



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  
Little Rock, Arkansas (Field Office)  
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## **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";

## **Community Development Block Grant Program**

1. The primary regulation governing the Community Development Block Grant Program is:
  - Title 24 - Housing and Urban Development
  - Code of Federal Regulations
  - Part 570 - Community Development Block Grants
2. 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.
3. Funds authorized by Congress under the Community Development Block Grant Program are made available to entitlement cities according to a formula allocation.

4. The City of Springdale is classified as an Entitlement City and therefore receives the formula grant annually as participants in the program. However, the City must have a current Consolidated Plan in place and prepare and submit an Action Plan before the start of each new program year in order to receive the funds.
5. Entitlement Grants are awarded for specific Program Years.
6. The City's Community Development Block Grant Program Year is the 12 month period beginning July 1<sup>st</sup> in the fiscal year for which the appropriation is made and ending on June 30<sup>th</sup> the following 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 by the Department of Housing & Urban Development for a specific Program Year
  - Program Year: 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

### **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 Objectives and Outcomes**

1. Three objectives of the Community Development Block Grant 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 Community Development Block Grant 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 Community Development Block Grant 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 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:
    - 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 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.

### **Income Information and Limits**

1. As established by the Department of Housing & Urban Development, the cities of Fayetteville/Springdale/Rogers make-up a metropolitan statistical area.
2. Income Limits are provided by the Department of Housing & Urban Development. 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.
3. To qualify for the Community Development Block Grant Program as low-income, a person's total income or family's total household income adjusted for family size must have an Adjusted-Gross-Income of 80% or less of the median.
  - 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

4. To view the City's Community Development Block Grant Program's Income Limits visit the City's web-site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Financial Information

### **Eligible Activities**

1. A wide variety of projects and activities are eligible for funding from the Community Development Block Grant Program.
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;

### **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 Director 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:
  - a. Decent Housing - - which includes:
    - Assisting homeless persons obtain affordable housing;

- Assisting persons at risk of becoming homeless;
- Retaining 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

b. 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

c. 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

### **Integrated Disbursement & Information System**

1. 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 (computer program) was developed.
2. The City uses the Department of Housing & Urban Development's Integrated Disbursement and Information System 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.
3. Federal 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.
4. The Integrated Disbursement & Information System uses a Project/Activity relationship. A project is linked to a specific program. The entire grant allocation is allocated among the different projects.
5. The four projects the City has setup under the Community Development Block Grant Program are eligible to be funded from the annual Community Development Block Grant Program allocation. However, the City does not require funds be committed to each of the four projects.
6. The City only requires that Program Administration, Housing Services and Public Services be funded each program year. Projects are listed in the Action Plan and describe the proposed use of program funds. In the Integrated Disbursement & Information System, projects are used to link activities back to the Action Plan.
7. Projects in the Integrated Disbursement & Information System are:
  - Program Administration
  - Housing Services
  - Public Services
  - Public Facilities
8. Each activity is associated with a "Project". All activities carried-out by the City will be linked to one of the four projects.

9. An activity is a specific activity where the grant funds are committed to carry out that activity. Activities are listed in the Consolidated Plan and Action Plan 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 setup separately because each activity has a different address. On average, there are 30 separate activities listed under the Project known as Housing Services during any Program Year.

### **Community Development Block Grant Projects**

#### **General Program Administration**

1. Department of Housing & Urban Development regulations places a limit on how much of the program year grant may be allocated for General Program Administration. The limit for General Program Administration is 20% which means a maximum of 20% of the total program year grant allocation may be disbursed for General Program Administration during any program year.
2. It is the City's policy not to commit more than 10% of the grant allocation to General Program Administration during a given program year.
3. General Program Administration is an in-house program which covers the staff cost for the general management and oversight of the Community Development Block Grant Program. Administration of the Community Development Block Grant Program is performed by the Community Development Block Grant Program Director. Other expenses include but are not limited to: display ads required to be placed in the newspaper, travel and training, postage to send documents to the Department of Housing & Urban Development, and other expenses required for the general administration of the program.

#### **Housing Services**

1. Housing Services is an in-house program and is the City's primary objective. Expenses associated with this program include but are 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 and Emergency Repairs, Lead-based Paint, Self-Help, Volunteer and Painting Programs. These activities are directed to qualified low-to-moderate-income homeowners of single-family owner-occupied dwellings within the Springdale City limits.
2. The Department of Housing & Urban Development's regulations do not place a limit on how much of the program year grant allocation may be allocated for the Housing Services Program.

3. The City normally commits approximately 80% of the grant allocation to the Housing Services Program during a given program year.
4. 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 on how much of the annual program year entitlement grant may be allocated for Public Service Activities. The cap for Public Services is 15% of the program year grant allocation which means, a maximum of 15% of the total program year grant may be disbursed for Public Service Activities during any program year.
2. 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.
3. Public services such as:
  - Shelter for abused women and children
  - Health care and substance abuse services
  - Activities to help prevent or address homelessness
  - Fair housing counseling
  - Job training
  - Services for the elderly, disabled, or disadvantaged youths, etc.
4. Non-profit agencies, including faith-based organizations, may apply for funding from the City's 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, senior citizens, etc.
5. It is also City policy not to commit any Program Income the city receives to Public Service activities.
6. It is also City policy not to award any sub-awards from the Community Development Block Grant Program in excess of \$24,000.00 to any individual agency for a public service activity.
7. 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 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](http://www.USASpending.gov)

8. 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.
9. 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.

### **Public Facilities**

1. The Department of Housing & Urban Development's regulations do not place a limit on how much of the program year grant allocation may be allocated for Public Facility projects.
2. 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 public facility projects during any single program year. However, normally the City does not allocate funds for Public Facility projects.
3. 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, etcetera
4. 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 include but not limited to: child care, health care, recreation, education, homeless persons, senior citizens
5. 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.

### **Resident's Participation**

1. The Department of Housing & Urban Development requires the City to adopt a Resident's Participation Plan that sets forth the City's policies and procedures for resident's participation in the Community Development Block Grant Program.
2. The legislation which created the Community Development Block Grant Program and the regulation implementing it encourages resident's 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 Action Plans, Consolidated Plans and the Assessment of Fair Housing.
4. To view the Community Development Block Grant Program's entire Resident's Participation Plan visit the City's web-site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration

### **Public Meetings**

1. The City will provide a minimum of two public meetings during each Community Development Block Grant Program Year to obtain residents' views and responses to proposals and questions.
2. A Public Meeting retail display ad will be published in the local newspaper on a Sunday approximately two weeks prior to a public meeting and again on the Sunday before the public meeting.
3. A public meeting will be held at the beginning stages of developing the proposed Consolidated Plan and Action Plan and another public meeting will be held before the Consolidated Plan and Action Plan are published for comments.
4. The public meetings will address housing and community development needs, development of proposed activities, and review of program performance. The public meetings are also to obtain the views of residents on housing and community development needs, including priority non-housing community development needs.

All public meetings will be held at times and locations convenient to potential and actual beneficiaries.

5. The City will hold all public meetings in buildings that have accommodations for persons with disabilities.
6. The City shall provide a bilingual (English/Spanish) speaking person at all public meetings.

### **Comment Periods**

1. The City encourages its residents, public agencies, and other parties interested in the Community Development Block Grant Program to attend public meetings and to comment on Community Development Block Grant Program plans and reports.
2. The comment period for the proposed Consolidated Plan and Action Plan will be for 30 days beginning the day after a summary of the plans was published in the local newspaper.
3. The comment period for a Substantial Amendment will be for 30 days beginning the day after a summary was published in the local newspaper.
4. The comment period for the Consolidated Annual Performance & Evaluation Report will be for 15 days beginning the day after a summary of was published in the local newspaper.
5. The City will consider any and all comments or views of citizens received in writing or orally at public meetings in preparing the final Consolidated Plan and Action Plan.
6. A summary of all comments and responses will be attached to the final Consolidated Plan and Action Plan, and Consolidated Annual Performance & Evaluation Report when they are submitted electronically to the Department of Housing & Urban Development.
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's Little Rock field office.

### **Environmental Requirements**

1. All activities listed in the Action Plan must have a current environmental form indicating the condition of the activity.
2. The original environmental forms shall be kept on file in the Community Development Block Grant Program Director's office and a copy must be submitted to the Department of Housing & Urban Development with each Action Plan.

### **Planning and Community Development Director**

1. The City'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 Community Development Block Grant Committee, but is required to attend 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.
2. The City's Planning & Community Development Director provides general oversight of the Community Development Block Grant Program.
3. The Planning & Community Development Director is required to review and approve all invoices and check request.
4. The Planning & Community Development Director is also required to approve all funds to be drawdown from the federal treasury.

### **Community Development Block Grant Program Director**

1. The City'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.
2. The Program Director is responsible to set up all projects and activities to be carried out during the program year.
3. The Program Director gathers data received from residents, neighborhood meetings and public hearings for which he is responsible for organizing and conducting in order to encourage ongoing public comment and to receive resident's views to establish priorities for housing and community development needs.
4. The Program Director is responsible to review and record all invoices and check requests submitted for payment from the Community Development Block Grant Program.
5. The Community Development Block Grant Program has a \$100,000 line-of-credit with the City's Financial Department. This means the Program 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 Program Director logs into the Department of Housing & Urban Development's Integrated Disbursement & Information System and prepares a drawdown voucher to reimburse the City for the total monthly Program expenses.

## **Community Development Block Grant Committee**

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" submitted.
2. The committee shall make the final decision on which agencies will be awarded funding for the program year and how much funding each agency will be awarded.

## **Consolidated Plan**

1. Consolidated Plan is defined as a three-, four-, or five-year plan, submitted to the Department of Housing and Urban Development which serves as the planning document (Comprehensive Housing Affordability Strategy and Community Development Plan) of the City and an application for funding under the Community Planning and Development Formula Grant Program.
2. The City will hold a public meeting during the development of the Consolidated Plan to obtain the views of the community on housing and community development needs including priority non-housing community development needs.
3. The City will make available to residents, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive from the Department of Housing and Urban Development Entitlement Cities Program including 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.
4. The public meeting will be held in a building that has accommodations for persons with disabilities.
5. The City will provide a bilingual (English/Spanish) person at all public meetings.
6. A retail display ad shall be published in the local newspaper notifying Springdale residents of an upcoming public meeting. The ad shall be published in the local newspaper on Sunday, approximately two weeks prior to the public meeting and again on the Sunday before the public meeting.
7. The City shall publish the proposed Consolidated Plan on its web site at:  
[www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration



8. Posting the Consolidated Plan on the City's website allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
9. The City will consider any and all comments or views of residents received in writing or orally at the public meeting and by email in preparing the final Consolidated Plan.
10. The City shall place copies of the proposed Consolidated Plan at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
11. The City will have published in the local newspaper a retail display ad with a summary of the Consolidated Plan that includes the various locations copies of the Consolidated Plan is available for comments by residents, public agencies, and other interested parties.
12. The City will make a reasonable number of free copies of the proposed Consolidated Plan available to residents and groups that request it.
13. The City will hold a second public meeting after the development of the Consolidated Plan to obtain the views of the community.
14. A second retail display ad shall be published in the local newspaper notifying Springdale residents of an upcoming public meeting. The ad shall be published in the local newspaper on Sunday, approximately two weeks prior to the second public meeting and again on the Sunday before the public meeting.
15. The entire final Consolidated Plan will be made available to the public for a thirty (30)-day comment period, beginning the day after a summary of the proposed Consolidated Plan was published in the newspaper.
16. The Consolidated Plan will be made available in a format accessible to persons with disabilities upon request.
17. A summary of all resident's comments and the City's responses will be incorporated into or attached to the final Consolidated Plan before it is submitted to the Department of Housing and Urban Development.
18. Comments may be made to the Community Development Block Grant Program Director Don Hancock by calling 750-8175 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

## Action Plan

1. Action Plan is defined as a one-year plan submitted annually to the Department of Housing and Urban Development on or before 45 days prior to the start of the Program Year that describes how the City will carry out its projects and activities utilizing upcoming program year Community Development Block Grant Program funds.
2. The City will hold a public meeting during the development of the Action Plan to obtain the views of the community on housing and community development needs including priority non-housing community development needs.
3. The City will make available to residents, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive from the Department of Housing and Urban Development Entitlement Cities Program including 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.
4. The public meeting will be held in a building that has accommodations for persons with disabilities.
5. The City will provide a bilingual (English/Spanish) person at the public meetings.
6. A retail display ad shall be published in the local newspaper notifying Springdale residents of an upcoming public meeting. The ad shall be published in the local newspaper on Sunday, approximately two weeks prior to the public meeting and again on the Sunday before the public meeting.
7. The City shall publish the proposed Action Plan on its web site at:  
[www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration
8. Posting the Action Plan on the City's website allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
9. The City will consider any and all comments or views of residents received in writing or orally at the public meeting and by email in preparing the final Action Plan.
10. The City shall place copies of the proposed Action Plan at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.

11. The City will have published in the local newspaper a retail display ad with a summary of the Action Plan that includes the various locations copies of the Action Plan is available for comments by residents, public agencies, and other interested parties.
12. The City will make a reasonable number of free copies of the proposed Action Plan available to residents and groups that request it.
13. The City will hold a second public meeting after the development of the Action Plan to obtain the views of the community.
14. A second retail display ad shall be published in the local newspaper notifying Springdale residents of an upcoming public meeting. The ad shall be published in the local newspaper on Sunday, approximately two weeks prior to the second public meeting and again on the Sunday before the public meeting.
15. The entire final Action will be made available to the public for a thirty (30)-day comment period, beginning the day after a summary of the proposed Action Plan was published in the newspaper.
16. The Action Plan will be made available in a format accessible to persons with disabilities upon request.
17. A summary of all resident's comments and the City's responses will be incorporated into or attached to the final Action Plan before it is submitted to the Department of Housing and Urban Development.
18. Comments may be made to the Community Development Block Grant Program Director Don Hancock by calling 750-8175 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

### **Consolidated Annual Performance & Evaluation Report**

1. Consolidated Annual Performance & Evaluation Report is defined as a performance report submitted to the Department of Housing and Urban Development on or before 90 days after the program year ends and describes prior-year Community Development Block Grant Program projects and activities carried-out, number of beneficiaries and other objectives and outcomes accomplished with Community Development Block Grant funds.
2. The City encourages residents, public agencies, and other interested parties to comment on the Consolidated Annual Performance & Evaluation Report.

3. The City shall publish the entire Consolidated Annual Performance & Evaluation Report on its web site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration
4. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
5. The city shall place copies of the entire Consolidated Annual Performance & Evaluation Report at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
6. The City will have published in the local newspaper on a Sunday a retail display ad with a summary of the Consolidated Annual Performance & Evaluation Report and shall include the various locations copies of the Consolidated Annual Performance & Evaluation Report is available for residents, public agencies, and other interested parties to review and comment on.
7. The city will make a reasonable number of free copies of the entire Consolidated Annual Performance & Evaluation Report available to residents and groups that request it. The Consolidated Annual Performance & Evaluation Report will be made available in a format accessible to persons with disabilities upon request.
8. The Consolidated Annual Performance & Evaluation Report will be made available to the public for a fifteen (15)-day comment period beginning the day after a summary of the Consolidated Annual Performance & Evaluation Report was published in the newspaper.
9. The City shall consider all comments or views of residents in writing or orally regarding the Consolidated Annual Performance & Evaluation Report.
10. The Consolidated Annual Performance & Evaluation Report and any comments or views regarding the Consolidated Annual Performance & Evaluation Report will be submitted to the Department of Housing and Urban Development electronically on or about September 28<sup>th</sup> annually.
11. Comments may be made to the Community Development Block Grant Program Director Don Hancock by calling 750-8175 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

## Substantial Amendment

1. The City considers a Substantial Amendment to the Consolidated Plan a change in the allocation of \$100,000 or greater of allocated funds and/or a change in the use of Community Development Block Grant funds from one eligible activity to another.
2. Before the City adopts a Substantial Amendment, it will make available to citizens, public agencies, and other interested parties information that includes the proposed changes to the Consolidated Plan. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
3. The City shall publish the Substantial Amendment on its web site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration
4. The city shall place copies of the Substantial Amendment at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
5. The City will have published in the local newspaper on a Sunday a retail display ad with a summary of the Substantial Amendment and shall include the various locations copies of the Substantial Amendment are available for comments by residents, public agencies, and other interested parties.
6. The City will make a reasonable number of free copies of the Substantial Amendment available to residents and groups that request it. The Substantial Amendment will be made available in a format accessible to persons with disabilities upon request.
7. The Substantial Amendment will be made available to the public for a thirty (30)-day comment period beginning the day after a summary of the Substantial Amendment was published in the newspaper and will not be implemented until the thirty (30)-day comment period has elapsed.
8. 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 when it is submitted to the Department of Housing and Urban Development's Little Rock field office.
9. Comments may be made to the Community Development Block Grant Program Director Don Hancock by calling 750-8175 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

10. The City shall notify the Department of Housing and Urban Development's Little Rock field office that a Substantial Amendment has been made. The letter transmitting the copy of the Substantial Amendment shall be signed by the Mayor.

### **Assessment of Fair Housing**

#### **Development:**

1. The City will hold a public community meeting during the development of the Assessment of Fair Housing to obtain the views of the community on housing and Affirmatively Furthering Fair Housing. The public meeting will be held in a building that has accommodations for persons with disabilities. The city will provide a bilingual (English/Spanish) person at the public meeting. A retail display ad shall be published in the local newspaper notifying Springdale residents of an upcoming public meeting with information published about the subject of the meeting to permit informed comment. The ad shall be published in the local newspaper on Sunday, approximately two weeks prior to the public meeting and again on the Sunday before the public meeting.
2. The City at or as soon as feasible after the start of the public participation process will make the Department of Housing & Urban Development provided data and other supplemental information the City plans to incorporate into the Assessment of Fair Housing available to residents, public agencies, and other interested parties. The City may make the Department of Housing & Urban Development provided data available to the public by cross-referencing to the data on the Department of Housing & Urban Development's web site.
3. The City shall publish the proposed Assessment of Fair Housing on its web site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration
4. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
5. The City shall place copies of the proposed Assessment of Fair Housing at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
6. The City shall have a retail display ad published in the newspaper stating the Assessment of Fair Housing is available and shall include the various locations the Assessment of Fair Housing is available for residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.

7. The City will make a reasonable number of free copies of the Assessment of Fair Housing available to residents and groups that request a copy.
8. The City will consider all comments or views of residents received in writing or orally at the public meeting or by email in preparing the final Assessment of Fair Housing. A summary of all comments or views and a summary of any comments or views not accepted and the reasons why shall be attached to the final Assessment of Fair Housing.
9. The City will hold a second public meeting after the development of the Assessment of Fair Housing to obtain the views of the community. A retail display ad shall be published in the local newspaper notifying Springdale residents of a second public meeting. The ad shall be published in the local newspaper on Sunday, approximately two weeks prior to the public meeting and again on the Sunday before the public meeting.

**Revisions:**

1. An Assessment of Fair Housing previously accepted by the Department of Housing & Urban Development must be revised and submitted to for review under the following circumstances:
  - a. A material change occurs. A material change is a change in circumstances in the City that affects the information on which the Assessment of Fair Housing is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment of Fair Housing no longer reflects actual circumstances. Examples include Presidentially-declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in Springdale that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the city; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or
  - b. Upon the Department of Housing & Urban Development's written notification specifying a material change that requires the revision.
2. A revision pursuant to paragraph (1a) of this section consists of preparing and submitting amended analyses, assessments, priorities, and goals that take into account the material change, including any new fair housing issues and contributing factors that may arise as a result of the material change. A revision may not necessarily require the submission of an entirely new Assessment of Fair Housing. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.



3. Where a revision is required under paragraph (1a) of this section, such revision shall be submitted within 12 months of the onset of the material change or at such later date as the Department of Housing & Urban Development may provide. Where the material change is the result of a Presidentially-declared disaster, such time shall be automatically extended to the date that is 2 years after the date upon which the disaster declaration is made, and the Department of Housing & Urban Development may extend such deadline, upon request, for good cause shown.
4. The Department of Housing & Urban Development will specify a date by which the City must submit a revision of the Assessment of Fair Housing, taking into account the material change, the City's capacity, and the need for a valid Assessment of Fair Housing to guide planning activities. The Department of Housing & Urban Development may extend the due date upon written request by the City that describes the reasons the City is unable to make the deadline.

### **Request for Funding**

1. Applications for Funding will be made available to agencies in January annually and may be downloaded from the City's web-site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Public Services – for public service activities
  - select Public Facilities – for public facility projects
2. 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.
3. The City will provide technical assistance to recognized groups that represent persons of low-and-moderate-income that request such assistance in developing a proposal for funding assistance under the Consolidated Plan and Action Plan. A bilingual (English/Spanish) speaking person will also be made available to non-English speaking persons.
4. Community Development Block Grant Program funds generally may not be used 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.

6. 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
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 Program Director on the status of their application at the completion of the review. The City cannot award Community Development Block Grant 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.

### **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<sup>st</sup> 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;
  - 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.

### **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](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration