City of Springdale
Community Development Block Grant Program
201 Spring Street
Springdale, Arkansas 72764
Phone 750-8550 Fax 750-8539

Community Development Block Grant Program

Citizen Participation Plan (CPP)

Revised 02/26/2015

This plan sets forth the City's policies and procedures for citizen participation. This plan was revised January 2012 and supersedes the October 2008 version to comply with the Citizen Participation Plan Regulation 24 Code of Federal Regulations 91.105 as of December 2011. This plan will be reviewed annually to ensure it complies with current Citizen Participation Plan Regulations.

Applicability

The United States Department of Housing and Urban Development regulations require jurisdictions receiving Community Development Block Grant Program Funding to adopt a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation. The legislation which created the Community Development Block Grant Program and the regulation implementing it encourages citizen participation in the planning, developing, carrying out and evaluation of the City's Community Development Block Grant projects and activities.

Explanation of Terms

Action Plan: A one year plan submitted annually to the United States Department of Housing and Urban Development on or before 45 days prior to the start of the Program Year annually that describes how the City will carry-out its projects and activities utilizing upcoming program year Community Development Block Grant funds.

Consolidated Plan: A three, four or five year plan submitted to the United States Department of Housing and Urban Development on or before 45 days prior to the current Consolidated Plan expiring. This 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.

Consolidated Annual Performance & Evaluation Report: A report submitted to the United States Department of Housing and Urban Development on or before 90 days after the Program Year ends annually that describes how prior year Community Development Block Grant funds were disbursed, projects and activities carried-out, number of beneficiaries and other objectives and outcomes accomplished with Community Development Block Grant funding.

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

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

Encouragement of Citizen Participation

This Citizen Participation Plan provides for and encourages citizens to participate in the development of the Annual Action Plan and 3 - 5 year Consolidated Plan. This Citizen Participation Plan also encourages citizens to review and comment on Annual Action Plans, Consolidated Plans and Substantial Amendments to the aforementioned plans and the Consolidated Annual Performance and Evaluation Report. These requirements are designed especially to encourage participation by low-and-moderate-income persons, particularly those living in slum and blighted areas and in areas where Community Development Block Grant funds are proposed to be used, and by residents of predominantly low-and-moderate-income neighborhoods, as defined by the City.

The City will undertake actions deemed appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. The City encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, non-profit organizations, philanthropic organizations and community-based and faith-based organizations) in the process of developing and implementing a 3 - 5 year Consolidated Plan and Annual Action Plan.

The City will continue to explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in the community and neighborhoods, and the review of program performance. Example: the use of focus groups and the internet.

The City encourages, in conjunction with consultation with the Springdale Public Housing Authority, the participation of residents of public and assisted housing developments, in the process of developing and implementing Consolidated Plans and Annual Action Plans, along with other low-income residents of targeted revitalization areas in which the developments are located.

The City of Springdale will make every effort to provide information to the Springdale Public Housing Authority about Consolidated Plan and Annual Action Plan activities related to its developments and surrounding neighborhoods so the Springdale Public Housing Authority can make this available at the annual public hearing required for the Public Housing Authority Plan.

Citizen comments

The City of Springdale encourages its citizens to provide their comments and or views on the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, Substantial Amendments to the Annual Action Plan and Consolidated Plan and the Consolidated

Annual Performance and Evaluation Report. The Consolidated Plan, Annual Action Plan, Citizen Participation Plan, Substantial Amendments to the Annual Action Plan and Consolidated Plan and the Consolidated Annual Performance and Evaluation Report will be made available in a format accessible to persons with disabilities upon request.

All future Citizen Participation Plans, Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports and Substantial Amendments to any of the plans will be translated from English to Spanish and will be available in both languages on the City of Springdale's website at **www.springdalear.gov.** Copies in English and Spanish will also be placed at the Jones Center for Families, Springdale Public Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.

All comments may be made to the Community Development Block Grant Director Don Hancock by calling 750-8550, fax 750-8539 or e-mail: **dhancock@springdalear.gov** or sent through the U.S. Postal Service to:
City of Springdale
Community Development Block Grant
201 Spring Street
Springdale, Arkansas 72764

Comment Periods

The Consolidated Plan and Action Plan comment period for citizens, public agencies, and other interested parties will be thirty (30) days beginning the day after a summary of the proposed Consolidated Plan and Annual Action Plan is published in the local newspaper(s). 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. A summary of all citizen comments and the City of Springdale responses will be attached to the final Consolidated Plan and Annual Action Plan when it is submitted to the United States Department of Housing and Urban Development.

The Substantial Amendment comment period for citizens, public agencies, and other interested parties will be for thirty (30) days beginning the day after the Substantial Amendment ad is published in the local newspaper(s) and will not be implemented until the thirty (30) day comment period has elapsed. 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 and Annual Action Plan. A summary of all comments and responses will be attached to the Substantial Amendment when it is submitted to the United States Department of Housing and Urban Development Little Rock Field Office. The City shall notify the United States Department of Housing and Urban Development Little Rock Field Office that a Substantial Amendment has been made. The letter transmitting the copy of any or all amendments shall be signed by the City's Mayor.

The Consolidated Annual Performance and Evaluation Report comment period for citizens, public agencies, and other interested parties will be for fifteen (15) days, starting the day after a summary of the Consolidated Annual Performance and Evaluation Report ad is published in the local newspaper(s). The City shall consider all comments or views of citizens in writing or orally regarding the Consolidated Annual Performance and Evaluation Report. A summary of these comments or views shall be attached to the performance report. The performance report and any comments or views regarding the performance report will be submitted to the United States Department of Housing and Urban Development on or before March 30th annually.

Consolidated Plan and Action Plan Development

Before the City of Springdale adopts a Consolidated Plan or Annual Action Plan it will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive from the United States Department of Housing and Urban Development Entitlement Cities Program including any Program Income the City anticipates it will receive. The City will provide the range of projects and activities that may be undertaken, including the estimated amount that will benefit persons of low-and-moderate-income.

Publishing

The City of Springdale will publish the proposed Consolidated Plan and Annual Action Plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. A Public Notice display ad measuring three columns wide by eight inches high with a summary of the proposed Consolidated Plan or Annual Action Plan will be published in the local newspaper(s) on a Sunday and Wednesday as these are the days the newspaper is purchased the most. Included in the ad will be locations where copies of the proposed plans will be available in English and Spanish to citizens, public agencies, and other interested parties.

The proposed Consolidated Plan and Annual Action Plan will be posted in English and Spanish on the City of Springdale's website at **www.springdalear.gov**. Copies of the proposed plans, in English and Spanish will be placed at the Jones Center for Families, Springdale Public Housing Authority, Springdale Senior Center, City of Springdale's Planning & Community Development Office, and a reasonable number of free copies of the proposed plans will be made available to citizens or groups that request it.

Public Hearings

The City will provide a minimum of two public hearings during each calendar year to obtain citizens views and respond to proposals and questions. A Public Hearing display ad measuring four columns wide by eight inches high will be published in the local newspaper(s) on a Sunday at least two weeks prior to a public hearing and again on a Wednesday one week prior to a public hearing. 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.

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. The City will hold all public hearings in buildings that have accommodations for persons with disabilities. The City of Springdale will provide a bilingual (English/Spanish) speaking person at each public hearing.

Substantial Amendments

A Substantial Amendment to the Consolidated Plan and Annual Action is a change in the allocation of $100,000 or greater of allocated funds and/or a change from one eligible activity to another. The City will publish a Public Notice display ad measuring three columns wide by eight inches high in the local newspaper(s) on a Sunday stating it is proposing to make a Substantial Amendment to its Consolidated Plan and Annual Action Plan. The ad will include the proposed changes to the plans. The proposed changes to the Consolidated Plan and Annual Action Plan will be posted in English and Spanish on the City of Springdale's website at **www.springdalear.gov**. 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.

Performance Reports

The City encourages citizens, public agencies, and other interested parties to comment on performance reports. The Consolidated Annual Performance and Evaluation Report will be made available to the public for a fifteen day comment period. A Public Notice display ad measuring four columns wide by eight inches high will be published in the local newspaper(s) on a Sunday stating the City has completed its Consolidated Annual Performance & Evaluation Report for the prior Community Development Block Grant Program Year. Included in the ad will be locations where copies of the performance report will be available to citizens, public agencies, and other interested parties.

The Consolidated Annual Performance and Evaluation Report will be posted in English and Spanish on the City of Springdale's website at **www.springdalear.gov**. Copies of the Consolidated Annual Performance and Evaluation Report in English and Spanish will also be placed at the Jones Center for Families, Springdale Public Housing Authority, Springdale Senior Center and City of Springdale's Planning & Community Development Office.

Notice of Public Hearings

A Notice of Public Hearing display ad measuring 4 columns wide by eight inches high will be published in the local newspaper(s) on a Sunday at least two weeks prior to each public hearing and again on a Wednesday one week prior to each public hearing. A "Notice of Public Hearing" will be posted in English and Spanish on the City of Springdale's website at **www.springdalear.gov** and e-mailed or faxed to agencies that provide services and/or support to low-to-moderate-income individuals and families, including the Jones Center for Families, Springdale Senior Center and the Springdale Public Housing Authority, so that they may inform the residents of assisted and public housing of the scheduled hearings. The display ad will contain sufficient information about the subject of the public hearing to permit citizens to have an informed comment.

Availability to the Public

The City's previous Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report are available at the City's Planning & Community Development Office.

The City of Springdale's current Consolidated Plan and Annual Action Plan as adopted, and the Citizen Participation Plan are posted in English and Spanish on the City of Springdale's website at **www.springdalear.gov**. Copies in English and Spanish will also be placed at the Jones Center for Families, Springdale Public Library, Springdale Senior Center and Springdale Public Housing Authority and available at the City of Springdale's Planning & Community Development Office.

The City will post future Consolidated Plans, Annual Action Plans, Substantial Amendments and Consolidated Annual Performance and Evaluation Reports in English and Spanish on the City of Springdale's website at **www.springdalear.gov**. Copies in English and Spanish will also be placed at the Jones Center for Families, Springdale Public Library, Springdale Senior Center, Springdale Public Housing Authority and the City's Planning & Community Development Office.

Access to Records

The City has available to citizens, public agencies, and other interested parties information and records relating to the Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, Substantial Amendments, Monitoring Reviews and the City's use of assistance under the Community Development Block Grant Program for the preceding five-years.

Technical Assistance

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.

Complaints

The City's Community Development Block Grant Program Manager is responsible to handle complaints from citizens related to the Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Substantial Amendments and all aspects of the Community Development Block Grant Program. The Manager will provide a timely, substantive written response to every written citizen complaint within 15 working days, where practical.

Displacement

The City will not cause any persons to be displaced by the use of Community Development Block Grant funds.

Volunteers

The City's Community Development Block Grant Program Manager encourages citizens, businesses, offices, non-profit, for-profit, faith-based and school organizations, layman or professionals to volunteer and perform community service work on qualified single-family dwellings owned and occupied by extremely-low to low-moderate-income households. Encouraging citizens to perform housing rehabilitation work is good for the community, homeowner(s) and the City's Housing Services Program.

The City's Housing Services Program may provide the tools, equipment, materials, supplies, technical supervision and other items necessary for individuals or groups to perform housing rehabilitation work. In the past, volunteers ranged from individuals to large groups of seventy-five. Volunteers perform work that may take only take an hour or two to complete such as; raking yards for the handicapped or seniors, painting, cleaning up or up to several days to complete, such as; installing vinyl siding and soffit, painting, cleaning, rebuilding porches or constructing wheelchair ramps, repairing fences, etc. Volunteers have saved the City's Housing Services Program as much as $6,750 on just one single-family dwelling

For more information on the volunteer program visit the Community Development Block Grant website at: **www.springdalear.gov**. To volunteer call the Housing Services Program Manager Don Hancock at 750-8550 or e-mail: **dhancock@springdalear.gov**.

Additional information about the Community Development Block Grant Program can be found on the Community Development Block Grant website at: **www.springdalear.gov**