EDA for the RLF program.

Regional Technology Planning Project
Staff held the first meeting for the Regional Technology Planning Team on February 24, 2023. Eight representatives from throughout the Region were in attendance, and staff will work towards increased participation to ensure that all counties and sectors have an opportunity to provide effective input. Staff distributed the Regional Broadband Planning Survey and is compiling data as it is received.

Project Overview: The Regional Technology Planning Project expands upon ongoing local- and state-level broadband planning efforts by serving to fill the gap and align efforts between these state and local planning projects, ensuring that the predominantly rural, nine-county Apalachee
Region of Northwest Florida is in the best possible position to access state, federal, and private resources. ARPC staff will achieve this goal through several activities, including 1) Coordination between Local Technology Planning Teams 2) Creation of a digital, interactive broadband planning map and 3) Development of a Regional Broadband Plan. Internal planning meetings have begun, and staff is eager to move the Region forward in shared broadband goals.

Administrative Assistance
As ARPC continues to grow, staff is assisting in the restructuring process in all manners possible. Additional responsibilities include, but are not limited to:

- compiling, formatting, and distributing ARPC Board Packages and additional Board Meeting materials
- assist in planning and coordination of Full Council Board Meetings; recording of Full Council Board Meeting minutes, as well as Executive Committee Board Meeting minutes
- assistance with the Revolving Loan Fund Program as needed
Item 1. Welcome and Introductions
Chair Jones called the meeting to order at 11:14 am. As this was a virtual meeting, roll call was digitally recorded via the GoToMeeting platform. Chair Jones welcomed all attendees.

ARPC Executive Committee Members in Attendance
Chair Ricky Jones  
Vice Chair Jim Peacock  
Past Chair John Jones  
Rick Minor – FRCA Policy Board, Leon County  
Lisa Miller – FRCA Policy Board, Gubernatorial Appointee

ARPC Staff in Attendance:
Chris Rietow, Executive Director  
Monica Pitts, Finance Director  
Kwentin Eastberg, Deputy Director  
Rick McCraw, Senior Planner  
Josh Pasqualone, ARPC Legal Counsel  
Melissa Franklin, Communications Coordinator

Item 2. Approval of Minutes
Approval of the November 2022 Executive Committee meeting minutes occurred at the January 19, 2023 Full Board ARPC Meeting.

Item 3. Defederalization of Legacy RLF Program
The ARPC Legacy RLF Program was established in 1985. EDA now allows the defederalization of RLF loans after seven years. Rick McCraw has completed the process and the paperwork is ready to submit. Commissioner Peacock moved to approve submitting the request for EDA to defederalize the Legacy RLF funds. Commissioner Jones seconded the motion. Motion passed unanimously.
**Item 4. Establishment of the ARPC RLF Advisory Committee**

In an effort to streamline the RLF lending process, ARPC staff recommends establishment of the ARPC RLF Advisory Committee. Staff has identified three potential advisory committee members to assess the loan applications before staff begins working on the loan application. Commissioner Peacock offered that he knows a banker in Marianna that could be a part of the committee as well.

Commissioner Peacock moved to approve the establishment of the ARPC RLF Advisory Committee.
Commissioner Minor seconded the motion.
Motion passed unanimously.

**Item 5: Delinquent RLF Loan Review**

The ARPC RLF Program has not experienced loans in default for many years. However, there are currently 6 RLF loans that are in default.
Lisa Miller moves to accept staff recommendation to allow the Executive Director to take needed action to close the six delinquent RLF loans and recover funds.
Commissioner Minor seconded the motion.
Motion passed unanimously.

**Item 6: Proposed Changes to RLF Loan Application and Review Procedures**

Over the past year, staff has been working to streamline the RLF application and review process to ensure that funds are being deployed in the most effective and efficient manner. Staff recommends that potential borrowers submit their business plan to the Small Business Development Center for review, and to revise accordingly before submitting an application to ARPC. Additionally, staff recommends implementing limits on collateral that depreciates.
Commissioner Peacock moved to approve the changes to the RLF Loan Application and Review Process.
Commissioner John Jones seconded.
Motion passed unanimously.

**Item 7: Revised Terms to Phenomenal Tresses RLF Agreement/Promissory Note**

The Executive Committee previously approved this loan, and staff has been working to purchase title insurance to ensure ARPC’s risks are minimized. Since beginning the process, a mortgage has been taken on the home that was offered for collateral. ARPC Legal Counsel recommends that the Board vote to rescind the loan approval.
Commissioner Peacock moved to rescind the loan approval.
Commissioner Minor seconded the motion.
Motion passed unanimously.

**Item 8: ARPC Dues Increase Discussion**

The Executive Committee reviewed the dues structure for all ten regional planning councils and discussed how dues funding is used by the ARPC. No action was taken.
**Item 9: Other Business**

a. Next Full Council meeting: Thursday, March 30, 2023

b. Next Executive Committee meeting: TBD.

Meeting adjourned at 12:27pm.

__________________________  _______________________
Ricky Jones               Chris Rietow
Chair                     Executive Director
MONTHLY ACTIVITY REPORT: February 2023

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Collected articles, edited and distributed the January Florida Regional Councils Association (FRCA) Newsletter, FRCA Forward.
- Updated the email lists for and maintain the email listserv for approximately 2,650 individuals who receive FRCA Forward.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and shared information:
  - Florida Housing Coalition/Sadowski Coalition Working Group
  - Statewide Emergency Shelter Working Group hosted by the Division of Emergency Management,
  - Rural Economic Development Initiative Meeting hosted by Department of Economic Opportunity,
  - Resiliency Collaborative Forum hosted by The Nature Conservancy,
  - Coordination call with the Economic Development Administration and the RPC Disaster Recovery Coordinators

- Attended the American Planning Association Public Policy Workshop held virtually February 23 – 24, 2023.

ASSOCIATION MANAGEMENT

- Prepared for and participated in the February FRCA Executive Directors Advisory Committee (EDAC) and the Winter Policy Board meetings held in Tallahassee.
- Drafted a grant application for a coordination project with the Florida Department of Economic Opportunity.
- Continued to coordinate logistics for the 2023 meeting and conference schedule.
- Developed the FRCA Bill Report, grant opportunities and information of interest from local, state and national organizations.
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Serving Calhoun, Franklin, Gadsden, Gulf, Leon, Liberty, Jackson, Jefferson, & Wakulla counties & their municipalities