City of Springdale
Community Development Block Grant Program
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Community Development Block Grant Program

General Program Information

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United States Department of Housing & Urban Development

The United States Department of Housing and Urban Development (HUD) was created in 1965 to oversee U.S. policies for city and urban development.

The Department of Housing & Urban Development's Office of Community Planning and Development has oversight of federal housing and community development programs established by the Housing and Community Development Act of 1974 as amended, the Stewart McKinney-Vinto Act, and the Cranston-Gonzalez National Affordable Housing Act. Among the programs authorized under these Acts is the Community Development Block Grant Program. The primary goal of this program is to provide assistance to low-to-moderate-income persons and families.

The objective of the Community Development Block Grant Program is the preservation and development of viable communities by providing decent housing, a suitable living environment, economic development opportunities, public services and public facilities principally for low-to-moderate-income persons and families.

HUD places low-to-moderate-income individuals and families into one of three categories, based on a metropolitan area or county's median income. If a family earns an annual wage:

- at or below 80 percent of its area's median income, HUD labels the family "low-income;
- at or below 50 percent of its area's median puts a family in HUD's "very low-income" category;
- at or below 30 percent of the median prompts a classification of "extremely low-income;

The regulation governing the Community Development Block Grant Program is:

- Title 24 - Housing and Urban Development
- CFR (code of federal regulations)
- Part 570 Community Development Block Grants

Community Development Block Grant Program

Funds authorized by Congress under the Community Development Block Grant are made available to entitlement cities according to a formula allocation. The City of Springdale is classified as an Entitlement City and therefore receives the formula grant annually as participants in the program. The Entitlement Grant is awarded for a specific Program Year.

- **Entitlement City:** a city awarded a grant annually from the Department of Housing & Urban Development because the city meets the threshold of a formula allocation.

- **Entitlement Grant:** the annual grant allocation awarded to a city from the Department of Housing & Urban Development for a specific Program Year.

- **Program Year (PY):** The authorized operating period of a particular program. The term is usually used to distinguish the program's operating period from the federal government's fiscal year. The City of Springdale's Program Year is the 12 month period beginning July 1st in the fiscal year for which the appropriation is made and ending on June 30th the following year.

National Objectives

1. Communities develop their own programs and funding priorities based on local needs.

2. HUD established guidelines to define the types of projects and activities that may be undertaken and to ensure each project and activity to be carried-out meets one of the three national objectives of the CDBG Program.

   - Benefit low and moderate income persons either individually, such as housing rehabilitation, or area-wide, such as improvements to streets, sidewalks, and parks. Activities that benefit special populations that are presumed to be low and moderate income such as elderly persons, abused spouses or children, homeless persons, and developmentally or physically disabled/handicapped persons;
   - Aid in the prevention or elimination of slums and blight;
   - Meet urgent community development needs that pose a serious and immediate threat to the health or welfare of the community (i.e., natural disasters):

Eligible Activities

1. A wide variety of projects and activities are eligible for funding from the CDBG.

2. Eligible activities included but not limited to:

   - Acquisition and disposition of real property;
   - Acquisition, construction, reconstruction, and rehabilitation of public facilities such as community, senior and health centers. Public facilities also include streets, sidewalks, parks, playgrounds, and infrastructure (water and sewer or flood and drainage improvements);

- Provisions of public services such as child care, health care, recreation or education programs, services for senior citizens, and services for homeless persons;
- Residential housing rehabilitation;

Program Objectives and Outcomes

1. Three objectives of the CDBG Program are:

   - Creating Suitable Living Environments - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

   - Decent Housing - The activities that typically would be found under this objective are designed to cover the wide range of housing possible under the CDBG Program. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

   - Creating Economic Opportunities - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

2. Three outcomes of the CDBG Program are:

   - Availability and/or Accessibility - This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and-moderate-income people, including persons with disabilities. In this category accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.

   - Affordability - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and-moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

   - Sustainability, Promoting Livable or Viable Communities - This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and-moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Program Requirements

1. Community Development Block Grant funds are federal funds and therefore, there are a number of significant rules and regulations, which must be followed in order to comply with federal requirements.

2. Some of the rules and regulations are:

   - A minimum of 70% of the annual grant allocation must support activities that benefit low-to-moderate-income persons and families. Some activities meeting this requirement are those which: (a) serve all residents in a particular area, where at least 51% of residents are low-to-moderate-income, (b) benefit a limited clientele, as long as at least 51% are low-to-moderate-income, (c) improve permanent single family residential structures which are owned and occupied by low-to-moderate-income persons

   - Community Development Block Grant funds generally may not be used for religious activities or provided to primarily religious entities for activities. Community Development Block Grant funds may be used for eligible public services to be provided through a primarily religious entity, provided that the religious entity enters into an agreement with the City stating it will not discriminate on the basis of religion and it will not provide any sort of religious services or other types of influential activities;

Statutory Program Goals

1. The statutes for the Community Development Block Grant Formula Program set forth three basic goals against which the Consolidated Plan and the jurisdiction's performance under the Consolidated Plan will be evaluated by the Department of Housing & Urban Development. The Consolidated Plan must state how the City will pursue these goals for the community development programs, as well as all housing programs.

2. The Community Development Block Grant Program will partner with other agencies to accomplish their short and long term goals and at the same time meet the goals set by the Department of Housing & Urban Development. These goals are:

Decent Housing - - which includes:

- assisting homeless persons obtain affordable housing;

- assisting persons at risk of becoming homeless;

- retention of affordable housing stock;

- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of

disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;

- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and

- providing affordable housing that is accessible to job opportunities

A Suitable Living Environment - - which includes:

- improving the safety and livability of neighborhoods;

- increasing access to quality public and private facilities and services;

- reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;

- restoring and preserving properties of special historic, architectural, or aesthetic value; and

- conserving of energy resources

Expanded Economic Opportunities - - which includes:

- job creation and retention;

- establishment, stabilization and expansion of small businesses (including micro-businesses);

- provision of public services concerned with employment;

- provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;

- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;

- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and

- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing

Income Information and Guidelines

As established by HUD, the cities of Fayetteville/Springdale/Rogers/Bentonville make-up a metropolitan statistical area.

Income guidelines are established by HUD. Guidelines are updated and released annually. To qualify as low-income, a family's total household income must have an Adjusted-Gross-Income of 80% or less of the median adjusted for family size.

Adjusted-Gross-Income:

- the gross income (before deductions) of all members over the age of 18 and living in the home;
- this includes wages, salaries, overtime, social security benefits, veteran's benefits, retirements, pensions, child support, unemployment, alimony, commissions, interest and trust income, royalties and income from assets

Fayetteville/Springdale/Rogers/Bentonville

2015 HUD Income Limits, adjusted for family size

Income Level	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
0-30% Extremely Low	12,350	15,930	20,090	24,250	28,410	32,570	36,400	38,750
30-50% Very Low	20,550	23,500	26,450	29,350	31,700	34,050	36,400	38,750
60-80% Low	**32,900**	**37,600**	**42,300**	**46,950**	**50,750**	**54,500**	**58,250**	**62,000**
100% Median	41,100	47,000	52,900	58,700	63,400	68,100	72,800	77,500

Consolidated Plan

Before the City can prepare an Action Plan the city must have a current Consolidated Plan.

1. Consolidated Plan (CP): A three-to-five year plan required to be submitted to the Department of Housing & Urban Development electronically, forty-five (45) days before the city's current Consolidated Plan ends. The Consolidated Plan serves as the planning document (Comprehensive Housing Affordability Strategy and Community Development Plan) of the City of Springdale and an application for funding under the Community Planning and Development formula grant program.

2. The Consolidated Plan approach is the means to meet the application requirements for the Community Development Block Grant Formula Program. This is a single document and satisfies the submission requirements of the Community Planning & Development (CPD) formula programs for local jurisdictions.

3. The planning process for the Consolidated Plan begins with a public hearing 30 days prior to the City beginning to prepare a Consolidated Plan. The public hearing is held to solicit citizens' input in developing the plan.

4. The primary objective of the City's current Consolidated Plan is to assist qualified low-and-moderate-income homeowner(s) that own and occupy a single-family dwelling within the City's Corporate Limits.

   - Low-to-moderate-income household: A household having an income equal to or less than the Section 8 low-income limit established by the Department of Housing & Urban Development

5. The City's current CDBG Consolidated Plan is available on the City's web-site under the Office of Planning at www.springdalear.gov The Consolidated Plan includes the City's priorities and proposed projects for 5 years and additional information required by the Department of Housing & Urban Development.

Action Plan

While the city is entitled to receive funds because it meets the threshold of the formula allocation, the city must still submit to the Department of Housing & Urban Development on an annual basis an Action Plan (AP) detailing how funds under the program are to be used locally. The plan is required to be submitted to the Department of Housing & Urban Development 45 days before the new program year begins.

1. Action Plan (AP): A one year plan required to be submitted annually to the Department of Housing & Urban Development electronically forty-five days before the start of the upcoming Program Year. The Plan describes how the City will carry-out its projects and activities utilizing upcoming program year CDBG Funds.

2. The planning process for this plan begins with a public hearing for citizens to provide input in developing the Action Plan. The final Action Plan is made available to citizens for thirty (30) days for citizen comments.

3. Copies of the proposed and adopted plan in English and Spanish will be placed at the Springdale Senior Center, Springdale Public Library, Springdale Housing Authority, and The Jones Center for Families for review.

4. The City will post its' Action Plans in English and Spanish on the City's CDBG web-site under the planning office at www.springdalear.gov

5. The plan includes proposed projects and activities, proposed funding request, and other information required by HUD.

6. The City must adopt a CDBG Annual Action Plan before it can be submitted to HUD through the Little Rock Field Office.

7. HUD will notify the City whether it has accepted the City's Annual Action Plan or HUD may request the City to amend its Action Plan due to an increase or decrease in funding or HUD may request additional information before it accepts the Action Plan.

Consolidated Annual Performance & Evaluation Report

The city must also submit an annual evaluation report detailing how funds were actually used. This report is known as a Consolidated Annual Performance & Evaluation Report (CAPER). This report is required to be submitted to the Department of Housing & Urban Development approximately 90 days after the program year ends.

1. Consolidated Annual Performance & Evaluation Report (CAPER): A report required to be prepared and submitted to the Department of Housing & Urban Development electronically ninety (90) days after the Program Year has ended. The report describes how prior year CDBG funds were disbursed along with projects and activities carried-out, beneficiaries and other objectives and outcomes accomplished with prior year CDBG funds.

2. Copies of the CAPER are placed at the Springdale Senior Center, Springdale Public Library, Springdale Housing Authority, and The Jones Center for Families.

3. The City also post the Consolidated Annual Performance & Evaluation Report on the City's CDBG web-site under the planning office at www.springdalear.gov

Managing the Process

1. The City of Springdale's Planning & Community Development Department has the primary responsibility for overseeing the Community Development Block Grant Program.

2. The city has a Community Development Block Grant Program Director assigned to the Planning Department. The director's primary responsibility is to administer the Community Development Block Grant Program.

3. The Planning & Community Development Director and the City's Community Development Block Grant Committee which consist of four City Council members provide insight compiled through daily interaction with individual citizens, community and neighborhood organizations, non-profit housing agencies, and the private housing industry.

4. The Community Development Block Grant Program Director gathers data received from citizens, neighborhood meetings and public hearings for which he/she is responsible for organizing and conducting in order to encourage ongoing public

comment and to receive citizen views to establish priorities for housing and community development needs.

5. The Community Development Block Grant Program Director is responsible to disburse and track all Entitlement Grant funds and all Program Income.

   - Program Income: income generated because of the entitlement grant: some examples are rebates received from local utility providers because the housing program had energy-star rated fixtures and equipment installed, the selling of homes previously rehabbed with the entitlement grant, etcetera;

   - All Program Income received shall be disbursed before any cash withdrawals are made from the U.S. Treasury.

   - Program Income received shall be reported quarterly to the HUD Little Rock Field Office.

Integrated Disbursement & Information System (IDIS)

To enable the Department of Housing & Urban Development to better manage the disbursement of funds and to track on a real time basis the progress being made by grantees in serving low to moderate income persons and families, the Integrated Disbursement & Information System (IDIS) was developed.

The city uses HUD's IDIS to disburse funds from the federal treasury and to report to the Department of Housing & Urban Development on the city's program accomplishments, including the characteristics of persons served through program activities. In IDIS funds are not disbursed from the allocation on a "lump sum" basis. Funds are disbursed from each activity that the city carries out to meet program goals.

IDIS uses a Project/Activity relationship. A project is linked to a specific program. The entire grant allocation is allocated among the projects. The four projects the city has setup under the Community Development Block Grant are eligible to be funded from the annual Community Development Block Grant allocation. However, the city does not require funds be committed to each of the four projects. The city only requires that Program Administration, Housing Services and Public Services be funded each program year. Projects are listed in the Annual Action Plan and describe the proposed use of program funds. In IDIS, Projects are used to link Activities back to the Annual Action Plan.

Projects in IDIS are:

- Program Administration

- Housing Services

- Public Services

- Public Facilities

Each Activity is associated with a "Project". All activities carried-out by the city will be linked to one of the four projects: An Activity is a specific activity where the grant funds are committee to carry out that activity. Activities are listed in the Consolidated Annual Performance and Evaluation Report and describe the use of program funds. For example: Housing Services is the Project. Under this project, activities will be Housing Administration Program, Lead-based Paint Program, Paint Program and the Housing Rehabilitation Program. Each Housing Rehabilitation activity is listed separately because each activity has a different location (address). On average there are 30 separate activities listed under the Project known as Housing Services.

The CDBG Program has a $75,000 line-of-credit with the city. Meaning the CDBG Director processes and records all invoices and check requests submitted for payment to the city's financial department. The city then pays the CDBG Program's weekly expenses. On the last Thursday of each month the CDBG Director logs into IDIS and prepares a Drawdown Voucher to reimburse the city for the total monthly CDBG Program expenses. The Planning & Community Development Director must log-in to IDIS to approve the Drawdown Voucher. The funds drawn-down are wired directly to an account that has been setup at a local bank. The city's financial director then moves the funds to the appropriate account it used to pay the monthly CDBG expenses.

The Community Development Block Grant Program Director is responsible to review and record all invoices and check request submitted for payment from the CDBG Program. Mondays at 5:00pm is the deadline to submit an invoice for payment to the CDBG Program. Invoices received on Mondays will be processed on Tuesdays and the check will normally be available on that Friday.

The CDBG director is also responsible to track and record all other receivable income and all disbursements to and from activities.

- Entitlement Grant: the annual grant allocation awarded to the city from the Department of Housing & Urban Development.

- Owner's Cost Share: income received by the city from homeowner(s) that are required to pay all or a portion of any maintenance related work required to be performed in order for the contractor to pass a final inspection by the Building Inspection Department. Income from homeowners that want to upgrade from standard grade material to a higher grade material, additional work the homeowners want to have performed under the contract;

- Contributions: funds donated to the Housing Services Program from banks, homeowners and other outside agencies; funds earned from recycling metal materials removed from homes under the Housing Rehabilitation Program.

Community Development Block Grant Projects

Program Administration

1. HUD regulations places a limit (cap) on how much of the program year grant may be allocated for Program Administration. The cap for Program Administration is 20%. Meaning; a maximum of 20% of the total program year grant allocation may be disbursed for Program Administration during any program year.

2. Planning and administration is an in-house program which covers the staff cost for the general management and oversight of the Community Development Block Grant Program. Other expenses include but not limited to: display ads required to be placed in the newspaper, required travel and training, postage to send documents to the HUD Little Rock filed office, and other related expenses involving the general administration of the program. Administration of the Community Development Block Grant Program is performed by the Community Development Block Grant Program Director.

Housing Services

1. Housing Services is an in-house program and is the city's primary objective. Expenses associated with this program include but not limited to: cost to administer the program including salaries, postage, vehicle and other eligible expenses necessary to carry out the program. This program also includes but, is not limited to activities covering Housing Rehabilitation, Emergency Repairs, Lead-based Paint, Self-Help, Volunteer and Painting activities. These activities are directed to qualified low-to-moderate-income homeowner's of single-family owner-occupied dwellings within the Springdale city limits.

2. HUD regulations do not place a limit (cap) on how much of the program year grant may be allocated for the Housing Services Program.

3. The city does not award any agency or organization funds from the Community Development Block Grant Program for external Housing Improvement Programs.

Public Services

1. The Department of Housing & Urban Development regulations places a limit (cap) on how much of the program year grant may be allocated for Public Service Activities. The cap for Public Services is 15%. Meaning; a maximum of 15% of the total program year grant amount may be disbursed for all combined Public Service Activities during any program year.

2. Public services such as (a) shelter for abused women and children (b) health care and substance abuse services, (c) activities to help prevent or address

homelessness, (d) fair housing counseling, (e) job training and, (f) services for the elderly, disabled, or disadvantaged youths, etcetera.

3. Non-profit agencies, including faith-based organizations may apply for funding from the city's Community Development Block Grant if, they provide a public service to low-income individuals and/or families, including but not limited to: child care, health care, recreation, education, homeless persons, senior citizens, etc.

4. It is the city's policy not to commit more than 10% of the total program year grant to all combined Public Service Activities during the program year.

5. It is also city policy, not to award any sub-awards from the Community Development Block Grant in excess of $24,000.00 to any individual agency for a public service activity.

6. If, the city does provide an agency with a sub-award of $25,000 or greater the city shall submit a Federal Funding Accountability and Transparency Act (FFATA) sub-award report by the end of the month following the month in which the city awarded the sub-award. The sub-award information is required to be entered into the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS). Legislation requires information on the sub-award be made available to the public via a single, searchable website: www.USASpending.gov
7. Sub-award is a legal instrument to provide support for the performance of any portion of the substantive project or program for which a recipient received a grant or cooperative agreement award and that is awarded to an eligible sub-recipient. The term does not include procurement of property and services needed to carry out the project or program. A sub-award may be provided through any legal agreement, including an agreement that the recipient considers a contract. Reference: 2 CFR parts 170.

8. Sub-recipient is a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A sub-recipient may also be a recipient of other federal awards directly from a federal awarding agency. Circular A-133: Audits of Sates, Local Governments and Non-profit Organizations.

Public Facilities

1. Public Facility projects include but not limited to improvement projects such as: (a) acquisition, installation, construction, and rehabilitation of infrastructure (water/sewer lines, streets, and sidewalks) and (b) acquisition, construction or rehabilitation of neighborhood facilities, and facilities for persons with special needs, (homeless shelters, group homes and halfway houses), etcetera.

2. This program also includes parks, playgrounds, upgrades and improvements to public facilities that provide services to low-to-moderate-income individuals and

families. Facilities that provide services include but not limited to: child care, health care, recreation, education, homeless persons, senior citizens.

3. Non-profits including faith-based organizations may apply for funding from the city's Community Development Block Grant if, their building provides a public service to low-to-moderate-income Springdale citizens.

4. The city places a $100,000 limit per program year it may allocate and disburse for Public Facility projects. Meaning; a maximum of $100,000 may be allocated for a public facility project during any single program year.

Environmental

1. All activities listed in the Action Plan must have a current environmental form indicating the condition of the activity. The original environmental forms must be kept on file in the CDBG Directors office and a copy must be submitted to HUD with each Action Plan.

Citizen Participation

1. The Department of Housing & Urban Development (HUD) requires the City to adopt a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation in the Community Development Block Grant Program.

2. The legislation which created the Community Development Block Grant (CDBG) Program and the regulation implementing it encourages citizen participation in the planning, carrying out and evaluation of the City's Community Development Block Grant Program.

3. The City encourages all Springdale residents to participate in the development of an Action Plan (AP) and Consolidated Plan (CP).

4. To view the City's complete Citizen Participation Plan visit the City's web-site under the planning office at www.springdalear.gov

Substantial Amendments

1. A Substantial Amendment to the Consolidated Plan is a change in the allocation of $100,000 or greater of allocated funds and/or a change from one eligible activity to another.

2. The City will publish a Public Notice display ad measuring four columns wide by ten inches high in the Morning News newspaper on a Sunday stating it is proposing to make a Substantial Amendment to its Consolidated Plan. The ad will include the proposed changes to the Consolidated Plan.

3. The proposed changes to the Consolidated Plan will be posted in English and Spanish on the City of Springdale's website at www.springdalear.gov under the Planning Office.

4. Copies in English and Spanish will also be placed at the Jones Center for Families, Springdale Public Library, Springdale Public Housing Authority, Springdale Senior Center and City of Springdale's Planning & Community Development Office.

5. The comment period from citizens will be for 30 days beginning the day after the Substantial Amendment ad is published in the Morning News and will not be implemented until the 30 day comment period has elapsed.

6. The City shall consider all comments or views of citizens received in writing or orally. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the Substantial Amendment of the Consolidated Plan.

7. A summary of all comments and responses will be attached to the Substantial Amendment when it is submitted to the Department of Housing & Urban Development through the Little Rock Field Office.

8. The City shall notify the Department of Housing & Urban Development (HUD) Little Rock Field Office that a Substantial Amendment has been made.

Public Hearings

1. The City will provide a minimum of two public hearings during each CDBG Program Year to obtain citizens views and respond to proposals and questions.

2. A Public Hearing display ad measuring four columns wide by ten inches high will be published in the Morning News newspaper on a Sunday at least two weeks prior to a public hearing and again on a Wednesday one week prior to a public hearing.

3. One public hearing will be held in June at the beginning stages of developing the proposed Consolidated Plan and Annual Action Plan and another public hearing will be held in September before the Consolidated Plan and Annual Action Plan is published for comments.

4. The public hearings will address housing and community development needs, development of proposed activities, and review of program performance. The public hearings are also to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. Public hearings will be held at times and locations convenient to potential and actual beneficiaries.

5. The City will hold all public hearings in buildings that have accommodations for persons with disabilities.

6. The City of Springdale will provide a bilingual (English/Spanish) speaking person at each public hearing.

Comment Periods

1. The comment period for citizens, public agencies, and other interested parties will be 30 days beginning the day after a summary of the proposed Consolidated Plan and Annual Action Plan is published in the Morning News newspaper.

2. The City will consider any and all comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Consolidated Plan and Annual Action Plan.

3. A summary of all comments and responses will be attached to the final Consolidated Plan and Annual Action Plan when it is submitted to the Department of Housing & Urban Development through the Little Rock Field Office.

Request for Funding

1. Applications for Funding will be made available to agencies annually and may be downloaded from the City's CDBG web-site at www.springdalear.gov under the planning office.

2. Agencies requesting funding from the CDBG Program must return their completed application and required documentation on or before the deadline specified on the Application for Funding.

3. The City will provide technical assistance to recognized groups that represent persons of low-and-moderate-income that request such assistance in developing proposals for funding assistance under the Consolidated Plans and Annual Action Plans. A bilingual (English/Spanish) speaking person will also be made available to non-English speaking persons.

4. Community Development Block Grant funds generally may not be sued for religious activities or provided to primarily religious entities for activities. Program funds may be used for eligible public services to be provided through a primarily religious entity, provided the religious entity enters into an agreement with the city stating it will not discriminate on the basis of religion and it will not provide any sort of religious services or other types of influential activities.

5. Non-profit agencies, including faith-based organizations may apply for funding from the Community Development Block Grant Program if, they provide a public service to low-income individuals and/or families, including but not limited to: child care,

health care, recreation, education, homeless persons, shelter for abused women and children, substance abuse services, fair housing counseling, job training and services for senior citizens, handicapped, or disadvantaged youths, etcetera.

The city's public service funding priorities are agencies that:

- provide a service to veterans and their families;
- provide a service to the homeless or aid in the prevention of homelessness;
- are located in Springdale and provide a public service to mainly Springdale residents;
- Serves multi-city or multi-county clientele. These agencies must provide documentation of the number of clients that have been served within the past 12 months and their place of residence. Program funds will be awarded based upon the percentage of clients who reside in Springdale. In the case of activities that have multiple funding sources, program funds will not be released until all funding to complete the activity is secured.

6. The CDBG Director will review each Application for Funding it receives and provide a summary of all applications to the Planning Director and CDBG Committee.

7. All agencies submitting an Application for Funding will be notified by the CDBG Director on the status of their application at the completion of the review. The City cannot award CDBG funds to any agency until the HUD Little Rock Field Office notifies the City its Action Plan has been accepted and an agreement is signed between the Department of Housing & Urban Development and the City of Springdale.

8. The City cannot award any program funds to any agency until the City has received its program year allocation from the Department of Housing and Urban Development. Funding award (sub-recipient) agreements will be prepared by the CDBG Program Director and will be effective on the first day of the program year. However, funds are not provided to the sub-recipient until all documents have been signed by the Mayor, City Clerk, City Attorney and the authorized representative of the agency receiving the funds.

9. The priority will be organizations that provide a service to veterans and/or the homeless or aid in the prevention of homelessness.

Sub-recipient

1. Agencies awarded funds from the Community Development Block Grant Program are required to have a Duns Number (Data Universal Numbering System). The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary

system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

2. Agencies selected to receive program funds are known as sub-recipients and will be required to enter into an agreement with the City before receiving their approved funding allocation from the grant;

   - Sub-recipients must be prepared to begin their proposed activity on or about June 1st of the program year;

   - Monthly or quarterly programmatic reports with supporting documentation will be required;

   - Monitoring visit(s) will be performed by the CDBG Program Manager to ensure compliance with appropriate rules and regulations;

   - Staff from the Department of Housing & Urban Development's Little Rock field office may perform a monitoring visit to ensure compliance with appropriate rules and regulations;

   - Income must be documented and verified for each client or household;

   - Public Service and Public Facility project records must be maintained for 5 years from the completion of the project;

Community Development Block Grant Director

The City of Springdale's Community Development Block Grant Program Director is responsible for administering the Community Development Block Grant Program. The director shall maintain the budget, track and record all funds disbursed from the entitlement grant and other funds generated by the entitlement grant.

The Community Development Block Grant Program Director is responsible to review and record all invoices and check request submitted for payment from the Community Development Block Grant Program. Mondays at 5:00pm is the deadline to submit an invoice or check request for payment to the Community Development Block Grant Director. Invoices received on Mondays will be processed on Tuesdays and the check will normally be available on that Friday.

The Community Development Block Grant Program has a $75,000 line-of-credit with the city's Financial Department. Meaning the Community Development Block Grant Director records all invoices and check requests submitted for payment to the city's financial department. The city then pays the Community Development Block Grant Program's weekly expenses. On the last Thursday of each month the Community Development Block Grant Director logs into the Integrated Disbursement & Information System and prepares a Drawdown Voucher to reimburse the city for the total monthly Community

Development Block Grant Program expenses. The Planning & Community Development Director must log-in to the Integrated Disbursement & Information System to approve the Drawdown Voucher. After the Drawdown Voucher is approved by the Planning & Community Development Director, the money is wired directly to an account that has been setup at a local bank. The city's financial director then moves that money to the appropriate accounts it used to pay the monthly Community Development Block Grant expenses.

The Community Development Block Grant Director has the responsibility to track and record all receivable income and disbursements from activities that generate income because of the Entitlement Grant.

Receivable Income

- Entitlement Grant: the annual grant allocation awarded to the city by the Department of Housing & Urban Development;

- Program Income: income generated (received) because of the entitlement grant; rebates received from natural gas and electrical suppliers because the city installed energy star fixtures and equipment, owners whom sell their home after it was rehabbed with entitlement grant funds, single family dwellings the city owned and resold after the dwelling was rehabbed with grant funds;

- Owner's Cost Share: income received from homeowner(s) required to pay for any maintenance work on their home, income from homeowners that want to upgrade from standard grade material to a higher grade material, any additional work the homeowners want to have performed while a contractor is under the contract;

- Contributions: funds donated by banks, businesses, homeowners and other outside agencies, funds earned from the recycling of metal removed from homes under the Housing Rehabilitation Program;

Community Development Block Grant Committee

The City has a Community Development Block Grant Committee consisting of four city council members. The committee is responsible to review a summary of all "Request for Funding" that was submitted to the Community Development Block Grant Director. The Committee shall decide which agencies will be awarded funding for the program year and how much funding each agency will be awarded. The committee meets annually and at other times as necessary during the program year.

The City of Springdale's Planning & Community Development Department has the primary responsibility for overseeing the Community Development Block Grant Program. The Planning and Community Development Director is not a member of committee but, is required to attend all committee meetings. The Planning and

Community Development Director informs the chairperson of the CDBG committee when the annual meeting needs to be held and any other time a meeting is necessary.

The Community Development Block Grant Director is not a member of the committee either but, is required to attend all committee meetings. The Director is responsible to prepare a summary of each request received describing the agency's name, address, type of services provided, use of requested funds, amount of funds requested and other pertinent information the committee may need to make a sound decision on which agency(s) to fund and how much funding will be awarded for the upcoming program year.

Monitoring Plan

1. The City of Springdale is required to a Monitoring Plan in place outlining how it will monitor sub-recipients of CDBG Funds.
2. The city's Plan is available on the City's CDBG web-site at www.springdalear.gov under the planning office.

City of Springdale's Entitlement Grants

The City of Springdale has received an Entitlement Grant each year beginning in 1975. As the chart shows the city's annual grant allocation is not a set amount each year. The grant allocation is based on a formula HUD uses to calculate how much funding each Entitlement City will be awarded.

Year	Allocation
1975	$ 772,000.00
1976	$ 772,000.00
1977	$ 772,000.00
1978	$ 596,000.00
1979	$ 450,000.00
	$ 3,362,000.00

Year	Allocation
1980	$ 324,000.00
1981	$ 312,000.00
1982	$ 275,000.00
1983	$ 297,000.00
1984	$ 279,000.00
1985	$ 278,000.00
1986	$ 238,000.00
1987	$ 238,000.00
1988	$ 227,000.00
1989	$ 235,000.00
	$ 2,703,000.00

Year	Allocation
1990	$ 226,000.00
1991	$ 250,000.00
1992	$ 273,000.00
1993	$ 300,000.00
1994	$ 326,000.00
1995	$ 330,000.00
1996	$ 327,000.00
1997	$ 325,000.00
1998	$ 319,000.00
1999	$ 322,000.00
	$ 2,998,000.00

Year	Allocation
2000	$ 323,000.00
2001	$ 340,000.00
2002	$ 339,000.00
2003	$ 597,000.00
2004	$ 595,000.00
2005	$ 566,002.00

Year	Allocation
2010	$ 567,085.00
2011	$ 472,606.00
2012	$ 690,321.00
2013	$ 796,728.00
2014	$ 800,474.00
2015	$ 826,983.00

Years	
75-79	$ 3,362,000.00
80-89	$ 2,703,000.00
90-99	$ 2,998,000.00
00-09	$ 4,830,535.00
10-15	$ 4,154,197.00

2006	$ 515,882.00				
2007	$ 522,599.00				
2008	$ 509,437.00				
2009	$ 522,615.00				
	$ 4,830,535.00		$ 4,154,197.00		$ 18,047,732.00