

### Wednesday, December 11, 2024 | 9:30 a.m.

**How to Attend:**

In Person: SunTrax  
100 Transformation Way  
Auburndale, FL 33823

*An optional tour of the SunTrax facility will immediately follow the Council Meeting with an estimated start time of 11:30 am, and anticipated end time of 12:30 pm. We thank Citrus Connection for the use of one of their buses and drivers.*

**Call To Order** – Chair Nathaniel J. Birdsong, Jr.

- Invocation
- Pledge of Allegiance
- New Members Oath of Office
- Roll Call
- Announcements
- Recognitions

**1) Opportunity for Public Comments**

**2) Council Administration**

- A) Approval of Minutes
- B) November 2024 Financial Report

Actions Requested:	Approval by Council
Exhibits:	#2A: August 7, 2024 Council Meeting Minutes - page 5 #2B: November 2024 Financial Report <i>(to be distributed at meeting)</i>

**3) Welcome to SunTrax!**

Pamela Foster, SunTrax Strategic Development Manager with Florida’s Turnpike Enterprise will provide an overview of the SunTrax facility.

**4) Advanced Air Mobility (AAM) Project – Sebring Airport**

Andrew Bennett, Deputy Director of the Sebring Regional Airport Authority, and Dr. Dan Nale, a civil engineering professor at The Citadel, will provide an overview of the Advanced Air Mobility Project at Sebring Airport.

Actions Requested:	Information Only
Exhibits:	None

**5) Audit Report for the Year Ended September 30, 2024**

CliftonLarsonAllen, LLP, will present the audit report for FY 2023-2024.

Action Requested:	Information Only
Exhibits:	#5: Audit Report for FY 2023-2024 <i>(Separate Document)</i>

**6) Recommendations from the Finance Committee**

The Finance Committee will meet on December 2, 2024, to review the Final Budget Amendment for FY 2023-2024 and receive the Audit Report for FY 2023-2024 from CliftonLarsonAllen, LLP.

Action Requested:	A. Approve Final Budget Amendment for FY 2023-2024
Exhibits:	#6A: Final Budget Amendment for FY 2023-2024 - page 13

Action Requested:	B. Accept Audit Report for FY 2023-2024
Exhibits:	#6B: Audit Report included with Agenda Item #5 ( <i>Separate Document</i> )

Action Requested:	C. Approve Budget Amendment #1 for FY 2024-25
Exhibits:	#6C: Budget Amendment #1 for FY 2024-25 - page 15

Action Requested:	D. Approve Procurement Policy Amendment
Exhibits:	#6D: Procurement Policy Amendment - page 17

**7) Title VI/Nondiscrimination Plan**

Staff recommends updating the CFRPC Title VI/Nondiscrimination Plan adopted in December 2018. The plan includes the Title VI/Nondiscrimination policy and other elements to meet the requirements of the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA), and other federal agencies.

Actions Requested:	Adopt CFRPC Title VI/Nondiscrimination Plan Update
Exhibits:	#7: CFRPC Title VI/Nondiscrimination Plan Update - page 21

**8) Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for FTA 5310 Small Urban, 5311 Rural Operating, 5311 DART Operating, and 5311 Mobility Management**

Approve Resolutions 2024-12A through 2024-12D authorizing the Executive Director to sign PTGAs to: continue funding for transportation disadvantaged programs in DeSoto, Hardee, Highlands, and Okeechobee Counties and Mobility Management in DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee Counties.

Actions Requested:	Approve Resolutions granting authority to Jennifer Codo-Salisbury, Executive Director, to enter into, modify, extend, or terminate specific PTGAs with the Florida Department of Transportation. Those Resolutions include: 2024-12A – 5310 Small Urban Operating - page 57 2024-12B – 5311 Rural Operating - page 59 2024-12C – 5311 DART Operating - page 61 2024-12D – 5311 Mobility Management - page 63
Exhibits:	#8: Resolutions 2024-12A through 2024-12D

**9) Opportunity For Public Hearing for Federal Transit Administration (FTA) Grants**

Staff prepared FTA Capital Grant applications to be set in the event requiring a public hearing be set in case anyone from the public would like to comment on the 2024 grant applications. The public hearing will be held only if a written request is received.

Actions Requested:	Conduct Public Hearing if Requested
Exhibits:	None

**10) Federal Transit Administration (FTA) Grant Agreement and Applications**

Each year, the Council submits requests to the Florida Department of Transportation for FTA funding. The annual grant applications for operating and capital support the Transportation Disadvantaged Program, rural transit services, and mobility management programs in DeSoto, Hardee, Highlands, and Okeechobee Counties.

Actions Requested:	Adopt Resolution 2024-12E
Exhibits:	#10: Resolution 2024-12E to authorize staff to apply for the FY 25/26 FTA 5310, 5311, and 5339 Grant Programs - page 69

**11) Adoption of the Comprehensive Economic Development Strategy (CEDS) 2024 Update**

The CFRPC serves as the Economic Development District (EDD) for the Central Florida Region, as designated by the U.S. Economic Development Administration (EDA). One role of the EDD is to develop and maintain the five-year Comprehensive Economic Development Strategy (CEDS) for the region, including updating the CEDS annually. The annual update to the CEDS has been drafted and is presented for Council approval.

Actions Requested:	Adopt 2024 CEDS update and approve for publishing and transmitting to EDA.
Exhibits:	#11: 2024 Supplemental Update of the CEDS - page73

**12) U.S. Economic Development Administration Disaster Supplemental Grant**

The CFRPC has been awarded the U.S. Economic Development Administration 2023 Disaster Supplemental Grant for a multi-jurisdictional transportation corridor study. Staff requests authorization to execute the agreement and administer this grant.

Actions Requested:	Approve Resolution 2024-12F authorizing Executive Director to execute agreement and administer EDA Grant.
Exhibits:	#12: Resolution 2024-12F - page 81

**13) U.S. Economic Development Administration Grant**

The US Economic Development Administration Disaster Supplemental Grant is available for communities recovering from Hurricanes Helene and Milton. Staff requests authorization to submit, execute agreement, and administer this grant. The CFRPC will also be issuing a Request for Proposal to consultants for this project.

Actions Requested:	Approve Resolution 2024-12G authorizing Executive Director to execute agreement and administer EDA Grant.
Exhibits:	#13: Resolution 2024-12G - page 85

**14) Appoint Committee to Nominate Council Officers for 2025**

The Council Chair will appoint a committee to nominate officers of the Council for 2025. The election will occur at the Council Meeting on February 12, 2025.

Actions Requested:	Chair to Appoint Nominating Committee
Exhibits:	None

**15) 2025 Holiday Schedule**

The 2025 Holiday Schedule will be presented for Council approval.

Actions Requested:	Approval of 2025 Holiday Schedule
Exhibits:	#15: Proposed 2025 Holiday Schedule - page 87

**16) Executive Director’s Annual Performance Evaluation**

The Council is responsible for conducting an annual evaluation of the Executive Director’s performance over the past year. The link to the Evaluation was sent to each Council Member via email in September. A summary of the evaluation results will be presented.

Actions Requested:	Approve Evaluation and three percent Cost of Living Adjustment consistent with CFRPC Staff Adjustment.
Exhibits:	None

**17) Executive Director’s Report**

The Executive Director will report on Florida Regional Councils Association (FRCA) activities, and Council programs.

Actions Requested:	Information Only
Exhibits:	#17: FRCA Monthly Activities Report - page 89

**18) Next Meeting and Other Business**

A) Next Meeting: Wednesday, February 12, 2025 at 9:30 AM  
DeSoto County Administration Building  
201 East Oak Street  
Arcadia, FL 34266

B) Other Business

**19) Adjourn to Optional Tour of the SunTrax Facility**

*If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.*

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the CFRPC Title VI/Nondiscrimination Coordinator, Brenda Torres, 863-534-7130, or via Florida Relay Service 711, or by email: [btorres@cfrpc.org](mailto:btorres@cfrpc.org).*

*La participación pública es solicitada sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o situación familiar. Las personas que requieren alojamiento bajo el Americans with Disabilities Act (ADA) o la traducción de idiomas, de forma gratuita deben ponerse en contacto Brenda Torres, CFRPC Título VI de Enlace, 863-534-7130 (voz), oa través de la Florida Relay Servicio 711, o por correo electrónico [btorres@cfrpc.org](mailto:btorres@cfrpc.org) al menos tres días antes del evento.*





# Central Florida Regional Planning Council

## Meeting Minutes



**Wednesday, August 7, 2024 | 9:30 a.m.**  
Lake Placid Government Center  
1069 US Highway 27 N, Lake Placid Florida 33852

Chair, Nathaniel J. Birdsong, Jr., called the meeting to order at 9:30 a.m. The invocation and the Pledge of Allegiance followed.

**Council Members in attendance:**

Commissioner Nathaniel J. Birdsong, Jr., City of Winter Haven Mayor, Chair  
Donna Howerton, Highlands County Gubernatorial Appointee, Vice Chair  
Council Member Keith Keene, City of Arcadia Deputy Mayor  
Council Member Judy Wertz-Strickland, City of Arcadia, Ridge League of Cities  
Commissioner Rick Wilson, Polk County Board of County Commissioners  
Commissioner Stephanie Madden, City of Lakeland  
Robert “Jeff” Kincart, Polk County Gubernatorial Appointee  
Commissioner Kelly Owens, Okeechobee County Board of County Commissioners  
Councilmember Noel Chandler, City of Okeechobee  
Commissioner Neda Cobb, City of Wauchula, Mayor Pro-Temp  
Councilmember Harrison Havery, City of Sebring  
Commissioner Don Elwell, Highlands County Board of County Commissioners  
Todd Miller, Hardee County, Ex-Officio  
Libby Pigman, South Florida Water Management District, Ex-Officio

A quorum of members was present.

**1) Opportunity for Public Comments**

No comments.

**2) Council Administration**

A) Approval of Minutes

- A motion was made by: Keith Keene
  - o The motion was seconded by: Don Elwell
  - o The motion was approved by unanimous vote.

B) Approval of August 2024 Financial Report

- A motion was made by: Noel Chandler
  - o The motion was seconded by: Keith Keene
  - o The motion was approved by unanimous vote.



**3) Adopt Resolutions Authorizing the Executive Director to Sign, Administer, and Approve Modifications to Florida Commerce Community Planning Technical Assistance Grant Agreements for FY 2024-2025.**

Executive Director Jennifer Codo-Salisbury provided an update regarding grant applications filed for the State of Florida Department of Commerce FY 2024-2025 Community Planning Technical Assistance Grants. Staff asked for the authorization to execute the agreements in anticipation of grant awards.

Approval of Resolution 2024-8A (Natural Resource Emergency Response Element and Guidebook):

- A motion to Approve was made by: Noel Chandler.
  - o The motion was seconded by: Neda Cobb.
  - o The motion was approved by unanimous vote.

Approval of Resolution 2024-8B (Capacity Building and Grant Assistance in the Heartland):

- A motion to Approve was made by: Stephanie Madden
  - o The motion was seconded by: Keith Keene.
  - o The motion was approved by unanimous vote.

**4) CFRPC Emergency Response Deployment Policy and Florida Division of Emergency Management (FDEM) Statewide Mutual Aid Agreement**

Jennifer Codo-Salisbury presented the Florida Division of Emergency Management Statewide Mutual Aid Agreement, draft CFRPC Emergency Response Deployment Policy, and Resolution Number 2024-8C to adopt the Florida Statewide Mutual Aid Agreement. The addition of the Emergency Response Deployment Policy to the CFRPC personnel policies and approval of the Florida Division of Emergency Management Statewide Mutual Aid Agreement will allow the CFRPC to be reimbursed for staff time and expenses when deployed during emergencies.

Approval of Resolution 2024-8B:

- A motion to Approve was made by: Kelly Owens
  - o The motion was seconded by: Rick Wilson.
  - o The motion was approved by unanimous vote.

**5) Overview of Planning Advisory Services (PAS) provided to Local Governments**

CFRPC Planning Director Jeff Schmucker presented an overview of Planning Advisory Services that the CFRPC provides to local governments and communities including but not limited to updates to Comprehensive Plans and Land Development Codes, Community Visioning, Local Mitigation Strategies, Community Redevelopment Plans, and special projects.

**6) Heartland Regional Transportation Planning Organization (HRTPO) Activities**

Marybeth Soderstrom, CFRPC Transportation Director, provided an update of the HRTPO activities of the six-county Heartland Regional Transportation Planning Organization (HRTPO).

**7) Executive Director's Report**

The Executive Director reported on Council programs and notified the Council that they would receive the annual Executive Director's evaluation to complete before the next meeting.

**8) Updates and Announcements from Local Governments and Agencies**

CFRPC Board members, including Ex-Officio Members, shared updates and activities from their communities and agencies.

**9) Next Meeting and Other Business**

A) Next Meeting: **October 9, 2024, at 9:30 a.m. at the Historic Courthouse, Okeechobee County Commission Chambers; 304 NW 2<sup>nd</sup> Street, Okeechobee, FL.**

B) Other Business – No other business.

There being no further business, the meeting adjourned.

Respectfully submitted,

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Nathaniel J. Birdsong, Jr., Chair

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Agenda Item #5  
Audit Report for the Year Ended September 30, 2024

Actions Requested:	Information Only
Exhibits:	#5: Audit Report for the Year Ended September 30, 2024

**Background:** CliftonLarsonAllen, LLP completed the Annual Comprehensive Financial Report for the Central Florida Regional Planning Council, for fiscal year ending September 30, 2024. The organization form and contents of the attached report, plus the accompanying financial statements and statistical tables are prepared in accordance with the requirements of the Governmental Accounting Standards Board, the American Institute of Public Accountants, and the Governmental Finance Officers Association.

Readers of this report are encouraged to read the Management’s Discussion and analysis (MD&A) report which includes a narrative introduction and overview of the basic statements.

Summary of the Audit Procedures:

- Independent Auditor’s Report: Unmodified Opinion
- Report on Internal Control over Financial Reporting, Compliance and Other Matters: No written findings
- Report on Compliance with Major Federal Program: Unmodified Opinion and No Written Findings
- Management Letter: No Written Findings
- Independent Accountant’s Report: Unmodified Opinion

Julie Fowler, CPA, CLA Audit Director, will make a presentation of the audit to the Council.

The attached **Exhibit #5** contains the full audit report which will also serve as the exhibit for Agenda Item **# 6B**.

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## Agenda Item #6 Finance Committee Recommendations

Actions Requested:	Approval by Council
Exhibits:	#6A: Final Budget Amendment for FY 2023-24 #6B: Audit Report for FY 2023-24 ( <i>Separate Document</i> ) #6C: Budget Amendment #1 for FY 2024-25 #6D: Procurement Policy Amendment

**BACKGROUND:** The Finance Committee met on Monday, December 2, 2024 and unanimously voted to forward the following items to the Council with a recommendation for approval.

**A. Final Budget Amendment for FY 2023-24**

The proposed Final Budget Amendment for FY 2023-24 reflects revenue and expense adjustments due to changes within the fiscal year and is presented for review and approval.

**B. Audit Report for FY 2023-24**

CliftonLarsonAllen, LLP, auditors, completed the Annual Comprehensive Financial Report for FY 2023-24 which is provided under separate cover for review and acceptance.

**C. Budget Amendment #1 for FY 2024-25**

The proposed Budget Amendment #1 for FY 2024-25 reflects revenue and expense adjustments due to changes within the fiscal year and is presented for review and approval.

**D. Procurement Policy Amendment**

The proposed amendment will authorize the Executive Director to issue Task Authorizations up to \$200,000 to qualified continuing consultants brought under contract through the Continuing Consultant Services procurement process.

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**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE – BUDGET TO ACTUAL  
For the Year Ended September 30, 2024**

	Original Budget	Final Budget	Actual	Variance
<b>Revenues:</b>				
Member Assessments	\$ 359,935	\$ 359,935	\$ 359,935	\$ -
Local and Other	1,763,650	1,276,811	1,276,811	-
State Grants and Contracts	319,215	442,362	442,362	-
Federal Grants	3,070,431	3,354,566	3,354,566	-
<b>Total Revenues</b>	<b>5,513,231</b>	<b>5,433,674</b>	<b>5,433,674</b>	<b>-</b>
<b>Expenditures:</b>				
Salaries and Fringe Benefits	2,975,431	2,481,233	2,481,233	-
Consultants	499,200	483,446	483,446	-
Transportation for the Disadvantaged	1,568,000	1,874,151	1,874,151	-
Accounting and Payroll Services	2,500	(193)	(193)	-
Advertising	10,000	11,223	11,223	-
Audit	34,500	33,600	33,600	-
Auto	15,000	18,006	18,006	-
Building Security	1,600	790	790	-
Dues and Fees	55,000	37,519	37,519	-
Equipment Expenditures	9,000	6,864	4,034	(2,830)
File Management	-	(332)	(332)	-
Insurance	40,000	40,795	40,795	-
Janitorial	15,500	14,463	14,463	-
Legal	37,500	36,684	36,684	-
Meeting Expenditures	8,000	3,790	3,790	-
Miscellaneous	1,000	3,190	3,190	-
Office Supplies	15,000	15,965	15,965	-
Postage and Delivery	5,000	2,469	2,469	-
Printing	6,000	4,185	4,185	-
Repair and Maintenance	10,000	15,720	15,720	-
Technology Supplies and Equipment	55,000	44,457	44,457	-
Telephone	20,000	17,564	17,564	-
Travel and Registration Fees	60,000	63,406	63,406	-
Utilities	15,000	7,377	7,377	-
Capital Outlay	55,000	91,747	107,405	15,658
Debt Service - Principal	-	-	2,431	2,431
Debt Service - Interest	-	-	399	399
<b>Total Expenditures</b>	<b>5,513,231</b>	<b>5,308,119</b>	<b>5,323,777</b>	<b>15,658</b>
Excess of Revenues Over Expenditures	-	125,555	109,897	(15,658)
<b>Other Financing Sources:</b>				
Lease Proceeds	-	-	15,658	15,658
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>125,555</b>	<b>125,555</b>	<b>-</b>
Fund Balance - Beginning of Year	1,405,479	1,405,479	1,405,479	-
<b>Fund Balance - End of Year</b>	<b>\$ 1,405,479</b>	<b>\$ 1,531,034</b>	<b>\$ 1,531,034</b>	<b>\$ -</b>

The accompanying notes are an integral part of these financial statements.

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**Central Florida Regional Planning Council**

**Revenue Budget**

**FY 24-25**

Exhibit #6C

	<b>Approved Budget FY 24-25</b>	<b>Proposed Amendment #1 Budget FY 24-25</b>	
<b>LOCAL REVENUE:</b>			
<b>1 County (Member) Assessments</b>	\$ 370,818	\$ 370,818	
2 Hazardous Waste Assessments (SQG)	32,500	32,500	
3 Mitigation Grant	132,020	132,020	
4 PAS Contracts	1,300,000	2,047,000	Increased - Based upon new grant contracts
5 TD Local Planning Assessments	38,000	38,000	
6 Interest	1,000	1,000	
7 Other Local Revenue	12,000	12,000	
8 Local Match for Transportation - Highlands	129,000	129,000	
9 Local Match for TD - Vehicles	-	-	
	<b>\$ 1,644,520</b>	<b>\$ 2,391,520</b>	
<b>Total Local Revenue</b>			
<b>STATE REVENUE:</b>			
<b>Florida Department of Commerce</b>			
10 Technical Assistance Grant	\$ -	\$ 225,000	Increased - Awarded Amount for FY 24/25
<b>Florida Department of Emergency Management</b>			
11 LEPC	77,000	90,000	Increased - Awarded Amount for FY 24/25
12 Hazards Materials Planning & Prevention	2,160	2,385	Increased - Awarded Amount for FY 24/25
<b>Florida Department of Transportation</b>			
13 Commission for TD - Planning	138,423	138,423	
14 State Match for TD Vehicles	-	-	
	<b>\$ 217,583</b>	<b>\$ 455,808</b>	
<b>Total State Revenue</b>			
<b>FEDERAL REVENUE:</b>			
<b>Department of Commerce</b>			
15 EDA - District Planning	75,000	75,000	
16 EDA - Post Disaster Hurricane Ian	40,000	40,000	
<b>Department of Defense</b>			
17 Sentinel Landscape	100,000	117,000	Increased - Awarded Amount for FY 24/25
18 MIRR	170,000	170,000	
19 OLDCC - Compatible Use Plan	-	-	
<b>Florida Department of Emergency Management</b>			
20 HMEP Planning & Training	55,260	55,260	
<b>Department of Transportation</b>			
21 Mobility Management	240,000	240,000	
22 TPO Planning - FHWA PL	469,263	469,263	
23 Section 5339 Vehicles	334,343	334,343	
24 Section 5310/5311 TD Vehicles	-	-	
25 Section 5305(d) TPO	-	-	
26 FDOT - Planning Grant	36,000	36,000	
Section 5311			
27	197,100	197,100	
28 Admin	1,095,000	1,095,000	
Section 5310			
29 Section 5310 Operating	516,000	516,000	
Operating Trips	\$ 3,327,966	\$ 3,344,966	
	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Federal Revenue</b>			
<b>Fund Balance Transfer</b>			
	<b>\$ 5,560,887</b>	<b>\$ 6,563,112</b>	
<b>TOTAL REVENUE</b>			

**Central Florida Regional Planning Council  
Expense Budget  
FY 24-25**

	Approved Budget FY 24-25	Proposed Amendment #1 Budget FY 24-25	
<b>1 Personnel</b>	\$ 1,999,708	\$ 2,061,808	Increased - Includes 3% COLA
<b>Employee Fringe &amp; Benefits</b>			
<b>2 Payroll Taxes</b>	171,551	186,551	Increased - Based upon personnel costs
<b>3 Insurance Premiums</b>	292,050	299,550	Increased - Based upon renewal & current enrollment
<b>4 Retirement Contributions (457 Plan)</b>	177,735	187,735	Increased - Based upon current enrollment
<b>Total Payroll</b>	<b>\$ 2,641,044</b>	<b>\$ 2,735,644</b>	
<b>5 Consultants/Contracts - EPA Brownfields</b>	-	-	
<b>6 Consultants/Contracts - Emer Mgt</b>	55,000	55,000	
<b>7 Consultants/Contracts - CFRPC Technology</b>	75,000	75,000	
<b>8 Consultants/Contracts - RPCs</b>	300,000	1,147,000	Increased - Consultants for new grants
<b>9 Consultants/Contracts - TPO</b>	10,000	10,000	
<b>Total Consultants/Contracts</b>	<b>440,000</b>	<b>1,287,000</b>	
<b>10 Trip Expense 5311</b>	1,095,000	1,095,000	
<b>11 Trip Expense 5310 Operating</b>	516,000	516,000	
<b>Total Trips</b>	<b>1,611,000</b>	<b>1,611,000</b>	
<b>12 Accounting/Payroll Services</b>	3,000	3,000	
<b>13 Advertising</b>	12,000	12,000	
<b>14 Audit</b>	35,000	35,000	
<b>15 Auto Expense</b>	15,000	15,000	
<b>16 Building Security</b>	1,600	1,600	
<b>17 Dues &amp; Fees</b>	55,000	55,000	
<b>18 Equipment Lease &amp; Maintenance</b>	8,400	8,400	
<b>19 File Management</b>	-	-	
<b>20 Insurance - Auto, Property, Liability</b>	30,000	30,000	
<b>21 Insurance - Workers Compensation</b>	10,000	10,000	
<b>Total Insurance</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	
<b>22 Janitorial</b>	15,500	15,500	
<b>23 Professional Fees</b>	37,500	38,625	Increased - based upon projected costs
<b>24 Meeting Expense</b>	18,000	25,000	Increased - based upon new grants
<b>25 Miscellaneous</b>	1,000	1,000	
<b>26 Office Supplies</b>	15,000	15,000	
<b>27 Postage &amp; Delivery</b>	5,000	5,000	
<b>28 Printing</b>	7,500	10,000	Increased - based upon new grants
<b>29 Repair &amp; Maintenance</b>	15,000	20,000	Increased - based upon projected costs
<b>30 Technology Supplies &amp; Equipment</b>	65,000	65,000	
<b>31 Telephone</b>	20,000	20,000	
<b>32 Travel &amp; Registration Fees</b>	70,000	75,000	Increased - based upon projected costs
<b>33 Utilities</b>	15,000	15,000	
<b>34 Capital Outlay - Building</b>	25,000	50,000	Increased - based upon projected costs
<b>35 Capital Outlay - CFRPC Vehicle</b>	-	-	
<b>36 Capital Outlay - TD Vehicles</b>	334,343	334,343	
<b>37 Capital Outlay - Office &amp; Technology</b>	55,000	70,000	Increased - based upon projected costs
<b>Total Capital Outlay</b>	<b>\$ 414,343</b>	<b>\$ 454,343</b>	
	<b>\$ 5,560,887</b>	<b>\$ 6,563,112</b>	
	<b>\$ 5,560,887</b>	<b>\$ 6,563,112</b>	
	<b>-</b>	<b>-</b>	

## **CFRPC Procurement Policy Amendment**

The CFRPC Executive Director is authorized to issue task authorizations up to \$200,000 to qualified continuing consultants brought under contract through the Continuing Consultant Services procurement process.

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## Agenda Item 7 Title VI/Nondiscrimination Plan

Actions Requested:	Adopt 2024 CFRPC Title VI/Nondiscrimination Plan Update
Exhibits:	#7: CFRPC Title VI/Nondiscrimination Plan Update

**Background:** The CFRPC does not tolerate discrimination in its programs, services, or activities. Under Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the CFRPC will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

Last updated in 2018, the Title VI/Nondiscrimination Policy outlines the CFRPC’s commitment to Title VI of the Civil Rights Act of 1964. In addition to the policy, the CFRPC has developed a Title VI Plan that incorporates many previously adopted elements and provides further detail to meet all FDOT, Federal Transit Administration (FTA), and Federal Highway Administration (FHWA) guidelines.

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## Title VI/Nondiscrimination Program Plan



### CFRPC Full and Fair Participation

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons requiring accommodation under the Americans with Disabilities Act (ADA) or language translation, free of charge should contact Indihra Chambers, CFRPC Title VI Liaison, 863-534-7130 (voice), or via Florida Relay Service 711, or by emailing [ichambers@cfrpc.org](mailto:ichambers@cfrpc.org) at least three days prior to the event.

***The CFRPC strives to ensure full and fair participation by all potentially affected individuals, groups and communities in the decision-making process of all programs.***

# Table of Contents

- 1 Title VI/Nondiscrimination Assurance and Management Commitment to Title VI/Nondiscrimination Plan**
- 2 Introduction and Description of Services**
- 3 Community Characteristics Inventory**
- 4 Title VI Notice to the Public**
- 5 Title VI/Nondiscrimination Procedures and Compliance**
- 6 Title VI Investigations, Complaints, and Lawsuits**
- 7 Public Participation and Language Assistance**

## **Appendix:**

- A. Current Transportation/Transit System Description
- B. Title VI Plan Adoption Meeting Minutes and FDOT Concurrence Letter
- C. Public Participation Plan (PPP) for Transportation and Transit Programs
- D. Limited English Proficiency Plan

# Title VI/Nondiscrimination Assurance and Management Commitment to Title VI/Nondiscrimination Plan

The Central Florida Regional Planning Council (hereinafter the Agency) assures that no person shall on the basis of race, color, national origin, age, disability, family, or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

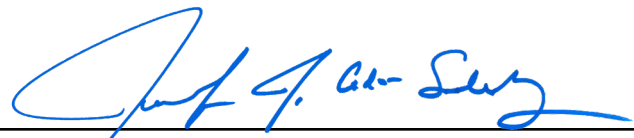
The Agency further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient’s Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Chief Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient’s organization and to the general public. Such information shall be published where appropriate in a language other than English.
3. Insert the clauses of Appendices A & E/Nondiscrimination Clause (found on page 5.6 of this plan) into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the Agency.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency’s programs.
8. Submit the information required by FTA, FHWA, FDOT, or other federal programs to the primary recipient.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

\_\_\_\_\_

Date



\_\_\_\_\_

Jennifer Codo-Salisbury, Executive Director

# Introduction and Description of Services



Since 1974, the Central Florida Regional Planning Council (CFRPC) has provided services to citizens and local governments of DeSoto, Hardee, Highlands, Okeechobee, and Polk Counties to improve quality of life, including emergency preparedness, transportation, economic development programs, and facilitating regional planning and convening. In all programs of the CFRPC, public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. A description of the Agency's current transportation/transit system is included in Appendix A. The Agency has appointed a Title VI Liaison that has easy access to the Executive Officer of the Agency. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. The Liaison maintains knowledge of Title VI and other nondiscrimination authority requirements and is responsible for the following:

- Attending training on Title VI and other nondiscrimination authorities when offered by FDOT or any other regulatory agency and providing training to appropriate Agency management and staff.
- Disseminating Title VI information to the public, including in languages other than English, when necessary.
- Requiring the collection of data related to race, gender, and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Reviewing the Agency's programs, services and activities at least triennially to ensure nondiscrimination.
- Implementing procedures for the prompt processing of Title VI complaints

## Title VI Plan Concurrence and Adoption

This Title VI Plan received FDOT concurrence on [Date]. The Plan was approved and adopted by the Agency's Council during a meeting held on December 11, 2024. A copy of the meeting minutes and FDOT concurrence letter is included in Appendix B of this Plan.



## Title VI/Nondiscrimination and ADA Coordinator

### Indihra Chambers

#### Title VI/Nondiscrimination Coordinator

555 East Church Street, Bartow, FL 33830

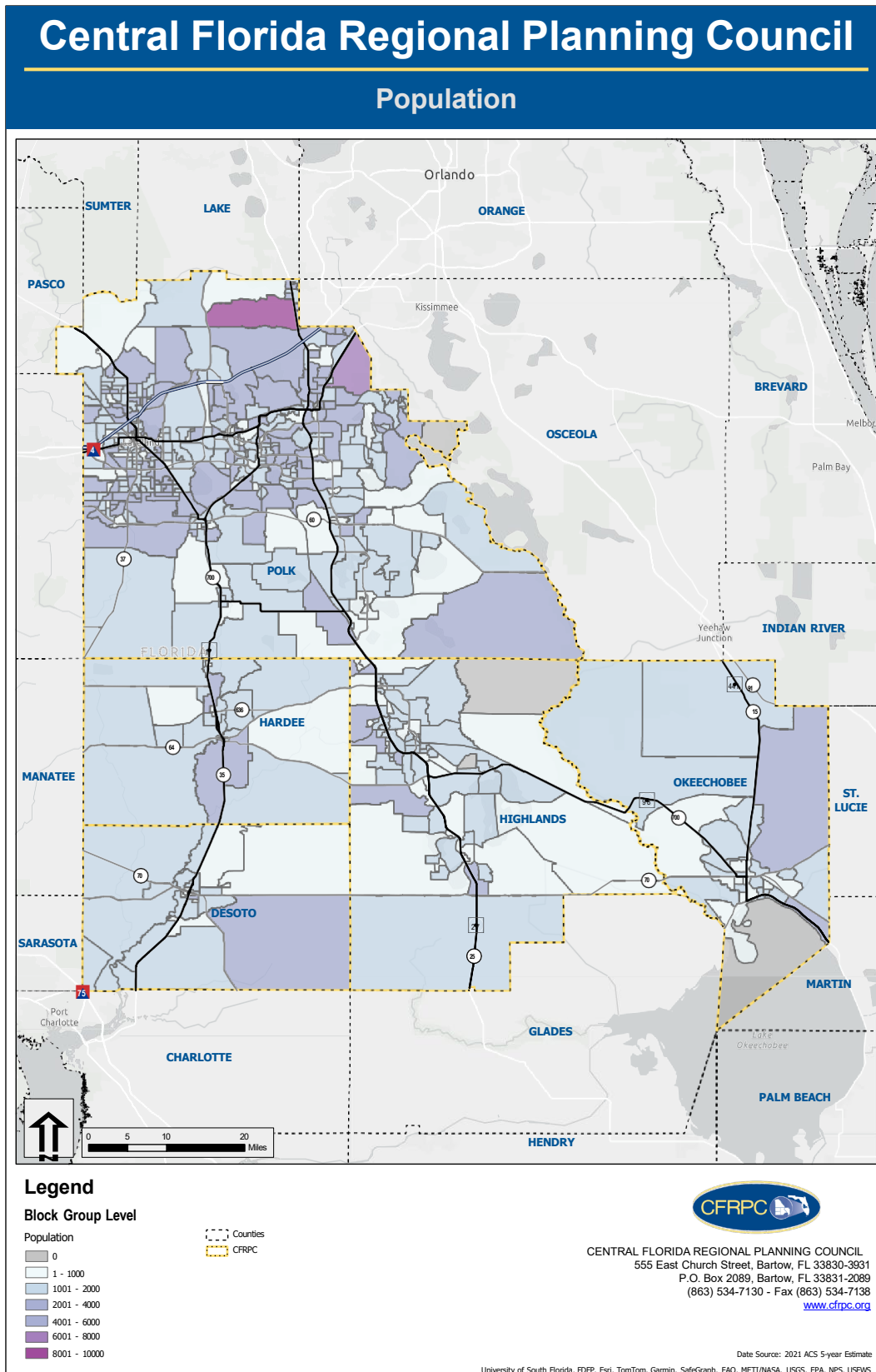
Email: [ichambers@cfrpc.org](mailto:ichambers@cfrpc.org)

Phone: 863 534 7130

Hearing Impaired: Dial 711 for the Florida Relay Service (TTY)

# Community Characteristics Inventory

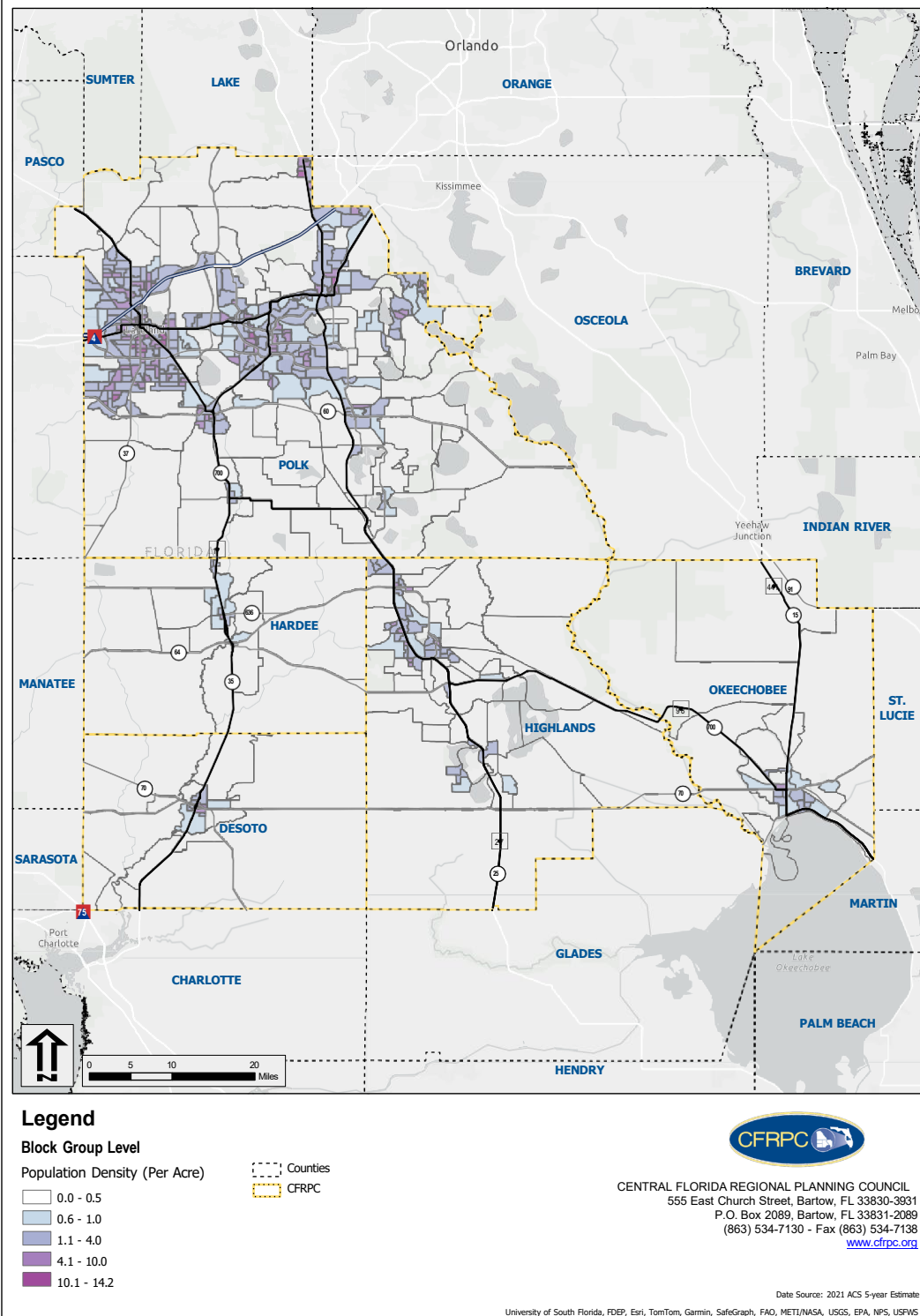
The Agency uses demographic information to locate underserved populations, allowing proactive community outreach efforts. Analyzing the size and scope of underserved populations allows us to identify opportunities to minimize, mitigate, or avoid disparate impacts in transportation planning. Robust public involvement is also vital.





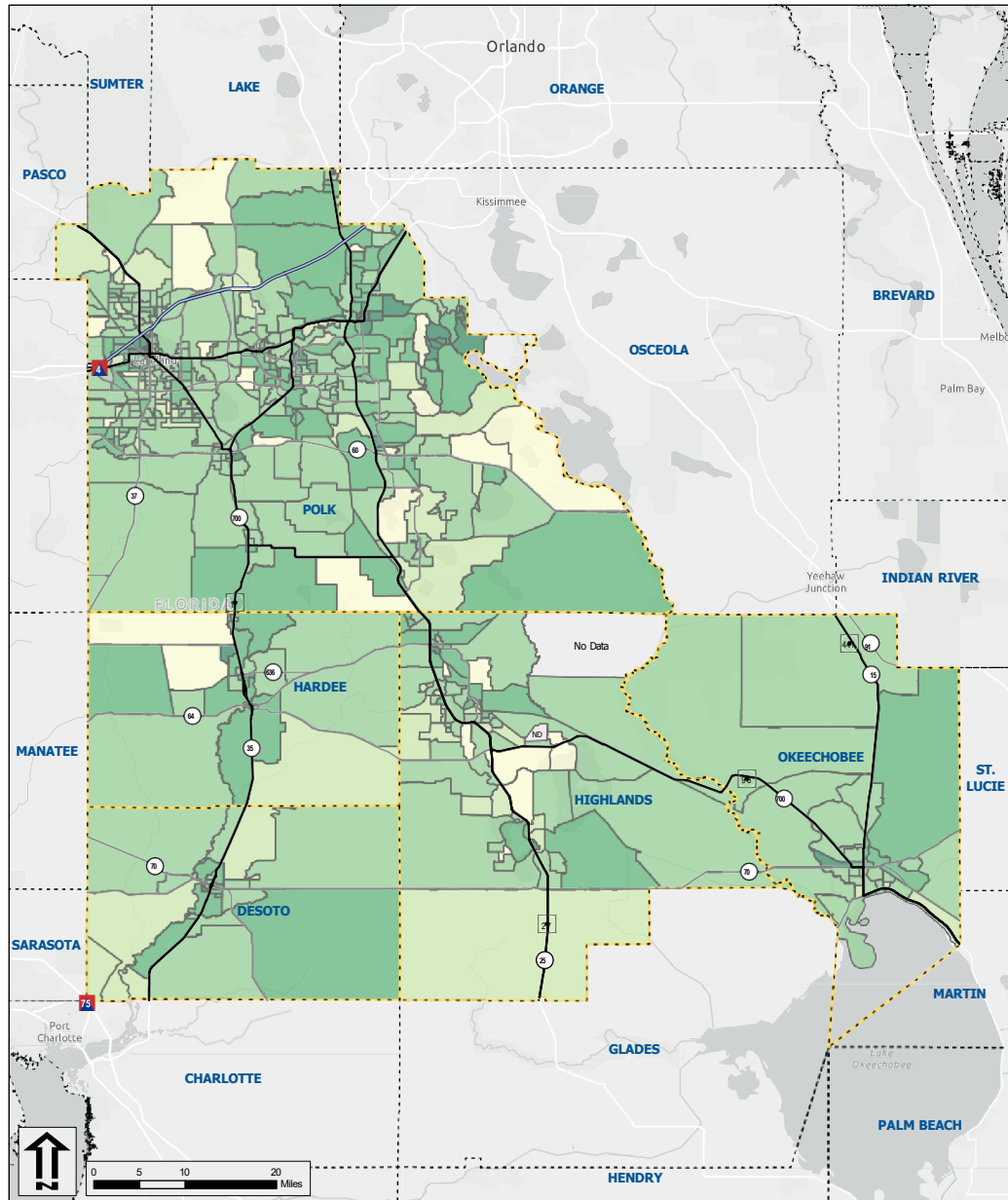
# Central Florida Regional Planning Council

## Population Density



# Central Florida Regional Planning Council

## Minority Population



### Legend

#### Block Group Level

Percentage of Minority Population

- 0.0% - 7.0%
- 7.1% - 15.0%
- 15.1% - 30.0%
- 30.1% - 50.0%
- 50.1% - 88.0%
- 88.1% - 100.0%

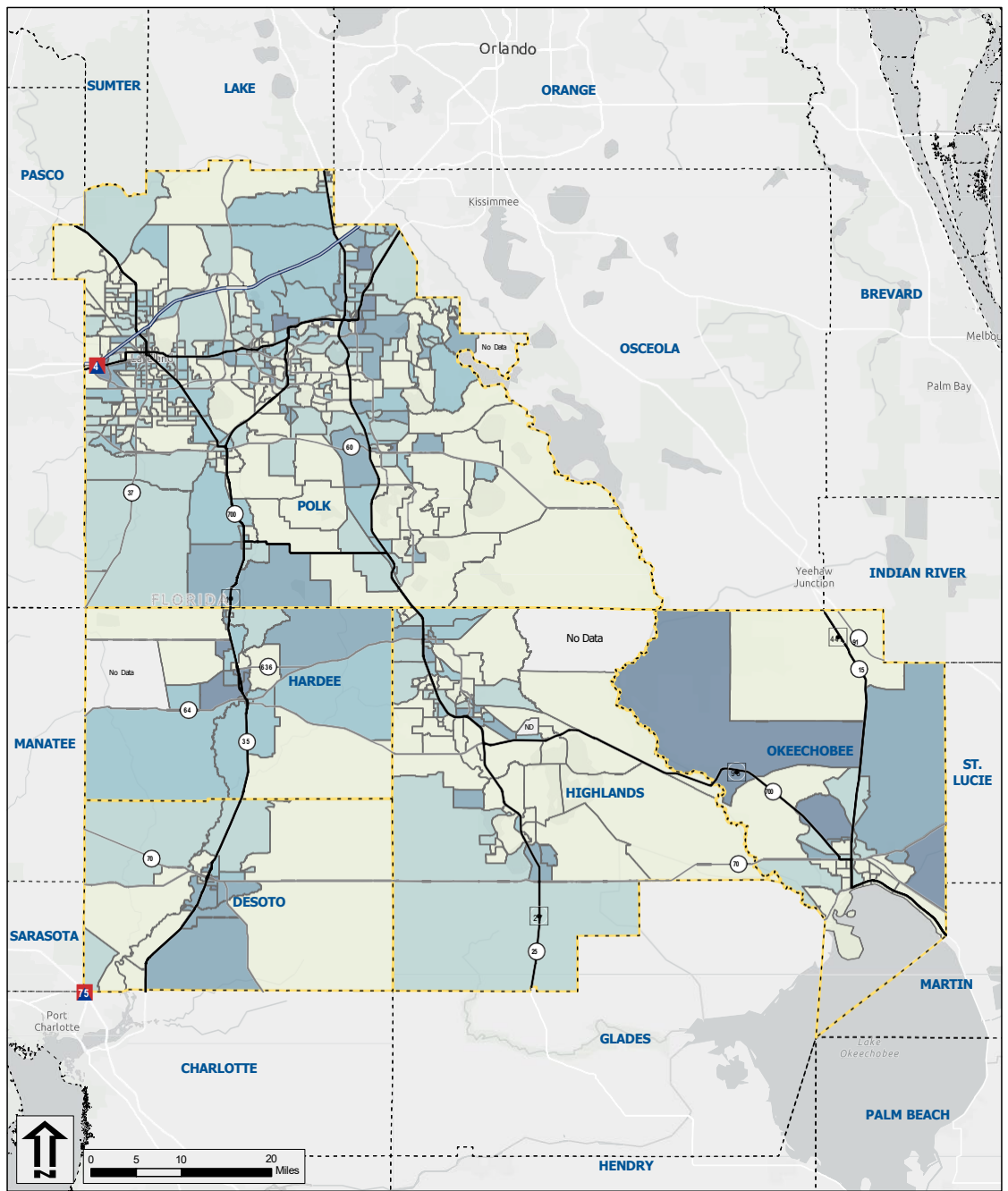
- Counties
- CFRPC



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 555 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (863) 534-7130 - Fax (863) 534-7138  
[www.cfrpc.org](http://www.cfrpc.org)

Date Source: 2021 ACS 5-year Estimate  
 University of South Florida, FDEP, Esri, TomTom, Garmin, SafeGraph, FAO, METI/MASA, USGS, EPA, NPS, USFWS

# Central Florida Regional Planning Council



## Legend

### Block Group Level

Limited English Speaking Households

- 0% - 1%
- 1.01% - 5%
- 5.01% - 10%
- 10.01% - 20%
- 20.01% - 47.17%

- Counties
- CFRPC



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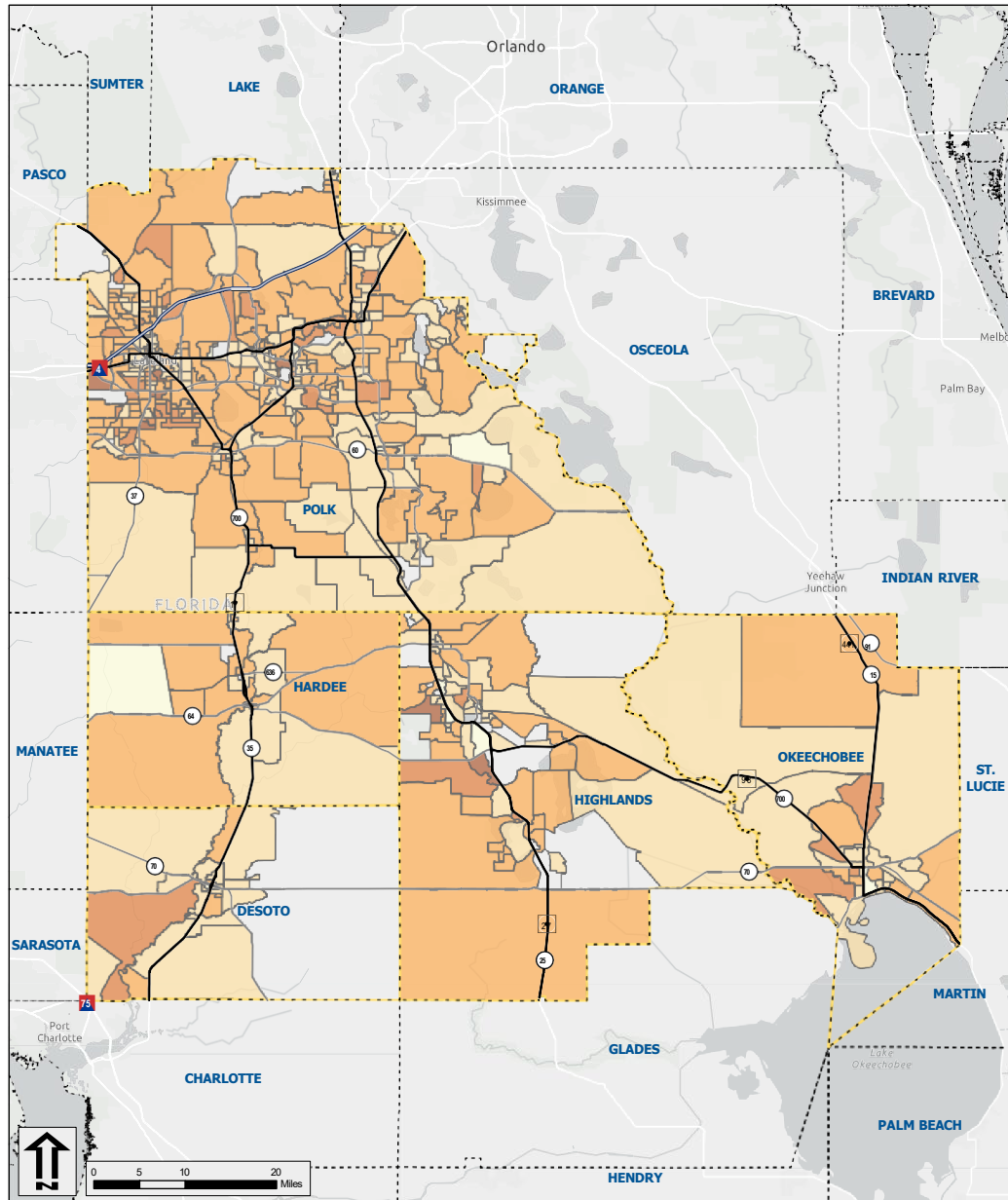
Date Source: 2021 ACS 5-year Estimate

University of South Florida, FDEP, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS



# Central Florida Regional Planning Council

## Median Household Income (Past 12 Months)

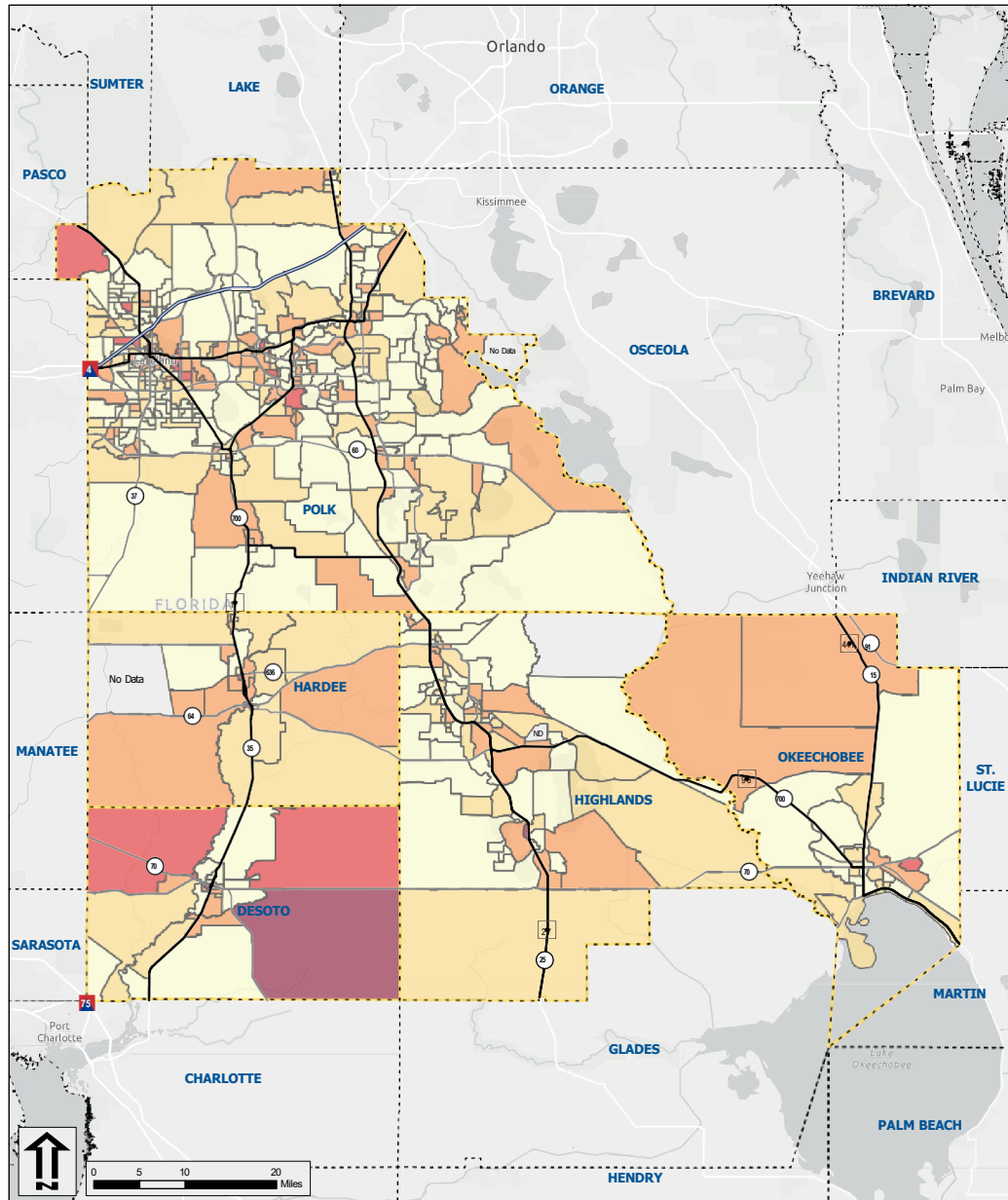


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 University of South Florida, FDEP, Esri, TomTom, Garmin, SafeGraph, FAO, METI/MASA, USGS, EPA, NPS, USFWS

# Central Florida Regional Planning Council

## Poverty



### Legend

#### Block Group Level

Percentage Below Poverty Level (Population)

- 0% - 5%
- 5.1% - 10%
- 10.1% - 25%
- 25.1% - 40%
- 40.1% - 55.1%

- Counties
- CFRPC



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[www.cfrpc.org](http://www.cfrpc.org)

Date Source: 2021 ACS 5-year Estimate  
 University of South Florida, FDEP, Esri, TomTom, Garmin, SafeGraph, FAO, METI/MASA, USGS, EPA, NPS, USFWS

# Title VI Notice to the Public

## **Title VI/Nondiscrimination Statement:**

The Central Florida Regional Planning Council (CFRPC) values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, the CFRPC believes that the best programs and services result from careful consideration of the needs of all of its communities, and the region benefits when all are involved in the decision-making process. Thus, the CFRPC does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the CFRPC will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of race, color, national origin, sex, age, disability, religion, income, or family status.

## **Americans with Disabilities Act/Section 504 of the Rehabilitation Act Statement:**

The Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services, and activities.

The CFRPC will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The CFRPC will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services, and activities include representation by the disabled community and disability service groups.

The CFRPC encourages the public to report any facility, program, service, or activity that appears to be inaccessible to those who are disabled. Furthermore, the CFRPC will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the CFRPC asks that requests be made at least three (3) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the CFRPC's ADA Officer:

Indihra Chambers  
Title VI/Nondiscrimination Coordinator  
555 East Church Street, Bartow, FL 33830  
Email: [ichambers@cfrpc.org](mailto:ichambers@cfrpc.org)  
Phone: 863-534-7130  
Hearing Impaired: Dial 711 for the Florida Relay Service (TTY)

## **Posting Locations:**

The above notice is posted in the public area of the CFRPC's office at 555 East Church Street, Bartow, FL 33830, and on the CFRPC's website at [www.cfrpc.org](http://www.cfrpc.org)

**Declaración de Política:**

El Central Florida Regional Planning Council (CFRPC) valora la diversidad y agradece las aportaciones de todas las partes interesadas, independientemente de su identidad cultural, antecedentes o nivel de ingresos. Además, el CFRPC cree que los mejores programas y servicios resultan de una cuidadosa consideración de las necesidades de todas sus comunidades y los beneficios de la región cuando todos están involucrados en el proceso de toma de decisiones. Por lo tanto, el CFRPC no tolera la discriminación en ninguno de sus programas, servicios o actividades. De conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y otras autoridades federales y estatales, el CFRPC no excluirá la participación, negará los beneficios o estará sujeto a discriminación a ninguna persona por motivos de raza, color, nacionalidad, sexo, edad, discapacidad, religión, ingresos o estado familiar.

**Ley de Estadounidenses con Discapacidades / Sección 504 de la Declaración de la Ley de Rehabilitación:**

La Ley de Estadounidenses con Discapacidades (ADA) de 1990, la Sección 504 de la Ley de Rehabilitación de 1973 y las leyes y regulaciones federales y estatales relacionadas prohíben la discriminación contra aquellos que tienen discapacidades. Además, estas leyes requieren que los beneficiarios de la ayuda federal y otras entidades gubernamentales tomen medidas afirmativas para acomodar razonablemente a los discapacitados y garantizar que sus necesidades estén representadas equitativamente en los programas, servicios y actividades de transporte.

El CFRPC hará todo lo posible para garantizar que sus instalaciones, programas, servicios y actividades sean accesibles para las personas con discapacidades. El CFRPC hará todos los esfuerzos para garantizar que sus comités asesores, actividades de participación pública y todos los demás programas, servicios y actividades incluyan la representación de la comunidad de discapacitados y los grupos de servicios para discapacitados.

El CFRPC alienta al público a informar sobre cualquier instalación, programa, servicio o actividad que parezca ser inaccesible para los discapacitados. Además, el CFRPC proporcionará un ajuste razonable a las personas con discapacidad que deseen participar en eventos de participación pública o que requieran asistencia especial para acceder a instalaciones, programas, servicios o actividades. Debido a que proporcionar una adaptación razonable puede requerir asistencia, organización o recursos externos, el CFRPC solicita que las solicitudes se realicen al menos tres (3) días de calendario antes de la necesidad de la adaptación.

Preguntas, inquietudes, comentarios o solicitudes de adaptación deben hacerse al Oficial de la ADA CFRPC:

Indihra Chambers, Título VI /Coordinador No Discriminación

555 East Church Street, Bartow, FL 33830

Email: [ichambers@cfrpc.org](mailto:ichambers@cfrpc.org)

Phone: 863-534-7130

Personas con discapacidad auditiva: Marque 711 para el Servicio de Retransmisión de Florida (TTY)

## Ubicación de Publicación:

El aviso anterior está publicado en el área pública de la oficina del CFRPC en 555 East Church Street Bartow, FL 33830, y en el sitio web del CFRPC en [www.cfrpc.org](http://www.cfrpc.org).

**Tit VI / Deklarasyon Non-Diskriminasyon:**

Konsèy Planifikasyon Rejyonal Laflorid Santral (CFRPC) bay divèsite valè epi li akeyi opinyon tout moun ki gen enterè yo, kèlkeswa idantite kiltirèl, orijin, oswa nivo revni. Anplis de sa, CFRPC kwè ke pi bon pwogram ak sèvis yo soti nan konsiderasyon ak anpil atansyon sou bezwen tout kominote li yo, epi rejyon an benefisye lè tout moun patisipe nan pwosesis pou pran desizyon an. Kidonk, CFRPC pa tolere diskriminasyon nan nenpòt nan pwogram, sèvis, oswa aktivite li yo. Dapre Tit VI Lwa sou Dwa Sivil 1964 ak lòt otorite federal ak leta, CFRPC p ap ekskli nan patisipasyon, refi benefis, oswa sijè a diskriminasyon, nenpòt moun ki baze sou ras, koulè, orijin nasyonal, sèks, laj, andikap, relijyon, revni, oswa sitiyoasyon fanmi.

**Lwa sou Ameriken Andikape Yo / Deklarasyon Lwa Reyabilitasyon Seksyon 504:**

Lwa Ameriken andikape yo (ADA) 1990, Seksyon 504 Lwa Reyabilitasyon 1973, ak Lwa ak règleman federal ak eta ki gen rapò ak entèdiksiyon diskriminasyon kont moun ki andikape. Anplis de sa, Lwa sa yo egzije moun k ap resevwa asistans federal yo ak lòt antite gouvènman yo pou yo pran aksyon afimatif pou akomode moun ki andikape yo yon fason rezonab epi asire bezwen yo reprezante jistis nan pwogram transpò, sèvis ak aktivite yo.

CFRPC pral fè tout efò posib pou asire enstalasyon, pwogram, sèvis ak aktivite li yo aksesib pou moun ki andikape yo. CFRPC a pral fè tout efò posib pou asire ke komite konsiltatif li yo, aktivite patisipasyon piblik yo ak tout lòt pwogram, sèvis, ak aktivite yo gen reprezantasyon nan kominote andikape yo ak gwoup sèvis ki andikape yo.

CFRPC ankouraje piblik la pou rapòte nenpòt etablisman, pwogram, sèvis oswa aktivite ki parèt pa aksesib pou moun ki andikape yo. Anplis de sa, CFRPC a pral bay aranjman rezonab pou moun ki gen andikap ki vle patisipe nan evènman patisipasyon piblik oswa ki bezwen èd espesyal pou jwenn aksè nan enstalasyon, pwogram, sèvis, oswa aktivite. Paske bay aranjman rezonab ka mande asistans deyò, òganizasyon oswa resous, CFRPC egzije pou demann yo fèt omwen twa (3) jou kalandriye anvan bezwen an pou aranjman.

Kesyon, enkyetid, kòmantè oswa demann pou akomodasyon ta dwe fèt bay Ofisye CFRPC ADA a:

Indirhra Chambers, Tit VI / Kowòdonatè Non-Diskriminasyon

555 East Church Street, Bartow, FL 33830

Imèl: [ichambers@cfrpc.org](mailto:ichambers@cfrpc.org)

Telefòn: 863-534-7130

Moun ki gen pwoblèm pou tande: 711 Florida Relay Service (TTY)

## Post Kote:

Avi ki anwo a afiche nan zòn piblik la nan biwo CFRPC nan  
555 East Church Street, Bartow, FL 33830,  
ak sou sit wèb CFRPC nan [www.cfrpc.org](http://www.cfrpc.org).

# Title VI/Nondiscrimination Procedures and Compliance

## Complaint Procedures

[ichambers@cfrpc.org](mailto:ichambers@cfrpc.org)

# Título de la Política VI / No Discriminación

## Procedimientos y Cumplimiento

### Procedimientos de Queja

El CFRPC ha establecido un procedimiento de quejas de discriminación y tomará medidas inmediatas y razonables para investigar y eliminar la discriminación cuando se encuentre. Cualquier persona que crea que ha sido objeto de discriminación por raza, color, nacionalidad, sexo, edad, discapacidad, religión, ingresos o estado familiar en cualquiera de los programas, servicios o actividades de CFRPC puede presentar una queja ante el CFRPC. Título VI /Coordinador No Discriminación:

Indihra Chambers, Title VI/Nondiscrimination Coordinator

555 East Church Street, Bartow, FL 33830

Email: [ichambers@cfrpc.org](mailto:ichambers@cfrpc.org)

Phone: 863-534-7130

Personas con discapacidad auditiva: Marque 711 para el Servicio de Retransmisión de Florida (TTY)

Coordinador del Título VI de la CFRPC tiene fácil acceso a la Directora Ejecutiva del CFRPC y no requiere obtener la gestión u otra aprobación de la gerencia para discutir los temas de discriminación con la Directora Ejecutiva.

Si es posible, la queja debe ser presentada por escrito y contener la identidad del reclamante; la base para la acusación(s) (es decir, raza, color, origen nacional, sexo, edad, discapacidad, religión, ingresos o situación familiar); y una descripción de la supuesta discriminación con la fecha de ocurrencia. Si la queja no puede ser presentada por escrito, el demandante debe ponerse en contacto con el Coordinador del Título VI / No Discriminación para obtener ayuda.

El Coordinador de Título VI / No Discriminación responderá a la queja dentro de los treinta (30) días de calendario y tomará las medidas razonables para resolver el asunto. En caso de que el CFRPC no pueda resolver satisfactoriamente una queja, el CFRPC enviará la queja junto con un registro de su disposición a la agencia federal o estatal correspondiente según el programa en el que se produjo la queja, incluidos, entre otros, los siguientes agencias: el Departamento de Transporte de los Estados Unidos; el Departamento de Comercio de los Estados Unidos, incluida la Administración de Desarrollo Económico de los Estados Unidos; el Departamento de Defensa, incluida la Oficina de Ajuste Económico y el Departamento de la Fuerza Aérea; el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos; el Departamento de Salud y Servicios Humanos de los Estados Unidos; el Departamento de Protección Ambiental de los Estados Unidos; el Departamento de Recursos del Interior de los Estados Unidos; el Departamento de Agricultura de los Estados Unidos; u otros Departamentos o Agencias de los Estados Unidos de América.

Si el demandante no puede o no quiere presentar una queja ante el CFRPC, la queja por escrito se puede presentar directamente al Departamento de Transporte de Florida (FDOT). El FDOT servirá como centro de intercambio de información y remitirá la queja a la agencia estatal o federal correspondiente:

Florida Department of Transportation, Equal Opportunity Office

ATTN: Title VI Complaint Processing

605 Suwannee Street MS 65, Tallahassee, FL 32399

# Complaint Form

Central Florida Regional Planning Council <b>Title VI / Nondiscrimination Program</b> <b>Complaint of Discrimination</b>										
Complainant(s) Name:	Complainant(s) Address:									
Complainant(s) Phone Number:										
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):										
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:										
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):										
Discrimination Because Of: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Color</td> <td><input type="checkbox"/> National Origin</td> </tr> <tr> <td><input type="checkbox"/> Sex</td> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/> Handicap/Disability</td> </tr> <tr> <td><input type="checkbox"/> Income Status</td> <td><input type="checkbox"/> Retaliation</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Sex	<input type="checkbox"/> Age	<input type="checkbox"/> Handicap/Disability	<input type="checkbox"/> Income Status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Other	Date of Alleged Discrimination:
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin								
<input type="checkbox"/> Sex	<input type="checkbox"/> Age	<input type="checkbox"/> Handicap/Disability								
<input type="checkbox"/> Income Status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Other								
Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s).										
Please explain as clearly as possible <b>how, why, when</b> and <b>where</b> you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.										
Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:									



**Title VI / Programa Antidiscriminatorio  
Querrela de Discriminacion**

Nombre del querellante:		Dirección:		
Número de teléfono:				
Nombre, dirección, teléfono y relación (ej. amigo, abogado, pariente, etc.) del Representante del querellante:				
Nombre y dirección de la Agencia, Institución, o Departamento que usted alega discrimino en su contra:				
Nombre(s) del Individuo(s) Quien(es) Usted Alega Discrimino (naron) Contra Usted Si lo(s) Conoce:				
Razón de la discriminación:	<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origen Nacional	Fecha de la alegada discriminación.
	<input type="checkbox"/> Sexo	<input type="checkbox"/> Edad	<input type="checkbox"/> Incapacidad/Impedimento Físico	
	<input type="checkbox"/> Status de Ingreso	<input type="checkbox"/> Represalia	<input type="checkbox"/> Otro	
Favor de indicar el nombre (s) y número(s) de teléfono(s) de alguna persona(s) que el Departamento de Transporte puede comunicarse para información adicional que clarifique o respalde su alegación o alegaciones.				
Favor de explicar tan claro como sea posible, <b>como, porque, cuando y donde</b> usted cree que fue discriminado. Incluya suficiente información acerca de los antecedentes según le sea posible, de los alegados actos de discrimen. Puede añadir paginas adicionales, si es necesario.				
Firma del Querellante(s) o su Representante:		Fecha:		

Central Florida Regional Planning Council  
**Title VI Lwa: Plent Kont Diskriminasyon**

Non Moun Ki Pote Plent La:	Adrès Moun Ki Pote Plent La:
Nimewo Telefòn Moun Ki Pote Plent La:	

Non, Adrès, Nimewo telefòn Repezantan Moun Ki Pote Plent la ak Lien (setadi: zanmi, Avoka, Paran..etc):

Non ak Adrès Ajans, Institisyon, ou Depatman ou Kwè ki fè Diskriminasyon Kont ou:

Non Mounou Kwè Ki Diskriminen Kont ou (Si-w Konnen yo):

Rezon Diskriminasyon an	<input type="checkbox"/> Ras ou	<input type="checkbox"/> Koule-w	<input type="checkbox"/> Origin nasyonal	Dat Diskriminasyon an te fèt:
	<input type="checkbox"/> Seks ou:	<input type="checkbox"/> Laj ou	<input type="checkbox"/> Andikap/dezabilite	
	<input type="checkbox"/> Stati Revni-w	<input type="checkbox"/> revanj	<input type="checkbox"/> Lòt ankô:	

Silvouplè, bay non ak nimewo telefòn ninpòt moun ke Depatmant Transpòtasyon Florida kap kontakte pou plis infòmasyon pou sipòte ou klarifye plènt ou (a)/plent ou yo:

Silvouplè, eksplike klèman kijan, poukisa , ki lè, ak ki kote ou kwè ke diskriminasyon te fèt kont ou. Bay tout infòmasyon konplèt de tout aksyon diskriminasyon sa yo. Ajoute paj anplis si nesesè:

Siyati Moun Ki Pote Plent La ou Repezantan Li:	Dat Siyati:
--	-------------

# Record Retention and Reporting Policy

The Agency will maintain compliance records and all Title VI related documents for a minimum of five (5) years and provide them to the primary recipient as scheduled or requested.

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. For agencies in FDOT's LAP program, the plans will be solicited along with the SCAT form commensurate with LAP certification and recertification every three (3) years. In addition, the Agency will submit Title VI/Nondiscrimination Plans to FDOT or any other federal funding authority upon request or at any time a major change in the Plan occurs in accordance with 49 CFR 21.9(c).

## Sub-recipient Assistance and Monitoring for Transportation and Transit Programs

The Agency does not have sub-recipients. If so, the Agency is required by FTA and FHWA to ensure that sub-recipients of federal funds comply with all Title VI requirements. To meet this mandate, Agency monitoring consists of collecting data through site visits, day-to-day technical assistance, and collecting reports/forms. The Agency uses reports and site visits to determine if the sub-recipients are complying with the Title VI requirements as outlined in FTA Circular 4702.1B, 23 CFR 200.9(b)(13), if applicable, and the Agency's Title VI/Nondiscrimination Plan.

## Contractors and Subcontractors

The Agency is responsible for ensuring that contractors and subcontractors are in compliance with Title VI requirements. Contractors may not discriminate in the selection and retention of any subcontractors. Subcontractors may not discriminate in the selection and retention of any lower tier subcontractors. The Agency, contractors, and subcontractors may not discriminate in any activity in connection with federally-assisted projects. Contractors and subcontractors are not required to prepare or submit a Title VI/Nondiscrimination Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Title VI Complaint/Nondiscrimination procedures, form, and notice have been developed and distributed by the Agency to its contractors and subcontractors. The Agency also assists the contractors and subcontractor by providing demographic maps for Title VI analysis upon request.

Contractor Name	Name of Federal Funding Agency
MTM Transit	FTA

# Nondiscrimination Clauses

During the performance of a transportation or transit contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) must agree to the following clauses:

**1. Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the U.S. Department of Transportation, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

**2. Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

**3. Solicitations for Subcontractors, including Procurement of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurement of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor’s obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion, or family status.

**4. Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate and shall set forth what efforts it has made to obtain the information.

**5. Sanctions for Noncompliance:** In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the Central Florida Regional Planning Council shall impose contract sanctions as appropriate, including, but not limited to:

- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. cancellation, termination, or suspension of the contract, in whole or in part.

**6. Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Central Florida Regional Planning Council, Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.



# Certifications and Assurances

Certifications and Assurances

Fiscal Year 2024

## FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Central Florida Regional Planning Council

The Applicant certifies to the applicable provisions of all categories: *(check here)*

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
3. Tax Liability and Felony Convictions	_____
4. Lobbying	_____
5. Private Sector Protections	_____
6. Transit Asset Management Plan	_____
7. Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_

13 State of Good Repair Grants

\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_

15 Alcohol and Controlled Substances Testing

\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_

17 Demand Responsive Service

\_\_\_\_\_

18 Interest and Financing Costs

\_\_\_\_\_

19 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_

20 Tribal Transit Programs

\_\_\_\_\_

21 Emergency Relief Program

\_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

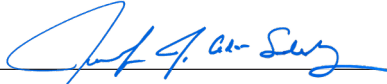
Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: 3/11/2024

Name Jennifer Codo-Salisbury Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT’S ATTORNEY**

For (Name of Applicant): Central Florida Regional Planning Council

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 3/11/2024

Name Norman White Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



# Title VI Investigations, Complaints, and Lawsuits

In accordance with 49 CFR 21.9(b), the Agency must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by the Agency in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to federal funding or other authorities.

For the past three (3) years, the Agency reports the following discrimination incidents, investigations, complaints or lawsuits:

Type of Issue	Date of Receipt	Basis/Issue	Current Status	Actions(s) Taken

# Public Participation and Language Assistance

The Central Florida Regional Planning Council (CFRPC) strives to ensure full and fair participation by all potentially affected individuals, groups, and communities in the decision-making process of all programs. Through public engagement and involvement activities all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for any Central Florida Regional Planning Council program.

Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described below are designed to provide the public with effective access to information about Central Florida Regional Planning Council services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The Public Participation Plan (PPP) for Transportation and Transit Programs is included as Appendix C to this Title VI Plan.

## Current Outreach Efforts

Central Florida Regional Planning Council is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of Central Florida Regional Planning Council's recent, current, and planned outreach activities.

Activity Name	Summary	Current, Recent, or Upcoming
Council Meetings	The Council meets on the second Wednesday of the month, and all meetings are open to the public and advertised in the State Florida Administrative Register. Agendas include an opportunity for public comments and participation.	Current
Public Hearings	CFRPC holds required public hearings when required. In addition, public hearing notices are published in the State Florida Administrative Register and local newspapers.	Current
Website	CFRPC maintains a website that provides current information about CFRPC activities, members, meetings, and contacts. The website allows visitors to get to know the regional projects with visual tools and provides links to other websites of interest.	Current
Public Engagement	As appropriate, community engagement strategies are developed for projects that incorporate a complementary mix of smaller, community-based forums, large-scale public forums, and online opportunities for engagement with the goal of ensuring a diverse set of views are included and considered in the decision-making process.	Current

## Limited English Proficiency Plan

Individuals who have a limited ability to read, write, speak or understand English are LEP. The Central Florida Regional Planning Council is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Central Florida Regional Planning Council has performed a four-factor analysis to develop its Limited English Proficiency Plan (included as Appendix D) and based on the Safe Harbor guidance, written translations of vital documents will be made available in the following languages:

DeSoto County - Spanish  
 Hardee County - Spanish  
 Highlands County - Spanish  
 Okeechobee County - Spanish  
 Polk County - Haitian Creole and Spanish

# Current Transportation/Transit System Description

## Organization Overview

As a transportation provider in DeSoto, Hardee, Highlands, and Okeechobee Counties, the CFRPC's program goal is to maintaining the best-coordinated transportation system possible for this community with the objective of providing safe, reliable, timely, and efficient transportation services to county residents.

## Organizational Structure

The CFRPC is the recipient of Federal Transit Funds and acts as a conduit to pass those funds to the Community Transportation Coordinator (CTC) (Chapter 427, F.S. Transportation Disadvantaged Program). The CTC is currently a private for-profit organization and is therefore not eligible to be a direct recipient of federal funds. As the recipient of federal funds, the CFRPC is required to meet the federal rules and regulations of funding sources. When funds are passed through to the CTC, all federal rules are also passed on to the CTC, and they are monitored for compliance. The CTC is the actual agency that takes transportation reservations. The CTC contracts with private for-profit operators who provide direct transportation trips to system clients. Therefore, when reporting the number of employees in the transportation system, the numbers apply only to the CTC staff and the contract operators in the system. In addition, CFRPC receives mobility grants that serve the counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee.

The CTC General Manager of the transportation service area is responsible for all of the day-to-day operations of the transportation service. The CTC also reports directly to the Local Coordinating Board who gives information and direction regarding service. The CTC provides services in accordance with the Community Coordinator's approved Operations Manual/System Safety/Security program and its Transportation Disadvantaged Service Plan (TDSP).

## Agency Type

Central Florida Regional Planning Council operates as a governmental agency with the authority to enter into an agreement with the CTC to pass Federal funds through to that company.

## Administration

The Community Transportation Coordinator (CTC) is responsible for training and management of our transportation program. All safety sensitive employees are required to complete FDOT approved safety and security

training course as part of their new hire orientation. All new employees are also required to complete on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheel chair lifts and securement devices. The CTC General Manager is responsible for annual renewal of all liability insurance for both FDOT and agency owned vehicles, as well as vehicle registration renewal. It is the Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.

## Vehicle Maintenance and Records

Maintenance on all agency vehicles is provided by contract carriers or outside vendors. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the FDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at each contract carrier's base.

## Transportation Related Employees

The transportation system is made up of 73 employees and no volunteers.

## Driver Information

Only transportation employees that have completed all of the required safety and drivers training requirements will be allowed to drive the agency vehicles.

## Service Routes and Ridership Numbers

Transportation services provided through our program are available to the general public for medical, nutrition, shopping, social service, training, employment, social and recreation trips. Approximately 100% of the medical trips we provide are to medical facilities in and out of the service area; therefore, our out-of-county services are directed to the nearby highway corridors that surround this community for optimum efficiency of trip duration and the most convenient route. Currently, we use a variety of vehicles to provide passenger services. Eighty percent or more of the fleet which includes vans and modified vans are equipped for wheelchair service. We prioritize grouping trips and multi-loading to the maximum extent possible. We make approximately 220 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

# **Title VI Plan Adoption Meeting Minutes and FDOT Concurrence Letter**

[Placeholder]

# Public Participation Plan for Transportation and Transit Programs

The Public Participation Plan (PPP) for Central Florida Regional Planning Council's transportation and transit programs was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Central Florida Regional Planning Council. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Central Florida Regional Planning Council services and to provide a variety of efficient and convenient methods for receiving and considering public comments prior to implementing changes to services. Central Florida Regional Planning Council also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community-based organizations, major employers, passengers, and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

## Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Central Florida Regional Planning Council and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Central Florida Regional Planning Council will proactively reach out and engage low-income, minority, and LEP populations for the Central Florida Regional Planning Council service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions are understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** Central Florida Regional Planning Council will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

## Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of the Central Florida Regional Planning Council. Central Florida Regional Planning Council intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Central Florida Regional Planning Council will conduct community meetings and listening sessions as appropriate with passengers, employers, community-based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback on the Central Florida Regional Planning Council website ([cfrpc.org](http://cfrpc.org)), and all feedback on the site will be recorded and passed onto Central Florida Regional Planning Council management. The public will also be able to call the Central Florida Regional Planning Council office at (863)534-7130 during its hours of operation. Feedback collected over the phone will be recorded and passed onto Central Florida Regional Planning Council management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that works to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used since no one location is usually convenient to all participants.

For community meetings and other important information, Central Florida Regional Planning Council will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers distributed to clients riding vehicles
- Posting information on the website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community-based organizations, particularly those that target the LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

### Public Hearing

The Central Florida Regional Planning Council holds public hearings when required by grant submittals. Notifications for public hearings are advertised in the State Florida Administrative Register and in local newspapers with wide distribution. Transportation is provided to those persons requesting service to attend the meetings.



## Heartland Regional Transportation Planning Organization Public Participation Plan

The Heartland Regional Transportation Planning Organization (HRTPO) serves as the Designated Official Planning Agency in the counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee and follows a Public Participation Plan (PPP) adopted by the HRTPO Board on March 15, 2023. The organization’s PPP was developed to ensure that all members of the public are encouraged to participate in the decision-making process for the Agency. The HRTPO programs, services and activities will consider public opinion and community input based upon documented outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Agency programs, services and activities, and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services.

**To view the HRTPO’s Public Participation Plan, please visit [www.heartlandregionaltpo.org](http://www.heartlandregionaltpo.org).**

# Language Assistance Plan

The guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

## Self-Assessment (4 Factor Analysis)

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.
4. The resources available to the recipient and costs.

## Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population.

B16004 | Age by Language Spoken at Home by Ability to Speak English for the Population 18 Years and Over

	DeSoto	Hardee	Highlands	Okeechobee	Polk	Florida
<b>Population 18+</b>	<b>27,997</b>	<b>19,038</b>	<b>85,182</b>	<b>31,355</b>	<b>575,163</b>	<b>17,399,100</b>
<b>Population 18+ Speaks English "not well" or "not at all"</b>	<b>1,770</b>	<b>1,634</b>	<b>3,496</b>	<b>1,493</b>	<b>32,478</b>	<b>1,237,567</b>
<b>Percent of 18+ Speaks English "not well" or "not at all"</b>	<b>6.3%</b>	<b>8.6%</b>	<b>4.1%</b>	<b>4.8%</b>	<b>5.6%</b>	<b>11.8%</b>

<b>Language Spoken if Speaks English less than "not well" or "not at all"</b>	DeSoto	Hardee	Highlands	Okeechobee	Polk	Florida
<b>Spanish</b>	<b>1,686</b>	<b>1,567</b>	<b>3,189</b>	<b>1,470</b>	<b>28,561</b>	<b>1,039,420</b>
<b>Other Indo-European languages</b>	<b>80</b>	<b>0</b>	<b>107</b>	<b>23</b>	<b>2,616</b>	<b>135,022</b>
<b>Asian and Pacific Island languages</b>	<b>4</b>	<b>47</b>	<b>200</b>	<b>0</b>	<b>1,037</b>	<b>52,307</b>
<b>Other</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>264</b>	<b>10,818</b>

Source: American Community Survey 5-Year Estimates 2018-2022 Table S1602



## Additional Data

### CareerSource Heartland

CareerSource Heartland (CSH) Centers are part of a community partnership providing no-cost recruitment and employment services to job seekers and businesses in DeSoto, Hardee, Highlands, and Okeechobee Counties.

According to the CSH 2020 LEP Annual Assessment: CSH utilizes report information from Employ Florida (EF) to determine the number of potential LEP persons served or encountered within the service area. The current unduplicated number of Hispanic Ethnicity individuals registered between 1/1/2020 and 12/31/2021 is 660 or 30.0% of the total EF number of individuals registered (2,198). Between the dates of 1/1/2020 and 12/31/2020 there were 1,417 contact entries for Hispanic Ethnicity individuals and 660 unduplicated individuals registered.

### Ridge Area ARC

Ridge Area Arc provides transportation to a total of 101 individuals with disabilities, many of which are also seniors within Highlands County. Ridge Area Arc serves an average of 11 Spanish speaking individuals.

## Factor 2: The Frequency with Which LEP Individuals Come into Contact with your programs, activities, and services

In 2024, the CFRPC held 67 meetings that were open to the public including many public workshops. Although translation services were offered free of charge for all meetings and flyers were distributed in English and Spanish, requests for translation services were not requested.

The CFRPC website and email newsletters offers a feature that will translate the content into over 100 languages. Based on data from website usage, 91.26 percent of website visitors in Florida view the website in English, while 0.68 percent viewed the site in Spanish.

Though the CFRPC has regular Council meetings throughout the year, the CFRPC recognizes community outreach is the main source of potential contact between the organization and persons with Limited English Proficiency (LEP). As a result, the frequency of contact is difficult to anticipate.

## Factor 3: The Importance to LEP Persons of Your Program, Activities and Services

The Central Florida Regional Planning Council was established in 1973 under chapter 160 and by interlocal agreement. The Council elected to comply with Chapter 163 in 1985 including: Review of local government comprehensive plans for consistency with the state plan and strategic regional policy plans; Coordination of all development activities and services among local, state, regional and federal agencies; And cooperate and work with units of local government in the preparation and adoption of comprehensive plans, or elements or portions thereof, and of local land development regulations.

### The CFRPC initially prioritized the following classes of "vital" documents for translation:

- Forms or written material related to individual rights, such as notices of rights.
- Notices regarding the availability of language assistance services at no cost to LEP persons.
- Notices of public community meetings or other outreach.
- Description of the Plans and Programs of the CFRPC.



The role of the Regional Planning Council does not include any direct services or programs that offer immediate or emergency assistance. Classification of a document as “vital,” depends upon the importance of the program, information, encounter, or service involved, and/or the consequence to the LEP community if the information in question is not provided in an accurate or timely manner.

## Factor 4: The Resources Available to the Recipient and Costs

### Language Assistance Services Currently Provided

Resource	Associated Cost to the CFRPC	Application
Document Translation	\$75.00 per page (Estimate)	Translation of standard CFRPC forms and documents.
Website Translation	Indeterminable	The current language translation feature of the CFRPC website is incorporated in current website maintenance and design management.
Email Translation	Indeterminable	The current language translation feature on the emails sent via <a href="http://www.mailchimp.com">www.mailchimp.com</a> is incorporated through the service provider.
Notice	Indeterminable	Notification of the availability of free language services to LEP persons is included within meeting notices. Notice is provided on the organization’s website and on appropriate materials developed for meetings, events, and public hearings.
Oral Interpretation	Indeterminable	CFRPC has utilized volunteers from partner agencies and bilingual staff to provide interpretation services at CFRPC public meetings and workshops.

Based on this 4 Factor Analysis and the Safe Harbor guidance, written translations of vital documents will be made available in the following languages by program service area:

- DeSoto County - Spanish
- Hardee County - Spanish
- Highlands County - Spanish
- Okeechobee County - Spanish
- Polk County - Haitian Creole and Spanish



## Heartland Regional Transportation Planning Organization Limited English Proficiency Plan

The Heartland Regional Transportation Planning Organization (HRTPO) serves as the Designated Official Planning Agency for the Transportation Disadvantaged programs in the counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee and follows an adopted Limited English Proficiency Plan (LEP). The organization’s LEP was developed to ensure that all members of the public including Limited English Proficient (LEP) populations are encouraged and able to participate in the decision-making process for the Agency.

**To view the HRTPO’s Limited English Proficiency Plan, please visit [www.heartlandregionaltpo.org](http://www.heartlandregionaltpo.org).**



[www.cfrpc.org](http://www.cfrpc.org)

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Agenda Item #8  
**Opportunity for Public Hearing for Federal Transportation Administration (FTA) Grants**

Action Requested:	Approval by Council
Exhibits:	#8A: Resolutions 2024-12A through 2024-12D

**Background:** Approve Resolutions 2023-12A through 2023-12D authorizing the Executive Director to sign PTGAs to: continue funding for transportation disadvantaged programs in DeSoto, Hardee, Highlands, and Okeechobee counties.

- **RESOLUTION 2024-12A**  
 Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT), unless specifically rescinded for Federal 5310 Funds awarded to the CFRPC for the Transportation for Public Transportation through the coordinated system in the small-urban area of Highlands County and associated administrative support with FDOT of transit projects.
- **RESOLUTION 2024-12B**  
 Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for Federal 5311 awarded to the CFRPC for transportation for Public Transportation through the coordinated system in Desoto, Hardee, Highlands, and Okeechobee Counties and associated administrative support with FDOT for transit projects.
- **RESOLUTION 2024-12C**  
 Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5311 funds awarded to the CFRPC for transportation for public transportation through the coordinated system in Desoto County and associated administrative support with FDOT for transit projects
- **RESOLUTION 2024-12D**  
 Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5311 for Mobility Management activities focused on the continued implementation of the goals and objectives of the Heartland Rural Mobility Plan and associated administrative support documents for transit projects.

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**RESOLUTION 2024-12A**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5310 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN THE SMALL-URBAN AREA OF HIGHLANDS COUNTY AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.**

**WHEREAS**, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Central Florida Regional Planning Council, Florida:

1. The PTGAs for the Item-Segment-Phase-Sequence (Financial Management Number) \_\_\_\_\_452490-1-84-24\_\_\_\_\_ are approved.
2. That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGAs with the Florida Department of Transportation, unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF DECEMBER 2024.**

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

\_\_\_\_\_  
**Nathaniel J. Birdsong, Jr., Chair**

ATTEST:

\_\_\_\_\_

COUNCIL ATTORNEY:

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**RESOLUTION 2024-12B**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5311 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN DESOTO, HARDEE, HIGHLANDS, AND OKEECHOBEE COUNTIES AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.**

**WHEREAS**, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Central Florida Regional Planning Council, Florida:

1. The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number) \_\_\_\_\_410124-1-84-43\_\_\_\_\_ is approved.
2. That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF DECEMBER 2024.**

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

\_\_\_\_\_  
**Nathaniel J. Birdsong, Jr., Chair**

ATTEST:

\_\_\_\_\_

COUNCIL ATTORNEY:

\_\_\_\_\_



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**RESOLUTION 2024-12C**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5311 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN DESOTO COUNTY AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.**

**WHEREAS**, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Central Florida Regional Planning Council, Florida:

1. The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number) \_445868-1-84-06\_ is approved.
2. That Jennifer Codo-Salisbury, Executive Director, or their designee is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF December 2024.**

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

\_\_\_\_\_  
Nathaniel J. Birdsong, Jr., Chair

ATTEST:  
  
\_\_\_\_\_

COUNCIL ATTORNEY:  
  
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**RESOLUTION 2024-12D**

Exhibit #8D

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5311 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR MOBILITY MANAGEMENT ACTIVITIES FOCUSED ON THE CONTINUED IMPLEMENTATION OF THE GOALS AND OBJECTIVES OF THE HEARTLAND RURAL MOBILITY PLAN (HRMP) AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.**

**WHEREAS**, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Central Florida Regional Planning Council, Florida:

The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number)

436957-1-94-25 is approved.

That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF December 2024.**

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

\_\_\_\_\_  
**Nathaniel J. Birdsong, Jr., Chair**

ATTEST:

\_\_\_\_\_  
COUNCIL ATTORNEY:



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Agenda Item #9  
Opportunity for Public Hearing for Federal Transit Administration (FTA) Grants

Actions Requested:	Conduct Public Hearing if Requested
Exhibits:	None

**Background:** Staff prepared FTA Capital Grant applications that require a public hearing be set in the event anyone from the public would like to comment on the grants. The public hearing will be held only if a written request is received.

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**Agenda Item #10**  
**Federal Transit Administration (FTA) Grant Applications**

Actions Requested:	Adopt Resolution 2024-12E
Exhibits:	#10: Resolution 2024-12E to authorize staff to apply for the FY 25/26 FTA 5310, 5311, and 5339 Grant Programs

**Background:** Each year the Council submits requests to the Florida Department of Transportation for FTA funding. The annual grant applications for operating and capital support the Transportation Disadvantaged Program, rural transit services and mobility management programs in DeSoto, Hardee, Highlands, and Okeechobee counties.

Available Grant Programs:

- Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)
- Formula Grants for Rural Areas (FTA Section 5311)
- Bus and Bus Facilities (FTA Section 5339)

**RESOLUTION 2024-12E**

Authorizes Jennifer Codo-Salisbury, Executive Director, to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

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**RESOLUTION 2024-12E**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATIONS AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR EXPENDITURE OF GRANT FUNDS PURSUANT TO A GRANT AWARD.**

**WHEREAS**, the Central Florida Regional Planning Council has the authority to apply for, accept grants, and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Central Florida Regional Planning Council, Florida:

1. This resolution applies to the Federal Programs under U.S.C. Section 5310, 5311, and 5339.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Jennifer Codo-Salisbury, Executive Director, is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF DECEMBER 2024.**

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

\_\_\_\_\_  
Nathaniel Birdsong, Chair

ATTEST:

\_\_\_\_\_

COUNCIL ATTORNEY:

\_\_\_\_\_



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Agenda Item 11  
**Adoption of the Comprehensive Economic Development Strategy (CEDS)  
2024 Update**

Actions Requested:	Adopt 2024 CEDS update and approve for publishing and transmitting to EDA
Exhibits:	#11: Summary and 2024 Supplemental Update of the CEDS

**Background:** The CFRPC serves as the Economic Development District (EDD) for the Central Florida Region, as designated by the US Economic Development Administration (EDA). As the EDD, staff responsibilities include developing and implementing the CEDS, grant writing, and technical assistance to local governments for economic development projects, economic analysis for potential projects throughout the region, and other capacity assistance related to economic development and resiliency.

The Comprehensive Economic Development Strategy is a five-year regional economic development plan for the counties of DeSoto, Hardee, Highlands, Okeechobee, and Polk. The EDD maintains the CEDS through an ongoing planning and analysis process, working with the CEDS Committee to develop yearly and a major update every five years. The Strategy analyzes the regional economy, identifies goals, key issues, target industries, and key project and investment areas, and focuses on job creation, quality of life issues related to the economy, and economic diversification, stability, and resilience.

The 2024 CEDS annual update has been drafted and staff is seeking approval to publish for public comment and transmit to EDA.

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## 2024 Supplemental Update

### Summary

Exhibit #11



The Comprehensive Economic Development Strategy (CEDS) is a federally required document that serves as a regional blueprint for creating a stronger, more diverse economy. It is a strategy-driven plan for economic development designed to build capacity, set priorities for investment, and guide economic prosperity and resiliency throughout the region.

### Economic Resiliency

Five million acres of agricultural land was drastically impacted by Hurricane Ian. The central Florida region is a large contributor to the agricultural industry with the top 3 citrus producing counties in Florida located within the region; Polk (3.52 million boxes), Highlands (2.78 million boxes) and DeSoto County (2.62 million boxes) which accounts for 47 percent of Florida's citrus production. Agricultural losses in the region amounted to a \$265,527,239 loss, with the greatest loss located in DeSoto (\$43 million), Polk (\$37 million), and Highlands (\$34 million) County. Due to various threats impacting the agricultural industry, recovery from disaster and resiliency to various disruptions to Florida's economic base is of great importance.

Florida Citrus Statistics 2022-2023 (February 2024) USDA, National Agricultural Statistics Service

UF/IFAS Economic Impact Analysis Program, Estimated Agricultural Losses Resulting from Hurricane Ian (February 9, 2023)

### Positive over-the-year job growth as of August 2024


 Education & Health Services  
(+39,600 jobs, +2.7%)


 Trade, Transportation, and Utilities  
(+55,100 jobs, +2.8%)

 Total Government  
(+28,000 jobs, +2.5%)

 Manufacturing  
(+4,600 jobs, +1.1%)


 Construction  
(+36,700 jobs, +5.8%)

 Leisure and Hospitality  
(+34,500 jobs, +2.7%)

 Professional and Business Services  
(+14,400 jobs, +0.9%)

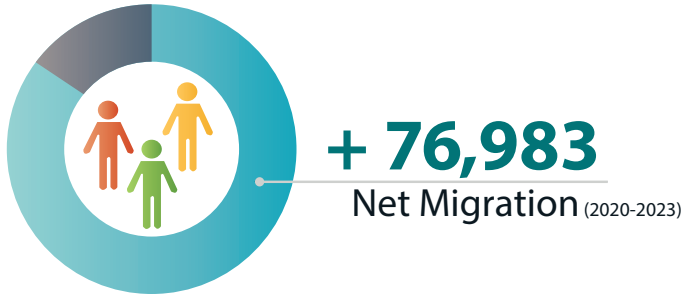
 Financial Activities  
(+1,200 jobs, +0.2%)

 Other Services  
(+16,000 jobs, +4.4%)

 Information  
(-900 jobs, -0.6%)

Source: U.S. Department of Labor, Bureau of Labor Statistics, Current Employment Statistics Program.  
Prepared by: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research

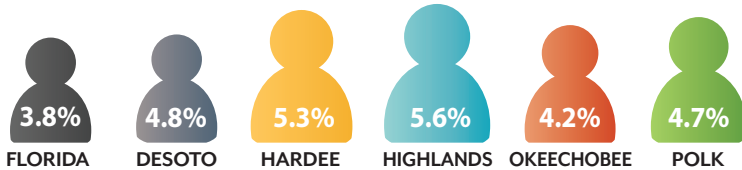
# POPULATION INCREASE



Source: Florida Department of Health (2020-2022 Vital Statistics), US Census Bureau (2020 Census), and University of Florida, Bureau of Economic and Business Research (2021 Estimates).

The estimated total 2023 population for the 5-county region is 1,002,211 with Polk County representing the most populated county with 797,616 residents, followed by Highlands County with 104,385 residents. Polk County is expected to remain the most populous county and the center of the region's job market. The increase in population is likely to stimulate economic activity through the expansion of labor supply, making the region attractive to business and industry.

# UNEMPLOYMENT



Source: U.S. Department of Labor, Bureau of Labor Statistics, Current Employment Statistics Program. Prepared by: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research (July 2024 Release).

The overall unemployment of the region continues to be higher than the State average with Highlands (5.6%), Hardee (5.3%), Glades (5.1%), DeSoto (4.8%), and Polk (4.7%), ranked within the top 10 of counties with the highest unemployment rates.

## Workforce Development

Technology and knowledge-based industries are often challenged to find well-trained administrative, management, and even entry-level employees skilled enough to fill the jobs they create. The need for a highly skilled workforce to support these industries is a critical decision point for future workforce development, and business location and expansion decisions.

**70,768 new jobs are needed in the Heartland of Florida by 2030**

Source: TheFloridaScorecard.org, Florida Chamber Foundation (9/2024)

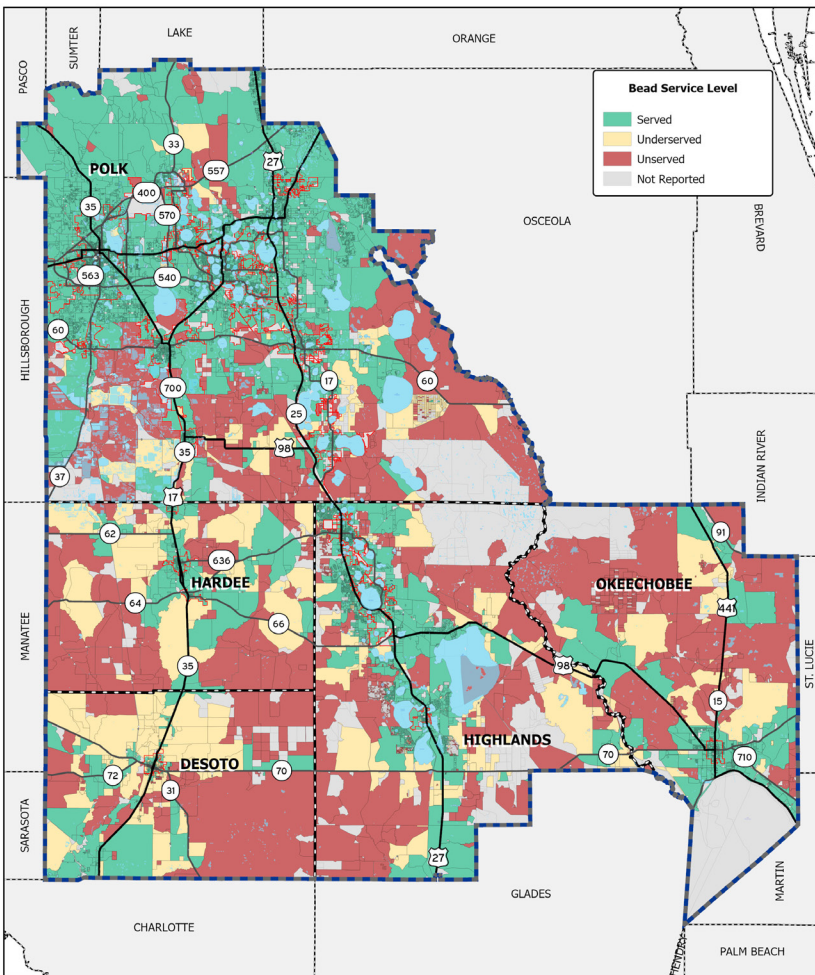




# Broadband and Economic Health

The broadband service map identifies census blocks within the region that are served, underserved, unserved, and not reported with Hardee, DeSoto, Highlands, and Okeechobee, identified as mostly underserved, and unserved. An unserved service level is an area where at least 80% of the location does not have 25 Megabits per second (Mbps)—that is, 25 Mbps when downloading, which refers to the bits per second that travel to a user’s device, and 3 Mbps when uploading, which refers to the bits per second that travel from a user’s device. Underserved is an area where at least 80% of the location does not have 100 Mbps when downloading and 20 Mbps when uploading max speed.

## Regional Broadband Service Map



Source: Interactive Rural Broadband Service Map <https://rural-broadband-map.ruralinnovation.us/> The map uses Federal Communication Commission’s Broadband Data Collection (BDC) data from the June 30, 2023, release downloaded on Nov. 3, 2023.

Guide economic growth



Assist in the creation of jobs

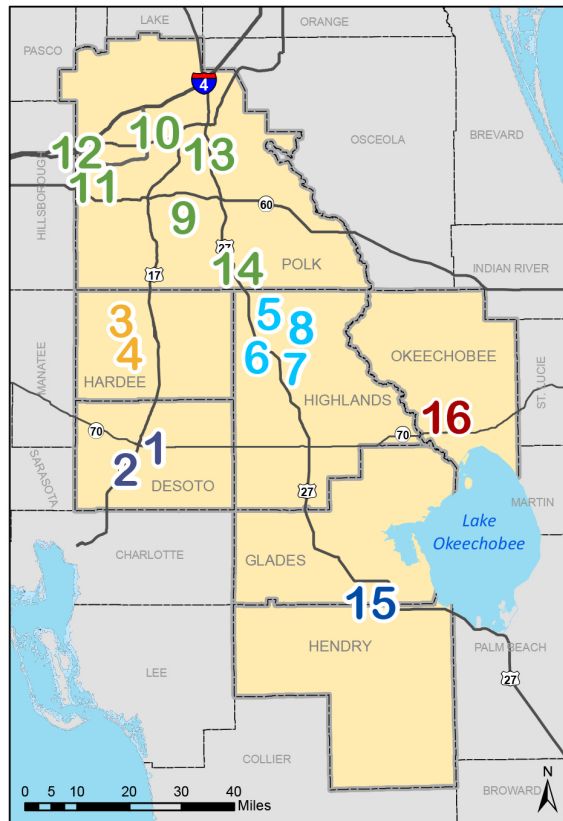


Improve the quality of life



# OPPORTUNITY AND INVESTMENT AREAS

Opportunity and investment areas in the region are identified based on compatibility with the CEDS goals and the Six Pillars, and are expected to make a future impact on the regional or local economy based on the suitability and marketability of the site; or, because of the investment that has already been made on the site.



Opportunity and Investment Areas	
<i>(Numbers do not imply priority)</i>	
<b>1</b>	DeSoto County G. Pierce Wood Memorial Hospital Complex / Business Park
<b>2</b>	DeSoto Park Industrial Area
<b>3</b>	Hardee County Commerce Park
<b>4</b>	Wauchula Airport
<b>5</b>	North Highlands Industrial Area
<b>6</b>	Avon Park Airport
<b>7</b>	Sebring Multimodal Logistics Center and Business Park
<b>8</b>	Lake Placid Business & Industrial Park
<b>9</b>	Winter Haven Intermodal Logistics Center
<b>10</b>	Florida Polytechnic University/Central Florida Innovation District
<b>11</b>	Lakeland Linder International Airport/West Lakeland Area
<b>12</b>	Lakeland Central Park
<b>13</b>	Haines City Industrial Park
<b>14</b>	Nucor Steel
<b>15</b>	Americas Gateway & Airglades Airport
<b>16</b>	Okeechobee Commerce Center / Okeechobee Airport Area

## COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY CENTRAL FLORIDA ECONOMIC DEVELOPMENT DISTRICT SERVING DESOTO, HARDEE, HIGHLANDS, OKEECHOBEE, AND POLK COUNTIES

**United States Department of Commerce  
Economic Development Administration**  
Atlanta Regional Office, Suite 1820  
401 W Peachtree St, NW | Atlanta, GA 30308-3510

**Central Florida Regional Planning Council**  
555 E Church St., Bartow, FL 33830  
863-534-7130 | [www.cfrpc.org](http://www.cfrpc.org)



This document has been prepared with financial assistance from the U.S. Economic Development Administration.

For more information on the contents of the Comprehensive Economic Development Strategy, please view the CEDS Data Document at [www.cfrpc.org/CED](http://www.cfrpc.org/CED)



**Agenda Item #12**  
**2023 U.S. Economic Development Administration Disaster Supplemental Grant**

Actions Requested:	Approve Resolution 2024-12F authorizing Executive Director to execute agreement and administer EDA Grant
Exhibits:	#12: Resolution 2024-12F

**Background:**

The US Economic Development Administration is providing a FY 2023 Disaster Supplemental funding opportunity in response to Natural Disasters from 2021 and 2022 including those communities impacted by Hurricane Ian. Staff submitted a grant application 2023 and has now received the grant award. Staff requests authorization for the Executive Director to execute the agreement and administer this grant. The grant will allow for the development of a **multi-jurisdictional corridor study (Study)** to identify opportunities to attract investment through implementation of strategies enabling job creation, an increase in tax revenues and additional growth opportunities. The Study will also assist in the identification of emerging and declining industry clusters or sectors; competitive advantages, and the possibilities for collaborative industry partnerships.

This comprehensive planning effort will support disaster economic recovery activities that address the impacts of Hurricanes Ian, flooding, and other natural disasters helping the region to become more resilient. The grant is to be administered over a 24-month time period. The grant award amount is \$240,000 with a \$60,000 match for a total project cost of \$300,000.

**Scope of Work: Multi-Jurisdictional Transportation Corridor Study**

Project Description:

Prepare a transportation corridor study to support future economic growth and development. The study will address existing conditions, stormwater management, and economic drivers that could potentially attract private investment and enable industrial growth, job creation, increase tax revenues and expand economic opportunities within and adjacent to the identified corridors which include SR 60 from Mulberry to Lake Wales; US 17 from Polk/Hardee County line to Winter Haven; and US 27 from Frostproof to Lake Wales.

Economic Assessment:

Inventory of major corridors and economic and market analysis. The economic assessment identifies existing and potential industry clusters that could drive economic development within the corridor in the future.

- Demographic and Economic Analysis
- Business Cluster Analysis (Emerging or declining clusters or sectors and projected impact on the corridors' competitive advantages and ability to build capacity for economic development)
- Transportation Corridor and Economic analysis
- Corridor Revitalization Strategies

Transportation Assessment:

Review of transportation plans, programs, and studies to establish baseline traffic and transit performance indicators for the study corridors. Document the corridor area, including corridor

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# Agenda Item #12

## 2023 U.S. Economic Development Administration Disaster Supplemental Grant

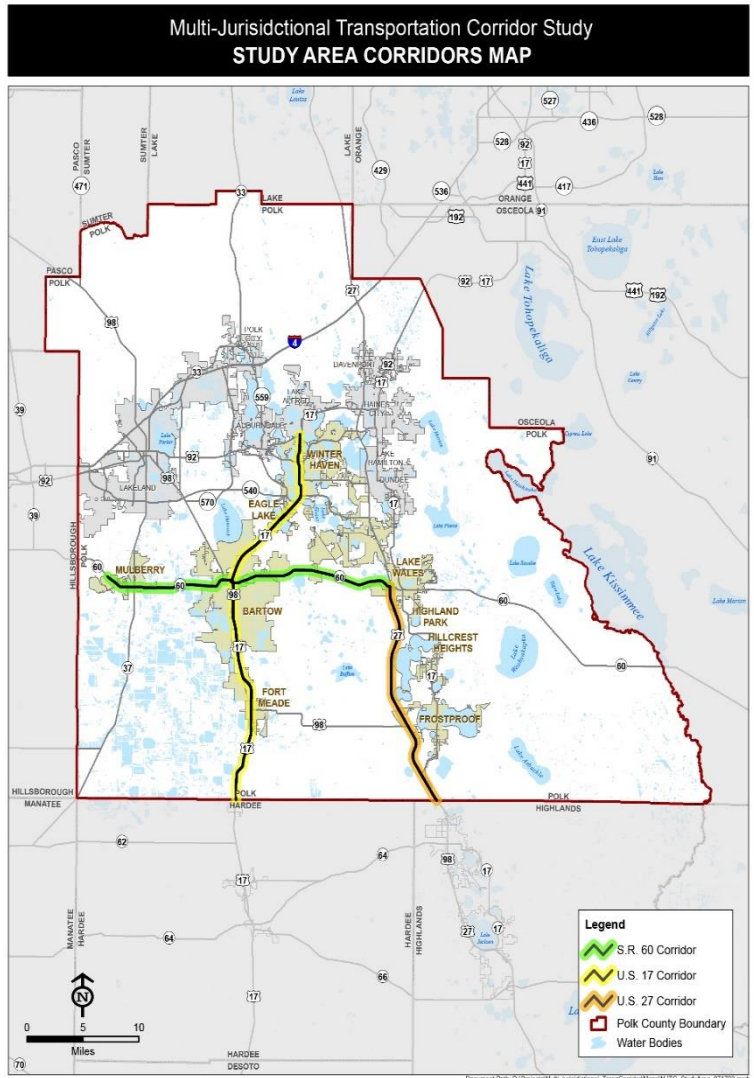
segments, major intersections/interchanges, rail sites and freight movements, aviation airports (Winter Haven, Bartow, Lake Wales), traffic volumes, bicycle, pedestrian, and transit conditions. The study will assess the quantity and quality of the study area's existing transportation network and reasonable expectations for expansion.

### Land Use Assessment:

Overview of land use characteristics; review of existing plans and studies; review of existing and future land use, zoning; and review of socioeconomic conditions.

### Infrastructure Assessment:

Identification of opportunities and challenges for development and redevelopment of the corridors respective of central water, wastewater, stormwater, electric and natural gas infrastructure and broadband infrastructure. The assessment will reflect the study area's existing stormwater infrastructure, identify existing flood prone areas, and infrastructure that may be at risk should a future flooding event and or disaster arise.



### **RESOLUTION 2024-10A**

Authorize Executive Director to execute agreement and administer EDA Grant.

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**RESOLUTION 2024-12F**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL APPROVING THE EXECUTIVE DIRECTOR TO EXECUTE, ADMINISTER, AND APPROVE MODIFICATIONS TO A GRANT AGREEMENT WITH THE UNITED STATES ECONOMIC DEVELOPMENT ADMINISTRATION TO DEVELOP A MULTI-JURISDICTIONAL TRANSPORTATION CORRIDOR STUDY THROUGH THE FY 2023 DISASTER SUPPLEMENTAL FUNDING FOR NATURAL DISASTERS IN 2021 AND 2022.**

**WHEREAS**, the United States Economic Development Administration is providing a FY 2023 Disaster Supplemental for those regions impacted by Hurricane Ian; and

**WHEREAS**, the Central Florida region faces challenges to economic health due to the impacts of Hurricane Ian including agricultural losses and continued impacts to traditional industries of the region overtime; and

**WHEREAS**, there is a need to identify and promote assets to support future economic growth and development; and

**WHEREAS**, the multi-jurisdictional corridor study (Study) will provide opportunities to attract investment through implementation of identified strategies enabling job creation, an increase in tax revenues and additional growth opportunities; and

**WHEREAS**, the Study will allow for the identification of emerging and declining industry clusters or sectors; competitive advantages, and the possibilities for collaborative industry partnerships; and

**WHEREAS**, this comprehensive planning effort will support disaster economic recovery activities that address the impacts of Hurricane Ian, flooding, and other natural disasters helping the region to become more resilient.

**NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL:**

- The CFRPC Executive Director is authorized to execute, administer, and approve modifications to the grant agreement between the CFRPC and the United States Economic Development Administration to develop a Multi-Jurisdictional Corridor Study.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF DECEMBER 2024.**

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**By:** \_\_\_\_\_  
**Nathaniel J. Birdsong, Jr., Chair**

**ATTEST:** \_\_\_\_\_

**COUNCIL ATTORNEY:** \_\_\_\_\_

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**Agenda Item #13**  
**U.S. Economic Development Administration Grant**

Actions Requested:	Approve Resolution 2024-12G authorizing Executive Director to execute agreement and administer EDA Grant
Exhibits:	#13: Resolution 2024-12G

**Background:**

The US Economic Development Administration is providing a Disaster Supplement Grant for communities recovering from Hurricanes Helen and Milton. This funding will assist in maintaining a post-disaster recovery coordination position on staff as well as connecting communities and potential funding.

The grant is to be administered over a 60-month time period. The grant award amount is \$100,000 per year for five years. There is no match.

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**RESOLUTION 2024-12G**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL APPROVING THE EXECUTIVE DIRECTOR TO EXECUTE, ADMINISTER, AND APPROVE MODIFICATIONS TO A GRANT AGREEMENT WITH THE UNITED STATES ECONOMIC DEVELOPMENT ADMINISTRATION TO PROVIDE POST-DISASTER RECOVERY TO COMMUNITIES IMPACTED BY HURRICANES HELENE AND MILTON.**

**WHEREAS**, the United States Economic Development Administration is providing a Disaster Supplemental for those regions impacted by Hurricanes Helene and Milton; and

**WHEREAS**, the Central Florida region faces challenges to economic health due to the impacts of Hurricanes Helene and Milton including agricultural losses and continued impacts to traditional industries of the region overtime; and

**WHEREAS**, there is a need to identify and promote assets to support future economic growth and development; recovery.

**NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL:**

- The CFRPC Executive Director is authorized to execute, administer, and approve modifications to the grant agreement between the CFRPC and the United States Economic Development Administration for post-disaster recovery from Hurricanes Helen and Milton.

**DULY PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF DECEMBER, 2024.**

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

By: \_\_\_\_\_  
Nathaniel J. Birdsong, Jr., Chair

ATTEST: \_\_\_\_\_

COUNCIL ATTORNEY: \_\_\_\_\_

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## Central Florida Regional Planning Council

### Staff Holiday Schedule

#### Calendar Year 2025

New Year's Day (observed)	Wednesday	<b>January 1, 2025</b>
Martin Luther King Jr., Day	Monday	<b>January 20, 2025</b>
Memorial Day	Monday	<b>May 26, 2025</b>
Independence Day	Friday	<b>July 4, 2025</b>
Labor Day	Monday	<b>September 1, 2025</b>
Veteran's Day (observed)	Tuesday	<b>November 11, 2025</b>
Thanksgiving Holidays	Thursday Friday	<b>November 27, 2025</b> <b>November 28, 2025</b>
Christmas Holidays	Wednesday Thursday	<b>December 24, 2025</b> <b>December 25, 2025</b>

Staff are allowed one **Floating Holiday** each year.

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## MONTHLY ACTIVITY REPORT: October 2024

Exhibit #17

### **ASSOCIATION MANAGEMENT**

- Hosted the October FRCA Executive Directors Advisory Committee (EDAC) Executive Committee meeting and November FRCA EDAC monthly meeting.
- Signed agreement with Public Trust CPAs for FRCA Bookkeeping services and worked with current and new Bookkeeper to facilitate transition
- Coordinated logistics for Winter Policy Board Meeting
- On-Board new Association Director; Review FRCA files, calendars, meeting schedules, contacts, and accounts. Update FRCA contact information and review all existing accounts, sponsorships, events and other services.

### **RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH**

- Coordinated November 1<sup>st</sup> FRCA EDAC Partners meeting
- Contacted FRCA Partners to provide update on new Association Director, which will continue through November
- Began working with RPC staff on Newsletter submissions, Quarterly Data Reports, and Workgroups.
- To enhance partnerships, share best practices 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:
  - Quarterly Economic Development Administration Coordination Meeting
  - Coordinated November Finance Workgroup Meeting