



City of Springdale
Community Development Block Grant Program
201 Spring Street
Springdale, Arkansas 72764
Phone (479) 750-8175 Fax (479) 750-8539



Community Development Block Grant Program

Public Facilities Program Information

Revised November 29, 2016

Doug Sprouse
Mayor

Patsy Christie
Planning & Community Development Director

Don Hancock
Community Development Block Grant Program Director

United States Department of Housing & Urban Development
Little Rock, Arkansas (Field Office)
Fort Worth, Texas (Region VI Office)
Washington D. C. (National Office)

Table of Contents

Subject	Page
<u>United States Department of Housing & Urban Development</u>	<u>3</u>
<u>Income Information and Guidelines</u>	<u>3</u>
<u>Managing the Process</u>	<u>4</u>
<u>Community Development Block Grant Program</u>	<u>4</u>
<u>National Objectives</u>	<u>5</u>
<u>Program Requirements</u>	<u>5</u>
<u>Technical Assistance</u>	<u>6</u>
<u>Eligible Projects</u>	<u>6</u>
<u>Public Facilities</u>	<u>6</u>
<u>Davis-Bacon Act</u>	<u>8</u>
<u>Request for Funding</u>	<u>8</u>
<u>Sub-recipient</u>	<u>10</u>
<u>Monitoring Plan</u>	<u>10</u>

United States Department of Housing & Urban Development

1. The United States Department of Housing and Urban Development was created in 1965 to oversee the United States policies for city and urban development.
2. 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.
3. Among the programs authorized under these Acts is the Community Development Block Grant Program.
4. The primary goal of this program is to provide assistance to low-to-moderate-income persons and families.
5. The Department of Housing and Urban Development 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, the Department of Housing and Urban Development labels the family "low-income";
 - At or below 50 percent of its area's median puts a family in the Department of Housing and Urban Development's "very low-income" category;
 - At or below 30 percent of the median prompts a classification of "extremely low-income";

Income Information and Limits

1. The cities of Fayetteville/Springdale/Rogers make up a Metropolitan Statistical Area.
2. Income Limits are provided by the Department of Housing & Urban Development and are updated and released annually.
3. To qualify as low-to-moderate-income, a person or household's total Adjusted-Gross-Income must be 80% or less of the median adjusted for family size.
4. Adjusted-Gross-Income:
 - Person's Adjusted-Gross-Income: The gross income (before deductions) of a person over the age of 18; 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.

- Household's 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.
5. The City's Community Development Block Grant Program Income Limits are available on the City's web-site at: www.springdalear.gov
- select Departments
 - select Community Development
 - select Financial Information

Managing the Process

1. 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 Program Director. The Committee is responsible to make the final determination on which agencies will be awarded funding and how much funding each agency will be awarded for the program year.
2. 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 Community Development Block Grant Committee when the annual meeting needs to be held and any other time a meeting is necessary.
3. The Community Development Block Grant Program Director is not a member of the committee either, but is required to attend all committee meetings. The Program 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.

Community Development Block Grant Program

1. 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. Entitlement Grants are awarded for specific Program Years.

2. Program Year is defined as 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's Community Development Block Grant 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.
3. Additional information about the Community Development Block Grant Program can be found on the City's web site at: www.springdalear.gov
 - select Departments
 - select Community Development

National Objectives

1. Communities develop their own programs and funding priorities based on local needs.
2. The Department of Housing & Urban Development 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 Community Development Block Grant 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):

Program Requirements

1. Community Development Block Grant Program funds are federal funds; 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:

- Serve all residents in a particular area, where at least 51% of residents are low-to-moderate-income;
- Benefit a limited clientele, as long as at least 51% are low-to-moderate-income;
- Improve permanent single-family residential structures which are owned and occupied by low-to-moderate-income persons;
- Community Development Block Grant Program funds generally may not be used for religious activities or provided to primarily religious entities for activities;
- Community Development Block Grant Program 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.

Technical Assistance

1. The City's Community Development Block Grant Program Director 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 Plan and Action Plans.
2. A bilingual (English/Spanish) person will also be available to non-English-speaking persons.

Eligible Projects

1. A variety of projects are eligible for funding from the Community Development Block Grant Program.
2. Eligible projects 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);

Public Facilities

1. Public Facility projects include but are not limited to improvement projects such as:

- Acquisition, installation, construction, and rehabilitation of infrastructure such as; water/sewer lines, streets, and sidewalks
 - Acquisition, construction or rehabilitation of neighborhood facilities and facilities for persons with special needs such as; homeless shelters, group homes and halfway houses, etc.
2. This program also includes;
 - Parks and playgrounds
 - Upgrades and improvements to public facilities that provide services to low-to-moderate-income individuals and families
 - Facilities that provide services including 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 Program if their building provides a public service to low-to-moderate-income Springdale residents.
 4. The City places a \$100,000 limit per program year that it may allocate and disburse for Public Facility projects which means a maximum of \$100,000 may be allocated for a public facility project during any single program year.
 5. If, the City provides an agency with a sub-award of \$25,000 or greater, the City shall submit a Federal Funding Accountability and Transparency Act 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. Legislation requires information on the sub-award be made available to the public via a single, searchable website: www.USASpending.gov
 6. 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 Code of Federal Regulations part 170.
 7. 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 States, Local Governments and Non-profit Organizations.

Davis-Bacon Act

1. The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.
2. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.
3. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.
4. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to Davis Bacon Act-covered contracts.

Request for Funding

1. The City usually does not allocate Community Development Block Grant Program funds to the Public Facility Program. If funds will be allocated to the Public Facility Program, the amount of funds that will be made available will be posted on the City's website.
2. Applications for Funding may be made available to agencies in January and may be downloaded from the City's web-site at: www.springdalear.gov
 - select Departments
 - select Community Development
 - select Public Facilities
3. Agencies requesting funding from the Community Development Block Grant Program must return their completed application and required documentation on or before the deadline specified on the Application for Funding.
4. Non-profit agencies, including faith-based organizations, may apply for funding from the Community Development Block Grant Program if their building provides 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.

5. The City's public facility 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;
6. In the case of projects that have multiple funding sources, program funds will not be released until all funding to complete the project is secured.
7. The Community Development Block Grant Program Director will review each Application for Funding he receives and provide a summary of all applications to the Planning Director and Community Development Block Grant Committee.
8. All agencies submitting an Application for Funding will be notified by the Community Development Block Grant Program Director on the status of their application at the completion of the review. The City cannot award Community Development Block Grant Program funds to any agency until the Department of Housing & Urban Development 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.
9. 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 Community Development Block Grant 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.
10. The priority will be organizations that provide a service to veterans and/or the homeless or aid in the prevention of homelessness.
11. Agencies selected to receive program funds are required to spend the funds during the program year the funds were awarded to the agency.
12. Community Development Block Grant Program funds will not be available until after the program year begins and the City receives its grant allocation for the program year.

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 July 1 of the program year;
 - Monthly or quarterly programmatic reports with supporting documentation will be required;
 - Monitoring visit(s) will be performed by the Community Development Block Grant Program Director 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;
 - Public Facility project records must be maintained for 5 years from the completion of the project.

Monitoring Plan

1. The City of Springdale is required to have a Monitoring Plan in place outlining how it will monitor sub-recipients of Community Development Block Grant Program Funds.
2. The Monitoring Plan is available on the City's web-site at: www.springdalear.gov
 - select Departments
 - select Community Development
 - select Program Administration