



City of Springdale  
Community Development Block Grant  
201 N. Spring Street  
Springdale, Arkansas 72764



## **CITIZEN PARTICIPATION PLAN**

### **APPLICABILITY:**

The legislation which created the Community Development Block Grant (CDBG) Program and the regulation implementing it encourages citizen participation in planning, carrying out and evaluating local CDBG activities.

As the regulation gives maximum feasible priority to activities which benefit low-to-moderate income persons, this Participation Plan especially provides for and encourages participation of low-to-moderate-income families and individuals in low-to-moderate-income areas of the City of Springdale.

### **CITIZEN PARTICIPATION:**

The City takes whatever actions are appropriate to encourage its citizens including minorities, non-English speaking persons, persons with disabilities, residents of public and assisted housing developments, extremely-low, very-low, and low-to-moderate-income individuals and families, residents living in slum and blighted areas, areas where CDBG funds are proposed to be used, residents in predominantly low-to-moderate-income neighborhoods, along with other low-income residents of the City to provide input, suggestions, and comments on all Community Development Block Grant Programs and activities. The City encourages the participation of its citizens in the process of developing the 5 Year Consolidated Plan, Annual Consolidated Action Plan, Substantial Amendments to the Plan, Consolidated Annual Performance & Evaluation Report, Citizen Participation Plan. The City will provide information to the Springdale Housing Authority about the Consolidated Plan activities so the Housing Authority can make this information available at its annual public hearing. The City will provide citizens with an opportunity to comment on any substantial amendments to the Citizen Participation Plan.

### **ACCESS TO INFORMATION:**

The City will make available to citizens, public agencies, and other interested parties the amount of assistance the City expects to receive from grants and program-income. The City will provide an estimated amount that will benefit persons whose income levels range from extremely-low to low/moderate-income levels. Citizens, public agencies, and other interested parties, especially those most affected, will have the opportunity to receive information, review and submit comments on any proposed submission concerning the proposed activities. The City will provide reasonable and timely access to information and records relating to the preceding five years of the Consolidated Plan to its citizens, public agencies, and other interested parties, especially those most affected will have the opportunity to receive information.

**DISPLACEMENT:**

The City plans to minimize displacement of persons and will assist any persons displaced.

**PUBLISHING:**

A summary of the proposed Consolidated Plan and Consolidated Action Plan will be published in the Morning News describing the contents and the purpose of the Consolidated Plan, Consolidated Action Plan, and a list of the locations where the entire proposed Consolidated Plan and Consolidated Action Plan may be examined. Copies of the entire Consolidated Plan and Consolidated Action Plan will be made available at The Jones Center for Families, Springdale Public Library, Springdale Housing Authority, Planning & Community Development Office, and a reasonable number of free copies of the 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 program year, one hearing will be held in July at the beginning stages of developing the proposed Consolidated Action Plan. The hearings will be adequately publicized. These hearings will be conveniently timed and located for people who might or will benefit from program funds. The hearings will be held in locations that can accommodate persons with disabilities. The hearings will address housing and community development needs, development of proposed activities, and review program performance. The hearings will be held to respond to proposals, answer questions, and obtain views of citizens, public agencies, and other interested parties that will or may be affected by program funds. Based on the size of the City's Spanish speaking population a bilingual (English/Spanish) speaking person will be present at each public hearing.

**NOTICE OF PUBLIC HEARINGS:**

A "Notice of Public Hearing" will be published as a display ad in the Morning News approximately two weeks before each public hearing. The "Notice of Public Hearing" will be published on a Wednesday and a Sunday reason being these are the two most popular days the newspapers are sold. A "Notice of Public Hearing" will be e-mailed and/or faxed to the agencies that provide services and/or support to low-to-moderate-income individuals and families, including Springdale Housing Authority, so that they may inform the residents of assisted and public housing of the scheduled hearings.

**ACCESS TO HEARINGS:**

The City will hold all public hearings in buildings that have access for person with disabilities. A "Notice of Public Hearing" will be published on a Wednesday and Sunday at least two weeks before the hearing. The hearings will be scheduled during the evening hours and/or on weekends.

**COMMENT PERIODS:**

The City encourages its citizens to comment during the development of the Consolidated Plan and on the proposed Consolidated Plan. A summary of all comments and views shall be attached to the final consolidated plan. The comment period from citizens and groups will be 30 days after the date a summary of the proposed Consolidated Plan was published

in the Morning News. The City will consider any comments or views of citizens received in writing or orally at the public hearings, in preparing the final Consolidated Plan

The City will provide timely written replies to complaints and grievances within 15 working days when practical.

**AMENDMENTS:**

The City shall amend its approved plan whenever it makes one of the following decisions; (a) A change in its allocation proprieties (b) A change in its method of distribution of funds (c) To carry out a new activity using funds, from any program covered by the Consolidated Plan not previously described in the action plan. (d) To change the purpose, scope, location, or beneficiaries of an activity. The City encourages its citizens to comment on amendments to the plan and will make the change(s) available to the public. Citizens will have a minimum of 30 days after the date the change(s) was published in the Morning News to comment on the change. The letter transmitting the copy of all amendments shall be signed by the Mayor.

**SUBSTANTIAL AMENDMENTS:**

The City encourages its citizens to comment on substantial amendments to the plan. A substantial amendment is a change in the allocation of \$100,000.00 or greater and changes in the use of CDBG funds from one eligible activity to another. The comment period from citizens will be 30 days after the date the substantial amendment was published in the Morning News and will not be implemented until the 30 day comment period has elapsed. The City shall consider all comments or views of citizens received in writing or orally. A summary of all 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. 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 (HUD). The City shall notify the Department of Housing & Urban Development (HUD) that an amendment has been made. The letter transmitting the copy of any or all amendments shall be signed by the Mayor.

**PERFORMANCE REPORTS:**

The City encourages its citizens to comment on performance reports. The Performance Report will be made available to the public. A notice will be published in the Morning News that the performance report is available for comment at the Planning & Community Development Office. The Planning & Community Development Office will accept comments for 15 days, starting the day after the publication in the newspaper. The City shall consider all comments or views of citizens in writing or orally in preparing the performance report. A summary of all comments or views shall be attached to the Performance Report.

**AVAILABILITY TO THE PUBLIC:**

The City will make available to its citizens during normal business days and hours the Consolidated Plan (CP), Consolidated Action Plan (CAP), Consolidated Annual Performance & Evaluation Report (CAPER), and Substantial Amendments. The physical

address is the City Administration Building located at 201 N. Spring Street, Community Development Block Grant office. The (CP), (CAP), (CAPER), and Substantial Amendments will also be posted on the City's web site for viewing.

**ACCESS TO RECORDS:**

The City will make available to citizens, public agencies, and other interested parties access to its 5 year Consolidated Plan, annual Consolidated Action Plan, and Consolidated Annual Performance & Evaluation Report year long, during normal business days and hours. The City will provide citizens access to information and records relating to the preceding five years of the Community Development Block Grant Program, especially to those most affected by the program.

**TECHNICAL ASSISTANCE:**

The City will provide to low through extremely low income individuals and groups that request assistance in developing a proposal under the consolidated submission. The assistance shall be provided by the Planning & Community Development Division staff. A bilingual (English/Spanish) speaking person will be made available to non-English speaking persons.

**COMPLAINTS**

The City will provide timely written replies to complaints and grievances within 15 working days when practical.

**PROGRAM YEAR**

The City of Springdale's CDBG Program year runs from January 1 through December 31. The citizen participation planning process begins in June of the prior year, approximately six months before the start of the program year to be planned. It begins with an advertisement in the Morning News for individuals and organizations involved with low-to-moderate-income individuals and families, and leads to a public hearing by the CDBG Staff.

**ADDRESS:**

All comments and complaints may be addressed to;

City of Springdale  
CDBG Program  
201 N. Spring Street  
Springdale, Arkansas 72764

Phone 750.8550 or 750.8175

Fax # 750.8539