

COMMUNITY DEVELOPMENT BLOCK GRANT

CITIZEN PARTICIPATION PLAN

Revised: June 28, 2023



**SPRINGDALE**<sup>TM</sup>  
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## TABLE OF CONTENTS

Introduction and Applicability	3
Community Development Block Grant Program	4
Encouragement of Citizen Participation	4
Citizen Participation Plan	5
Resident's Participation	6
Consolidation Plan	7
Action Plan	12
Consolidated Annual Performance and Evaluation Report	13
Substantial Amendment	14
Public Hearings and Meetings	16
Access to Records	18
Technical Assistance	19
Complaints and Grievances	19
Displacement	20
Assessment of Fair Housing	20
Availability of the Citizen Participation Plan	23
Administrative Updates	23

## INTRODUCTION AND APPLICABILITY

In 1994, the U. S. Department of Housing and Urban Development (HUD) issued new rules consolidating the planning, application, reporting, and citizen participation processes of four formula grant programs: Community Development Block Grants (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and the CARES Act enacted on March 27, 2020. This new process was intended to more comprehensively fulfill three basic goals — provides decent housing, provide a suitable living environment, and expand economic opportunities. Decent housing may involve assisting homeless persons in obtaining appropriate housing, retaining affordable housing stock, increasing the availability of permanent affordable housing for low-income households without discrimination, and increasing supportive housing to assist persons with special needs. Suitable living environment might improve the safety and livability of neighborhoods, including the provision of adequate public facilities, deconcentrating housing opportunities, and revitalizing neighborhoods, restoring and preserving natural and physical features with historic, architectural, and aesthetic value, and conserving energy resources. Expanding economic opportunities can involve creation of accessible jobs, providing access resources for community development, and assisting low-income persons to achieve self-sufficiency.

As an entitlement community receiving CDBG funds from HUD, the City of Springdale is required to adopt a Citizen Participation Plan that establishes the City's policies and procedures for citizen's participation. The guidelines for establishing a Citizen Participation Plan as part of submitting the Consolidated Plan/Annual Action Plan, Affirmative Fair Housing (AFH), substantial amendments, and Consolidated Annual Performance and Evaluation Report (CAPER) are outlined the Code of Federal Regulations Part 91.105 (Governments) and 91.115 (States).

The CDBG Administrator is under the Department of Finance and serves as the Lead Agency for the administration of the City's HUD entitlement funds. The CDBG Administrator is responsible for informing citizens about the planning process, facilitating meetings, preparing and developing the Annual Action Plan, the Five Year Consolidated Plan, substantial amendments, and developing the CAPER and Citizen Participation Plan. The CDBG Administrator is also responsible for the Affirmative Furthering Fair Housing development.

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Funds authorized by Congress under CDBG 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.

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 CDBG Year is the 12 month period starting January 1 in the fiscal year the appropriation is made and ending December 31 of that same year.

Low-and-moderate-income is defined as a person or household having an income equal to or less than the Department of Housing and Urban Development (HUD) Income Guidelines adjusted for family size.

Additional information about the Community Development Block Grant (CDBG) Program can be found on the City's website at [www.Springdalear.gov](http://www.Springdalear.gov) under Government, Departments, Finance, and Community Development Block Grant.

## **ENCOURAGEMENT OF CITIZEN PARTICIPATION**

In accordance with HUD's national objective, 70% of CDBG funds must benefit low/moderate income persons within the Consolidated Plan period. This benefit can be fulfilled through direct assistance to persons with incomes that do not exceed 80% of the area median income, or completing activities in census tracts where 51% or more of the households are low/moderate income.

The legislation which created the CDBG Program and the regulation implementing it encourage the participation of residents in the development of an Affirmatively Furthering Fair Housing (AFFH), any revisions to the AFFH, Consolidated Plans, Annual Action Plans and Consolidated Annual Performance and Evaluation Report (CAPER).

The City of Springdale strongly encourages participation by low-and-moderate-income persons, particularly those persons living in areas designated by the City as a revitalization area, in a slum and blighted area, in areas where CDBG funds are proposed to be used, and by residents of predominantly low-and-moderate-income neighborhoods as defined by the City.

The City will take appropriate actions to encourage the participation of all residents, including minorities and non-English speaking persons, as well as persons with disabilities. The City encourages the participation of community stakeholders, especially those that aim to assist low- and-moderate-income persons with improving self-sufficiency. This will include local and regional institutions, continuums of care, businesses, developers, non-profit organizations, philanthropic organizations, community-based and faith-based organizations in the process of developing and implementing an AFFH, Consolidated Plan and Annual Action Plan.

The City will also encourage, in conjunction with the Springdale Housing Authority, the participation of residents of public and assisted housing developments (including resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the Assessment of Fair Housing, Consolidated Plan and Annual Action Plan, along with other low-income residents of the City's targeted revitalization areas. The City shall make an effort to provide information to the Springdale Housing Authority about the Assessment of Fair Housing, Affirmatively Furthering Fair Housing strategy, and Consolidated Plan activities related to developments and surround communities in order for the Springdale Housing Authority to make this information available at annual public hearing(s) for the PHA Plan,

## **CITIZEN PARTICIPATION PLAN**

This plan sets forth the City's policies and procedures for citizens' participation in the CDBG Program. This plan was revised May 21, 2020 and supersedes the November 28, 2016 version to comply with regulation 24 Code of Federal Regulations 91.105, Citizen Participation plan; local governments and the Coronavirus Aid Relief and Economic Security Act or CARES Act. The November 28, 2016 changes were made by Department of Housing and Urban Development (HUD) through memorandum dated March 14, 2016 incorporating 24 CFR Part 5.150 Affirmatively Furthering Fair Housing into 24 CFR 91:10 Consolidated Program Year, 24 CFR 91.105 Citizen Participation Plan for local governments: The CARES Act was signed March 6, 2020. This plan will be reviewed annually to ensure it complies with current Citizen Participation Plan regulations.

The City's Citizen Participation Plan is available in English on the website, [www.springdalear.gov](http://www.springdalear.gov) under Government, Departments, Finance, Community Development Block Grant (CDBG). The City is prepared to provide the Citizen Participation Plan in a format accessible, upon request, to any individual who might be visually impaired, unable to read, homebound with no access to a computer, or

who would need a translation in Spanish. In the event a substantial amendment to the Consolidated Plan or Action Plan is made, The CDBG Administrator will conduct at least one additional public hearing with a comment period to follow no less than 30 days. The proposed substantially amended Consolidated Plan or Action Plan will be made available at the four locations previously discussed as well as the website to interested parties. Citizens will be informed of the public hearing through newspaper notification prior to the hearing and the notice appear in a newspaper which is circulated city- wide. Upon request, formats will be made accessible upon request.

For CDBG-CV funding under Program Year 2019/ 2020 and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVI-19 health crisis, the City may provide a five-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A Public Hearing is not required but documentation relative to substantial amendment activity planning applies.

A bilingual person (English to Spanish) will be available to provide language assistance at all public hearings, meetings, or virtual hearings related to the Affirmatively Furthering Fair Housing (AFFH), Consolidated Plan, Annual Action Plan, and all other meetings held on behalf of the Community Development Block Grant (CDBG) Program.

Before the City adopts a Consolidated Plan or Annual Action Plan, the City will make available to residents, public agencies, and other interested parties information that includes the amount of funds the City expects to receive (entitlement grant funds and program income) and the activities the City plans to undertake, including the estimated amount that will benefit persons of low-and- moderate-income.

The City will continue to explore alternative public involvement techniques and quantitative ways to measure efforts that encourage the participation of residents in a shared vision for change in the community, neighborhoods, and the review of program performance. In today's society, social media can play a huge role in public involvement and the Community Development Block Grant (CDBG) Program uses social media as an effective tool to keep our residents involved.

## **RESIDENTS PARTICIPATION**

This Citizen Participation Plan provides for and encourages residents to attend all public hearings to provide their views of the community on housing and community development needs, including priority non-housing community development needs and Affirmatively Furthering Fair Housing (AFFH). In the event Federal, State, or

Local authorities declare a disaster, public health issue, or social distancing, virtual hearings will be set up in lieu of public meetings.

The Citizen Participation Plan provides for and encourages residents to participate in the development of the Annual Action Plan, Consolidated Plan, and the AFFH. This Plan also encourages residents to review and comment on the proposed Annual Action Plan, Consolidated Plan, Substantial Amendments, Consolidated Annual Performance & Evaluation Report, and the final AFFH. These requirements are designed especially to encourage participation by low-and- moderate-income residents, particularly those living in slum and blighted areas, in areas where CDBG Program funds are proposed to be used and by residents of predominantly low-and-moderate-income neighborhoods as defined by the City.

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

The City encourages the participation of residents of public and assisted housing developments in the process of developing and implementing the Consolidated Plan and Annual Action Plan, along with low-income residents of targeted revitalization areas in which the developments are located.

The City will make every effort to provide information to the Springdale Housing Authority about the Consolidated Plan and Annual Action Plan activities related to its developments and surrounding neighborhoods so the Springdale Housing Authority can make this available at their annual Public Hearing(s).

### **CONSOLIDATED PLAN**

Consolidated Plan is defined as a three-, four-, or five-year plan submitted to the Department of Housing and Urban Development (HUD), and 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. The City of Springdale will submit a five-year plan that will be completed in a timely manner for submission to HUD. The Consolidated Plan will be submitted to the Mayor and City Council for formal approval prior to submitting to HUD.

Before the City adopts a Consolidated Plan, it 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's (HUD) 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.

The City will have a Public Notice display advertisement published in the local newspaper with a summary of the Annual Action Plan that includes the various locations copies of the Consolidated Plan are available for comments by residents, units of general local government, public agencies, and other interested parties so they may have reasonable opportunity to examine its content and submit comments.

The City will also publish the proposed Consolidated Plan on its website, [www.springdalear.gov](http://www.springdalear.gov), under Government, Departments, Finance, Community Development Block Grant and place copies of the proposed Consolidated Plan at the following locations:

City Hall  
Clerk's office  
206 S Blare St. (Temporary)  
Springdale, AR 72764

Public Library  
405 S Pleasant St  
Springdale, AR 72764

The Jones Center  
922 E Emma Street  
Springdale, AR 72764

Springdale Housing Authority  
5 Applegate Drive  
Springdale, AR 72764

The City will make a reasonable number of free copies of the Consolidated Plan available to residents and groups that request it. The Consolidated Plan will be made available in a format accessible to persons with disabilities upon request. The Consolidated Plan will be made available to the public for a thirty (30) day comment period, starting the day after a summary of proposed Consolidated Plan was published in the local newspaper. A Public Hearing must occur before the proposed Consolidated Plan is published for comment. In the event Federal, State or Local authorities declare a disaster, health issue or require social distancing, a Virtual Public Hearing will be held. Anytime a Virtual Hearing is used, the City will accommodate persons with disabilities and/or with limited English proficiency. The City will consider any and all comments or views of residents received in writing or



orally at the Public Hearings or during the 30-day comment period in preparing the final Consolidated Plan.

A summary of all residents' comments and the City's responses will be incorporated into or attached to the final Consolidated Plan before it is submitted to the United States Department of Housing and Urban Development (HUD) electronically or hard copy (if requested).

Comments may be made to the Community Development Block Grant (CDBG) Program Manager Dean Allen by calling 479-750-8175, emailing [gallen@springdalear.gov](mailto:gallen@springdalear.gov), or mailing to City of Springdale, CDBG Program, 201 Spring Street, Springdale, AR 72764.

It may be necessary to expedite substantial amendments to the Consolidated Plan in the event of a declared disaster or emergency. There are three types of disaster/emergency events that may necessitate an expedited substantial amendment. These are 1) Man-Made disasters, 2) Natural disasters, and 3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, dam failures, plant explosions, etc. Natural disasters can include earthquakes, hurricanes, tornadoes, wild fires, flooding and public health issues such as wide-spread diseases such as the recent 2019 Coronavirus disease (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking phishing, and virus distributions, etc.

These expedited substantial amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. This allows the City, as an entitlement city, to utilize their CDBG funds to meet these needs with a five-day (5) public comment period instead of a 30-day public comment period, which is required for substantial amendments. For CDBG-CV funding under the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the City of Springdale may provide a five-day notice/comment period of a substantial amendment beginning January 1, 2021 as allowed under a HUD waiver. This includes any new activities proposed. A Public Hearing or Virtual Hearing will not be required but documentation relative to substantial amendment activity planning applies. The City will not provide that documentation at their normal four locations, but will publish how the CDBG-CV funding will be used on the City of Springdale website at [www.springdalear.gov](http://www.springdalear.gov).

With respect to a declared disaster, the City may elect to use CDBG funds to address needs not provided for by the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by Federal, State or Local sources unless allowed by the Federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, or any other CDBG eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well.

All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives. These are 1) Benefit to low- and moderate-income (LMI) persons; 2) Aid in the prevention of slums or blight; and 3) Meet a need having a particular urgency (referred to urgent need). The City may carry out eligible CDBG activities to meet needs resulting from declared disaster or emergencies under any one of the three national objectives. In response to the COVID-19 Pandemic, the City may reprogram some of its funding to respond to the COVID-19 pandemic.

Funding for activities that have required in-person interaction including, but not limited to, housing rehabilitation assistance, and a variety of community services may be reprogrammed into activities that allow for social distancing such as grab and go or home-delivered meal services, online programming for a variety of clientele including, but not limited to, youth and senior citizens, and various business and microenterprise assistance identified below to respond to or recover from the effects of the COVID-19 pandemic. Listed below are other possible activities that may be funded. Any other possible eligible activity not included below may also be considered. The City will coordinate with an informal committee of subject matter experts before undertaking any activity to respond to the COVID-19 pandemic. Potential eligible Community Development Block Grant (CDBG) activities that may be undertaken to support the COVID-19 response include, but are not limited to:

Building and Improvements, including Public Facilities such as constructing testing and diagnosis, or treatment facilities; rehabilitation of a community facility to establish an infectious disease treatment clinic; acquisition and rehabilitation, or construction of a group living facility that may be used to centralize patients undergoing treatment; rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic., e.g. by replacing the HVAC system; acquisition and rehabilitation of a motel or hotel building to expand the capacity of hospitals to accommodate isolation of patients during recovery; or to make interim improvements to private properties to enable an individual patient to remain quarantined

on a temporary basis.

Assistance to Businesses, including Special Economic Development Activities such as providing grants or loans to support new business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease; avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons; or to provide technical assistance, grants, loan and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health quarantine.

Public Services such as job training to expand the pool of health care workers and technicians that are available to treat a disease within a community; provide testing, diagnosis or other services at a fixed or mobile location; increase the capacity and availability of targeted health services for infectious disease response within existing facilities; provide equipment, supplies, and materials necessary to carry out a public service, deliver meals on wheels to quarantined individuals that need to maintain social distancing due to medical vulnerabilities; Planning, Capacity Building, and Technical Assistance such as gathering data and developing non-project specific emergency infectious disease response plans. Any other activity allowed under current CDBG regulations.

It may also be necessary to amend the Consolidated Plan in the event of an emergency such as a natural disaster. These amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet community development needs that have a particular urgency. The City of Springdale, acting through the Finance Department/Community Development Block Grant (CDBG) Office, may utilize its CDBG funds to meet an urgent need without the normal public comment period, which is otherwise required for substantial amendments.

To comply with the national objective of meeting community development needs having a particular urgency, an activity will alleviate existing conditions that the City of Springdale certifies:

- Poses a serious threat and immediate threat to the health and welfare of the community
- Are of recent origin or recently became urgent
  
- The City is unable to finance the activity on its own

Other resources of funding are not available to carry out the activity

A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City's certification.

If Department of Housing and Urban Development (HUD) allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the Finance Department will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.

Urgent need activities may include, but not limited to, the following:

- Clearance of debris
- Provision of extra security patrols

Demolition, clearance and/or reconstruction of damaged property posing an immediate threat to public safety  
Emergency reconstruction of essential water, sewer, electrical, medical, and telephone facilities  
Emergency repair of streets and sidewalks providing a variety of relief services to individuals

## **ACTION PLAN**

Action Plan is defined as a one-year plan submitted annually to the Department of Housing and Urban Development (HUD). The submission date will be within 60 days after City is notified of the funding amount. The Action Plan is a summary of how the City will carry-out its projects and activities utilizing upcoming program year Community Development Block Grant (CDBG) Program funds. The Annual Action Plan will be completed in a timely manner for submission to HUD. Prior to submission of the final Annual Action Plan, the Plan will be submitted to the Mayor and City Council for final approval,

Before the City adopts an Annual Action Plan, it will make available to residents, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive from HUD's Entitlement Cities Program including any program income that 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.

The City will have a Public Notice display advertisement published in the local newspaper with a summary of the Annual Action Plan that includes the various locations copies of the Annual Action Plan are available for comments by residents, units of local government, public agencies, and other interested parties so they may have reasonable opportunity to examine its content and submit comments.

The City shall publish the proposed Annual Action Plan on its website [www.springdalear.gov](http://www.springdalear.gov), under Government, Departments, Finance, Community Development Block Grant and place copies of the proposed Action Plant at the following locations:

City Hall  
Office of Finance  
206 S Blare Street  
Springdale, AR  
72764  
The Jones Center  
922 E Emma St  
Springdale, AR  
72764

Public Library  
405 S Pleasant Street  
Springdale, AR 72764  
  
Springdale Housing Authority 5  
Applegate Drive  
Springdale, AR 72764

The City will make a reasonable number of free copies of the Annual Action Plan available to residents and groups that request it. The Annual Action Plan will be made available in a format accessible to persons with disabilities upon request.

The Annual Action Plan will be made available to the public for a thirty (30) day comment period beginning the day after a summary of the proposal Annual Action Plan was published in the local newspaper. A Public Hearing must occur before the proposed Annual Action Plan is published for comment. In the event Federal, State or Local authorities declare a disaster or recommend social distancing, a Virtual Public Hearing will be held.

The City will consider any and all comments or views or residents received in writing or orally at the Public Hearing in preparing the final Annual Action Plan.

A summary of all resident's comments and the City's responses will be incorporated into or attached to the final Annual Action Plan before it is submitted electronically and by hard copy to the Department of Housing and Urban Development (HUD), if requested. Submission date will be set once funding amount is distributed by HUD's office.

Comments may be made to the Community Development Block Grant (CDBG) Program Manager Dean Allen by calling 479-750-8175, emailing [gallen@springdalear.gov](mailto:gallen@springdalear.gov), or mailing to City of Springdale, CDBG Program, 201 Spring Street, Springdale, AR 72764.

## **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**

Consolidated Annual Performance and Evaluation Report are defined as a performance report submitted to HUD on or before ninety (90) days after the Program Year ends. The report describes prior-year CDBG Program fund disbursements, projects and activities carried out, number of beneficiaries and other objectives and outcomes accomplished with CDBG Program funds, and will show the degree to which projects and activities achieve their objective.

The City encourages residents, public agencies, and other interested parties to comment on the Consolidated Annual Performance and Evaluation Report.

The City shall publish the Consolidated Annual Performance and Evaluation Report on its website, [www.springdalear.gov](http://www.springdalear.gov), under Government, Departments, Finance, and Community Development Block Grant. This allows residents, public agencies and other interested parties an opportunity to examine the content and submit contents. The City shall place copies of the Consolidated Annual Performance and Evaluation Report at the following locations:

City Hall  
Office of Finance  
206 S Blare Street  
(Temp.)  
Springdale, AR  
72764

Public Library  
405 S Pleasant Streets  
Springdale, AR 72764

Springdale Housing Authority S  
Applegate Drive  
Springdale, AR 72764

The Jones Center  
922 E Emma  
Street  
Springdale, AR  
72764

The City will have a Public Notice display advertisement published in the local newspaper with a summary of the Consolidated Annual Performance and Evaluation Report and shall include the various locations copies of the Consolidated Annual Performance and Evaluation Report is available for residents, public agencies, and other interested parties to review and comment on.

The City will make a reasonable number of free copies of the Consolidated Annual Performance and Evaluation Report available to residents and groups that request it. The Consolidated Annual Performance and Evaluation Report will be made available in a format accessible to persons with disabilities upon request.

The Consolidated Annual Performance and 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 and Evaluation Report was published in the newspaper.

The City shall consider all comments or views of residents in writing or orally regarding the Consolidated Annual Performance and Evaluation Report.

The Consolidated Annual Performance and Evaluation Report and any comments or views regarding the Consolidated Annual Performance and Evaluation Report will be submitted electronically and a hard copy (if requested) to the Department of Housing and Urban Development (HUD), Little Rock Field Office, 90 days after the prior Program Year has ended (March 31).

Comments may be made to the Community Development Block Grant (CDBG) Program Manager Dean Allen by calling 479-750-8175, emailing [gallen@springdalear.gov](mailto:gallen@springdalear.gov), or mailing to City of Springdale, CDBG Program, at 206 S Blare Street, Springdale, AR 72764.

## **SUBSTANTIAL AMENDMENT**

The City considers a Substantial Amendment to the Consolidated Plan a change in the following:

- A change in its allocation proprieties.
- A change in its method of distribution of funds.
- To carry out a new activity using funds from any program covered by the Consolidated Plan not previously described in the Action Plan.



- To change the purpose, scope, location, or beneficiaries of any activity.
- To make a change in the allocation of \$100,000 or greater.
- To carry out an activity not previously described in the Action Plan.
- To change the use of CDBG funds from one eligible activity to another.
- The City will amend its approved Plan whenever it makes one of the above listed changes.

Before the City adopts a Substantial Amendment, it will make available to residents, public agencies, and other interested parties information that includes the proposed changes to the Consolidated Plan and Annual Action Plan.

The City will publish a Public Notice display advertisement in the local newspaper with a summary of the Substantial Amendment and shall include the various locations copies of the Substantial Amendment are available for comments by residents, units of local government agencies, public agencies, and other interested parties.

The City shall publish the Substantial Amendment on its website, [www.springdalear.gov](http://www.springdalear.gov), under Government, Departments, Finance, and Community Development Block Grant. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.

The City shall place copies of the entire Substantial Amendment at the following locations:

City Hall  
Office of Finance  
206 S Blare Street  
Springdale, AR  
72764

The Jones Center  
922 E Emma St  
Springdale, AR  
72764

Public Library  
405 S Pleasant Streets Springdale,  
AR 72764

Springdale Housing Authority  
S Applegate Drive  
Springdale, AR 72764

The City will make a reasonable number of free copies of the Substantial Amendment available to residents and groups that request it. The Amendment will be made available in a format accessible to persons with disabilities upon request.

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 Amendment was published in the newspaper and will not be implemented until the thirty (30) day comment period has elapsed. If a substantial amendment is made due to a disaster or public health issue, the City may be able to (at the Department of Housing and Urban Development's (HUD) direction) reduce the number of comment days.

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 HUD Little Rock Field Office.

Comments may be made to the CDBG Program Manager Dean Allen by calling 479-750-8175, emailing [gallen@springdalear.gov](mailto:gallen@springdalear.gov) or mailing to City of Springdale, CDBG Program, 206 S Blare Street, Springdale, AR 72764.

The City shall notify HUD that a Substantial Amendment has been made. The letter transmitting the copy of the Substantial Amendment shall be signed by the City's Mayor.

For CDBG funding under Program Year 2019 and the Coronavirus Aid, Relief, and Economic Security Act of CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the City may provide a five day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a Department of Housing and Urban Development (HUD) waiver. This includes any new activities proposed. A public hearing is not required but documentation relative to substantial amendment activity planning applies; however, the City will publish how the CDBG-CV funding has or will be used on the City of Springdale website at [www.springdalear.gov](http://www.springdalear.gov).

## **PUBLIC HEARINGS AND MEETINGS**

Public Hearings held by the City's Community Development Block Grant (CDBG) Office shall be held at times and locations which permit broad participation by citizens, elected and other government officials, organizations and other groups

eligible for projects and activities funded by the City's Community Development Block Grant (CDBG). In the event Federal, State or Local authorities declare a disaster, a public health issue, recommends social distancing, or limits public gatherings for public health reasons, a Virtual Public Hearing will be held.

The City will provide a minimum of two Public Hearings during each calendar year. One Public Hearing will be held at the beginning stages of developing the proposed Consolidated Plan and Annual Action Plan. Residents, units of general local government, public agencies, and other interested parties are urged to attend the Hearing to provide their views and respond to proposals and ask questions.

Every effort will be made to ensure the Public Hears is inclusive. Hearings will be held at convenient times and locations and in places where people most affected by proposed activities can attend. If written notice is given at least seven (7) days before a hearing date, the City of Springdale will provide appropriate materials, equipment, and interpreting services to facilitate the participation of non-English speaking persons and persons with visual and/or hearing impairments. Interpreters will be provided at Public Hearings and Virtual Hearings where a significant number of non-English speaking residents can be reasonably expected to participate. All Public Meetings will conform to applicable Arkansas open meeting laws.

The City will hold another Public Hearing when the Consolidated Plan and Annual Action Plan are published for comments. Residents, units of general local government, public agencies and other interested parties are urged to attend the Hearing to provide their views and respond to proposals and ask questions. The City will receive comments from citizens on its plan for a period of not less than 30 days prior to submission of the Consolidated Plan or Annual Action Plans to HUD. All comments or views of citizens received in writing during the 30 day comment period will be considered in preparing the final Consolidated Plan and Annual Action Plan. A summary

of these comments or views and a summary of any comments or views not accepted and the reasons for not accepting them shall be attached to the final Consolidated Plan and Annual Action Plan.

For CDBG-CV funding under Program Year 2019 and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the City may provide a five-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A Public Hearing is not required but documentation relative to substantial amendment activity planning applies.

The City will have a Public Notice display advertisement published in the local newspaper at least seven days prior to the Public Hearing. The Public Notice will also be displayed through the City's website, [www.springdalear.gov](http://www.springdalear.gov), under Government, Departments, Finance, Community Development Block Grant and the City's social media. The display ad shall contain at a minimum the date, time location, topics for consideration, procedures for the Hearing, and a location where additional information may be obtained. If the Public Hearing is done virtually, information to attend the Virtual Public Hearing will be provided in the Public Notice.

The City will hold all Public Hearings in buildings that have accommodations for persons with disabilities and be consistent with accessibility and reasonable accommodation requirements in accordance with the Americans with Disabilities Act of 1973 and 1990 and implement regulations at 24 CFR part 8 and 28 CFR parts 35 and 36, as applicable. Public Hearings are open for attendance by the public.

The needs of non-English speaking residents who desire to participate in the Public Hearings shall be provided for on a reasonable basis as well as citizens needing reasonable accommodations. Spanish would make up the majority of the City's non-English speaking residents.

## **ACCESS TO RECORDS**

The City will make available to residents, public agencies, and other interested parties information and records relating to the Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, Substantial Amendments, Monitoring Reviews and the City's use of assistance under the Community Development Block Grant (CDBG) Program. This information will be available during working hours, 8:00 A.M. to 5:00 P.M. Monday through Friday (except for federal, state, or local holidays) at the CDBG Office located at 206 S Blare Street. During certain times of the year these documents will also be available at the Jones Center, 922 E Emma Street, Springdale Housing Authority, S Applegate Drive, and the Public Library, 405 S Pleasant St. This information can be provided in alternative formats (i.e., Braille/large print, audio tape) for the disabled and may also be translated into Spanish for Spanish speaking persons, upon request. Public access to other program information, providing such information does not infringe upon any individual rights, is also available. The CDBG Office will have this information available for at least the preceding five years.

## **TECHNICAL ASSISTANCE**

The City will provide technical assistance to recognized groups that represent persons

of low- and-moderate-income that request such assistance in developing proposals for funding assistance under the Consolidated Plan and Annual Action Plans. Technical assistance may be provided through site visits, email or telephone communication as well as the CDBG Administrator's Office at City Hall, 206 S Blare Street. A bilingual (English/Spanish) person will also be available to non-English speaking persons, upon request. Technical assistance provided by the Community Development Block Grant (CDBG) Administrator will not constitute a guarantee of funding to any group or person.

## **COMPLAINTS AND GRIEVANCES**

The City's CDBG Administrator is responsible to respond to complaints from residents related to Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation

Reports, Substantial Amendments, and all aspects of the Community Development Block Grant

Citizens, administering agencies, and other interested parties may submit complaints and grievances in writing, specific to their subject matter and include facts to support allegations. Residents may also present complaints and grievances orally or in writing at community meetings and/or public hearings. All public comments, including complaints and grievances, made either orally or in writing within the public comment period will be included with the plans and submitted to Department of Housing and Urban Development (HUD).

The following are considered complaints to which a response letter is due:

- The administering agency has purportedly violated a provision of the Citizen Participation Plan.
- The administering agency has purportedly violated a provision of Federal CDBG program regulations.
- The administering agency, or any of its contractors, has purportedly engaged in questionable practices resulting in waste, fraud or mismanagement of any program funds.

Upon receipt of a written complaint, the CDBG Administrator shall respond to the complainant within 15 calendar days and maintain a copy of all related

correspondence. Should the CDBG Office be unable to meet the prescribed time limit, the complainant should be notified and given reasons for an extension and a date on which the complainant should receive an answer.

## **DISPLACEMENT**

It is City's policy not to cause any persons to be displaced by the use CDBG Program funds; however, if the displacement of persons does occur, the City will assist persons displaced. The CDBG Program shall assist persons displaced by providing moving and/or temporary relocation expenses as necessary. In certain cases contractors will assist persons displaced as required. The contractor shall assist persons displaced by providing moving and/or temporary relocation expenses as necessary.

## **ASSESSMENT OF FAIR HOUSING**

Residents are encouraged to participate in the development and analysis of fair housing data, assessment of fair housing issues and identification of fair housing priorities and goals as well as any revisions to the Assessment of Fair Housing. The City encourages participation by low- and moderate-income persons, especially those persons living in areas designated by the City as a revitalization area or in a slum and blighted area where CDBG funds are proposed to be used, and by residents of predominately low-and moderate-income neighborhoods as may be defined by the City. The City shall take appropriate action to encourage all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities, to participate.

The City shall encourage the participation of local and regional institutions, Continuums of Care (especially those that provide assisting housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/Aids and their families and homeless persons) and other organization (including businesses, developers, nonprofits, philanthropic organizations and community-based and faith-based organizations) during the development and implementation of the Assessment of Fair Housing.

The City shall encourage participation with public housing agencies and residents of public housing and assisted housing developments, resident advisory boards, resident councils and resident management corporations, along with other low-income residents of targeted revitalization areas in which the developments are located, during the development of the Assessment of Fair Housing. The City shall provide information regarding the Assessment of Fair Housing, Affirmatively

Furthering Fair Housing (AFFH) strategy activities related to its developments and any surrounding communities so that the public housing agency may have this information available at the annual public hearing(s) for the PHA Plan. This should ensure the activities with regard to AFFH are fully coordinated to achieve comprehensive community development goals and affirmative furthering fair housing.

The City shall take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking residents of the community.

As soon as feasible following the start of the public participation process, the City shall make the Department of Urban and Development's (HUD) provided data available and any other supplemental information the City plans to incorporate into its Assessment of Fair Housing available to its residents, public agencies and other interested parties. The City may make HUD's provided data available to the public by cross-referencing to the data on HUD's website. The City will hold a public hearing during the development of the Assessment of Fair Housing to obtain views of the community on housing and community development needs including priority non-housing community development needs and AFFH. The Public Hearing 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 Hearing. The City will have a Public Notice display advertisement published in the local paper notifying Springdale's residents of an upcoming Public Hearing with sufficient information published about the subject of the Public Hearing to permit informed comment. The advertisement shall be published in the local newspaper at least one week prior to the Public Hearing.

The City shall publish the Assessment of Fair Housing on its website, [www.springdalear.gov](http://www.springdalear.gov), under Government, Finance, and Community Development Block Grant. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.

The City shall place copies of the entire proposed Assessment of Fair Housing at the following locations:

City Hall  
Office of Finance  
206 S Blare Street  
Springdale, AR  
72764

The Jones Center  
922 E Emma Street  
Springdale, AR  
72764

Public Library  
405 S Pleasant Streets  
Springdale, AR 72764

Springdale Housing Authority S  
Applegate Drive Springdale, AR  
72764





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



The City will have a Public Notice display advertisement published in the local newspaper that includes a summary of the Assessment of Fair Housing and shall include the various locations the entire Assessment of Fair Housing is available to afford residents, units of general local government, public agencies, and other interested parties a reasonable opportunity to examine the content and submit comments.

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.

After the 30-day comment period, the City will consider all comments or views of residents received in writing or orally at the Public Hearing in preparing the final Assessment of Fair Housing. A summary of all comments or views and a summary of any continents or views not accepted and the reasons why shall be attached to the final Assessment of Fair Housing. A Public Hearing must occur before the proposed final Assessment of Fair Housing is published for comment.

An Assessment of Fair Housing previously accepted by the Department of Housing and Urban Development (HUD) must be revised and resubmitted to HUD for review under the following circumstances:

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 IC 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.

Upon the Department of Housing and Urban Development's (HUD) written notification specifying a material change that requires the revision.

A revision pursuant to Paragraph (1) 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.

Where a revision is required under Paragraph (1) of this section, such revision shall be submitted within twelve (12) months of the onset of the material change or at such later date as HUD 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 two (2) years after the date upon which the disaster declaration is made, HUD may extend such deadline, upon request, for good cause shown.

HUD 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. HUD may extend the due date upon written request by the City that describes the reasons the City is unable to make the deadline.

## **AVAILABILITY OF THE CITIZEN PARTICIPATION PLAN**

Copies of the Citizen Participation Plan may be obtained by contacting the Community Development Block Grant (CDBG) Program Manager at (479) 750-8175 or emailing Dean Allen at [gallen@springdalear.gov](mailto:gallen@springdalear.gov).

Upon request, the CDBG Program Manager will make the Citizen Participation Plan available in an alternative format accessible to persons with disabilities.

Changes to the Consolidated Plan that do not meet the criteria for standard or substantial amendments and do not require citizen participation are defined as administrative updates. Examples of administrative updates include grammatical or structural edits that do not substantially change the scope or meaning of activity, and changes in the coding or eligibility determination of a project that does not change the scope, location, or beneficiaries.

## **ADMINISTRATIVE UPDATES**

Changes to the Consolidated Plan that do not meet the criteria for standard or substantial amendments and do not require citizen participation are defined as

administrative updates. Examples of administrative updates include grammatical or structural edits that do not substantially change the scope or meaning of activity; and changes in the coding or eligibility determination of a project that does not change the scope, location, or beneficiaries.