



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

Public Service Activities

General Program Information

Revised October 16, 2017

Request for Public Service Funds

1. Applications for Community Development Block Grant Public Service Funds are made available for a limited time. Applications will be available beginning on January 1st through January 31st annually. An Application for Public Service Funds may be downloaded from the City's web-site at: www.springdalear.gov
 - select Departments
 - select Community Development
 - select Public Services
 - Select Application for Public Service Funds
2. Non-profit Agencies requesting Public Service funds from the Community Development Block Grant must return their completed application and all required documents on or before the deadline specified on the front of the Application for Public Service Funds.
3. Non-profit agencies, including faith-based organizations, may apply for funding from the Community Development Block Grant Public Services Program if their agency 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, job training, fair housing counseling and services for senior citizens, handicapped persons, or disadvantaged youths, etcetera.
4. The City's Public Service funding priorities will follow the Department of Housing & Urban Development's recommendations: such as 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;
5. Community Development Block Grant Program funds generally may not be used for religious activities or provided to primarily religious entities for activities.

6. 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.
7. It is City policy not to award any sub-awards from the Community Development Block Grant in excess of \$24,000.00 to any individual agency for a public service activity.

Funding Selection Process

1. One City Council member is assigned to the Community Development Block Grant Program to serve as the chairperson of the committee. All City Council members are members of the committee.
2. Members of the committee will determine which agencies will be awarded funds. The members will also determine the amount of funds each agency will be awarded from the City's upcoming Program Year Entitlement Grant. The committee cannot award more than fifteen percent (15%) of the anticipated entitlement grant for Public Service Activities.
3. Each applicant that submitted an Application for Public Service Funds will be notified of the date and time of the scheduled public hearing. Applicants are encouraged to attend the public hearing to answer any questions the committee members may have.
4. The Community Development Block Grant Program Administrator is responsible to review each "Application for Public Service Funds" and prepare a summary of each application describing the agency's name, type of services provided, use of requested funds and amount of funds requested. Each City Council member will be provided with a copy of the summary in advance of the public hearing so that they may make a sound decision on which agencies to fund and how much funding will be awarded to each agency.
5. The City of Springdale's Planning & Community Development Director and the Community Development Block Grant Program Administrator are required to attend the public hearing to answer any questions the committee members may have.
6. All applicants that submitted an Application for Public Service Funds will be notified by the Community Development Block Grant Program Administrator on the status of their Application for Public Service Funds after the public hearing is held.
7. If for any reason the City's upcoming program year entitlement grant allocation is less than the amount the City anticipated it would receive, the amount of Public

Service funds awarded to each agency will be reduced across the board in order to meet the fifteen percent (15%) Public Services cap.

United States Department of Housing & Urban Development

1. The Department of Housing & Urban Development regulations places a limit on how much of each entitlement grant may be allocated for Public Service Activities during any program year. The cap for all combined Public Service Activities is fifteen percent (15%) of the total annual entitlement grant allocation.
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 calendar year.
3. 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 Developments "very low-income" category;
 - at or below 30 percent of the median prompts a classification of "extremely low-income;
4. Income Limits are provided by the Department of Housing & Urban Development and are updated and released annually.
5. To qualify as low-to-moderate-income, a person or households total Adjusted-Gross-Income must be 80% or less of the median adjusted for family size.
6. 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.
7. The City's Community Development Block Grant Program Income Limits and additional information about the Community Development Block Grant Program

is available on the City's web-site at: www.springdalear.gov Select Community Development Department.

National Objective

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 Public Service activities that may be undertaken and to ensure each activity to be carried-out meets a national objective of the Community Development Block Grant Program.
 - Benefit low and moderate income persons individually;
 - 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;

Eligible Activities

1. A variety of Public Service activities are eligible for funding from the Community Development Block Grant Program.
2. Eligible activities include but not limited to:
 - 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, etcetera.
3. Non-profit agencies, including faith-based organizations, may apply for funding from the city's Community Development Block Grant if they provide a public service to low-income individuals and/or families.

Sub-recipient

1. 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.
2. Agencies requesting 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.

3. Agencies selected to receive Community Development Block Grant Program funds are known as sub-recipients and will be required to enter into an agreement with the City before receiving their funding allocation from the entitlement grant;
 - Sub-recipients must be prepared to begin their proposed activity as soon as they receive the funds;
 - Monthly or quarterly programmatic reports with supporting documentation will be required;
 - Monitoring visit(s) will be performed by the Community Development Block Grant Program Administrator to ensure compliance with appropriate rules and regulations;
 - Staff members from the Department of Housing & Urban Development may also 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 records must be maintained for 5 years from the completion of the activity.
4. Agencies selected to receive program funds should disburse the funds as soon as possible for reporting reasons.
5. Community Development Block Grant Program funds will not be available until after the program year begins (July 1) and the City receives its entitlement grant allocation for the program year.
6. If, the City does provide an agency with a sub-award of \$25,000 or greater, the City will 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
7. Sub-award is a legal instrument to provide support for the performance of any portion of the substantive project or program for which a recipient received a grant or cooperative agreement award and that is awarded to an eligible sub-recipient. The term does not include procurement of property and services needed to carry out the project or program. A sub-award may be provided through any legal agreement, including an agreement that the recipient considers a contract. Reference: 2 Code of Federal Regulations Part 170.

Monitoring Plan

1. The City of Springdale is required to have a Monitoring Plan 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
 - select Monitoring Plan

Technical Assistance

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