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Serving Calhoun, Franklin,
Gadsden, Gulf, Leon,
Liberty, Jackson, Jefferson,
and Wakulla counties &
their municipalities

Apalachee Regional Planning Council FULL COUNCIL BOARD MEETING

330th PUBLIC MEETING

**THURSDAY, AUGUST 31ST, 2023
10:00AM ET/ 9:00AM CT**

Join on your computer, mobile app or room device
[Click here to join the meeting](#)
Meeting ID: 216 836 110 897
Passcode: TtSQdr

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
Sheila Blackburn
Vacant

County Commissioner
Councilwoman, City of Blountstown
Governor's Appointee

Franklin County

Ricky Jones
Sebrina Brown
Vacant

County Commissioner
Commissioner, City of Carrabelle
Governor's Appointee

Gadsden County

Brenda Holt
Evelyn Goldwire
Henry Grant

County Commissioner
Councilwoman, City of Gretna
Governor's Appointee

Gulf County

Sandy Quinn, Jr.
Johnny Paul
Michael Hammond

County Commissioner
Commissioner, City of Wewahitchka
Governor's Appointee

Jackson County

Jim Peacock
Kim Applewhite
Vacant

County Commissioner
Councilwoman, Town of Grand Ridge
Governor's Appointee

Jefferson County

Stephen Walker
John Jones
Vacant

County Commissioner
Councilman, City of Monticello
Governor's Appointee

Leon County

Rick Minor
Jack Porter
Lisa Miller

County Commissioner
Commissioner, City of Tallahassee
Governor's Appointee

Liberty County

Doyle Brown
James Kersey
Davis Stoutamire

County Commissioner
Mayor, City of Bristol
Governor's Appointee

Wakulla County

Quincee Messersmith
Paul Sheddan
Vacant

County Commissioner
Mayor, City of St. Marks
Governor's Appointee

Ex-Officio Members

Kristine Morris
Darryl Boudreau
Tanya Branton
Diane Scholz

Fl. Dept. of Environmental Protection
NW Fl. Water Management District
Fl. Dept. of Transportation
FloridaCommerce

APALACHEE REGIONAL PLANNING COUNCIL
FULL COUNCIL BOARD MEETING
THURSDAY – AUGUST 31ST, 2023
10:00 AM Eastern Time / 9:00 AM Central Time



AGENDA

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1. <u>Call to Order, Pledge of Allegiance, and Introductions</u>	
2. <u>*Approval of Agenda</u>	A-1
3. <u>*Approval of Minutes – May 25th, 2023 Board Meeting</u>	B-1
4. George Romagnoli – Senior VP for Neighborhood Lending Partners	
5. <u>Executive Director’s Report - ARPC Chris Rietow, Executive Director</u>	C-1
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6. <u>Board Member Reports / Local & Regional Issues Discussion</u>	
7. <u>Ex-Officio Member Updates</u>	
8. <u>Public Comment</u>	
9. <u>Adjournment</u>	
10. Next ARPC Board Meeting – Thursday, October 26th, 2023	

APALACHEE REGIONAL PLANNING COUNCIL

BOARD MEETING

THURSDAY – May 25, 2023

10:00 AM EST/ 9:00 AM CT



ARPC Conference Room

2507 Callaway Rd., Suite 100, Tallahassee, FL

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	Ricky Jones	County Commissioner
Franklin County	Sebrina Brown	Commissioner, City of Carrabelle
Gadsden County	Evelyn Goldwire	Commissioner, City of Gretna
Gadsden County	Henry Grant	Governor's Appointee
Jackson County	Kim Applewhite	Councilwoman, Town of Grand Ridge
Jackson County	Jim Peacock	County Commissioner
Jefferson County	John Jones	Councilman, City of Monticello
Leon County	Rick Minor	County Commissioner
Liberty County	Doyle Brown	County Commissioner

Ex-Officio Members in Attendance

Tanya Branton – FL Dept. of Transportation
Diane Scholz – FL Dept. of Economic Opportunity
Darryl Boudreau – NW FL Water Management District

ARPC Staff in Attendance

Josh Adams – Environmental Planning Manager
Hauwa Black – Housing Coordinator
Ben Chandler – Disaster Resiliency Planning Manager
Kwentin Eastberg – Deputy Director
Melissa Franklin – Communications Coordinator
Denise Imbler – Special Projects Director
Christian Levings – Emergency Planning Manager
Pat Maurer – Commuter Assistance Coordinator
Rick McCraw – Senior Planner
Josh Pasqualone – ARPC Legal Counsel
Monica Pitts – Finance & Human Resources Director
Chris Rietow – Executive Director
Caroline Smith – Economic Development Planning Manager
Amber Tyrie – Housing Programs Administrator
Alex Valdez – Economic Development Planner

Others in Attendance

Chris Doolin – Small Counties Coalition
Greg Slay – Capital Region Transportation Planning Agency
Justin Stiell – Gadsden County Planning Department
Jim McShane – CareerSource Capital Region
Greg Burke – Capital Region Transportation Planning Agency
Kristine Morris – FL Dept. of Environmental Protection
Dennis Henderson – City of Greensboro
Lauren Schlitt – Aide to Commissioner Jack Porter

Approval of Agenda

Governor's Appointee Henry Grant motioned to approve the May 2023 ARPC Board Meeting Agenda.

Commissioner Minor seconded the motion.

Motion approved unanimously.

Approval of Board Minutes

Commissioner Peacock motioned to approve the March 2023 Board Meeting Minutes.

Governor's Appointee Henry Grant seconded the motion.

Motion approved unanimously.

Chris Doolin – Small County Coalition – 2023 Legislative Session Summary

Mr. Doolin, Small Counties Coalition, provided the ARPC Board with a highly informative summary of the 2023 Florida Legislative Session.

COALITION PRIORITIES FOR 2023

- Protect High-Valued Program Funding
- Increased Revenue Capacity
- Eliminate the Digital Divide through expanded Digital Infrastructure and enhanced Internet Access
- Fully Fund local employee Salary Adjustments Mandated by the State
- Small County Road Programs
- Protect Rural Water Resources
- Rural Economic and Community Development
- Medicaid
- Affordable Housing
- Department of Corrections
- Pretrial Incarceration
- Septic Tanks
- Impact of Significant Event
or Natural Disasters
- Sea-Level Rise

THE 2023 LEGISLATIVE SESSION SUMMARY

- Sovereign Immunity Changes did not make it out of committee.

- Term Limits for County Commissioners did not make it out of committee.
- Florida Retirement Changes Scaled back to 10% of original proposal.
- Major funding for County Projects and Program Priorities.
- Over \$100,000,000 to support Fiscally Constrained Counties.
- Local Deputy and Correctional Officer Salary funded.
- Over \$100 million to support Small County Road Programs.
- Over \$100 million to support continued Broadband and Digital Expansion.
- Significant funding supporting Infrastructure, Water, and Springs protection.
- Over \$700,000,000 to funding Housing Programs.
- \$80,000,000 to support Visit Florida.
- Funding for Agriculture, Cultural, Historic Preservation and Parks Projects.
- Revisions to Rural Economic Development Programs favorable to Rural and Small Counties.

Next year, the Coalition will focus on legislation regarding water, transportation, local preemption, and council term limits. Mr. Doolin concluded the presentation by encouraging ARPC Board Members to continue developing relationships with their respective legislative representatives to ensure state and federal legislators are well informed on the challenges facing communities throughout the Apalachee Region.

Executive Director Report

Financial Reports

ARPC has established a separate account for reserve funds; the current balance is \$85,000.

Commissioner Peacock motioned to approve the Financial Reports.

Commissioner John Jones seconded the motion.

Motion approved unanimously.

Staff Program Reports

- Economic Development Planning: ARPC welcomes new staff member Alex Valdes to the Economic Development team! The Community Planning Technical Assistance grant and Competitive Florida grant cycles are open. Contact Caroline Smith or Alex Valdes with any questions.
- Emergency Management Planning: ARPC welcomes Elizabeth Todak to the team as Big Bend Health Care Coalition Coordinator!
- Revolving Loan Fund (RLF): The Legacy RLF defederalization is nearly complete. Some loans have defaulted, and legal counsel is assisting in recovering lost assets.
- Transportation: Transportation Disadvantaged program funding has increased by \$10,000. The Board reviewed Resolution 2023-02, regarding the authorization of the filing and execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for Transportation Disadvantaged.

Commissioner Minor motioned to approve Resolution 2023-02.

Commissioner Peacock seconded the motion.

Motion approved unanimously.

- Environmental Planning
 - The F-98 Living Shoreline project is experiencing a slight delay. The original marine contractor chosen for bid was unable to make bond and staff is issuing a new bid for marine contractors.
 - ARPC will be applying for a Community Planning Technical Assistance grant for Regional Resiliency. If awarded, the funds will be directed towards bolstering Apalachee Strong and developing a strategy for regional resiliency projects.
- GIS Program: ARPC recently purchased a GIS enterprise license, and staff is thrilled for the opportunity to expand GIS services throughout the Region. Franklin, Gadsden, Calhoun, and the City of Marianna are currently using ARPC for GIS services.

ARPC Dues Subcommittee Meeting Update

- The Dues Subcommittee discussed the following at the May 4, 2023, Dues Subcommittee meeting:
 - Chair Jones served as the Chair of the Dues Subcommittee. Mr. Rietow presented current dues and how these funds are utilized. ARPC's administrative costs have risen significantly, while member dues have remained the same. ARPC currently receives approximately \$70,000 in member dues annually. In comparison, North Central Florida Regional Planning Council, a region with similar average capita income and population, collects approximately \$165,000 in dues annually. Due increase proposals were provided. The Dues Subcommittee recommended raising the dues base amount from \$4000 to \$6000, which allows for a \$17,000 increase annually.

Commissioner Doyle Brown motioned to approve Proposal 1.

Commissioner Peacock seconded the motion.

Motion approved unanimously.

SB106 – Florida Shared Use Non-Motorized Trail (Florida SUN Trail) Network Update

Mr. Rietow provided an update on legislation regarding the Florida SUN Trail network. Funding passed approximately five years ago, and the most recent legislation, SB 106, prioritizes the development of regionally significant trails. Our region hosts a portion of the SUN Trail, and as the funding rolls out, communities are encouraged to determine relevant, shovel ready projects that could be eligible for funding. Priorities for funding include enhancing the marketing of the Florida SUN Trail, and linking SUN Trails to conservation lands. Regional Planning Councils are in an excellent position to help with the pre-planning process. Dale Allen is advocating for funding for Councils to help ease the way for Florida Department of Transportation.

Commissioner Minor motions to direct staff to perform a deeper review of the funding and opportunities within SB 106, determine where we are as a Region as far as planning and partner entities (CRPTA, etc.) and return to the Board with potential proposals relevant to the funding available.

Commissioner Peacock seconded.

Motion approved unanimously.

Board Member Reports/ Local and Regional Issues

Commissioner Peacock: Regarding GIS, when disasters occur, FEMA wants maps of the roads. Can ARPC procure the equipment to visit the counties and record what the roads currently look like (ex. LiDAR equipment)?

Staff will investigate potential solutions.

Ex-Officio Member update

Florida Department of Transportation grant cycle is opening this fall, with a \$25 million increase in funding for this cycle.

Meeting adjourned at 11:31am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL
MEETING IN REGULAR SESSION ON

SIGNED:

ATTEST:

Ricky Jones
Chair

Chris Rietow
Executive Director



EXECUTIVE DIRECTOR'S REPORT

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
 - o FY 2022/2023 Expense Summary for May, June, and July
- 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. **CS/SB 106 – Florida Shared Use Nonmotorized (SUN) Trail Network Update:** Follow up report of SB 106 and potential opportunities for the ARPC Region.
- IV. **FRCA Policy Board Meeting:** Brief summary of the September 25th FRCA Policy Board meeting in Clearwater, FL

ACTIONS NEEDED

*Motion to approve the **Financial Summary through July 2023.**



FINANCIAL SUMMARY AUGUST 2023

Apalachee Regional Planning Council
 Revenue & Expenses 22/23 \$ 51,019.12 Balance 10/1/22

LINE-ITEM	Total	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23
General Revenue											
EDA - Planning	52,500.00	-	-	17,500.00	-	-	-	-	-	35,000.00	-
Legacy RLF - Admin	5,101.55	-	-	-	-	-	-	5,101.55	-	-	-
CARES RLF - Admin	5,675.12	-	-	-	-	-	-	5,675.12	-	-	-
REVIVE RLF - Admin	18,561.32	-	-	12,500.00	-	-	-	6,061.32	-	-	-
FDEM - Hazards Analyses	22,193.73	-	-	8,877.49	-	8,877.49	4,438.75	-	-	-	-
FDEM - HIMEP Planning	35,573.14	0.47	26,808.77	-	-	6,505.90	-	-	-	-	2,258.00
FDEM - HIMEP Training	67,141.01	-	26,559.00	-	-	5,259.59	0.26	-	-	-	35,322.16
FDEM - LEPC Support Staff	70,000.00	-	9,800.00	-	-	28,200.00	-	-	16,200.00	-	15,800.00
Wakulla CDBG Risk	5,000.00	-	5,000.00	-	-	-	-	-	-	-	-
Small Emergency Planning Contracts	-	-	-	-	-	-	-	-	-	-	-
EPA - Brownfield	48,267.50	-	48,267.50	-	-	-	-	-	-	-	-
Regional Vulnerability Assessments	-	-	-	-	-	-	-	-	-	-	-
Wakulla CSR	-	-	-	-	-	-	-	-	-	-	-
Franklin 98 - ARPC	101,904.00	-	-	-	-	34,985.40	-	53,380.97	-	-	13,537.63
Franklin 98 - Project Costs	582,475.30	-	-	-	-	381,265.50	-	62,243.90	-	-	138,965.90
FDEP - SQG	28,568.63	-	-	-	-	-	-	-	-	-	28,568.63
Small Environmental Contracts	8,000.00	-	-	-	-	-	-	-	-	-	8,000.00
Calhoun HHRP 1	40,625.98	-	-	4,208.66	18,208.66	-	-	-	18,208.66	-	-
Calhoun HHRP 2	136,554.55	-	-	44,052.00	46,292.35	-	-	-	-	46,210.20	-
Calhoun SHIP	26,250.00	8,750.00	-	-	8,750.00	-	-	-	8,750.00	-	-
Jackson SHIP	21,000.00	-	7,000.00	-	-	7,000.00	-	-	7,000.00	-	-
Jackson HHRP 1	246,354.43	-	19,376.19	-	-	113,489.12	-	-	113,489.12	-	-
Jackson HHRP 2	-	-	-	-	-	-	-	-	-	-	-
Wakulla CDBG Shelter	35,000.00	-	-	-	35,000.00	-	-	-	-	-	-
ARPC County Dues	69,723.61	19,762.00	1,600.00	-	19,762.00	1,600.00	-	26,999.61	-	-	-
Big Bend Healthcare - Admin	151,836.00	50,612.00	-	-	50,612.00	-	-	50,612.00	-	-	-
CoC - Admin	3,400.00	-	425.00	425.00	-	-	850.00	-	850.00	425.00	425.00
FRCA - Admin	60,117.66	-	5,460.07	4,986.07	17,487.83	-	13,205.64	4,730.07	3,921.57	-	10,326.41
FDEO - Gretna Competitive FI	-	-	-	-	-	-	-	-	-	-	-
INAS Gulf Research Program	86,000.00	-	-	-	-	86,000.00	-	-	-	-	-
FDEO - Liberty Broadband	130,000.00	130,000.00	-	-	-	-	-	-	-	-	-
FDEO - Wakulla Broadband	190,000.00	-	60,000.00	-	-	130,000.00	-	-	-	-	-
CPTA Regional BB Planning	-	-	-	-	-	-	-	-	-	-	-
Havana TA	8,970.00	-	-	-	-	-	-	-	4,355.00	-	4,615.00
Misc. Small TA Contracts	27,820.00	1,430.00	-	-	675.00	-	-	-	3,375.00	-	27,340.00
CTD - Transportation Disadvantaged	150,619.49	-	-	2,350.26	56,480.75	-	41,597.12	34,211.50	15,979.86	-	-
FDOT - RideOn	108,957.53	-	32,588.45	-	-	42,907.39	-	-	33,461.69	-	-
FDOT - D3	9,700.00	-	-	-	-	-	-	4,650.00	5,050.00	-	-
TOTAL REVENUE	2,553,890.55	210,554.47	242,884.98	94,899.48	253,268.59	846,090.39	60,091.77	253,656.04	230,640.90	81,635.20	280,158.73



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM

Caroline Smith & Alex Valdes

Technical Assistance

ARPC staff continues to assist regional partners with economic development planning, coordination, disaster recovery, grant writing, and other tasks. Recent technical assistance activities and highlights are listed below.

Grant Application Development and Awards

- Submission of Application to USDA Broadband Technical Assistance (BTA) Grant to continue activities of the Apalachee Regional Technology Planning Team (RTPT).
- Submission of Competitive Florida Partnership Grant Application for Gadsden County.
- Submission of DEO Community Planning Technical Assistance (CPTA) Grant Applications for the following communities:

- o Franklin County
- o Jackson County
- o Calhoun County
- o Town of Campbellton
- o City of Quincy
- o Town of Grand Ridge
- o Town of Havana
- o Town of Malone

- Application development for Public Humanities grant from the National Endowment for the Humanities (NEH).
- Supported application by FSU to EDA Tech Hubs grant; ARPC included as consortium member.
- Developing application for the EDA Recompete Pilot Program (due October 5, 2023).
- Applied for Economic Recovery Corps Fellowship, which was not awarded.
- Submission of 3 applications to the National Association of Development Organizations (NAOD) for NADO Impact Awards.



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES



RECOMPETE
PILOT PROGRAM | U.S. ECONOMIC DEVELOPMENT ADMINISTRATION



TOTAL APPLICATIONS SUBMITTED: 13



ECONOMIC DEVELOPMENT

Other Activities

- Finalization of Regional Broadband Plan and Broadband Mapping Tool.
- Kick start of broadband planning project for Jacob City, which will culminate in a Broadband Infrastructure Plan for the community.
- Continued collaboration with UF Shimberg Center and The Data Center for creation of data portal. ARPC staff are currently planning a 2-day visit for project partners to Calhoun and Liberty counties.
- Participation in local Alliance of Entrepreneurial Resource Organizations (AERO).
- Planning for 2023 Update of Apalachee Regional Economic Development Strategy.

Recent Event Participation

On August 7, 2023, ARPC staff attended the Annual Black Business Month Breakfast in Tallahassee in support of Minority, Women, and Small Business Enterprises (MWSBE) in the Apalachee Region.



Fig. 1: Participants at the Annual Black Business Month Breakfast in Tallahassee on August 7, 2023.



EMERGENCY PLANNING

EMERGENCY PLANNING PROGRAM

Christian Levings – Elizabeth Todak – Denise Imbler

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 June 27th, 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 in September 2023. The location has yet to be determined.

SERC Meetings

ARPC staff attended this quarter's State Emergency Response Commission meeting and took part in the Training Task Force, Chairman/Coordinator, and SERC meetings over the course of two days in St. Augustine. The main topic of discussion revolved around the hazards created by EV batteries and their disposal, particularly when they have come in contact with saltwater as they did during Hurricane Ian.

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. They will be added to the *2023 LEPC Regional Hazardous Material*

Hazardous Materials Training

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

DATE	COURSE	# OF STUDENTS
06.17.23	3-Hour Tanker Response	7
08.02.23	4-Hour Hazmat Awareness	13

Upcoming Apalachee LEPC Training Dates

DATE	COURSE
08.16.23-08.18.23	(4) 8-Hour HazMat Tech Refresher
09.23	3-Hour Tanker Response Course

Response Plan and provide first responders details as to the most shipped hazardous materials through the Region. Staff have so far met with Jackson and Wakulla County Emergency Management agencies to update their plans, and will be meeting with Jefferson and Gulf counties in the near future.



EMERGENCY PLANNING

Hazardous Materials Exercises:

ARPC staff has been in contact with local partners to discuss the development of a hazmat exercise for Spring of 2024. Exercise specifics are still pending, but the exercise will likely include a functional component.



Big Bend Healthcare Coalition (BBHCC)

ARPC staff for the Big Bend Healthcare Coalition (BBHCC), held its most recent general membership meeting on June 6, 2023. During the meeting, guest speaker Mr. Franklin Riddle, Executive Director for the Tampa Bay Health & Medical Preparedness Coalition, did a presentation regarding hurricane Ian. He discussed their response and how the coalition helped southwest Florida with equipment and staffing multiple emergency operations centers to help smaller counties check on their own homes, after the hurricane. The next meeting will be on September 12th, 2023.

The BBHCC has been actively engaged in creating several specialty annexes for reference use by its partners and members throughout the region. These include Radiation Surge, Pediatric Surge, and Chemical Surge Annexes. The Radiation Surge and Pediatric Surge Annexes were exercised in a tabletop format in May, and the Chemical Surge Annex will be exercised sometime in FY23-24.

The BBHCC was able to utilize the extra funding provided this year by providing new equipment to Tallahassee Fire Department for mass decontamination of patients, which was a noted gap from our radiation exercise. The BBHCC was also able to provide equipment to Leon County EMS with extra funding to help with monitoring of patients after chemical or radiological exposure, another gap noted after the previous exercises.

Training and Exercises

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 has obtained a Stop the Bleed training kit, which has already been used. The BBHCC helped to coordinate training for Stop the Bleed in Jefferson County with member partners completing the training. The BBHCC has two classes scheduled, a Certified Healthcare Emergency Professional course and a Nursing Home Incident Command Systems course. The BBHCC is also working with all county Department of Health planners in developing a one-day training symposium for all coalition members in spring of 2024.

Wakulla County Shelter Plan

The ARPC additionally assisted Wakulla County to secure a grant to do a county-wide shelter analysis project, including a final Shelter Plan for the county. The Emergency Planning team has been actively meeting with officials in Wakulla County, and are in the process of verifying buildings in the county that meet sheltering criteria.



REVOLVING LOAN FUND

REVOLVING LOAN FUND (RLF) REPORT

Legacy, CARES Act & REVIVE! RLFs

Rick McCraw

General RLF Program Updates

Revolving Loan Fund (RLF) Overview

The ARPC RLF Program consists of three revolving loan funds: Legacy, CARES Act and REVIVE! and as of March 31st is servicing thirty-five loans. The main priorities for ARPC staff regarding RLF support and administration are to service the existing loans, provide borrowers with technical assistance when needed, and seek qualified applicants for new loans through marketing. The three RLF programs are briefly described below.



Legacy RLF

The Legacy RLF program launched in 1985 with an initial Economic Development Administration (EDA) award of \$1 million and an ARPC match with Community Development Block Grant (CDBG) funds of \$335,000. Since 1984, 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 ARPC Region.

Summary Status

- As of March 31, 2023, there are fifteen active Legacy RLF loans. Eleven borrowers, 73 percent, have signed up for ACH loan payments.
- A total of \$899,749.54 is currently loaned, with \$477,312,67 in outstanding principal. The amount available for lending is \$144,187.33.

Four loans that are either delinquent (90 days or more without a loan payment) or in default (pending foreclosure/repossession), with a total outstanding balance of \$143,256.12. These loans are briefly described below. ARPC staff and attorney are working with the borrowers to help them become current or to secure any payment from available collateral or other sources to reduce potential losses to the ARPC.

Delinquent Legacy Loans:

Angelcare With a Vision (Tammy Ceasor).

The borrower was approved for a \$122,000 loan in May 2019 for an assisted living facility in Gadsden County. The outstanding principal loan balance is \$101,036.86. The borrower missed five \$1,200 monthly loan payments between September 2022 and January 2023, for a total of \$6,000. But is back on schedule with regular monthly loan payments starting in February.

Busy Bee Daycare (Tan Smiley).

The borrower was approved for a \$25,249.54 loan in August 2015 for a daycare facility in Franklin County that was destroyed during Hurricane Michael. The outstanding principal loan balance is \$10,160.95. Up until January 2023, they had been making \$75.00 to \$100 monthly payments which were applied against the loan principal. ARPC staff are working with them to resume the monthly payments.

Deep South Solutions (Billy Traylor).

The borrower was approved for a \$50,000 loan in April 2014 for a tower installation/maintenance business in Gulf County. The outstanding loan balance is \$27,431.56. The borrower passed away in November 2022. At this point there does not appear to be any financial assets available to the ARPC to help reduce the outstanding loan balance. The ARPC attorney is handling the foreclosure.

Sloan Family Grain Works (Tim Sloan).

The borrower was approved for a \$9,500 loan in April 2018 to purchase equipment to convert the leftover malted grain from craft breweries into craft sodas and teas. The outstanding loan balance is \$4,626.75. The borrower has not responded to repeated requests from the ARPC staff or the ARPC attorney to make the missing payments or to discuss a revised payment schedule. The ARPC attorney is handling the foreclosure.



REVOLVING LOAN FUND

Defederalization of the Legacy RLF Program:

On May 30, 2023, the ARPC executed a defederalization agreement of the Legacy RLF (Award Fund No. 04-19-03362) with the US Department of Commerce, Economic Development Administration (EDA). On March 31, 2023, the date of the last semi-annual financial report accepted by EDA, the Capital Base of the Legacy RLF (the value of active loans and funds available to lend) was \$621,500. The defederalization agreement released the EDA's interest in the federal share of the Legacy RLF Capital Base, \$465,565.65. The difference of \$155,934.35 between the Capital Base total and EDA's former interest are the ARPC funds contributed since the Legacy program began. The agreement with EDA reduces administrative burden, including no longer having to provide semi and annual RLF reports to EDA or update the Legacy RLF Plan, and allows the ARPC a broader use of the funds provided one or more of the activities carry out the economic development purposes of the Public Works and Economic Development Act.

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.

Summary Status

- As of March 31, 2023, there are eleven active CARES Act RLF loans. Seven of the eleven borrowers, 64 percent, have signed up for ACH loan payments.
- A total of \$528,200 is currently loaned, with \$473,007.91 in outstanding principal. The amount available for lending is \$128,492.09.

Four loans are in default, with an outstanding balance of \$72,744.31. These loans are briefly described below. ARPC staff and the ARPC attorney are working to secure any funding from the borrowers from available collateral or other sources to reduce potential losses to the ARPC.

Defaulted CARES Act Loans:

Dansby Trucking, LLC (Jeremy and Kimberly Dansby). The borrowers were approved for a \$25,000 loan in May 2021 for the purchase of a semi-truck. The outstanding loan balance is \$21,334.42. No loan payments have been made since August 2022 despite repeated requests from the ARPC staff and ARPC attorney to make the missing payments or to discuss a revised payment schedule. The loan was turned over to the ARPC attorney for foreclosure/repossession.

Rutabaga Café & Soiree Catering, LLC – Loans 1 and 2 (Billy Austin & Robert Gibson).

The borrowers were approved for a \$25,000 loan in May 2021 and a 90-day loan of \$3,500 in March 2022. Both loans were provided as working capital to complete the expansion of the Rutabaga operations. The combined outstanding loan balance for the two loans is \$27,409.89. No loan payments have been made since August 2022. Mr. Austin died in September 2022. The loan has been turned over to the ARPC attorney for foreclosure.

Chef Shac, LLC (Shacafrica Simmons).

The borrower was approved for a \$24,000 loan for working capital and to purchase a cargo van for catering events. The loan has an outstanding balance of \$24,000. No payments have been made since May 2022 despite multiple requests by ARPC staff and the ARPC attorney to make the missing payments or discuss a revised payment schedule. The loan was turned over to the ARPC attorney to handle as a foreclosure/repossession.



REVOLVING LOAN FUND



Hurricane Michael/REVIVE! RLF

The Hurricane Michael/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 within 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 31, 2023, there are nine active Hurricane Michael/REVIVE RLF loans. All nine borrowers have signed up for ACH loan payments.
- A total of \$480,000 is currently loaned, with \$441,404.97 in outstanding principal. The amount available for lending is \$574,995.03.

The outstanding balance is \$105,000 from two delinquent loans. These loans are briefly described below. ARPC staff are working with the two borrowers to collect missed payments from 2022, which will make their loans current.

WCRx Pharmacy (Dr. Emanuel Inwang).

The borrower was approved for a \$100,000.00 loan in April 2021 for working capital to help with the expansion of his pharmacy in Tallahassee. The outstanding principal loan balance is \$90,130.01. The borrower missed two monthly loan payments in September and October 2022. No other loan payments are outstanding.

Crowning Glory Loan 1.

The borrower was approved for a \$25,000.00 loan in June 2021. The loan funds were used to purchase a commercial sewing machine for embroidering hats, shirts, jackets, and other items materials with personalized designs/logos. The outstanding principal loan balance is \$17,357.65. The borrower missed a loan payment in September 2022; no other loan payments are outstanding.

RLF Servicing Software from Grants Management Systems, Inc.

The ARPC Board approved a new loan servicing software system in August 2022 to streamline the RLF loan application, processing, and monitoring procedures. The full implementation of the software has been delayed due to changes in RLF staff, the need to train new staff on the updated financial reporting and portal system used by EDA and submitting financial reports through 3/31/23 to EDA and receiving their approval. A critical component of the implementation is to ensure the EDA and ARPC balances for each RLF are the same at the time the individual loans are loaded into the system. Staff anticipates implementing the new software program in October with the start of Fiscal Year 2024.

ARPC RLF Advisory Committee – Orientation Meeting

The ARPC RLF Advisory Committee had its orientation meeting on Wednesday, August 9th from 2:00 to 3:30 pm. The three committee members (Christina Lynch, Chuck Hudson, and Josh Desha), ARPC staff (Chris Rietow, Melissa Franklin, and Rick McCraw), and Josh Pasqualone (ARPC attorney) attended the meeting. The orientation included an overview about the ARPC, the role of the ARPC Advisory Committee, and a review of the ARPC RLF program. The review of the RLF program included an overview of the three RLF loan programs, loan application procedures, loan uses and restrictions, and Florida Public Records and conflict of interest. Staff emphasized the committee served in an advisory role only, with recommendations for loan application approval or denial made by ARPC staff to the Executive Committee. Advisory Committee members had general questions about the difference between the three loan programs and plans, average loan terms, the use and determination of collateral values, the use of the credit reports, and the ability to provide suggested changes to a loan application and submission for a follow-on review before staff submits to the Executive Committee.



TRANSPORTATION PLANNING

TRANSPORTATION PLANNING PROGRAM
Kwentin Eastberg – Pat Maurer – Ben Chandler

Transportation Disadvantaged (TD) Program

ARPC staff is preparing for the first quarter meeting for the new FY 2023-2024 contract period. First quarter meetings of the TD Local Coordinating Boards include reviewing the *Bylaws*, *Complaint and Grievance procedures*, and reviewing the *Actual Expenditure Reports*, in addition to adopting new *TD Service Plans* for the newly designated Community Transportation Coordinators and 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 Fiscal Year 2023-2024 is provided below, in Table 1.

Table 1: Transportation Disadvantaged Coordinating Boards: 2023 - 2024 Meeting Calendar

COUNTY	SEPTEMBER 2023	NOVEMBER 2023	FEBRUARY 2024	JUNE 2024
Calhoun 1:00 PM CT	12 Tuesday	14 Tuesday	6 Tuesday	11 Tuesday
Franklin 10:00 AM ET	13 Wednesday	8 Wednesday	7 Wednesday	12 Wednesday
Gadsden 2:00 PM ET	21 Thursday	16 Thursday	15 Thursday	20 Thursday
Gulf 12:00 PM ET	13 Wednesday	8 Wednesday	7 Wednesday	12 Wednesday
Jackson 10:00 AM CT	12 Tuesday	14 Tuesday	6 Tuesday	11 Tuesday
Jefferson 10:00 AM ET	21 Thursday	16 Thursday	15 Thursday	20 Thursday
Leon 2:00 PM ET	20 Wednesday	15 Wednesday	14 Wednesday	19 Wednesday
Liberty 3:30 PM ET	12 Tuesday	14 Tuesday	6 Tuesday	11 Tuesday
Wakulla 10:00 AM ET	20 Wednesday	15 Wednesday	14 Wednesday	19 Wednesday

Staff will attend the 31st Annual Commission for the Transportation Disadvantaged Training Workshop and Expo held in Orlando from August 28-30.



TRANSPORTATION PLANNING

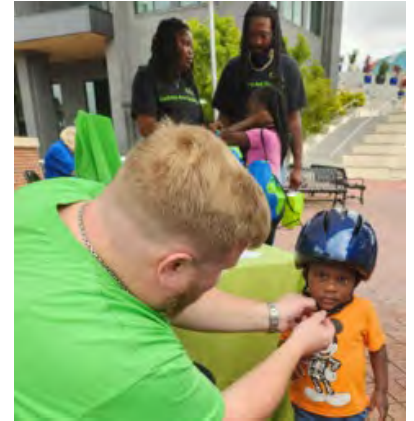
Regional Commuter Assistance Program

RideOn Commuter Services is the Regional Commuter Assistance Program for the Florida Department of Transportation (FDOT) District 3 (D3). The program’s mission is to improve mobility in ways that benefit the economy and the environment.

Follow *RideOn* activities and events at www.RideOnTogether.org.

CareerSource Capital Region

ARPC/RideOn now serves on CareerSource’s Partners Council, which met in June. Staff also established a profile in Crosswalk, an online database listing community resources available to job seekers in the Region.



Dads & Strollers

Healthy Start hosted this event at Cascades Park in Tallahassee. RideOn distributed safety information and free bike helmets to 55 adults and children.

StarMetro

ARPC/RideOn joined StarMetro for this Saturday community outreach event at the future site of the Southside Super Stop.



Congestion Management Task Force

ARPC staff were among the stakeholders asked to serve as advisors to the Capital Region Transportation Planning Agency, as they formulate a congestion management plan.

Telecommuting Study

Kittleson & Associates requested ARPC/RideOn staff join the Working Group for this project, commissioned by the CRTPA. The panel is tasked with formulating recommendations for a regional transportation demand management plan, as well as strategies for successful implementation.



Society for Human Resource Management

ARPC/RideOn was a sponsor of this annual conference held at the Turnbull Center at FSU. This year’s event boasted record-breaking attendance and provided a valuable opportunity to connect with business and community leaders.

Florida Department of Transportation

Staff exhibited at FDOT’s “All About YOU!” health and safety fair, held at the Burns Building in Tallahassee. Because a surprising number of employees were unaware of RideOn’s programs, the event organizer agreed that a separate transportation fair would be scheduled as well.





TRANSPORTATION PLANNING

Regional Rural Transportation Plan (RRTP)

The preliminary stages of developing the Regional Rural Transportation Plan (RRTP) continue. The need for the plan recognizes that many rural communities in the Florida Department of Transportation (FDOT) District 3 area require transportation investments to manage current and projected economic growth. Others need assistance to maintain their existing transportation system to properly serve a spread-out community and ensure connectivity.

As previously reported, the primary purpose of this effort is to develop a RRTP serving the 5 rural non-MPO counties in the Region:

- ❖ Calhoun County
- ❖ Franklin County
- ❖ Gulf County
- ❖ Jackson County
- ❖ Liberty County



The culmination of the project will be the final component to provide complete long-range transportation planning coverage for all 16 counties in District 3. The RRTP will emphasize priority planning areas associated with safety, equity, resiliency, emerging mobility, and system connectivity.

One of the first steps in the process has been to develop a Public Involvement Plan (PIP). The draft PIP document has been prepared and submitted to FDOT for review. The PIP will be used as the guide for conducting public outreach in support of the RRTP. It describes the strategies and procedures for stakeholder involvement in the planning process. The plan identifies the stakeholders and how they will be involved in the process. The PIP is designed to gather input from a diverse population within the project area using targeted techniques and provides multiple channels for the public to review and provide input as well as comment on the development of the plan.

The plan shall use a similar format to the Long-Range Transportation Plans (LRTP) produced for established Transportation Planning Organizations (TPOs) and include a Needs Plan List and corresponding map that identifies all proposed improvements and meets the goals of the FTP.

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 will be consistent, as practicable, with future land use elements and the goals, objectives, and policies of the respective approved local government comprehensive plans. The RRTP will also outline how the projects identified meet the regional vision.

The initial outreach to counties has begun. Overview presentations have been provided to the following communities thus far:

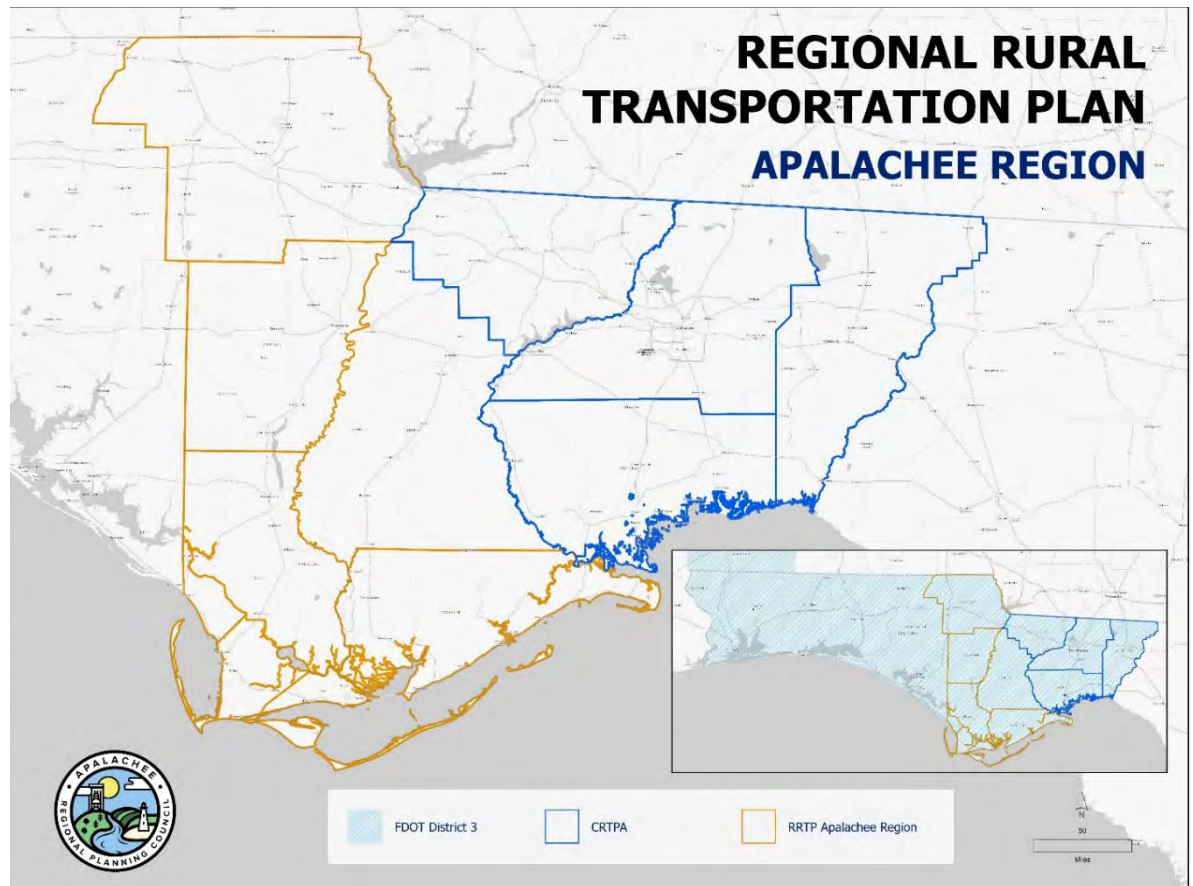
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|-----------------------|--------------------|
| • Town of Grand Ridge | Thursday, April 13 |
| • Franklin County | Tuesday May, 16 |
| • Gulf County | Tuesday, May 23 |
| • Calhoun County | Tuesday, June 6 |
| • Liberty County | Thursday, June 8 |
| • Jackson County | Tuesday, June 13 |
| • Town of Malone | Tuesday, June 13 |



TRANSPORTATION PLANNING

Currently, the Technical Advisory Committee (TAC) is being developed. The TAC is an advisory committee to the ARPC Board of Directors, who will have final decision-making authority for the contents of the RRTP. The purpose of the TAC shall be to review issues of importance related to the Rural Transportation Planning efforts and to make recommendations to the ARPC Board for their consideration. The TAC shall have a maximum of 15 voting members:

- 2 elected or non-elected representatives appointed by each of the 5 counties
- 1 elected or non-elected representative appointed by the ARPC Board to collectively represent the municipalities in each of the 5 counties
- Total of 15 TAC members



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. Staff is also an active member of the Leon County Community Traffic Safety Team and the Transportation & Land Use Committee of Sustainable Tallahassee, and on the Board of Directors of Working Well.





ENVIRONMENTAL PLANNING

ENVIRONMENTAL PLANNING PROGRAM

Josh Adams - Evan Blythe

Franklin-98 (F-98) Living Shoreline Resiliency Project

The Gulf Corps team has been busy with continued harvesting, transporting, and propagating *Sporobolus alterniflorus*. These plants will constitute the bulk of the plant matter that is used in the project. Some portions of the marsh have been planted already, as seen below. Pictured are 4x4 plugs but future installations will be larger to enhance survivability and to reduce wastes such as plastic and fertilizer associated with producing the marsh plants. After a few weeks of experiencing some high tides and rough weather, the plants have held up well.

ARPC is finalizing its RFP selection and will have a contractor for the fall. Due to the proximity to hurricane season and the presence of actively growing submerged aquatic vegetation, it is likely that the reef component of this project will not begin until Fall 2023.

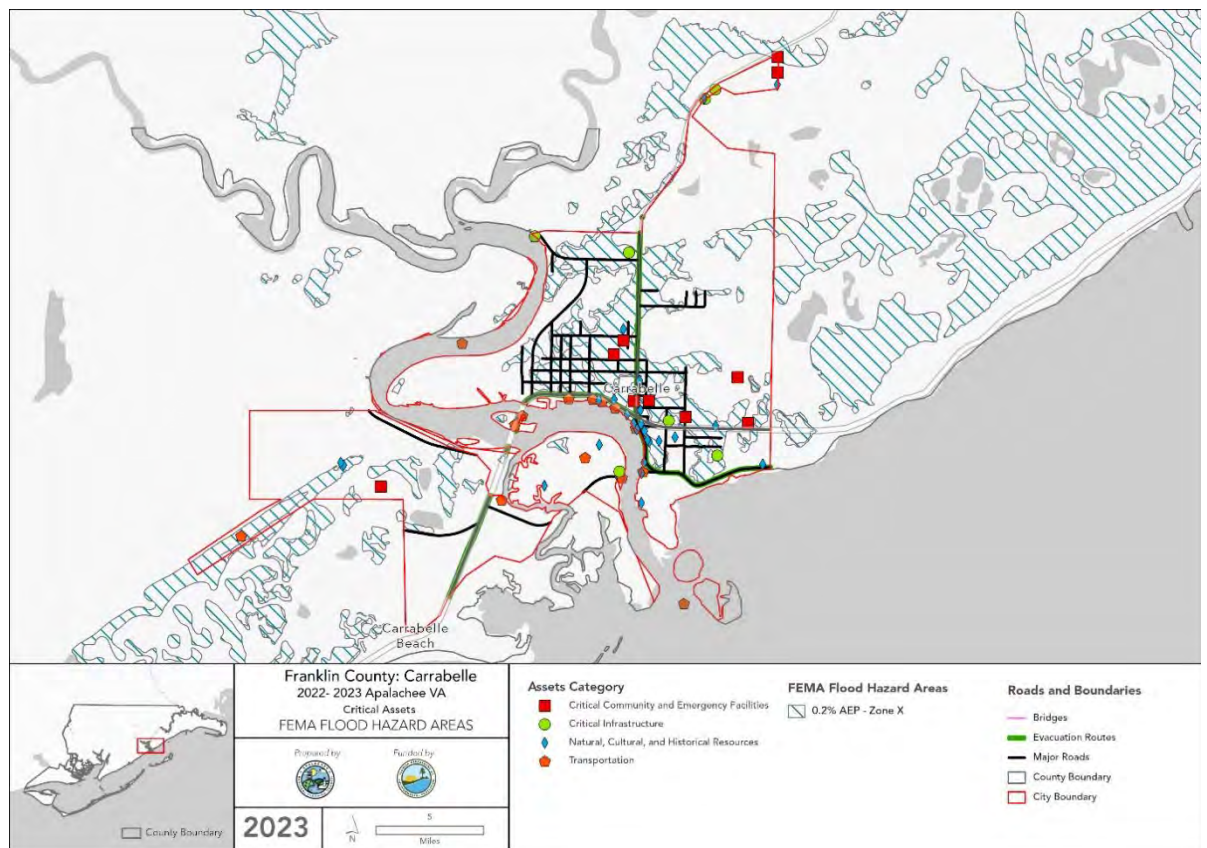




ENVIRONMENTAL PLANNING

2022-2023 Vulnerability Assessment

ARPC Environmental and GIS staff have finished a Vulnerability Assessment for the following municipalities: Alford, Bascom, Campbellton, Carrabelle, Cottondale, Graceville, Grand Ridge, Greenwood, Malone, Marianna, Sneads, Sopchoppy, St. Marks, and Wewahitchka. The assessment data is accessible online and below is an example of the type of output that was performed for the City of Carrabelle. Communities can utilize the data that was generated to help leverage other grant opportunities. The assessments mapped the intersection of the 100-year and 500-year flood plains, and critical government owned assets.



Small Quantity Hazardous Waste Generator Verification and Notification Program

The ARPC conducted 203 verifications for the Florida Department of Environmental Protection’s Small Quantity Hazardous Waste (SQG) verification and notification program. This is a state administered Resource Conservation and Recovery Act (RCRA) program that ensures the proper handling, storage, treatment, and disposal of regulated hazardous wastes. Every year at least 20% of facilities with the potential to generate hazardous wastes are notified of their obligations under RCRA SQG rules for each county. Facilities are inspected and guidance is given on their handling of potentially hazardous wastes.



GIS

Geographic Information Systems (GIS) Program

Divina Lade

Wakulla Disaster Risk Analysis and Adaptation Plan

This project's cartographic visualization of critical assets and projected flood projections is complete. The critical assets layers are processed by intersecting them with the sea level rise layers, FEMA particular flood hazard areas layers (100-year and 500-year AEP), and the Category 3 and Category 5 storm surge projection layers.

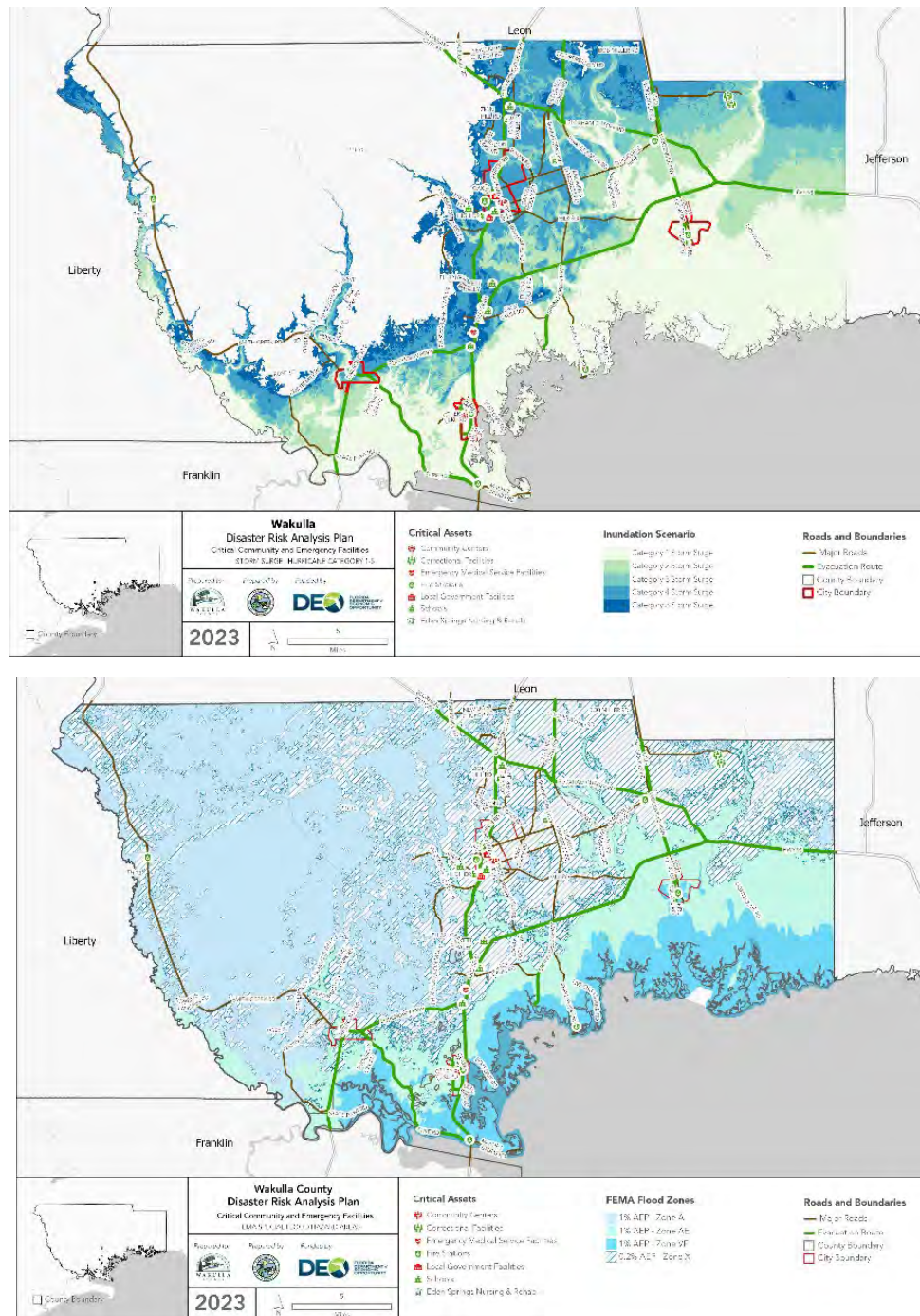


Figure 1. Depicted in the above maps are the Critical Community and Emergency Facilities asset category maps showing (top map) identified county assets within the projects storm-included flooding, (bottom map) depicts critical county assets.



GIS

Vulnerability Assessments (VA) of Fifteen (14) Municipalities in the Apalachee Region
ARPC received funding from the Florida Department of Environmental Protection (FDEP). The grant is focused on conducting vulnerability assessments of fifteen (15) municipalities in the Apalachee Region. The VA mapping, exposure, and analyses were completed for the cities of Carrabelle, Wewahitchka, Alford, Bascom, Campbellton, Cottondale, Graceville, Grand Ridge, Greenwood, Malone, Sneads, Marianna, St. Marks, and Sopchoppy within Franklin, Gulf, Jackson, Leon, and Wakulla Counties, Florida.

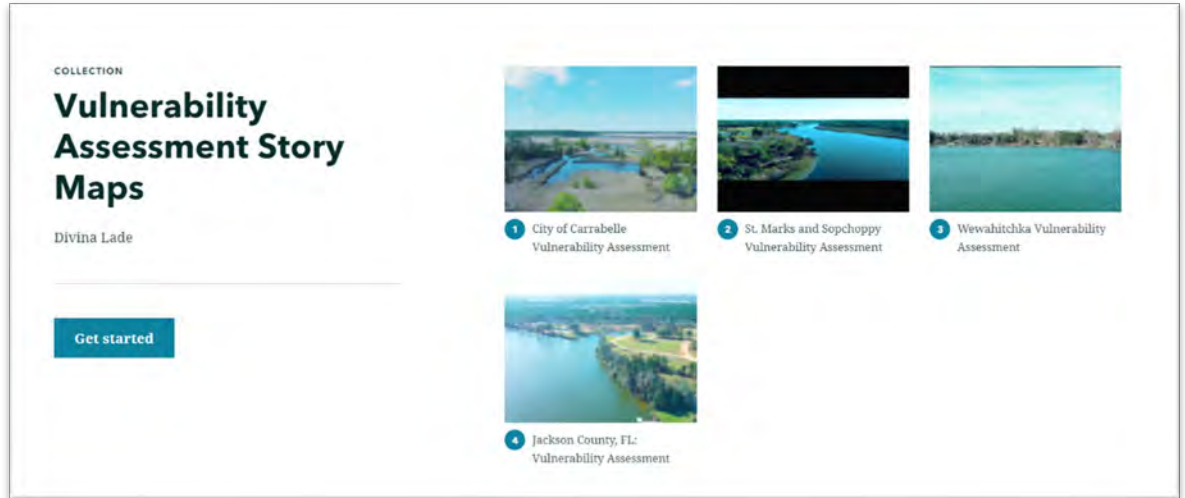


Figure 2. An interactive ArcGIS StoryMaps Collection showing the various flood projections for each town/city that are within this project's scope.

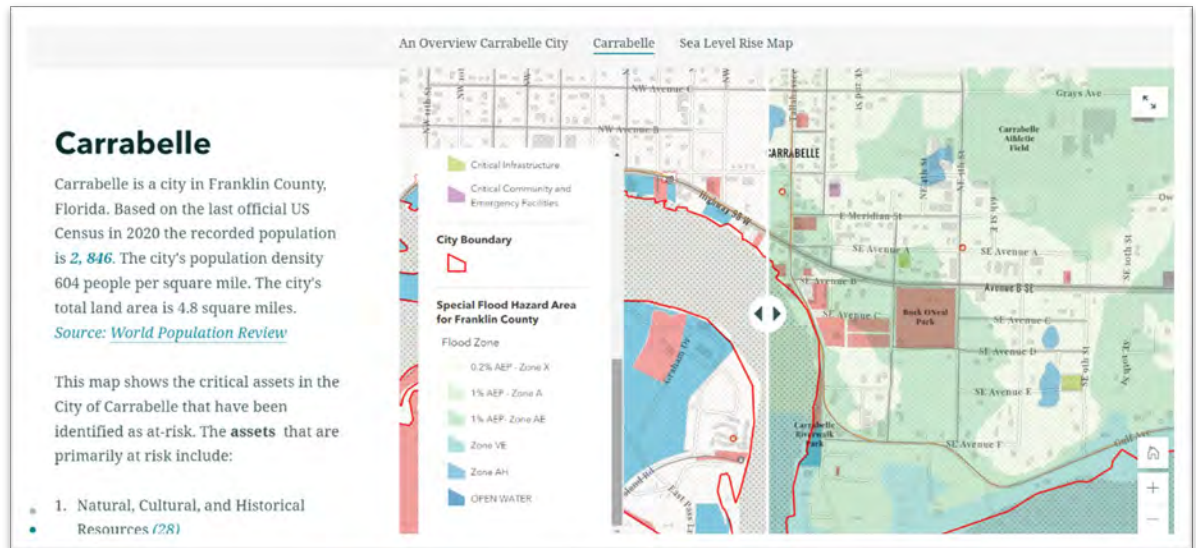


Figure 3. An interactive ArcGIS StoryMaps for the City of Carrabelle shows the City's assets within the FEMA Flood Zones X, A, and AE.

To view the Story Maps collection, scan the QRcode or visit :<https://tinyurl.com/ARPCVStoryMapsCollection>





GIS

CALHOUN COUNTY GIS SUPPORT

The ARPC provides geospatial technical support to the County's Planning Department. One of the outputs produced is a Zone Lookup web application to enable different users to access the zoning districts in Calhoun online.

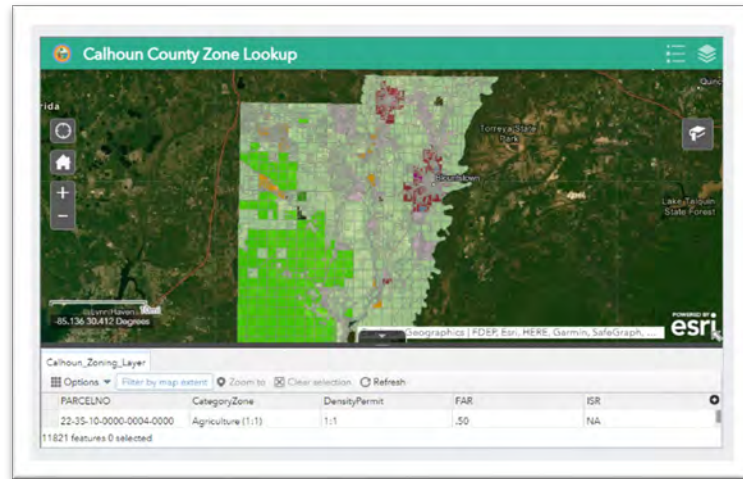


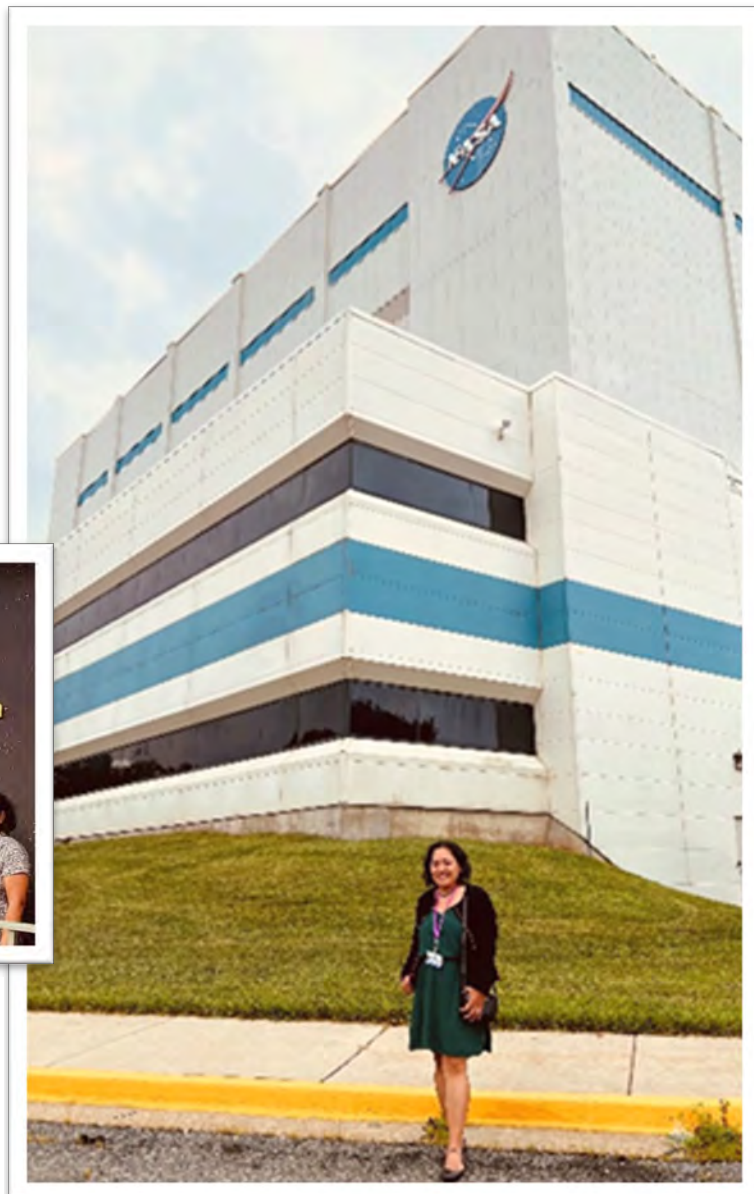
Figure 4. A screenshot preview of the Calhoun County Zone Lookup web application. Scan the QR code to view the application on your mobile device

STAFF UPDATE

Our GIS Coordinator completed her 10-week professional development opportunity at NASA Goddard Space Flight Center under the NASA National DEVELOP Program, learning how NASA's Earth Observation satellite data is used in conjunction with the National Park Service's GIS & water data in assessing water quality/quantity and how this information is leveraged to inform environmental planning and management decisions.



Figure 5. (LEFT) ARPC GIS Coordinator Divina Lade stands in front of the building where a cleanroom is located to evaluate space materials and assemble a spacecraft. Part of the Roman Space Telescope is currently being built in the Goddard Space Flight Center facility. (ABOVE) Divina Lade's background shows Earth Observation Satellites (EOS) model inside the EOS mission operations building.





HOUSING

HOUSING AND COMMUNITY DEVELOPMENT

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-eight residents were officially approved with a total of fifty-two 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). 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 this additional funding will be discussed later in the report.

As of March 31st, ARPC, in coordination with Calhoun County, has assisted all residents who applied for disaster recovery assistance and were deemed eligible under the first allocation of HHRP.



Fig. 1: Photo of rehabilitation project underway getting prepped for new flooring installation.



HOUSING

HHRP (FY 20-21)

The second allocation of HHRP funding is being used to assist residents through the following strategies identified by the Calhoun County Board of County Commissioners (BoCC) in the HHRP Funding Agreement:

HHRP Funding Agreement Strategies

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

ARPC Housing staff began working on the fourteen encumbered projects and were able to add six additional projects from the waiting list for a total of twenty projects as of August 1st. Fourteen projects are currently active/underway, six have been completed. Staff daily assists clients and work to maintain current/compliant files with preparation to bring all projects to a close in September 2023.

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. Staff are currently working with two active rehabilitation projects and six are encumbered and are either in the bidding or inspection phase. There is one active purchase assistance applicant. Lastly, during the month of July, two prescreening applications for the rehab strategy were received but no applications were received.



HOUSING

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. Last year, Jackson County received a boost in their SHIP allocation, increasing their minimum allocation of \$350,000 to \$464,293. Additionally, the County is slated to receive an additional increase to \$573,519 for FY 23-24.

The SHIP program currently offers four strategies of assistance:

- Owner-Occupied Rehabilitation
- Purchase with/without Rehabilitation (First-Time Homebuyer Program)
- Emergency Repair
- Demolition/Reconstruction

During Quarter 4, the SHIP program received a total of four projects for the rehabilitation strategy, all of which were included on the mandatory pre-bid conference/walkthrough on July 13th. Sealed bids from contractors were opened and read aloud on Friday, August 4th. Three applications for Purchase Assistance have been received and are under review.

Two projects have been pending due to estimate of repairs exceeding program limits, property value, and unpermitted additions to the home, respectively. These homes were included on the July 13th walkthrough and bids will also be opened on August 4th.

ARPC dedicated a significant amount of time toward tasks associated with daily operations including answering and returning phone calls from residents, performing initial intakes, and coordinating with other partners such as lenders, realtors, and contractors. Staff also maintains program tracking, maintains program wait list, respond to requests from Florida Housing, and request extensions as needed, etc.



Fig. 2: Housing Rehab Specialist, Housing staff, and contractors performed a mandatory pre-bid conference/walkthrough at a home to be repaired.



HOUSING

Jackson County Hurricane Housing Recovery (HHRP)

In October of 2022, Jackson HHRP began HHRP projects for five new manufactured homes and three new construction projects of which two began construction and the other client denied assistance. As of June 30, 2023, all five manufactured homes have been completed and final closing conferences have been held. These projects were completed by US Mobile Home Sales of Marianna. Additionally, one “stick-built” home was completed and closed out with one “stick-built” (new construction) project underway with construction in progress. Lastly, for the demolition and reconstruction strategy, a pre-bid conference for two projects (one stick-built and one manufactured home) was held and the projects were subsequently awarded and are underway.

Notably, this quarter, HHRP is excited to see an increase in the number of applicants inquiring about the Purchase Assistance/First-Time Homebuyer’s program. Down Payment/Closing costs were provided for three residents with two being \$65,000 and one being for \$75,000. Two of the three were Habitat for Humanity projects. Eight residents have been conditionally approved for assistance and are anticipated to close in the coming month(s).

ARPC recently purchased a license for the Neighborly Software which will offer an online presence for HHRP and SHIP applications! That’s right, Jackson Housing is going online! The “live date” for online applications is scheduled for September 1st, 2023 after being delayed. ARPC staff will continue to work with Jackson Community Development and other community partners to inform residents and offer trainings throughout the county. Stay tuned!



Fig. 3: First-Time Homebuyers on closing day receiving keys to their new home!



HOUSING

AARP Community Challenge Grant Cycle 2023

For the seventh annual [AARP Community Challenge](#), AARP received more than 3,600 applications from nonprofits and government entities, resulting in a highly competitive selection process.

The [AARP Community Challenge](#) provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. In 2023, the AARP Community Challenge accepted applications across three different grant opportunities, two of which were new. Some \$3.6 million is being distributed to fund 310 quick-action projects across the country, helping urban, rural and suburban communities make immediate improvements and jumpstart long-term progress to support residents of all ages.

The ARPC submitted a grant proposal requesting \$20,000 to launch an initiative to offer legal assistance to residents throughout the Region. The proposal was awarded! The initiative is called “Wills on Wheels” and will offer legal assistance including but not limited to simple wills, healthcare directives, power of attorney, last will and testament, deeds, etc. The ARPC has partnered with Legal Services of North Florida to provide these services. Services will be made available via mobile legal clinics throughout the Region by coordinating with county senior citizen agencies.

The ARPC looks forward to working around the Region to provide these services! A schedule of clinics will be forthcoming. Please contact Donald Morgan at 850 312 3708 or dmorgan@arpc.org for more info.



Legal Services
of NORTH FLORIDA



COMMUNICATIONS

MARKETING & COMMUNICATIONS PROGRAM

Melissa Franklin

ARPC General Communications

ARPC staff developed and distributed the May 2023 Board Notes and continues to manage ARPC social media engagement, as well as website updates and document uploads. In addition, staff is diligently working to increase ARPC’s social media presence. 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.

As ARPC continues to grow, the impact of the organization’s efforts increases exponentially. Staff is excited to grow awareness of these efforts, and as such, distributes news highlights throughout the Region on a regular basis.

Logo Development

- ARPC staff is currently assisting Franklin County with the development of a new logo. The project will be completed by the end of the summer.
- ARPC staff developed a logo for the Regional Rural Transportation Plan (RRTP). In addition, staff designed and formatted the RRTP Public Involvement Plan.
- ARPC staff developed a logo for the Regional Technology Planning Team.



Fig. 1: ARPC Board Notes – May 2023



Fig. 2: Logo design - Regional Rural Transportation Plan



Fig. 3: Logo design – Regional Technology Planning Team



COMMUNICATIONS

Display Materials

- ARPC staff developed and designed several display materials for the Florida Regional Councils Association.
- ARPC staff developed and designed several display materials for RideOn Commuter Services, including rack cards for the StarMetro bus lines. In addition, ARPC developed and designed new webpages for the RideOn Commuter Services website.

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.



Fig. 4: Banner design for FRCA



Fig. 4: Web page design for RideOn



GROWTH MANAGEMENT

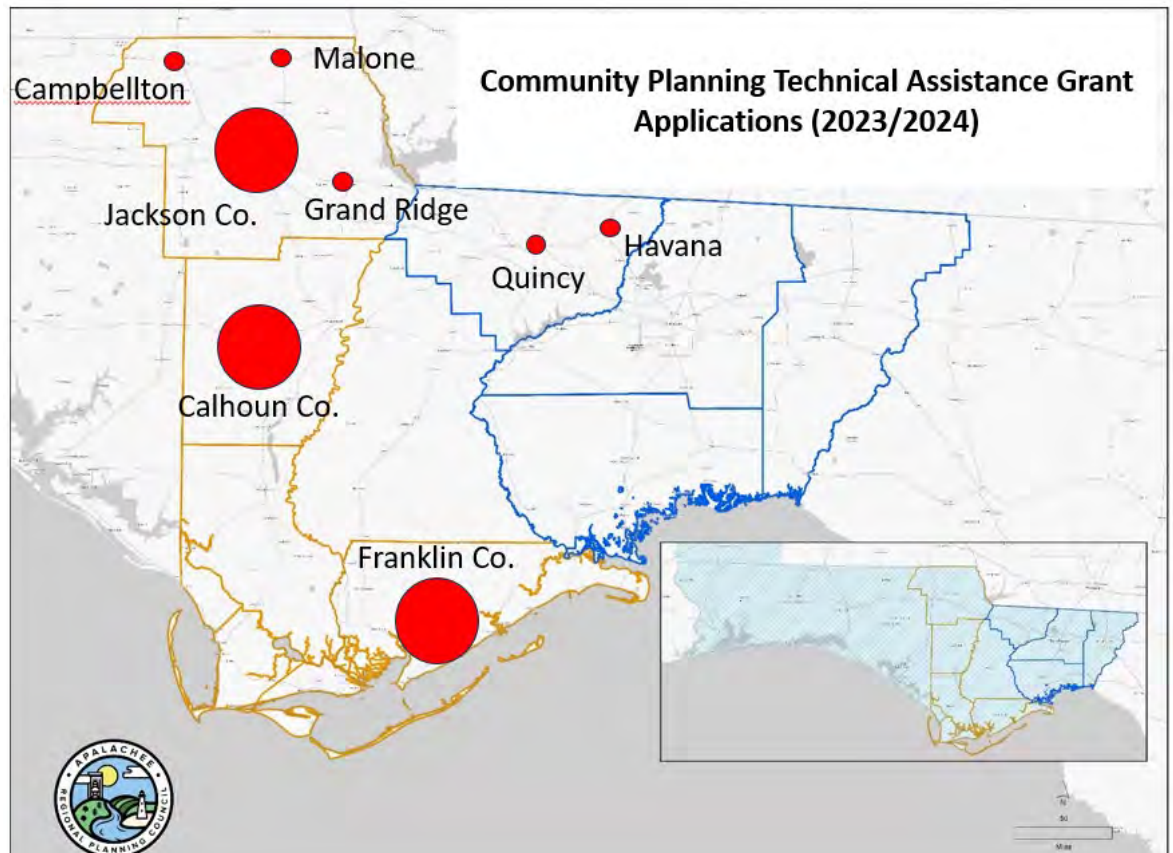
GROWTH MANAGEMENT PROGRAM

Donald Morgan – Ben Chandler

ARPC Launches New Program!

Due to the ongoing and increased requests from the Region’s counties and municipalities to perform planning and growth management services, the ARPC has launched a new “Growth Management” Department. This department will be led by Donald Morgan who is transitioning from the role of Housing & Community Development Director to Growth Management Director.

This new department will be primarily responsible for growth management activities including comprehensive planning, comprehensive plan amendments, zoning, land use, code of ordinance writing/amendments, local public workshop support, planning grant administration assistance, and special planning project coordination, among other technical assistance activities for ARPC’s member local governments and municipalities. This department will focus on community planning though growth management and requires liaising between local governments and state and federal agencies as well as providing technical assistance to these entities. Overall, this department, in conjunction with other ARPC team members and regional partners, will work to enhance communities throughout the Region.



Current/Ongoing Planning Services

For the last few years, planning services have been provided as technical assistance through the Economic Development Planning Team. Now that this work and requests for services have increased and have become more broad, ARPC staff has determined it to be necessary to establish a dedicated program to address these Regional needs.



GROWTH MANAGEMENT

Currently, ARPC is under contract to provide general planning services to the following communities:

- Town of Havana (since March 2020)
- City of Quincy (since May 2023)

In the current cycle of Community Planning Technical Assistance (CPTA) grant applications through the Florida Department of Commerce (f.k.a. Florida Department of Economic Opportunity), ARPC staff (both the Growth Management Team and the Economic Development Planning Team) has been requested to assist several jurisdictions in preparing the grant applications in anticipation of administering the scope of work of each grant should they be awarded. The following jurisdictions have applied through the ARPC, or independently, for the following through the CPTA program:

- **Calhoun County:** Comprehensive Plan & Future Land Use Map Update / Land Development Code Update (independent submittal)
- **Franklin County:** Comprehensive Plan / Land Development Code Update
- **Jackson County:** Comprehensive Plan & Future Land Use Map Update
- **City of Quincy:** Future Land Use Map Update
- **Town of Campbellton:** Comprehensive Plan & Future Land Use Map Update
- **Town of Havana:** Future Land Use Map Update
- **Town of Grand Ridge:** Comprehensive Plan & Future Land Use Map Update
- **Town of Malone:** Comprehensive Plan & Future Land Use Map Update

The Growth Management program will coordinate with other ARPC programs to serve these communities, and others, going forward to meet the needs of our Region as it continues to grow.



MONTHLY ACTIVITY REPORT: July 2023

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Gathered articles and began developing the July 2023 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*.
- Updated the email lists for and maintain the email listserv for approximately 2,350 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- 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 webinars:
 - Florida Resilience Conference Coordination Meeting
 - Florida Resilience Collaborative Coordinators Forum
 - Coordination calls with RPC Resiliency and GIS Staff
 - Coordinated training with EDA on new reporting software for RPC staff

ASSOCIATION MANAGEMENT

- Hosted the July FRCA Executive Directors Advisory Committee (EDAC) and prepared for the August EDAC Meeting.
- Continued coordinating for the Summer Policy Board Meeting scheduled for August 25, 2023, at the Tampa Bay Regional Planning Council.
- Continued to coordinate logistics for the 2023 summer conference schedule including the Florida League of Cities, Florida Chapter of the American Planning Association and the Florida Resiliency Conference.
- Continued preparations for the Annual EDAC Retreat scheduled for October 17 – 18, 2023.
- Distributed grant opportunities and information of interest from local, state and national organizations.



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