Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith D. Lau
Ward 2 – Andre' Good
Ward 3 – Mike Lorenz
Ward 4 – George Catsavis
At Large Position 5 – Tracy Pennartz
At Large Position 6 – Kevin Settle
At Large Position 7 – Don Hutchings

AGENDA

Fort Smith Board of Directors
STUDY SESSION
March 10, 2015 ~ 12:00 Noon
Fort Smith Public Library Community Room
3201 Rogers Avenue

CALL TO ORDER

1. Review project recommendations by the Community Development Advisory Committee for Year 41 CDBG and Year 22 HOME Program funding

2. Discuss budget balancing options, fund balance policy, multi-year budgeting and fiscal policies *~ Requested at the November 2014 budget hearings / Regarding fiscal policies - Lau / Settle placed on agenda at the January 6, 2015 regular meeting ~*

3. Discuss specifying personnel authority of the City Administrator *~ Directors Settle, Lau, Good, Lorenz & Catsavis placed ordinance on the February 3, 2015 regular meeting agenda on January 30, 2015 / Ordinance tabled at the February 3, 2015 regular meeting pending discussion at a future study session ~*

4. Review preliminary agenda for the March 17, 2015 regular meeting

ADJOURN

City of Fort Smith

Memo 1

To: Ray Gosack, City Administrator

From: Genia Smith, Chairperson of the Community Development Advisory Committee

CC: Jeff Dingman, Assistant City Administrator, Wally Bailey, Director of Development Services and Matt Jennings, Director of Community Development

Date: 3/5/2015

Re: Recommendations for Year 41 CDBG and Year 22 HOME Investment Partnership Programs *(Community Development Department Budget for Program Year 2015: July 1, 2015 - June 30, 2016)*

The Community Development Advisory Committee (CDAC) held three public hearings on February 17, 2015, to review funding requests for Community Development Block Grant (CDBG) and HOME Investment Partnership Act Program funds from the agencies and citizens. At the close of the final public hearing, the CDAC members met to consider funding recommendations to the Fort Smith Board of Directors. The committee reviewed all outside agency applications for CDBG and HOME funds in the amount of $588,882. The funds are allocated as prescribed in the Five Year Consolidated Plan. As you recall, on November 16, 2010, the City Board of Directors approved the Five Year Consolidated Plan which established priorities for funding allocations to both the CDBG and HOME programs. The following table reflects those priorities as they relate to the Program Year 2015 allocations:

CDBG AND HOME FUNDS			
CATEGORY	YEAR 41 CDBG	YEAR 22 HOME	TOTALS
Homelessness	$110,615		$110,615
Public Service	$110,614		$110,614
Community Development	$350,279		$350,279
HOME/CHDO		$257,597	$257,597
Administration	$147,485	$28,621	$176,106
Unprogrammed	$18,436	$0	$18,436
Totals	$737,429*	$286,218	$1,023,647

*Note: *CDBG Amount reduced from the allocation amount of $799,641 by $62,211.49 for the Lend A Hand – Fisher's Way at Chaffee Crossing Project Finding issued the U. S. Dept. of Housing & Urban Development (HUD). Memos relating to this matter from Matt Jennings are behind the last application in this packet.*

Additionally, the CDAC members heard a request from the Old Fort Homeless Coalition to renew funds that have canceled due to missed deadlines and failure to enter agreements. The CDAC members voted 6 – 1 to approve the renewal on the condition that the project be fully funded and implemented by the deadline of September 30, 2015. The conditional recommendation is due to CDBG timeliness issues that may occur on May 2, 2015 as a result of not spending the older funds according to our discussions with city staff members. Should the city miss the test on that date, a remediation plan will be required to be submitted to the U. S.

Department of Housing and Urban Development. Despite this risk, the funding was recommended to continue this high priority project.

The CDBG and HOME funding breakdown by category follows this memo. Next is the rating criteria summary, the worksheets by category with the final CDAC recommendations of funding. Any program income on hand by each entity (HOME program) is noted in the application itself.

The task of making recommendations to the Board of Directors was more streamlined due to the ratings and policy changes made in the previous funding cycle. This year 18 applications were filed, which is one more than last year's funding cycle. The committee and city staff listened to application proposals during the three public hearings held on February 17. Upon closing the public hearing at 5:30 p.m., the committee deliberated until past 8:00 p.m. to reach a consensus on the submitted funding requests and formulate recommendations to the Fort Smith Board of Directors.

Homeless Category

This category received two applications. The Fort Smith Children's Emergency Shelter project was recommended for full funding of $52,798 after the Next Step Homeless Services (NSHS) withdrew their application. While the committee wanted to fund a transitional home for homeless families as proposed by NSHS, the location proposed is an industrial zoned property located at 323 N. 3rd Street and the closest homes were in the next block on North 4th Street. The committee members and city staff members did not feel it was a wise investment in that particular location. The balance of the funding in the amount of $57,817 is placed in unprogrammed for future allocation.

Public Service Category

The public service category received ten applications, which is the same as last year's funding cycle. The total amount requested this year was $154,385 compared to 2014 in the amount of $141,685. We believe the increased funding requests are due to agencies' other funding sources becoming scarce. Federal regulations require the City to use no more than 15% of the entire CDBG allocation for the public service category which is $110,614. Although it was the desire of the committee members to recommend full funding to the agencies, it was not possible.

Community Development Category

The community development category received four applications this year compared to two last year. The Cavanaugh Elementary School project rated the highest in the category and was recommended for full funding. The next three proposed projects are in order by the number of points received were the Gateway House, Bost, Inc. and Fort Smith Housing Authority which were funded but not at the full amount requested.

HOME Investment Partnership Act / Community Development Housing Organization (CHDO)

Currently, there is only one agency that applied in this category. Crawford-Sebastian Community Development Council, Inc., as a Community Development Housing Organization was the highest rated project and appropriately recommended for and amended their application to received all of the HOME funds available. The CSCDC CHDO has now partnered with the Fort Smith Housing Authority to undertake the affordable housing projects.

CDAC Recommendations

The table on page four lists all funding *recommendations* by the CDAC and the City's Housing Assistance Program, administrative costs and un-programmed funds. We are pleased to report that all agencies submitting applications for funding were on time and complete, and we extend our thanks for their hard work. However, as stated previously, the committee could not recommend all requests be funded to their full amounts except for two.

Program income continues to be generated by the city's housing assistance program, the nonprofit partners, and the FSHA which continues to be reused for affordable housing and housing assistance projects. The expenditure of program income to the City is reported annually in the Consolidated Annual Performance and Evaluation Report (CAPER) which is online at the city's website and updated annually and provided to the Board of Directors once the report is accepted by the Department of HUD.

I will be in attendance at the March 10 study session and subject to Board placement, at the Board of Directors voting session on March 17.

CDAC Members

Genia Smith - Chairperson	George Willis - Vice Chairperson
Kerri Norman	Fran Hall
Cinda Rusin	Nichelle Christian
Joshua Carson	

Attachment 1 – PY 2015 CDBG Funds by Category
Attachment 2 –PY 2015 HOME Funds by Category
Attachment 3 – CDBG & HOME Summary of Funding Requests
Attachment 4 – Rating Summary of Funding Requests
Attachment 5 A-D – Funding Recommendations Worksheets by Category
Old Fort Homeless Coalition Request
Applications – A to R
Board Information Memo – 3/28/13 and updated 1/8/14
Matt Jennings Memo – 3/4/15

CDBG Program Year 2015 CDAC Recommendations

Application Identifier	Agency	CDBG Year 41
15-A	FS Children's Emergency Shelter	$52,798
15-B	Next Step Homeless Services	Withdrawn
15-C-PS	Good Samaritan Clinic - Medical Services	$16,000
15-D-PS	Girls, Inc. – Fees	$4,725
15-E-PS	Crisis Intervention Center - Case Mngmnt.	$16,000
15-F-PS	DWR Cancer Support House	$11,852
15-G-PS	Fountain of Youth Adult Day Care	$6,500
15-H-PS	WestArk RSVP - Medicare Application Assist.	$9,000
15-I-PS	WestArk RSVP - Tax preparation	$6,000
15-J-PS	Community Dental Clinic - CSCDC	$18,000
15-K-PS	Heart to Heart Pregnancy Support Center	$5,677
15-L-PS	FS Boys and Girls Club	$4,860
15-M-PS	Next Step Homeless Services	$12,000
15-N	Harbor / Gateway House	$14,066
15-O	Bost, Inc. - Magic Circle Apartments	$6,530
15-P	Cavanaugh Elementary School	$10,000
15-Q	Fort Smith Housing Authority	$39,460
	Homeless Unprogrammed	$57,817
	Fort Smith Housing Assistance	$220,223
	FS Housing Rehab. Administration	$60,000
	Fort Smith - Administration	$147,485
	Unprogrammed	$18,436
	Totals	**$737,429**

Application Identifier	Agency	
		HOME Year 22
15-R	CSCDC - Acq/Rehab/Resale/New Const – CHDO Funds	$257,597
	Fort Smith - HOME Administration	$28,621
	Unprogrammed	$0
	Totals	**$286,218**

Old Fort Homeless Coalition - Funds Renewal	
Program Year	***Amount***
2009	**$7,892.00**
2010	**$72,129.00**
2011	**$56,764.00**
2012	**$166,173.00**
2013	**$172,386.00**
2014	**$128,097.00**
TOTAL	**$603,441.00**

ATTACHMENT 1

CITY OF FORT SMITH
PY 2015 - YEAR 41
CDBG ENTITLEMENT

			2014 Budgeted	2015 Est.*	FINAL
Category 1	***Homelessness***	15% per Consolidated Plan	$115,900	$110,923	$110,615
Category 2	***Public Service***	15% Max. per Fed. Regulation	$115,899	$110,923	$110,614
Category 3	***Community Development***	47.5% per Consolidated Plan	$380,807	$351,257	$350,279
	FS Housing Assistance	*80% of 47.5% - Con Plan*	$307,807	$281,006	$280,223
	Other CD Activities	*20% of 47.5% - Con Plan*	$73,000	$70,251	$70,056
	Administration	20% Max. per Fed. Regulation	$160,340	$147,897	$147,485
	Unprogrammed	2.5%	$28,754	$18,488	$18,436
TOTAL			**$801,700**	**$739,488**	**$737,429**

* Total amount reduced by $62,211.49 due to finding on LAH Fisher's Way Chaffee Crossing Project
FINAL - February 10, 2015

Year 41 Final	$799,641.00
LAH Finding subtract	$62,211.49
For Allocation	**$737,429.51**
Unprogrammed	$18,435.74

$737,429

15% Max	$110,614.35
47.5%	$350,278.78
20% Max	$147,485.80
2.5% Min	$18,435.73

ATTACHMENT 2

CITY OF FORT SMITH
PY 2015 - YR 22
HOME ENTITLEMENT

			2014 Budgeted	2015 Est.	FINAL
Category 4	***CHDO Operating***	5% Max. by Federal Regulation	$0	$0	$0
		City's Option to Fund			
Category 4	***CHDO Reserve***	15 % Min. by Federal Regulation	$47,295	$42,565	$42,933
		Mandatory			
Category 4	***Housing***		$236,470	$212,823	$214,664
	Administration	10% Max. by Federal Regulation	$31,529	$28,377	$28,621
	Unprogrammed	***City's Option to Fund***	$0	$0	$0
TOTAL			**$315,294**	**$283,765**	**$286,218**

FINAL - February 10, 2015

ATTACHMENT 3

Program Year 2015 Funding Requests for CDBG and HOME Programs
February 10, 2015

Category 1 - Homelessness - CDBG Year 41

A	*FS Children's Emergency Shelter*	Gymnasium Expansion / Garage Conversion	253 Individuals	$52,798
B	*Next Step Homeless Services*	Transitional Single Family Home for Homeless Family	140 Individuals	$75,000
			Total Requested	$127,798
			Total	$110,615

Category 2 - Public Service - CDBG Year 41

C	*Good Samaritan Clinic*	Lab Testing, Medical Supplies, Prescribed Phamaceuticals	6,086 individuals	$20,000
D	*Girls, Inc.*	Participant Fees & Transportation	55 individuals	$7,875
E	*Crisis Intervention Center*	Case Management Fees	66 individuals	$20,000
F	*DWR Cancer Support House*	Case Management Fees	170 individuals	$20,000
G	*Fountain of Youth Adult Day Care*	Client Fees & Transportation	15 individuals	$13,000
H	*WestArk RSVP*	Medicare Application Filing Fees	400 indivduals	$10,000
I	*WestArk RSVP*	Tax Preparation	133 individuals	$10,000
J	*Community Dental Clinic*	Patient Fees	267 individuals	$20,000
K	*Heart to Heart Pregnancy SC*	Baby Items	3,292 individuals	$8,110
L	*FS Boys and Girls Club*	Transportation for members	100 individuals	$5,400
M	*Next Step Homeless Services*	Case Management Fees	5,880 Individuals	$20,000
			Total Requested	$154,385
			Total	$110,614

Category 3 - Community Development - CDBG Year 41

N	*Harbor House*	Gateway Housing Flooring	400 Individuals	$14,808
O	*Bost, Inc.*	Magic Circle Apts. Flooring	10 Individuals	$7,256
P	*Cavanaugh Elementary School*	Exercise Stations	274 Individuals	$10,000
Q	*Fort Smith Housing Authority*	Lot Acquisition / Demolition for New Home Construction	3 Households	$45,500
			Total Requested	$77,563
			Total	$70,056

Category 4 - HOME / CHDO / Subrecipient - Year 22

R	*CSCDC, Inc. - CHDO*	Acq/Rehab/Resale of SF Home(s) and Construction of SF Homes	4 Households	$255,388
			Total Requested	$255,388
		CHDO Reserve	HOME Year 22	$42,933
		Unrestricted HOME Funds	HOME Year 22	$214,664
			Total	$257,597

Program Year 2015	
CDBG and HOME Funds Requested:	$615,134
CDBG and HOME Funds for Outside Allocation - FINAL	$548,882

Old Fort Homeless Coalition	**Campus Funding Renewal Request**	**Various CDBG Years**	**$603,441**

ATTACHMENT 4

									Total		
	Category 1 - CDBG Year 41								**Points**	**Average**	
	Homelessness	***Hall***	***Christian***	***Norman***	***Rusin***	***Smith***	***Carson***	***Willis***			
A	FS Children's Emergency Shelter	75	75	78	75	80	*75*	75	533	76.14	
B	Next Step Homeless Services	75	71	65	75	75	*74*	75	510	72.86	
	Category 2 - CDBG Year 41								**Total**		
	Public Service	***Hall***	***Christian***	***Norman***	***Rusin***	***Smith***	***Carson***	***Willis***	**Points**	**Average**	
C	Good Samaritan Clinic - Medical Services	***95***	***75***	***93***	***95***	***95***	***90***	***95***	638	91.14	
D	Girls, Inc. - Fees	90	85	85	90	90	89	85	614	87.71	
E	Crisis Intervention Center - Case Mngmnt.	95	75	92	95	95	95	95	642	91.71	
F	DWR Cancer Support House	80	80	95	80	80	80	95	590	84.29	
G	Fountain of Youth Adult Day Care	85	75	92	85	80	77	80	574	82.00	
H	WestArk RSVP - Medicare Application Assist.	95	85	93	95	95	90	95	648	92.57	
I	WestArk RSVP - Tax preparation	95	83	85	95	95	80	95	628	89.71	
J	Community Dental Clinic - CSCDC	95	90	90	95	95	93	95	653	93.29	
K	Heart to Heart Pregnancy Support Center	95	80	90	95	90	93	90	633	90.43	
L	FS Boys and Girls Club	95	90	90	95	90	93	90	643	91.86	
M	Next Step Homeless Services	95	*75*	90	95	90	91	95	631	90.14	
	Category 3 - CDBG Year 41								**Total**		
	Community Development	***Hall***	***Christian***	***Norman***	***Rusin***	***Smith***	***Carson***	***Willis***	**Points**	**Average**	
N	Harbor / Gateway House	80	80	75	80	75	*79*	80	549	78.43	
O	Bost, Inc. - Magic Circle Apartments	70	*75*	70	70	70	*71*	70	496	70.86	
P	Cavanuagh Elementary School	95	*90*	98	95	95	*98*	95	666	95.14	
Q	Fort Smith Housing Authority	60	*80*	60	60	65	*60*	60	445	63.57	
	Category 4 - HOME Year 22								**Total**		
	HOME Investement Partnership Funds	***Hall***	***Christian***	***Norman***	***Rusin***	***Smith***	***Carson***	***Willis***	**Points**	**Average**	
R	CSCDC - CHDO - Acq/Rehab/Resale/New Const	50	50	60	50	65	*60*	60	395	56.43	

R = Recuse *A = Absent*

ATTACHMENT 5 A

Funding Worksheet for CDBG HOMELESSNESS - Category 1 - Year 41 February 17, 2015			
	Applicant	*Score*	*Funding Recommended*
A	FS Children's Emergency Shelter	76.14	$ 52,798.00
B	Next Step Homeless Services	72.86	Withdrawn
			Amount Available
			$110,615.00
			-$57,817.00

ATTACHMENT 5 B

Funding Worksheet for CDBG Public Service - Category 2 - Year 41
February 17, 2015

	Applicant	*Score*	*Funding Recommended*	Requested
J	Community Dental Clinic - CSCDC	93.29	$ 18,000.00	$20,000.00
H	WestArk RSVP - Medicare Application Assist.	92.57	$ 9,000.00	$10,000.00
L	FS Boys and Girls Club	91.86	$ 4,860.00	$5,400.00
E	Crisis Intervention Center - Case Mngmnt.	91.71	$ 16,000.00	$20,000.00
C	Good Samaritan Clinic - Medical Services	91.14	$ 16,000.00	$20,000.00
K	Heart to Heart Pregnancy Support Center	90.43	$ 5,677.00	$8,110.00
M	Next Step Homeless Services	90.14	$ 12,000.00	$20,000.00
I	WestArk RSVP - Tax preparation	89.71	$ 6,000.00	$10,000.00
D	Girls, Inc. - Fees	87.71	$ 4,725.00	$7,875.00
F	DWR Cancer Support House	84.29	$ 11,852.00	$20,000.00
G	Fountain of Youth Adult Day Care	82.00	$ 6,500.00	$13,000.00
			Amount Available	
			$ 110,614.00	$154,385.00
			$ -	

ATTACHMENT 5 C

Funding Worksheet for CDBG Community Development - Category 3 - Year 41
February 17, 2015

	Applicant	*Score*	*Funding Recommended*
P	Cavanuagh Elementary School	95.14	$ 10,000.00
N	Harbor / Gateway House	78.43	$ 14,066.00
O	Bost, Inc. - Magic Circle Apartments	70.86	$ 6,530.00
Q	Fort Smith Housing Authority	63.57	$ 39,460.00
			Amount Available
			$ 70,056.00
			$ -

ATTACHMENT 5 D

Funding Worksheet for HOME CHDO - Category 4 - Year 21

February 17, 2015

	Applicant	Score	Funding Recommended	CHDO Reserve CHDO Funding Recommended	CHDO Project Total
R	CSCDC - CHDO - Acq/Rehab/Resale/New Const.	56.43	$ 214,664.00	$ 42,933.00	$ 257,597.00
			Unrestricted HOME Funds	Home CHDO Funds Available	
			$ 214,664.00	$ 42,933.00	$ 257,597.00
			$ -	$ -	

Old Fort
Homeless Coalition
Homeless Not Helpless
Serving Crawford, Franklin, Logan, Polk, Scott and Sebastian Counties

2100 North 31st Street
Fort Smith, AR 72904

December 22, 2014

Mr. Matt Jennings
Community Development Department
City of Fort Smith

Dear Matt,

The Old Fort Homeless Coalition formally requests renewal of 2012, 2013 and 2014 CDBG funds awarded to OFHC for acquisition of the building and property at 301 South E Street, the proposed location for the Riverview Hope Campus (RHC). According to our records, total funds awarded to date to OFHC for the RHC were $603,441. The purchase price of the property is $620,000. We will be requesting additional CDBG funds in 2015 from Category 1 to complete purchase funding, as well as assist with funding the water and sewer work identified in the RHC construction budget.

With regard to fundraising for the $2.3 million RHC renovation and first-year operating budget, momentum continues to build since we engaged our campaign consultant in April, 2014. The previous grant of $500,000 from the Federal Home Loan Bank of Dallas remains in place. Recently, Mercy Fort Smith Communities executed a Letter of Intent with OFHC to provide $350,000 renovation funding for the RHC. This month, we also received two $100,000 gifts from local business leaders toward project funding. Private funds received, including in-kind support, now stands at $1.5 million. We have an outstanding request for $695,000 from the Arkansas Development Finance Agency which should be acted upon in mid-January, 2015. We expect to have full project funding commitments by March, 2015.

Please contact me at 479-782-4991 x15 or Debbie Everly at extension 36, if you have any questions.

Sincerely,

Ken Pyle
President

Strategic Community Investments

January 26, 2015

Ms. Sara Oliver, Vice President of Housing
Arkansas Development Finance Authority
900 West Capitol, Suite 310
Little Rock, AR 72201

Re: Old Fort Homeless Coalition's Riverview Hope Campus Phase I Fort Smith, Arkansas Application for Housing Trust Fund and Mortgage Settlement Funds

Dear Ms. Oliver,

First, I wanted to thank ADFA staff for the technical assistance made available to all applicants prior to the deadline for submissions last August. As a project that would not typically qualify for many ADFA programs, the technical assistance received was instrumental in deciding the Riverview Hope Campus was an eligible project for Housing Trust Fund (HTF) and Mortgage Settlement Funds (MSF) being administered through ADFA.

It was ADFA staff's stated intent to present the Housing Trust Fund recommendations for funding to its board of directors not later than December 2014 and subsequently notify the recipients of an award; however, because of a legislative impediment, staff has been unable to present its recommendations to their board of directors. As a reminder, our application requested $250,000 of HTF monies and $445,000 of MSF monies, for a total of $695,000.

Because of the above mentioned legislative impediment, I ask that you consider the following requests related to the Riverview Hope Campus application:

- The MSF monies are not subject to the legislative impediment currently affecting the HTF monies. As such, **we request that the ADFA board be presented with our request for $445,000 of MSF monies and ADFA's recommended funding level from MSF monies at the February board meeting.**

- Following the legislative impediment being resolved, **we request that the unfunded balance of our total $695,000 request be considered for award via HTF monies.**

Please contact me if you have any questions regarding this letter.

Respectfully Submitted,

Mitchell L. Minnick
Development Officer

2100 North 31st Street • Fort Smith, AR 72904 • 479.259.2632

Print Form

Application Category: 1 - Homelessness

The City of Fort Smith ARKANSAS

For Staff Use Only

A

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Fort Smith Childrens Emergency Shelter		
Address:	3015 South 14th Street	Fort Smith, AR Zip Code:	72901
Contact Person:	Jack Moffett	Phone Number:	783-0018
e-Mail Address:	jack@fsces.org	Fax Number:	783-1873

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$52,798.00
Other Funding Sources (10% Req.)	$10,442.00
Proposed Project Total	$63,240.00

Project Address: 3015 South 14th Street

Project Zip Code: 72901

Does this project require full CDBG funding requested? Yes

Leverage: 20 %
(City Staff will calculate)

Please provide a description of the proposed project:

In 2014, a three-phase expansion project was begun. The first phase of the project, an addition to the main shelter structure to increase the size of the pantry is underway. The remaining two phases for which funding is requested will include an addition to the gymnasium that will increase recreational space, as well as provide storage space for recreational equipment and clothing; and a conversion of the garage structure to office and conference space for individual and group counseling services for the children.

Consolidated Plan Goal: Homelessness (HMLS): Expand housing and services offered to homeless families and individuals.

Objective: HMLS-2 Expand emergency shelter facilities serving homeless families and individuals.

Strategy: HMLS - 2.1 Provide technical assistance to support non-profit efforts in seeking private funding sources. CITY STAFF

Date & Time Stamp Received - For Staff Use Only
JAN 26 REC'D
3:45 pm
MJ

EQUAL HOUSING OPPORTUNITY

Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Storage and recreational space addition to gymnasium	$64,774.00
2. Conversion of garage structure for counseling and tutoring	$39,646.00
3.	
4.	
Other Funding Sources	
Proposed Project Total	$104,420.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
253	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0779347

Signature Date 1/20/2015

DUNS Number (required) 96-375-9894

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

EQUAL HOUSING OPPORTUNITY

Print Form

Application Category: 1 - Homelessness

The City of Fort Smith ARKANSAS

For Staff Use Only

B

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Next Step Homeless Services, Inc.		
Address:	123 North 6th Street, Suite 200	Fort Smith, AR Zip Code:	72901
Contact Person:	Executive Director Amy Sherrill	Phone Number:	(479) 242-5100
e-Mail Address:	amy@thenextstepfs.org	Fax Number:	(479) 242-5432

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$75,000.00
Other Funding Sources (10% Req.)	$27,746.00
Proposed Project Total	$102,746.00

Project Address: 323 North 3rd Street

Project Zip Code: 72901

Does this project require full CDBG funding requested? Yes

Leverage: 37 % (City Staff will calculate)

Please provide a description of the proposed project:

The Rachel House at 323 North 3rd St., was donated to Next Step by the late Rachel Reed, who helped folks in need by allowing those less fortunate to stay with her in her home while they were traveling through the area.

Currently in Fort Smith there is no transitional supportive housing unit for homeless families.

We at Next Step see families staying in their vehicles and not reaching out for services because they are scared their children will be taken away from them. If they end up at one of our emergency shelters, oftentimes the father is separated from the mother and children, which may the family to leave the shelter and go to a low-rent motel which drains all their earnings. It can be a never-ending cycle that cause disruption for the children.

With the Rachel House, a homeless family (mom, dad and children) will have a safe home that will shelter them from the outside, allow them to eat cook and eat nutritious meals and safely sleep at night. A gated yard will provide recreation space for the family. Just like with our three supportive homes (Buddy Smith, Esther and Gabriel) built/rehabilitated using CDBG funding, all housing expenses will be paid including groceries. A savings of 80 percent of all income is required and will be returned to them upon leaving the program.

Consolidated Plan Goal: Homelessness (HMLS): Expand housing and services offered to homeless families and individuals.

Objective: HMLS-3 Support transitional housing opportunities for homeless.

Strategy: HMLS - 3.1 Work with non-profit orgs. to develop transitional housing projects, to be funded through SHP private fundraising.

EQUAL HOUSING OPPORTUNITY

Date & Time Stamp Received - For Staff Use Only

01-30-2015 P01:49 JB

Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Transitional Supportive Housing - Single Family Home	$75,000.00
2.	
3.	
4.	
Other Funding Sources	$27,746.00
Proposed Project Total	$102,746.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
140	20

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0755680

Signature Date Jan 30, 2015

DUNS Number (required) 80-706-0751

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Form Expires February 1, 2015

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Application Category: 2 - Public Service

For Staff Use Only

C

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	The Good Samaritan Clinic, Inc.		
Address:	615 North B Street	Fort Smith, AR Zip Code:	72901
Contact Person:	Evan Breedlove	Phone Number:	(479) 783-0233
e-Mail Address:	evan@goodsamaritanclinic.net	Fax Number:	(479) 494-7248

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$20,000.00
Other Funding Sources (10% Req.)	$105,000.00
Proposed Project Total	$125,000.00

Project Address: 615 North B Street, Fort Smith, AR

Project Zip Code: 72901

Does this project require full CDBG funding requested? No

Leverage: 100+ % (City Staff will calculate)

Please provide a description of the proposed project:

The Good Samaritan Clinic is requesting funds to provide complete and comprehensive medical services to the under-served group of non-working and working poor in the Fort Smith Community. Over 90% of the patients who come into the Clinic have incomes below the poverty level. The Good Samaritan Clinic provides basic laboratory testing, pharmaceuticals, and medical supplies, to individuals who cannot access quality medical care because they have no health insurance, access to a physician, or cannot pay the deductible.

The Good Samaritan Clinic requests funds from the City of Fort Smith Community Development Block Grant for the purpose of providing laboratory testing, prescribed pharmaceuticals, and medical supplies. These are an ever-increasing expenditure. It is estimated that during the upcoming funding year, the Clinic will have over 7,000 patient visits. Nearly 98% of all patients seen require at least one prescription along with lab tests. The Clinic has arrangements to receive patient prescriptions at or near pharmacy costs, along with lab work that is provided at great discounts. Prescription drugs, lab costs, and medical supplies are still an enormous expense. In 2014, these items alone averaged over $10,000 per month in cost to the Clinic.

The Board of Directors and the staff of the Good Samaritan Clinic believe that offering on-going primary and preventive medical care to the under-served population of the unemployed and the working uninsured provides a viable alternative to local emergency rooms, eliminating an individuals need to choose between seeking medical attention for themselves or family members and paying for their rent and utilities. With the high expense of health insurance, more and more businesses are canceling their insurance coverage for their workers. With the new health law, many people are unable to afford the new insurance or have not signed up for coverage. Even those who have Medicaid cannot find a physician who will see them, or they cannot afford the deductible if they have health insurance, so they are simply going without medical attention. We are averaging over 50 new applications at the Clinic per month of people who do not have access to medical care elsewhere.

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

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12-31-2014 A10:39 C1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Laboratory Testing	$10,000.00
2. Medical Supplies	$7,600.00
3. Prescribed Pharmaceuticals	$2,400.00
4.	
Other Funding Sources	$105,000.00
Proposed Project Total	$125,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
6,086	1,398

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0863639

Signature Date Dec 30, 2014

DUNS Number (required) 13-595-8861

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 2 - Public Service

The City of Fort Smith ARKANSAS

For Staff Use Only

D

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Girls, Incorporated of Fort Smith		
Address:	1415 Old Greenwood Road	Fort Smith, AR Zip Code:	72903
Contact Person:	Amanda Daniels	Phone Number:	(479) 782-0375
e-Mail Address:	adaniels@girlsincfortsmith.org	Fax Number:	(479) 782-1726

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$7,875.00
Other Funding Sources (10% Req.)	$8,500.00
Proposed Project Total	$16,375.00

Project Address: 1415 Old Greenwood Road

Project Zip Code: 72903

Does this project require full CDBG funding requested? No

Leverage: 100+ %
(City Staff will calculate)

Please provide a description of the proposed project:

Girls Inc. inspires all girls to be strong, smart and bold by providing more than 1,000 girls in Fort Smith with life-changing experiences and real solutions to the unique issues girls face. Girls Inc. gives girls the right tools and support to succeed, including trained professionals who mentor and guide them in a safe, girls-only environment, peers who share their drive and aspirations, and research-based programming. At Girls Inc., girls learn to set and achieve goals, boldly confront challenges, resist peer pressure, see college as attainable, and explore nontraditional fields such as STEM. Informed by the experiences of girls and their families, Girls Inc. works with policymakers to advocate on key legislation and initiatives.

Girls Inc. serves girls ages 5 - 18 from diverse ethnic, racial and socio-economic backgrounds. Today, girls continue to encounter significant obstacles to their well-being and success.

1 in 4 girls will not finish high school.
78% of girls are unhappy with their bodies by age 17.
3 in 10 girls will become pregnant before the age of 20.
1 in 5 girls will be a victim of childhood sexual abuse.

We meet these challenges through the Girls Inc. Experience, which helps girls explore and celebrate their strengths, their voices, who they are today, and who they will become.

This project will help provide the Girls Inc. Experience to more girls who may not be able to afford it otherwise, making them choose other options that may be free and not safe such as staying at home unsupervised where they would not be exposed to safe, educational, quality, supervised program initiatives.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 1.1 Assist non-profits that traditionally work with low-income citizens.

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1/26/2015 3:26 pm CW

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Form Expires February 1, 2015

D1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Memberships	$5,500.00
2. After-School Transportation	$1,500.00
3. Activities	$500.00
4. Camp	$375.00
Other Funding Sources	$8,500.00
Proposed Project Total	$16,375.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Karen Wuthrich (HAB); Tracy Pennartz

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0236893

Signature Date Jan 23, 2015

DUNS Number (required) 96-476-1519

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Form Expires February 1, 2015

D2

Print Form

Application Category: 2 - Public Service

The City of Fort Smith ARKANSAS

For Staff Use Only

E

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Crisis Intervention Center, Inc.		
Address:	5603 South 14th Street	Fort Smith, AR Zip Code:	72901
Contact Person:	Dr. Kathleen Cates	Phone Number:	(479) 782-1821
e-Mail Address:	kathleen@fscic.org	Fax Number:	(479) 782-9035

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$20,000.00
Other Funding Sources (10% Req.)	$278,541.00
Proposed Project Total	$298,541.00

Project Address: 5603 South 14th Street

Project Zip Code: 72901

Does this project require full CDBG funding requested? Yes

Leverage: 100+ % (City Staff will calculate)

Please provide a description of the proposed project:

Funds are requested through the City of Fort Smith Community Development Grant grant application to provide Case Management Services to Fort Smith residents who are survivors of Domestic Violence. These case management services will assist the survivors in securing safe, affordable housing, legal assistance, job skills training, employment, education, child care and other supportive services. This proposed project benefits the special needs population (Domestic Violence victims) through community-based service programs (the Crisis Intervention Center) as detailed in the Five-Year Consolidated Plan.
The estimated cost/benefit ratio requested funding is $300 per Fort Smith victim per month.

Case Management Services will:

- Empower clients with effective communication techniques for conflict resolution
- Encourage the development of positive attitudes
- Assist with substance abuse recovery and lay a foundation for long-lasting sobriety
- Teach clients how to discern between functional and dysfunctional relationships
- Provide clients with self-management techniques enabling them to be self-reliant
- Deliver support services for a minimum of one year after a victim exits the program to help ensure success and fight recidivism.

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: SN - 1 Provide funding for orgs. that deliver services for victims of domestic violence...

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Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Case Management services provided at a cost of $300/FT Smith clients/month until grant is expended	$20,000.00
2.	
3.	
4.	
Other Funding Sources	$278,541.00
Proposed Project Total	$298,541.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
166-167	106

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

NA

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Kathleen Cates

Executive Director

Federal Tax ID Number (required) 71-0246064

Signature Date 1/25/2015

DUNS Number (required) 16-458-7321

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 2 - Public Service

For Staff Use Only

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Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization: Donald W. Reynolds Cancer Support House

Address: 3324 South M Street Fort Smith, AR Zip Code: 72903

Contact Person: Susan Steffens Phone Number: (479) 424-1812

e-Mail Address: Susan@ReynoldsCancerSupportHouse.org Fax Number: (479) 785-9065

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$20,000.00
Other Funding Sources (10% Req.)	$56,294.00
Proposed Project Total	$76,294.00

Project Address: 3324 South M Street

Project Zip Code: 72903

Does this project require full CDBG funding requested? Yes

Leverage: 100% (City Staff will calculate)

Please provide a description of the proposed project:

Every year 16,500 Arkansans are diagnosed with cancer and 7,000 die of the disease. According to the American Cancer Society, more than 60% of the total cost of cancer treatment is non-medical, and therefore not paid by medical insurance. With over 11,000 lives touched by Donald W Reynolds Cancer Support House programs and services during 2014, the need is great in our community. Approximately 97% of those served in our patient services programs fall below the national poverty guidelines. Approximately 85% of our patient population are elderly. The Cancer Support House removes the barrier to life saving cancer treatment through non-medical services to allow the patient to simply focus on healing. Through case management services, cancer patients have access to; prescription and co-pay assistance; utility assistance; providing gas vouchers to cover the cost of transportation to and from treatment; providing medical supplies such as mastectomy bras, breast forms, ostomy and urostomy supplies; medical equipment such as canes, walkers, and wheelchairs to help patients who have been physically impacted by their fight against cancer; the community has access to medical topics via monthly cancer related educational sessions, and so much more. With approved funding, the DWRCSH will continue to our mission support, enable and empower cancer survivors in our community.

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: SN - 2 Provide funding for orgs. that deliver health services to persons with mental health and other chronic illnesses...

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F1

Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Provide Case Management Services	$20,000.00
2.	
3.	
4.	
Other Funding Sources	
Proposed Project Total	$20,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
~~11,000~~ 170 cu	7,000

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

N/A

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0507617

Signature Date 01/26/2015

DUNS Number (required) 83-937-6829

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 2 - Public Service

The City of Fort Smith Arkansas

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G

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Fountain of Youth Adult Day Care, Inc.		
Address:	2801McKinley Avenue	Fort Smith, AR Zip Code:	72908
Contact Person:	Kristi Graham	Phone Number:	(479) 484-7782
e-Mail Address:	executivedirector@foyadc.org	Fax Number:	(479) 484-7951

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$13,000.00
Other Funding Sources (10% Req.)	$53,880.00
Proposed Project Total	$66,880.00

Project Address: 2801 McKinley Avenue

Project Zip Code: 72908

Does this project require full CDBG funding requested? No

Leverage: _____% (City Staff will calculate)

Please provide a description of the proposed project:

CDBG funding is used to enable Fort Smith residents, who meet the low income requirements, the opportunity to participate as Fountain of Youth Clients by helping to provide transportation to the facility and respite time. In addition, when a dependent Adult is spending time at FOY, receiving adult daycare services, family caregivers are afforded a much needed time of respite from around the clock caregiving. This allows these caregivers, also Fort Smith residents the opportunity to work, go to school, volunteer, or have time for rest or personal care. Our CDBG funding is used to cover the cost of care for these families who cannot afford to pay and do not qualify for other types of assistance. Our services allow for healthier family relationships and allow families to stay together longer by postponing nursing home placement and allowing caregivers to be productive citizens in the Fort Smith community.
Consolidated

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.2 Provide funding to deliver services for disabled.

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Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Adult day care fees for clients, with majority being 62 and older in the low income category	$10,000.00
2. Transportation fees for clients, with majority being 62 and older in the low income category	$3,000.00
3.	
4.	
Other Funding Sources	
Proposed Project Total	$13,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
15	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0693658

Signature Date Jan 21, 2015

DUNS Number (required) 12-551-7677

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 2 - Public Service

For Staff Use Only

H

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	WestArk RSVP, A Program of WACGC, Inc. - Medicare		
Address:	401 North 13th Street	Fort Smith, AR Zip Code:	72901
Contact Person:	Susan Reehl	Phone Number:	(479) 783-4155
e-Mail Address:	susie.reehl@westarkrsvp.org	Fax Number:	(479) 782-2269

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$10,000.00
Other Funding Sources (10% Req.)	$20,000.00
Proposed Project Total	$30,000.00

Project Address: 401 North 13th Street, Fort Smith, AR

Project Zip Code: 72901

Does this project require full CDBG funding requested? No

Leverage: 100+ %
(City Staff will calculate)

Please provide a description of the proposed project:

WestArk Retired and Senior Volunteer Program (RSVP) is requesting $10,000 for a Public Service project of the RSVP Community Outreach Program to aid Medicare beneficiaries. Using trained senior volunteers serving as SHIIP* advocates and the resources of the RSVP Computer Lab aid will be provided to Medicare recipients (both aged and disabled) to assist those:

1. Needing financial assistance to afford Medicare premiums (income less than $1,293 a month for singles, $1,745 a month for couples). Assistance will be provided to complete electronic applications for Arkansas Medicare Savings Programs. This assistance will allow Medicare recipients with modest incomes to recoup their $104.90 monthly Medicare Part B premium and for those with the lowest incomes (income less than $958 a month for singles or $1,292 a month for couples) to have their Medicare Part A and Part B deductible and co-payments met.

2. Needing financial assistance to afford their prescription medication (income less than $1,436 a month for singles, $1,939 a month for couples). Assistance will be provided to complete electronic applications for federal Extra Help. This assistance will pay Medicare Part D premiums, reduce the co-pays and do away with the "donut hole".

3. Who have questions about Medicare Part D prescription drug plans or Medicare Part C advantage plans. Throughout the year but most intensely during Medicare Open Enrollment (October 15th through December 7th) counseling will be offered to Medicare beneficiaries who choose to use information from the Medicare.gov plan finder when choosing insurnace.

*SHIIP is the Senior Health Insurance Information Program operated by the Arkansas Insurance Department.

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: SN - 2 Provide funding for orgs. that deliver health services to persons with mental health and other chronic illnesses...

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Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Preparation of electronic applications for Extra Help and Arkansas Medicare Savings Programs or	$10,000.00
2. enrollment into Medicare Part C or Medicare D plans.	
3.	
4.	
Other Funding Sources Arkansas Insurance Department; Senior Health Insurance Information Program.	$20,000.00
Proposed Project Total	$30,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
400	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None.

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Susan S. Reed

Program Director

Federal Tax ID Number (required) 23-7015826

Signature Date Jan 29, 2015

DUNS Number (required) 07-126-0202

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

EQUAL HOUSING OPPORTUNITY

Print Form

Application Category: 2 - Public Service

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

For Staff Use Only

Agency / Organization: WestArk RSVP, A Program of WACGC, Inc. Tax Assistance

Address: 401 North 13th Street Fort Smith, AR Zip Code: 72901

Contact Person: Susan Reehl Phone Number: (479) 783-4155

e-Mail Address: susie.reehl@westarkrsvp.org Fax Number: (479) 782-2269

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$10,000.00
Other Funding Sources (10% Req.)	$20,000.00
Proposed Project Total	$30,000.00

Project Address: 401 North 13th Street, Fort Smith, AR

Project Zip Code: 72901

Does this project require full CDBG funding requested? No

Leverage: 100+ %
(City Staff will calculate)

Please provide a description of the proposed project:

WestArk Retired and Senior Volunteer Program (RSVP) is requesting $10,000 for a Public Service project of the RSVP Community Outreach Program to assist the elderly, disabled, unemployed, active duty military and families with incomes under $52,000 in preparing and electronically filing their federal and state income tax returns. This is an endeavor to increase the disposable income of low income wage earners and their families by offering free competent tax services enabling them to maximize their refunds and save the preparation fee which is at a minimum $125.

RSVP members will receive extensive training and after competency testing will serve as certified IRS volunteers. The volunteers using the resources of the RSVP Computer Lab will prepare and electronically file free federal and state income tax returns. Special emphasis will be placed on reaching families who are eligible for the Earned Income Tax Credit, the disabled and the homeless.

This project should return over to $1,000,000 in Earned Income Tax Credit to low income families in Fort Smith while saving them over $187,500 in preparation fees.

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

Date & Time Stamp Received - For Staff Use Only

01-29-2015 A11:19

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Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Preparation and electronic filing of federal and state income tax forms for low-income citizens of Ft. Smith	$10,000.00
2.	
3.	
4.	
Other Funding Sources Internal Revenue Services, Corporation for National and Community Service.	$20,000.00
Proposed Project Total	$30,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
	1,000

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None.

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Susan B. Beck

Project Director

Federal Tax ID Number (required) 23-7015826

Signature Date Jan 29, 2015

DUNS Number (required) 07-126-0202

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

EQUAL HOUSING OPPORTUNITY

Form Expires February 1, 2015

Page 2 of 2

I2

Print Form

Application Category: 2 - Public Service

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

For Staff Use Only

J

Agency / Organization:	Community Dental Clinic, A Program of CSCDC, Inc.
Address:	P.O. Box 4069 Fort Smith, AR Zip Code: 72914
Contact Person:	Kim Turner
Phone Number:	(479) 782-6021
e-Mail Address:	kturner@cscdccaa.org
Fax Number:	(479) 709-0161

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$20,000.00
Other Funding Sources (10% Req.)	$25,000.00
Proposed Project Total	$45,000.00

Project Address: 3428 Armour

Project Zip Code: 72904

Does this project require full CDBG funding requested? No

Leverage: 100+ %
(City Staff will calculate)

Please provide a description of the proposed project:

During the last 12 month period, 1,059 very low income residents of Crawford and Sebastian counties received dental treatment at the Community Dental Clinic. Of 1,059 patients 629 or 60% are residents of Fort Smith.
The clinic provides oral cancer screenings, examinations, full mouth x-rays, extractions, cleanings and dentures. The requested amount of $20,000.00 would provide $75.00 per appointment for 267 Fort Smith patients, no matter what dental services are needed.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

Date & Time Stamp Received - For Staff Use Only

01-29-2015 P02:50

Form Expires February 1, 2015

J1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Delivery of dental services for 267 low-income Fort Smith residents	$20,000.00
2.	
3.	
4.	
Other Funding Sources	
Proposed Project Total	$20,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
267	267

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

none

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0388927

Signature Date Jan 29, 2015

DUNS Number (required) 17-414-8247

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 2 - Public Service

The City of Fort Smith ARKANSAS

For Staff Use Only

K

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Heart to Heart Pregnancy Support Center, Inc.		
Address:	417 South 16th St	Fort Smith, AR Zip Code:	72901
Contact Person:	Daphne Dahlem	Phone Number:	(479) 452-2260
e-Mail Address:	hearttoheartpsc@mynewroads.com	Fax Number:	(479) 573-0700

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$8,110.00
Other Funding Sources (10% Req.)	$25,908.00
Proposed Project Total	$34,018.00

Project Address: 417 South 16th St

Project Zip Code: 72901

Does this project require full CDBG funding requested? No

Leverage: Not %
(City Staff will calculate)

Please provide a description of the proposed project:

The project of Heart to Heart Pregnancy Support Center provides single, married, very low-low income mothers, fathers, grandparents, and families with necessary items and education, that address the care, nutrition, and safety of their babies and children. These items include parenting classes (Earn While You Learn), cribs, diapers, and formula.
In 2014, Heart to Heart provided 3292 client services to the Fort Smith Community. Heart to Heart offers emergency assistance and supplies, as well as parenting education, that allows the client to earn essential information and items for the health and well-being of their child or children. This education and help, provides the community a chance of hope, dignity, and encouragement. The response from our clients to this program is the increase in responsibility and the ability to focus on rehabilitating their family as they move through times of crisis, uncertainty, and loss of income due to economic hardships.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

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Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Cribs & Mattresses $150 X 33 = $4950.00	$4,950.00
2. Diapers $5 X 592 packages = $2960.00	$2,960.00
3. Formula $10 X 20 cans = $ 200.00	$200.00
4.	
Other Funding Sources	$25,908.00
Proposed Project Total	$34,018.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
3,292	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Daphne DahOen

Executive Director

Federal Tax ID Number (required) 71-0696728

Signature Date Jan 28, 2015

DUNS Number (required) 55-734-8133

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category:

The City of Fort Smith ARKANSAS

For Staff Use Only

L

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Fort Smith Boys & Girls Clubs		
Address:	4905 North "O" St.	Fort Smith, AR Zip Code:	72904
Contact Person:	Jerry Glidewell, Executive Director	Phone Number:	(479) 782-7093
e-Mail Address:	JGlidewell@fsbgc.org	Fax Number:	(479) 782-0842

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$5,400.00
Other Funding Sources (10% Req.)	$6,340.00
Proposed Project Total	$11,740.00

Project Address: 4905 North "O" St.; AND 3101 N. 6th St.

Project Zip Code: 72904

Does this project require full CDBG funding requested? No

Leverage: 100 % (City Staff will calculate)

Please provide a description of the proposed project:

The purpose of this grant is to help provide transportation for 100 young people from local elementary schools to the Club for daily programs and activities within a safe and supervised environment. FSBGC Units included in this grant: Jeffrey (4905 North "O" St.) and Stephens (3101 N. 6th St.). Currently, pickup sites are: Jeffrey - Ballman, Albert Pike, Sutton & Spradling; Stephens - Morrison, Howard, Spradling, Tilles & Trusty.

The Fort Smith Boys & Girls Clubs offers this shuttle service because the Fort Smith Public School does not have bus routes for elementary schools, unless the child crosses the interstate or is in a special-needs program. Without adequate transportation, these young people have no means of getting to the FSBGC after school. Many of these children live in single-parent homes, where the sole provider works until 5:00pm or later. Parents of the youngsters involved cannot afford day care services. As the Club closes at 7:00pm on weekdays, parents have plenty of time to pick up their children after work.

Annual membership is only $10, and those who cannot afford the fee are given a "scholarship". Often, activity fees (including the shuttle fee) are also scholarshipped: in 2014, FSBGC gave out 94 scholarships for memberships, and a total of 224 for activity fees (inclusive). From August to December 2014, more than 400 children were given free memberships through the State TANF (Temporary Assistance to Needy Families) program.

With two locations on the City's northside, our membership includes a large number of minority youth from low-income and/or fragmented households. The FSBGC is strongly committed to helping these children through a variety of programs and services.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: AP - Increase childcare and education opportunities for children from low income families.

Strategy: AP - 1.1 Provide support to non-profit agencies that deliver childcare, headstart and after school services to LI households.

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01-30-2015 P01:08

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Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Jeffrey: $ .30/child X 50 children X 180 school days	$2,700.00
2. Stephens: $ .30/child X 50 children X 180 school days	$2,700.00
3.	
4.	
Other Funding Sources Participants ($3,600); Alumni ($1,000); FSBGC general ($1,740)	$6,340.00
Proposed Project Total	$11,740.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
100	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Andre' Good; Cole Goodman

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0270690

Signature Date 1/29/15

DUNS Number (required) Jeffrey: 127055267 Stephens: 170114003

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Print Form

Application Category: 2 - Public Service

The City of Fort Smith ARKANSAS

For Staff Use Only

M

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Next Step Homeless Services, Inc.		
Address:	123 North 6th Street, Suite 200	Fort Smith, AR Zip Code:	72901
Contact Person:	Executive Director Amy Sherrill	Phone Number:	(479) 242-5100
e-Mail Address:	amy@thenextstepfs.org	Fax Number:	(479) 242-5432

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$20,000.00
Other Funding Sources (10% Req.)	$199,401.00
Proposed Project Total	$219,401.00

Project Address: 123 North 6th Street, Suite 200

Project Zip Code: 72901

Does this project require full CDBG funding requested? Yes

Leverage: 100% (City Staff will calculate)

Please provide a description of the proposed project:

In 2014, Next Step Day Room d/b/a Next Step Homeless Services Case Management staff served 1,582 clients and provided 97,745 separate services. Through individualized case management services, the agency addresses the specific needs of Fort Smith residents to effectively prevent and end homelessness. Individual case management is extended to explore options for self-reliance and independence. These avenues are innovative and tailored to the particular abilities of each client. Without this proactive approach of the agency, the number of those experiencing homelessness in Fort Smith would increase exponentially each year. We are committed to aggressively finding individualized solutions for each of our clients.

Consolidated Plan Goal: Homelessness (HMLS): Expand housing and services offered to homeless families and individuals.

Objective: HMLS-2 Expand emergency shelter facilities serving homeless families and individuals.

Strategy: HMLS - 1.3 Provide technical support to homeless providers as needed. CITY STAFF

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Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Case Management	$20,000.00
2.	
3.	
4.	
Other Funding Sources	$199,401.00
Proposed Project Total	$219,401.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
1,500	300

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0755680

Signature Date Jan 30, 2015

DUNS Number (required) 80-706-0751

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 3 - Community Development

The City of Fort Smith ARKANSAS

For Staff Use Only

N

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Harbor House, Inc.		
Address:	615 North 19th Street	Fort Smith, AR Zip Code:	72901
Contact Person:	Jimmie Wooding, CEO/Executive Director	Phone Number:	(479) 785-4083
e-Mail Address:	jwooding@recoveryhhi.org	Fax Number:	(479) 668-2059

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$14,807.87
Other Funding Sources (10% Req.)	$6,346.23
Proposed Project Total	$21,154.10

Project Address: 3900 Armour

Project Zip Code: 72903

Does this project require full CDBG funding requested? Yes

Leverage: 42 %
(City Staff will calculate)

Please provide a description of the proposed project:

As a non profit agency, Harbor House, Inc. (HHI) is accustomed to seeking funds for needs that our restrictive and limited budget may not cover. Our submission of the CDBG application is intended to focus on an area that will promote safety and cleanliness - new floor covering for Gateway Recovery Center. The current flooring consists of carpet and vinyl that, over time with constant use, has become more of a hazard than we are comfortable living with. Loose carpets, ripped seams, vinyl that is coming up and broken off in many places have led to concerns about the safety of our residential environment. With our Specialized Women's Services (SWS) program, Gateway has numerous pregnant women and young (age 6 and under) children living in our facility. It is vital that we offer a physical site that is not only welcoming, but safe and clean.

With hours of donated volunteer time, both community members and those serving community service hours have provided the removal and installation of tile for five rooms at Gateway - a classroom, staffing office, medical/detoxification office, SWS bedroom, and a playroom. HHI covered the cost of supplies, while volunteers provided the labor. This has pushed our maintenance budget beyond what is available, so in order to complete the needed bedrooms, hallways, medical/detoxification office and kitchen areas HHI must seek other funding options. Cost estimates are $21,154.10. HHI will contribute 30% of the projected total - $6346.23 - bringing the total CDBG application request to $14, 807.87.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 1.1 Assist non-profits that traditionally work with low-income citizens.

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Date & Time Stamp Received - For Staff Use Only

01-28-2015 A09:04

Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Remove and install flooring on west wing.	$6,000.00
2. Remove and install flooring on east wing.	$6,000.00
3. Remove and install flooring in kitchen.	$1,807.87
4. Remove and install flooring in medical/detoxification office.	$1,000.00
Other Funding Sources	$6,346.23
Proposed Project Total	$21,154.10

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
400	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

N/A

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-0391252

Signature Date 1/26/2015

DUNS Number (required) 07-125-5582

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Print Form

Application Category: 3 - Community Development

The City of Fort Smith ARKANSAS

For Staff Use Only

O

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization: Bost, Inc.

Address: PO Box 11495 Fort Smith, AR Zip Code: 72917

Contact Person: Roy Thompson Phone Number: (479) 462-6207

e-Mail Address: rthompson@bost.org Fax Number: (479) 478-5560

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$7,255.53
Other Funding Sources (10% Req.)	$3,109.52
Proposed Project Total	$10,365.05

Project Address: 914 S. 25th Street Fort Smith, AR

Project Zip Code: 72901

Does this project require full CDBG funding requested? No

Leverage: 43 % (City Staff will calculate)

Please provide a description of the proposed project:

Bost, Inc.. founded in 1959, has more than 25 years of experience with numerous Federal program funding streams. These have included Section 8 HUD, Medicaid, Special Nutrition/Child and Adult Care Food Program (CACFP), and Community Development Block Grant (CDBG) funding. With the numerous CDBG grants awarded to Bost, Inc. over the last several years, Bost has not had any concerns or findings with previous monitoring or project completion. We are committed to funding 30 percent of this project to ensure viability and completion of the funding of the project The cost/benefit ratio is approximately $725.55 per consumer. Our project involves an agency rehab project that Bost, Inc. owns, manages and maintains. Bost, Inc. supervises a semi-independent apartment living complex located at 914 S. 25th Street, Fort Smith, Arkansas, that serves approximately 10 adults with developmental disabilities/intellectual disabilities. Our proposed project includes replacement of linoleum and carpeted flooring throughout five (5) apartments with quality vinyl planks, faux wood laminate. This project addresses health and safety concerns of removing barriers for adults with disabilities and cleaner flooring surfaces. Some of the existing flooring is over twenty (20) years old; however, please NOTE: No original or current flooring contains asbestos products. Flooring is worn and damaged in multiple locations including thresholds to various rooms of the apartments and poses a trip hazard for some of our consumers with mobility issues. Carpeting is soiled and coming up in some locations and presents challenges for mobility and cleanliness. Replacing the carpeting with vinyl planks will remove some barrier issues, ease cleaning and minimize tripping hazards. Persons with disabilities require, safe affordable housing. Laminate flooring is easier to maintain and clean and will wear better than existing flooring.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 1 Address community needs by targeting a public facilities need.

Strategy: SN - 3 Provide funding for orgs. that deliver assistance to persons with disabilities...

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01-30-2015 A11:45 JB

Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Vinyl Plank Laminate Flooring	$2,773.85
2. Installation/Labor/Floor Prep	$3,047.03
3. remove and return apartment furniture	$790.09
4. tax	$644.56
Other Funding Sources	$3,109.52
Proposed Project Total	$10,365.05

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
10	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Andre Good, Board Member

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Jeff Lambert

Executive Director

Federal Tax ID Number (required) 71-0539738

Signature Date Jan 28, 2015

DUNS Number (required) 07-125-5822

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Form Expires February 1, 2015

Print Form

Application Category: 3 - Community Development

The City of Fort Smith ARKANSAS

For Staff Use Only

P

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Fort Smith Public Schools		
Address:	1025 School Street	Fort Smith, AR Zip Code:	72908
Contact Person:	Hank Needham	Phone Number:	(479) 646-1131
e-Mail Address:	hneedham@fortsmithschools.org	Fax Number:	(479) 648-8297

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$10,000.00
Other Funding Sources (10% Req.)	$13,600.00
Proposed Project Total	$23,600.00

Project Address: 1020 School Street

Project Zip Code: 72908

Does this project require full CDBG funding requested? No

Leverage: 100 % (City Staff will calculate)

Please provide a description of the proposed project:

Cavanaugh Elementary School is the center of activity in the low to moderate income community it serves. Currently, 62% of Cavanaugh students receive free or reduced meals. In an effort to address the need for improved recreational facilities for Cavanaugh School and the surrounding community, and to address the obesity epidemic that is plaguing our state and nation, Cavanaugh School, in collaboration with our Partners In Education and Parent-Teacher Association, is in the process of developing the land formerly known as Cavanaugh Trailer Park into a community park.

The vision in creating Cavanaugh Park is to develop a facility that promotes recreation, fitness, and community gatherings. We are seeking CDBG funding for the acquisition of eight fitness stations to be installed at points around the walking trail. Research reveals sedentary lifestyles and poor nutrition have contributed to the more than one-third of adults and approximately 17 percent of children in the U.S. being obese. Physical activity is an essential part of an individual's efforts to stay healthy, fight obesity and prevent chronic conditions that lead to coronary disease, high blood pressure and diabetes. Studies indicate that close-to-home access to places where one can recreate is one of the most important factors linking whether people will become active and stay that way. Cavanaugh Park provides our community patrons with neighborhood recreation and fitness opportunities without having the expense of paying fitness membership fees.

The eight fitness stations that we seek to install in Cavanaugh Park (with accompanying signs to ensure safe and proper use) include equipment specifically designed to help individuals increase strength, improve balance and flexibility, and engage in cardiovascular conditioning. Handicapped residents will also have access to invaluable fitness equipment. The fitness and recreational opportunities in Cavanaugh Park will tremendously assist in reducing barriers to health and wellness, and decreasing chronic disease and obesity among youth and adults. Cavanaugh Park is an essential priority in our community to promote healthy lifestyles.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 1 Address community needs by targeting a public facilities need.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

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01-30-2015 P01:35

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Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Acquisition of (8) Fitness Stations including a 4-Station Handicapped Cluster	$16,600.00
2. Concrete slabs, Safety surfaces, Boarders, and Hardware	$3,200.00
3. Installation of (8) Fitness Stations	$3,300.00
4. Fitness Station Safety Signs and Hardware	$500.00
Other Funding Sources	
Proposed Project Total	$23,600.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
274	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Yvonne Keaton-Martin

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required): 71-6020978

Signature Date: Jan 30, 2015

DUNS Number (required): 04-063-3174

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Application Category: 3 - Community Development

The City of Fort Smith ARKANSAS

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GDBG

Community Development Block Grant

CDBG Year 41 - Request for Funding - Program Year 2015

Agency / Organization:	Housing Authority of the City of Fort Smith		
Address:	2100 North 31st Street	Fort Smith, AR	Zip Code: 72904
Contact Person:	Ken Pyle, Executive Director	Phone Number:	(479) 782-4991
e-Mail Address:	kpyle@fortsmithha.com	Fax Number:	(479) 782-1272

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

CDBG Amount Requested	$45,500.00
Other Funding Sources (10% Req.)	$6,900.00
Proposed Project Total	$52,400.00

Project Address: Scattered sites

Project Zip Code: 72904

Does this project require full CDBG funding requested? No

Leverage: 15 % (City Staff will calculate)

Please provide a description of the proposed project:

The Housing Authority of the City of Fort Smith propose to acquire vacant, blighted lots to be cleared and made ready to build new affordable houses. Funding this request will allow the Housing Authority to continue it's successful revitalization of neighborhoods by providing quality affordable housing for the low to moderate income residents of Fort Smith.

Consolidated Plan Goal: Affordable Housing (AH): Improve condition & availability of affordable housing over a 5 year period.

Objective: AH - 3 Increase the number of newly constructed homes available on the affordable housing market.

Strategy: AH - 3.2 Utilize vacant lots to increase housing availability in low-income communites.

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Form Expires February 1, 2015

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Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Acquisition/Demolition 1904 North 13th Street Lot1 Block 10	$13,000.00
2. Acquisition/Demolition 1305 North R Street Lot 2 Block 10	$8,000.00
3. Acquisition/Clearing 3003 Neis Street Lots 13-17 of Block 1	$24,500.00
4.	
Other Funding Sources	$6,900.00
Proposed Project Total	$52,400.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI *Clients* Served	LMI *Households* Served
	3

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

N/A

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to final federal budget amounts. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, February 17, 2015 and I understand that an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations.

Executive Director

Federal Tax ID Number (required) 71-6038904

Signature Date 1/30/2015

DUNS Number (required) 13-873-5209

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Print Form

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R

Application Type: CHDO Comm. Housing Dev. Org.

HOME Investment Partnership Act Program

HOME Year 22 - Request for Funding - Program Year 2015

Agency / Organization:	Crawford-Sebastian Community Development Council, Inc.		
Address:	PO Box 4069, Fort Smith, AR	Zip Code:	72914
Contact Person:	Karen Phillips	Phone Number:	(479) 785-2303
e-Mail Address:	kphillips@cscdccaa.org	Fax Number:	(479) 784-9029

Please enter the total amount of HOME funds being requested and all other funding sources to complete the proposed project. The project leverage will be calculated by city staff.

HOME Amount Requested	$255,388.00
Other Funding Sources (15% Min.)	$85,000.00
Proposed Project Total	$340,388.00

Project Address: varies, fort smith, arkansas

Project Zip Code: 72901

Does this project require full HOME funding requested? Yes

Leverage: 33 %
(City Staff will calculate)

Please provide a description of the proposed project:

CSCDC has recently formed a partnership in order to continue and expand on the improvements in housing in Fort Smith over the past decade. CSCDC went through a formal RFQ process and has retained Fort Smith Housing Authority for construction management of our projects for the next few years. As a result, the partnership will allow us to be able to produce more high quality homes and help more low income homebuyers. Monies have dwindled over the past few years and our organizations have both decided not to compete for these dwindling funds, but to take what each of us do best and combine our efforts. The outcome will be that we expect to double the production from the previous year at a minimum. Our agency will continue to educate, counsel, and help potential homebuyers become mortgage ready and approvable for low interest rate financing and use our vast network of lender and realtor partners to help families obtain the best products that they qualify for. Lots are available to build on throughout the City of Fort Smith. Homebuyers will benefit from this partnership as we are able to meet the needs of a new technology based generation through processes and education that fit their needs.

We will create a minimum of four affordable housing units through new construction and/or acquisition rehabilitation with this funding and program income on hand. In all reality, we will be able to do much more than that as proceeds are able to be reused for more housing. This funding will have a great impact for families needing affordable homeownership.

Consolidated Plan Goal: Affordable Housing (AH): Improve condition & availability of affordable housing over a 5 year period.

Objective: AH - 3 Increase the number of newly constructed homes available on the affordable housing market.

Strategy: AH - 3.2 Utilize vacant lots to increase housing availability in low-income communites.

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01-29-2015 P02:51

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Form Expires February 1, 2015

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. New construction or acquisition/rehab/resale as the needs arise.	$255,388.00
2.	$0.00
3.	$0.00
4.	
Other Funding Sources	
Proposed Project Total	$255,388.00

How many Single Family Homes does the agency propose to undertake with the requested funding? 4

If the agency is a CHDO, provide organizational role to develop the project: Developer

For New Construction or Rehabilitation projects, answer the following questions:

1. On December 31, 2014, how much HOME program income / project proceeds did the agency have according to the bank statement? $0.00

2. On December 31, 2014, how many Single Family Homes were *under construction* with previous HOME funding? ~~(including proceeds/PI)~~ 5

3a. On December 31, 2014, how many Fort Smith funded Single Family Homes does the agency have in inventory that are vacant? 0

3b. Of these homes, how many are under contract for purchase? 4

Prior to applying under the CHDO/CDC designation, the agency must be certified as a CHDO. The checklist for CHDO's is available from CD Staff or in the Policies & Procedures Manual. Your signature on the next page indicates your understanding of this requirement. All HOME funds are subject to the City of Fort Smith Procurement Policies unless specifically overridden by Federal Regulations.

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None

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By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2015, the project will cancel and the agency will not be able to apply in the following funding cycle, unless it is due to no fault of the agency or is a CHDO project. NOTE: Any recommended and subsequently approved HOME funding amount may be reduced by 10% for city staff project delivery costs.

Any recommended funding amount(s) is subject to the Fort Smith Final HOME budget amount. All projects will be reduced by the percentage amount of the reduction, if applicable.

I understand that a presentation must be given at the 2:00 p.m. public hearing on Tuesday, February 17, 2015 and I understand that I or an agency representative must be present at the February 17, 2015, 5:30 p.m. funding deliberations meeting in the event that a CDAC member has a question and/or for potential negotiations.

Mark Lehrtme

Executive Director

Signature Date Jan 29, 2015

Federal Tax ID Number (required) 71-0388927

DUNS Number (required) 17-414-8247

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned for not more than five years, or both.

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Board Information

Memo

To: Ray Gosack, City Administrator

From: Matt Jennings, Director of Community Development

CC: Jeff Dingman and Wally Bailey

Date: 3/28/2013 (with 1/8/14 updates below)

Re: Lend A Hand – Fisher's Way at Chaffee Crossing

As you may recall, in the initial memo for the September 25, 2012 Board study session regarding the Koller project, staff indicated there was concern for other Lend A Hand Projects. I am appending the section titled Other Lend A Hand Projects from that memo:

> Currently, LAH has two open projects with the city which includes an agreement from Program Year 2010 to build 3 single family homes to be sold to income eligible homebuyers. This work is in the very early stages and the lots have not been purchased for construction as of the date of this memo.
>
> The second project is the agreement to develop the Fisher's Way proposed subdivision at Chaffee Crossing as a mixed income affordable housing project. The project is in the early development stage with engineering drainage studies and preliminary subdivision layout being completed. At this point, LAH has spent $62,211.49 in CDBG funds from various program years. The city will be requesting the developer's agreement and other funding commitments prior to December 31, 2012 to amend the agreement since the original developer agreement is being dissolved. This places LAH and the City in a precarious position if this project cannot move forward especially considering the current state of the housing market and the $62,211.49 in CDBG funds may have to be repaid.

Over the past several months, the staff has been working with Lend A Hand and requested the organization provide the new developer's agreement and the financial commitment letters to complete the construction of Phase I of the mixed income affordable housing development (51% of the homes sold to low to moderate income families). These documents were needed to execute the Program Year 2012 CDBG Agreement amendment for multi-year projects in the amount of $59,955 per resolution R-72-12 which was to provide for partial funding of the public infrastructure. A special condition was placed in the Program Year 2009 agreement that required Lend A Hand to pay back any funds expended if the project was unable to move forward.

Lend A Hand officials conveyed to me verbally that they were unable to obtain financing for the project. While it is not surprising given the "The Great Recession" and the state of the housing industry since 2008, these funds have created no benefit to Low to Moderate Income (LMI) Families and will need to be reimbursed to the CDBG program.

The HUD computer system known as the Integrated Disbursement and Information System (IDIS) began flagging the Chaffee Crossing activities and required the city to provide the reasons for the delay and the remediation plan by February 25, 2013. On January 10, 2013, I wrote to Rev. Washington requesting that he provide us the remediation plan by February 10, 2013 so that we would have time to report to HUD (a copy of that letter is behind this memo) with other issues identified. We did not receive any documents for a Lend A Hand Remediation Plan by the deadline. The city staff entered a plan that the city would continue to work with Lend A Hand to recover the CDBG funds and listed a few options that must be completed by the deadline of August 6, 2013.

We are working diligently to come to an amicable agreement and have explored several ways to get the funds repaid to the program. On March 4, 2013, Lend A Hand staff with their attorney met with Robert Briggs of Daily and Woods along with David Smith and myself regarding the two open agreements. Rev. U. C. Washington invited us to attend the next Lend A Hand board meeting to discuss these issues with his board.

David Smith and I met with the Lend A Hand board of directors on Monday evening, March 25, 2013 to discuss this and other issues regarding fiscal and developer capacity. Rev. Washington indicated that he would let us know of the board decision about the projects and expressed that they would like a couple of months to see if a LAH could find a developer and obtain financing to move the project forward. The staff has contacted Ivy Owen of the Fort Chaffee Redevelopment Authority and he is attempting to find another developer that might take over the project and purchase the completed plans.

The city has a couple of options versus recovering the funds from Lend A Hand, a) to repay the funds from the general fund or b) request that HUD consider reducing one of the City's future CDBG grant by the amount of monies expended, however this action would penalize the LMI citizens we serve.

We will provide additional information as it becomes available.

UPDATE – January 8, 2014

CDBG Agreement – Fisher's Way at Chaffee Crossing

Ray,

You will recall that staff, including administration, has been in contact with Lend A Hand officials and their attorney, Joey Self, many times since this board information item was sent. The staff requested updates on the Fisher's Way at Chaffee Crossing project during this time period and requested copies of the financial and developer contacts. On June 21, I contacted Mr. Aflredo Cerna of U. S. Bank in Van Buren, at that time he indicated that Lend A Hand officials were working to provide them with a project schedule. He stated they were very interested in the project. In July, we requested updates on the project and were told that the project was looking very promising. In late July, I spoke with the project engineer and I indicated the easiest thing would be for them to pay off the CDBG funds and they would no longer be subject to the terms and conditions of those funds.

On July 31, LAH requested a copy of the mortgage document for execution. (Note: Obtaining the mortgage was an action that I certified to HUD in the remediation plan that we would obtain on the 10 acres to protect the investment of the funds.) On September 3, Rev. Washington telephoned you (Ray) and indicated that the LAH board had voted to pursue a loan and repay the CDBG funds. Upon receipt of your email I notified the Little Rock HUD office of the proposed repayment. On multiple occasions we requested updates on the loan and found that LAH was now working with BancorpSouth to obtain the loan and we continued to request that LAH execute a mortgage in favor of the city to project our financial interest. In late October we contacted Robert Briggs, attorney at Daily & Woods, to confer with the LAH attorney to request the executed mortgage. This request was also sent out in late November and to date we still have not received an executed mortgage.

The staff has been notified by an official of the Little Rock HUD field office that a monitoring team will be reviewing the city's CDBG and HOME programs during the second week of April. At that point, the review will reveal that the money has not been repaid nor has it provided a benefit to low to moderate income families and will trigger a finding and repayment provisions as described on page 2 of this memo.

As per our previous discussions, I have instructed Attorney Briggs to send written notification to the LAH attorney that we are giving 10 days notice to provide the executed mortgage or we will file a lien to protect our financial interest. I contacted Rev. Washington by phone on January 6 to inform him of the pending HUD review and forthcoming letter.

HOME Agreement – Program Year 2010

On June 16, 2013 the HOME agreement mentioned in the second paragraph of this memo was canceled and the funds were transferred to the DPA (downpayment assistance) program per the board resolution.

Please contact me if you have any questions.

Matt

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City of Fort Smith

Memo

To: Ray Gosack, City Administrator

From: Matt Jennings, Director of Community Development

CC: Jeff Dingman and Wally Bailey

Date: 3/4/2015

Re: Lend A Hand – Fisher's Way at Chaffee Crossing Update

The purpose of this memo is to update the previously dated Board Information memo of 3/28/2013 and updated on 1/8/2014.

As indicated in the previous memo, the Little Rock Field Office of the U. S. Department of Housing and Urban Development (HUD) completed the monitoring of the CDBG and HOME programs and issued a finding in a letter dated July 11, 2014 for the referenced project. The finding is specifically because the project was not completed and did not meet a national objective described at 24 CFR 570.208.

The City of Fort Smith is in possession of a corporation mortgage from Lend A Hand, Inc. in the amount of $62,211.49 on a portion of the land and recorded on July 29, 2014.

I have been in contact with Rev. U. C. Washington, Executive Director of Lend A Hand, Inc. and the staff is continuing to work with the agency for repayment. He indicated that the Lend A Hand board has some tough decisions to make in the next few weeks.

Should you have any questions, please let me know.

March 5, 2015

Interoffice Memorandum

To: Ray Gosack, City Administrator

From: Kara Bushkuhl, Director of Finance

Re: 2016 Budget

During 2015 budget discussions, the Board asked to review policies and practices in advance of the 2016 budget preparation. Those items include how the budget is balanced, multi-year budgeting and financial policies. A discussion of each follows.

Budget Balancing

The city has allocated current revenues plus the prior year balance in each operating fund as a means for providing total resources available for appropriation in each fund. This is a usual practice in municipal budgeting and is known as cyclically balanced budgeting.

However, some municipalities restrict appropriations to the level of the current year revenues and do not include the prior year balance as an available resource. This is termed as a structural balance. The balances from prior years would remain in the respective fund and are normally used for one-time expenditures or capital improvements if they exceed the reserve requirement.

Each method has advantages and disadvantages and will influence budget behavior.

Current Method – Cyclically Balanced Budget:

Advantages -

- familiarity
- ease of understanding
- total resource availability
- conservative revenue estimates
- spending for actual needs
- avoids fluctuations in service levels as revenues change from one year to the next, and
- better financial planning for the future – multi-year perspective
- characteristic of a growth city since new revenue from growth lags the need to provide services for the growth
- contingency/fund balance is derived from unspent revenues, therefore, it should be allocated for operating expenditures/expenses

Disadvantages -

- spending above current year revenues
- reliance on prior year balances
- budgeting for personnel at 100%
- budgeted fund balances may be less than desired levels

Structural Balanced Budget Method:

Advantages -

- tightens spending levels
- more funds available for contingencies, and
- operating within a specific level of current resources

Disadvantages -

- less conservative revenue estimates
- spending 100% of appropriations regardless of needs
- budgeting for personnel at less than 100%, and
- decreases in personnel and services in economic downturns, when service demands from the public may increase

Many of the larger cities in Arkansas as well as the Fort Smith Airport and Public Library currently use the cyclical budgeting method for 2015. Some other cities use the structural budgeting method and some cities use both methods.

The current practice allows for the use of unspent revenues from the prior year and the staff relies on the use of these funds to help provide the public with services in the subsequent year. The management team is aware that there is a benefit to not spend all of the appropriations in the current year budget, as any unspent allocations will be available for reallocation in the following year. The use of prior year balances/contingency funds is especially important in the General Fund as its main revenue source is the sales tax at 45% of the total. Sales tax revenues are volatile and are dependent upon the economy. In the past 12 years, the ending General Fund balance has not been below 10.5%. In each of these years, the actual ending balance was above budget projections. Attached is a schedule that shows the budgeted and actual ending balances for the General Fund over the past 12 years.

A five-year history of ending balances for the Street Maintenance Fund, the Water and Sewer Operating Fund, and the Sanitation Operating Fund is also attached.

I recommend that the city maintain the current method for balancing the budget.

Multi-Year Budgeting

Although the financial policies include the use of a 5-year budget, a formal 5-year operating budget has never been prepared for publication. In the late eighties and early nineties, 5- year forecasts were prepared. However, the forecasts were too broad and they did not provide reliable information for the operating budgets, as they are personnel laden spending programs. The city does use multi-year budgeting for capital programs like the street sales tax projects, water and sewer capital projects, and parks capital projects. It is the city's practice to prepare 5-year capital budgets, as the horizon for the projects is longer than one year.

The governmental accounting standards board (GASB) developed a project that would require governments prepare 5-year forecasts in the comprehensive annual financial reports (CAFR). This project was dropped due to the overwhelming response from the GFOA and CAFR preparers. One of the main concerns was the inaccuracy that may be presented once the actual numbers were compared to the forecast numbers.

It is helpful to consider past trends and develop 2-year projections. Our budget includes 2-year projections.

I recommend that the financial policies be updated to provide 2-year budgets for the operating funds and 5-year budgets for capital project programs.

Financial Policies:

The staff agrees that the financial policies need to be updated. The attached copy of the financial policies with strike-through marks is recommended. This provides a discussion format for the Board's review.

If you have any questions or require more information, please let me know.

pc: Jeff Dingman

City of Fort Smith, Arkansas
General Fund Balance History
For the Years Ended 2003 - 2014 and Ending 2015

	Adopted Budget		Yearend Actual	
	Amount	% (Note 1)	Amount	% (Note 1)
2003	$ 3,630,143	11.60%	$ 6,557,982	21.00%
2004	$ 3,654,694	11.30%	$ 8,761,748	24.50%
2005	$ 3,437,321	10.10%	$ 9,465,910	18.50%
2006	$ 3,959,672	10.50%	$ 10,112,941	13.60%
2007	$ 4,372,257	11.30%	$ 5,180,475	14.50%
2008	$ 2,927,199	7.40%	$ 7,732,222	13.60%
2009	$ 3,333,083	7.80%	$ 6,299,533	10.50%
2010	$ 2,939,747	7.10%	$ 6,663,751	11.00%
2011	$ 3,556,739	9.10%	$ 6,879,199	17.80%
2012	$ 3,101,770	8.00%	$ 7,343,091	19.70%
2013	$ 3,554,106	7.50%	$ 10,065,932	15.00%
2014	$ 3,425,687	7.50%	$ 6,745,886	14.00%
2015	$ 3,463,444 *	7.50%	N/A	N/A

Note 1: Fund balance is stated as a percentage of total annual appropriations/expenditures less transfers for each year.

*Estimated

City of Fort Smith, Arkansas
Street Maintenance Fund Balance History
For the Years Ended 2010 - 2014 and Ending 2015

	Adopted Budget		Yearend Actual	
	Amount	% (Note 1)	Amount	% (Note 1)
2010	$ 977,317	14.70%	$ 2,379,213	39.90%
2011	$ 1,285,621	19.20%	$ 2,063,258	34.00%
2012	$ 1,258,759	18.80%	$ 1,770,327	28.00%
2013	$ 873,413	11.70%	$ 1,075,753	14.00%
2014	$ 1,432,800	19.70%	$ 1,461,070	20.00%
2015	$ 1,486,141 *	20.20%	N/A	N/A

Note 1: Fund balance is stated as a percentage of total annual appropriations/expenditures less transfers for each year.

*Estimated

City of Fort Smith, Arkansas
Water and Sewer Operating Fund Working Capital History
For the Years Ended 2010 - 2014 and Ending 2015

	Adopted Budget		Yearend Actual	
	Amount	% (Note 1)	Amount	% (Note 1)
2010	$ 1,537,800	6.70%	$ 2,843,927	13.60%
2011	$ 2,287,141	10.70%	$ 7,239,931	33.70%
2012	$ 4,110,432	17.30%	$ 11,101,486	48.90%
2013	$ 7,295,916	28.90%	$ 8,623,168	36.00%
2014	$ 5,685,930	22.30%	$ 5,087,246	20.00%
2015	$ 4,012,848 *	15.90%	N/A	N/A

Note 1: Working Capital is stated as a percentage of total annual appropriations/ expenses less transfers for each year.

*Estimated

City of Fort Smith, Arkansas
Sanitation Operating Fund Working Capital History
For the Years Ended 2010 - 2014 and Ending 2015

	Adopted Budget		Yearend Actual	
	Amount	% (Note 1)	Amount	% (Note 1)
2010	$ 1,659,563	15.00%	$ 2,206,065	20.20%
2011	$ 2,335,289	21.70%	$ 2,063,258	25.00%
2012	$ 1,830,912	16.80%	$ 2,048,525	18.00%
2013	$ 2,231,016	19.40%	$ 2,897,614	27.00%
2014	$ 1,758,797	14.80%	$ 2,203,404	19.00%
2015	$ 2,242,505 *	20.70%	N/A	N/A

Note 1: Working Capital is stated as a percentage of total annual appropriations/ expenses less transfers for each year.

*Estimated

FISCAL PERFORMANCE POLICIES

The Fiscal Performance Policies represent an effort to establish written policies to guide the City's financial management and decision-making practices. They are designed to help contain the costs of city government, as well as to strengthen the financial capacity of the City to provide and maintain effective services and programs.

While some of the policy statements are specific and may limit certain types of financial practices, the policy statements are not intended to restrict the ability and responsibility of the Board of Directors to manage emergency or unusual service delivery needs above or beyond the limitation established by the Fiscal Performance Policies.

Additional Water & Sewer Utility Financial Policies are maintained in a separate document and should be considered in addition to the City's overall fiscal performance policies. Utilities fiscal policies will supersede the City's general fiscal policies in the application of Water & Sewer Utility budgeting and financial management. (*pending*)

REVENUE POLICIES

1. The City will strive to maintain a diversified and stable revenue base that will equitably distribute the burden of supporting City services and will protect the City from short-term fluctuations in any one revenue source.

2. The City will estimate revenues on an objective and reasonable basis. Revenues will be projected on a ~~five~~ two year basis with an annual update. This projection will be used for operating budget preparation.

3. The City will use one-time or special purpose revenues for capital expenditures or for expenditures required by the revenue, and not to subsidize recurring personnel, or operation and maintenance costs.

4. The City will establish and periodically review all user charges, licenses and fees at a level related to the cost of providing the services. Such charges, licenses and feels will be reviewed and established where possible so that those who directly benefits from a service principally pay for it.

5. The City will set and maintain water, sewer and sanitation rates at ~~levels which~~levels that support the total direct and indirect costs of the enterprise, including debt service and capital maintenance.

6. The City will annually review, and revise where necessary, its indirect cost allocation formula on an objective and reasonable basis.

7. The City will maintain timely collection systems and implement necessary enforcement strategies to collect revenues from available sources.

8. The City will give priority to those revenue alternatives which involve the least collection and administrative cost, per dollar raised, to the City government.

9. They City will seek a balanced revenue base through active support of area economic development, diversification, and retention efforts.

OPERATING EXPENDITURE/EXPENSE POLICIES

1. The City Administrator will propose, and the Board of Directors will adopt, a balanced operating budget in which expenditure/expenses will not be allowed to exceed reasonably estimated resources and revenues. Basic and essential services provided by the City will receive first priority for funding. Additional funding will be assigned according to City-wide goals established by the Board of Directors and Comprehensive Plan policies.~~.~~

2. The City will estimate expenditures/expenses on an objective and reasonable basis. Operating expenditures/expenses will be projected on a ~~five~~ two year basis with an annual update.

3. The City will establish service measurements for all program areas, when feasible. The service measures will reflect the demand, workload capability and projected outcomes for the program to accomplish its goals and objectives.

4. Annual budgets shall be legally adopted for the four operating funds- General Fund, Street Maintenance Fund, Water and Sewer Operating Fund and the Sanitation Operating Fund. Projects shall be approved for major capital projects. Budgets shall be adopted by the Board of Directors no later than December 31 of the planning year.

5. The City will provide access to appropriate retirement plans and Other Post Employment Benefits (OPEB) for its employees. The City will make contributions for eligible employees at the level defined for the respective retirement plans. The City will make contributions to the OPEB trust plan when funds are available.

6. The City will encourage delivery of services by other public and private organizations whenever and wherever greater efficiency, effectiveness and service can be expected, as well as to develop and internally use technology and productivity advancements that will help reduce or avoid increasing personnel costs. The intent is to control personnel costs as a proportion of the total

budget, to more productively and creatively use available resources, and to avoid duplication of effort and resources.

7. The City will maintain a budgetary control system to help it adhere to the adopted budget, and will prepare and maintain a system of regular fiscal reports comparing actual revenues and expenditures/expenses to budgeted amounts.

8. All budgets shall be adopted on a basis consistent with generally accepted accounting principles (GAAP) except for depreciation expenses in the applicable funds.

9. All appropriations lapse at yearend. Any encumbrance ~~appropriated~~ at yearend shall ~~may~~ be re-appropriated by the Board of Directors in the subsequent year.

10. The legal level of budgetary control is the departmental program level. Operational budgetary control is maintained at the program level. All departments will be given the opportunity to participate in the budget process.

CAPITAL IMPROVEMENT POLICIES

1. The City will prepare annually and update a five year capital improvements program (CIP) which will provide for the orderly maintenance, replacement, and expansion of capital assets.

~~1.~~2. The CIP will identify long-range capital projects and capital improvements of all types which will be coordinated with the annual operating budget to maintain full utilization of available revenue sources.

~~2.~~3. The CIP will reflect for each project the likely source of funding, the priority ranking of each project and attempt to quantify the project's impact to future operating expenditures/expenses.

~~3.~~4. The City will determine and follow the most cost-effective financing method for all capital projects. The City will pursue federal, state and other funding to assist in financing capital projects and improvements.

~~4.~~5. All equipment, projects and improvements, other than infrastructure, with a value equal to or greater than $5,000 per unit and an estimated life greater than or equal to 3 years will be capitalized for financial reporting purposes. Infrastructure assets are those that are provided by the street Sales Tax Fund and include streets, bridges and drainage projects. All land and rights-of-way are capitalized for infrastructure projects. The project cost is capitalized for projects greater than or equal to $250,000 and are grouped by project year.

Individual infrastructure projects are capitalized separately if the project totals greater than or equal to $5.9 million.

~~5.~~6. Capital projects and improvements will be constructed to:

a. Protect or improve the City's quality of life.
b. Protect or enhance the community's economic vitality.
c. Support and service new development.

DEBT POLICIES

1. The City will issue debt to finance or refinance capital improvements and long-term fixed assets or other costs directly associated with financing a project which have been determined to be beneficial to a significant proportion of citizens in Fort Smith and for which repayment sources have been identified. Debt issuance shall be used only after considering alternative funding sources such as project revenues, federal and state grants and special assessments.

2. The scheduled maturity of bond issues should not exceed the expected useful life of the capital projects or improvements financed.

3. The City will consider refunding outstanding bonds if one or more of the following conditions exist:
   a. Present value savings are at least 3% with certain exceptions, of the par amount of the refunding bonds.
   b. The bonds to be refunded have restrictive or outdated covenants.
   c. Restructuring debt is deemed to be desirable.

4. The City will seek credit enhancements, such as bond insurance or letters of credit, when necessary for cost-effectiveness.

~~4.~~5. The City will monitor compliance with bond covenants, adhere to Federal arbitrage regulations, and abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c 2-12 concerning primary and secondary market disclosure. The City will also monitor bond issues by adhering to its Post-Issuance Compliance Manual required by the IRS. This manual includes the requirements for monitoring bond offering transactions by the underwriter.

~~5.~~6. The City will encourage and maintain communications with financial bond rating agencies and continue to strive for improvements in the City's bond rating.

~~6.~~7. The City will require that the total annual payments for debt service not exceed ~~25~~35% of total operating revenues of the applicable fund.

~~7.~~8. The City will evaluate the benefits of conducting financings on a competitive or negotiated basis. Negotiated financings may be used where market volatility or the use of an unusual or complex financing or security structure is a concern with regard to marketability.

~~8.~~9. The City will coordinate its debt issuances with other local government agencies in an effort to review overlapping debt in the community.

RESERVE POLICIES

1. The City will maintain an operating contingency reserve to:
    a. Provide for temporary funding of unforeseen needs of an emergency or nonrecurring nature.
    b. Permit orderly budgetary adjustments when revenues are lost through the action of other governmental bodies.
    c. Serve as local match for public or private grants.
    d. Meet unexpected small increases in service delivery costs.
    e. Maintain an adequate cash flow.

2. The goal for the contingency reserve will be ~~maintained at not less than~~ fifteen percent (15%) of estimated operating expenditures/expenses. The Water / Sewer Fund's contingency reserve goal will be thirty-three percent (33%) of estimated operating expenditures/expenses. Prior approval of the Board of Directors shall be required before spending contingency funds.

3. If the contingency reserve balance falls below the fifteen percent (15%) level (33% for Water/Sewer Fund) for a current year budget, then the following steps ~~will be taken~~may be considered by the appropriate departments:
    a. If the contingency reserve is between 10% and 14.99%, then operating and capital reductions will be ~~required~~considered.
    b. If the contingency reserve is between 5% and 10%, then personnel reductions, including services ~~will~~ may be implemented.
    c. If the contingency reserve is less than 5%, then personnel, operating and capital reductions will ~~take place~~be considered. Service levels may be significantly reduced if this scenario occurs.

4. The City will develop an equipment reserve fund, and will appropriate funds to it annually to provide for the timely replacement of equipment. The reserve will be maintained in an amount adequate to finance the replacement of equipment. The replacement of equipment will be based upon the adopted equipment replacement schedule. The schedule will be updated annually.

INVESTMENT AND CASH MANGEMENT POLICIES

1. The City's cash management system will be designed to accurately monitor and forecast revenues and expenditures/expenses in order to invest funds to the fullest extent possible. All cash and investments, other than accounts required by bond covenants, will be maintained in a single cash and investment pool. Interest revenue will be allocated to each investing fund consistent with fund ownership.

2. The objectives of the City's investment and cash management program will be to:
    a. safely invest City funds to the fullest extent possible,
    b. maintain sufficient liquidity to meet cash-flow needs, and
    c. attain the maximum yield possible consistent with the other two objectives.

3. The City will limit its investments to the safest type of securities permitted by Arkansas statutes. These shall include those which:
    a. have insurance on the principal guaranteed by the Federal Deposit Insurance Corporation, or
    b. have security on the principal in the form of bonds or other interest bearing securities of the U.S. Government or its agencies, or
    c. have security on the principal in the form of bonds or other interest bearing securities of the State of Arkansas, or its agencies or political subdivisions as defined in Arkansas statutes.

4. The City's investments will be diversified by type of investment, institution and maturity date to protect against changes in the market at a given time regarding any particular type of investment. Direct obligations of the U.S. Government shall be purchased from the Federal Reserve Bank.

5. Purchase and sale of securities will be made on the basis of competitive offers and bids in order to obtain the highest available rates. In order to keep administrative costs as low as possible, investments of less than $100,000 may be made through a current depository bank. For investments exceeding $100,000, institutions shall be contacted by telephone and given the opportunity to provide an interest quote on the identical investment and term. The bid of each institution shall be recorded and kept on file for one (1) year.

6. In the event of identical interest yield bids, the City may break the tie by use of an objective method to be determined by the City.

7. In the event no quotes are received from a banking institution in the City of Fort Smith insured by the FDIC, the City may invest its funds in any banking institution insured by the FDIC in the state meeting the City's security requirements.

~~7.~~8. Clear title to the principal of and collateral backing for any investment will be maintained by the City or by a third-party safekeeping agent under agreement to the City.

~~8.~~9. The City may specify monthly interest payment in order to enhance cash flow and investment return.

~~9.~~10. The City Administrator, or his designated representative, will provide the Mayor and Board of Directors with monthly information concerning cash position and investment performance. The information shall include, as a minimum, type of investment, maturity date, face value, rate of interest, amount of interest received during the accounting period, and institution where the funds are invested.

~~10.~~11. A request for banking services will be issued when it is deemed necessary to provide services as required by the City. ~~every five (5) years~~ The request will be made to all qualified banks located within the City limits that are capable of providing the level of services required.. Banking services may continue with a selected bank ~~for more than five (5) years~~ if the services provided are maintained at an acceptable level and reasonable cost.

~~11.~~12. The standard of prudence to be applied by the investment officials shall be the "prudent person rule" and shall be applied in the context of managing an overall portfolio. Under the prudent person rule, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, but for investment, considering the probable safety of their capital as well as the probable revenue to be derived.

FINANCIAL REPORTING POLICIES

1. The City will adhere to a policy of full and open public disclosure of all financial activity. The budget will be prepared in a manner to maximize its understanding by citizens and elected officials. Copies of financial documents will be made available to all interested parties. Opportunities will be provided for full citizen input prior to final decisions on the budget.

2. The City's accounting system will maintain records on a basis consistent with the accepted accounting standards of the Governmental Accounting Standards

Board (GASB), Government Accounting Office (GAO), Financial Accounting Standards Board (FASB), and the State of Arkansas.

3. The City Administrator or his designee will prepare regular quarterly and annual financial reports presenting a summary of financial activity by major types of funds and programs.

4. The City will employ an independent public accounting firm to perform an annual audit, and will make the annual audit available to the general public, bond and financial consultants, and other interested citizens and organizations. The audit shall be completed and submitted to the City within 180 days of the close of the fiscal year.

5. The city will prepare an annual budget document that provides a basic understanding of the City's planned financial operations for the coming fiscal year. Copies of the proposed and final budget will be made available to all interested parties and opportunities will be provided for citizen input prior to final adoption of the budget on or before December 31 of the planning year.

6. The City will seek annual renewal of the GFOA Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.

7. The City will provide all financial documents to the internal and external auditors and City representatives will not improperly influence the conduct of audits.

3

MEMORANDUM

March 6, 2015

TO: Mayor and Board of Directors

FROM : Ray Gosack, City Administrator

SUBJECT: Appointment and Removal of Department Heads

The board has asked to reconsider the city's policy regarding the appointment and removal of department heads. The current ordinance, the ordinance amendment requested for the February 3rd board meeting, and the pertinent sections of the state statute are attached. The ordinance from the February 3rd meeting has been modified by the city attorney (modifications are highlighted).

The current policy provides that the city administrator has authority to appoint and remove all department heads except the internal auditor and the district court clerk. The internal auditor is under the board's authority, and the district court clerk is appointed by the judges as provided in state law. The current policy was adopted in 2013. Before 2013, the appointment and removal of all department heads (except the district court clerk) required the approval of the board of directors.

PUBLIC SAFETY CHIEFS AND THE CIVIL SERVICE COMMISSION

The removal of the police and fire chiefs could be appealed by the chief to the civil service commission. This appeal right has existed for many, many years. When the department head employment policy was changed in 2013, the commission determined to not change its rules for the current chiefs. The commission was agreeable to removing an appeal right to the commission for

the removal of any future chiefs by the city administrator. If the board decides to reinstate its approval for the removal of department heads, the role of the civil service commission will need to be revisited with that body. If the commission doesn't change its rules, then a chief whose removal is affirmed by the board of directors would have a right to appeal the termination to the civil service commission.

CONSIDERATIONS

As the board discusses this topic, the following considerations are offered for thought.

- Board involvement in hiring and removal decisions may demonstrate more accountability to the public. The board is the voice of the people and should be able to demonstrate responsiveness to issues and complaints raised by citizens.

- Some level of direct authority from the board may result in more responsiveness from department heads to board members.

- Approval from the board provides a check and balance on the city administrator's authority.

- Department head actions may be influenced by politics rather than merit. This could affect a department head's willingness to deal with or to make unpopular/difficult decisions.

- Department heads may have to deal with competing or conflicting agendas from board members. Routine administrative matters could become political.

- The clarity of the chain of command may be affected. Do department heads report to the city administrator, the board of directors, or both? Will there be opportunity for department heads to "politic" board members, possibly leading to a divisive board?

- Decisions about removal should be based on a department head's entire performance, not just limited or anecdotal feedback, information, and perceptions.

- The city strives to recruit talented department heads. How does bifurcated oversight affect this?

ALTERNATIVE

An alternative the board may wish to consider is placing appointment authority with the city administrator, and giving department heads removed by the city administrator a right of appeal to the board of directors (or to the civil service commission for the police and fire chiefs). This would allow a department head who disagrees with the city administrator's removal action to have the decision reviewed by the board of directors. Terminations wouldn't automatically proceed to the board; a termination would come to the board only if the department head wanted to appeal the city administrator's decision.

RECOMMENDATION

The staff discussed the department head employment policy at this week's staff meeting. The department heads and the city administrator recommend that the current policy remain in place. The staff believes that the current policy is operating without problem, allows for streamlined decision-making of administrative matters, and supports continuity of operations.

Attachments

CURRENT CITY CODE

Sec. 2-96. - Personnel authority of city administrator.

2. (a) Except as otherwise provided by law, except as provided otherwise in this article, and except for his or her own job position, the city administrator shall have full power and responsibility concerning the employment, disciplining, and termination of employment of all officials and non-uniformed employees of the city, including, but not limited to, heads of city departments, the fire chief, and the police chief, according to the budgeting of positions and levels of compensation established from time to time by the board of directors.

(b) The board of directors reserves to itself power and responsibility of employment, discipline and termination with reference to the city's internal auditor, and the board acknowledges the authority of the judges of the Sebastian County District Court with reference to the district court clerk.

(Ord. No. 35-13, § 1, 8-20-13)

PROPOSED ORDINANCE AT FEBRUARY 3, 2015 BOARD MEETING
as Modified (Modifications are Highlighted)

ORDINANCE NO. _____

AN ORDINANCE SPECIFYING THE PERSONNEL AUTHORITY OF THE CITY ADMINISTRATOR

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

Section 1: Section 2-96 of the Fort Smith Municipal Code ("Code") is hereby repealed; and, the following provision is hereby adopted to be codified as Section 2-43 of the Code:

Sec. 2-43. - Personnel authority of the City Administrator.

(a) Except as otherwise provided in this article, the city administrator shall obtain the approval of the board of directors prior to the employment or discharge of exempt personnel of the city who are heads of departments, city clerk, internal auditor, and the qualified and licensed attorneys at law contracted to provide legal services pursuant to sections 2-111 – 2-113 of this Code as follows:

(1) The city administrator shall notify all members of the board of directors either orally or in writing of the proposed action, the reasons therefor, and all relevant and pertinent facts bearing upon the decision of either employment or discharge. After notification from the city administrator, there shall be scheduled an executive session at the next regular or special meeting of the board of directors to discuss approval, denial or modification of the city administrator's proposed action.

(2) Following the board's action, the city administrator shall then notify in person or by telephone the individual subject to the approved action and may confirm the action in writing to the individual.

(3) Where reasonable and feasible, employees of the city shall be first given an opportunity to resign at the request of the city administrator and the board of directors prior to notice of discharge.

(4) No director nor the mayor shall communicate the exempt personnel action proposed by the city administrator, except through the city administrator as herein provided.

(b) The City Administrator, or his or her designee, shall have full authority regarding the appointment and discharge of all non-uniformed employees (non-exempt employees) and of all exempt positions not specifically identified in subsection (a) above, without the necessity of approval of the Board of Directors.

Section 2: The Human Resources Policy for Non-Uniformed Employees (2011), adopted by Ordinance No. 85-11, is amended to replace the current language in Section II. B. with the following:

> B. The City Administrator will nominate, to the Board of Directors, individuals for appointment and will make recommendations to the Board of Directors for termination of individuals in the following Exempt positions: Deputy City Administrator, City Clerk, Director of Sanitation, Director of Engineering, Director of Finance, Director of Human Resources, Director of Street & Traffic Control, Director of Utilities, Fire Chief, Police Chief, Director of Parks & Recreation, Director of Information Technology Systems, Director of Transit, Director of the Convention Center, Director of Development Services, Internal Auditor. The appointment and removal of persons in all other Exempt positions, as well as all non-exempt positions, will be determined by the City Administrator, or his or her designee, without the necessity of approval of the Board of Directors. Pursuant to A.C.A. § 16-17-108, the Sebastian County District Court -Fort Smith District Court Judges shall appoint a qualified elector to serve as District Court Clerk.

In all other respects, the Human Resources Policy approved by Ordinance No. 85-11, as amended, shall remain in effect.

PASSED AND APPROVED THIS _____ DAY OF _____, 2015.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

Approved as to form:

_____
City Attorney
Publish 1 time

STATE LAW

14-48-117. Powers and duties of city administrator.

The city administrator shall have the following powers and duties:

(1) To the extent that such authority is vested in him or her through ordinance enacted by the board of directors, he or she may supervise and control all administrative departments, agencies, offices, and employees;

(2) He or she shall represent the board in the enforcement of all obligations in favor of the city or its inhabitants which are imposed by law or under the terms of any public utility franchise upon any public utility;

(3) He or she may inquire into the conduct of any municipal office, department, or agency which is subject to the control of the board. In this connection, he or she shall be given unrestricted access to the records and files of any office, department, or agency and may require written reports, statements, audits, and other information from the executive head of the office, department, or agency;

(4) He or she shall nominate, subject to confirmation by the board, persons to fill all vacancies at any time occurring in any office, employment, board, authority, or commission to which the board's appointive power extends. He or she may remove from office all officials and employees, including, but not limited to, members of any board, authority, or commission who, under existing or future laws, whether applicable to cities under the aldermanic, manager, or commission form of government, may be removed by the city's legislative body. Removal by the city administrator shall be approved by the board. Where, under the statute applicable to any specific employment or office, the incumbent may be removed only upon the vote of a specified majority of the city's legislative body, the removal of the person by the city administrator may be confirmed only upon the vote of the specified majority of the board members. However, the provisions of this subdivision (4) shall have no application to offices and employments controlled by any civil service or merit plan lawfully in effect in the city;

Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith D. Lau
Ward 2 – Andre' Good
Ward 3 – Mike Lorenz
Ward 4 – George Catsavis
At Large Position 5 – Tracy Pennartz
At Large Position 6 – Kevin Settle
At Large Position 7 – Don Hutchings

AGENDA ~ Summary

Fort Smith Board of Directors
STUDY SESSION
March 10, 2015 ~ 12:00 Noon
Fort Smith Public Library Community Room
3201 Rogers Avenue

CALL TO ORDER

- All present
- Mayor Sandy Sanders presiding

1. Review project recommendations by the Community Development Advisory Committee for Year 41 CDBG and Year 22 HOME Program funding
   Hutchings/Pennartz placed a resolution authorizing same on the March 17, 2015 regular meeting agenda.

2. Discuss budget balancing options, fund balance policy, multi-year budgeting and fiscal policies *~ Requested at the November 2014 budget hearings / Regarding fiscal policies - Lau / Settle placed on agenda at the January 6, 2015 regular meeting ~*
   The Board concurred that additional discussion is needed; therefore, continued discussion will be scheduled for a future study session.

3. Discuss specifying personnel authority of the City Administrator *~ Directors Settle, Lau, Good, Lorenz & Catsavis placed ordinance on the February 3, 2015 regular meeting agenda on January 30, 2015 / Ordinance tabled at the February 3, 2015 regular meeting pending discussion at a future study session ~*
   Due to not enough time to address all agenda items, this item was deferred to a future study session.

4. Review preliminary agenda for the March 17, 2015 regular meeting

ADJOURN

1:12 p.m.