



Mayor – Sandy Sanders

Acting City Administrator – Jeff Dingman

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith 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 8, 2016 ~ 12:00 Noon
Fort Smith Public Library
3201 Rogers Avenue

CALL TO ORDER

1. Review the recommendations of the projects by the Community Development Advisory Committee for Year 42 CDBG and Year 23 HOME Program funding
2. Presentation of the Riverfront Park Master Plan
3. Discussion regarding procurement of consulting services
4. Review preliminary agenda for the March 15, 2016 regular meeting

ADJOURN

Memo

1

To: Jeff Dingman, Acting City Administrator

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

CC: Wally Bailey, Director of Development Services and Matt Jennings, Director of Community Development

Date: 3/3/2016

Re: Recommendations for Year 42 CDBG and Year 23 HOME Investment Partnership Programs
(*Community Development Department Budget for Program Year 2016: July 1, 2016 - June 30, 2017*)

As you may recall, in July 2015 a Board Information Item went out to explain the Five Year Consolidated Plan (Consolidated Plan) and the Analysis of Impediments to Fair Housing Choice processes. Because we were delayed waiting for a Final Rule for Fair Housing, we were requested by HUD officials to delay the start of these processes. With the compressed time to prepare and adopt the Consolidated Plan, the consultant recommended that we use the 2015 Goals, Objectives and Strategies. The results of the delay are discussed within this memo and its effect on annual projects and plan approvals.

Five Year Consolidated Plan 2016-2020 Process / Analysis of Impediments to Fair Housing Choice

Each entitlement city that receives funding from the Department of Housing and Urban Development is required to prepare a Consolidated Plan which defines the goals, objectives and strategies and performance measures with input from our citizens. The plan describes how these CDBG and HOME funds granted to the city will be expended over the next five year period. CDBG and HOME are operated on a July 1 – June 30 program year.

The plan describes the consolidated plan development process, the demographic and economic profile, the housing market analysis, the housing and homeless needs assessment, the community development needs assessment and finally, the strategic plan.

Although a consortium of Arkansas cities were ready to begin the process in April 2015, the Little Rock HUD Field Office Fair Housing / Equal Opportunity staff requested that the cities not move forward until the Final Rule for the Assessment of Fair Housing was issued, which occurred on July 8, 2015. In an ideal cycle, the analysis or assessment should be completed before the Five Year Consolidated Plan in order to program activities to address the impediments. In the past, the city staff has had the Five Year Plan document adopted in November before the start of the funding cycle and then take applications.

The contracts for these services were both performed (through an RFP process) by JQUAD Planning Group LLC from Addison, Texas. The Fair Housing agreement was executed by several Arkansas cities on July 28, 2015. Fort Smith's cost for this service was \$14,625.00 (the cost in 2010 was \$20,358.28). The October 8, 2015, agreement for the Five Year Consolidated Plan for 2016-2020 is \$25,050.00 (the cost in 2010 was \$31,987.24). These costs are paid from the CDBG and HOME programs federal administrative funds.

The CDAC and city staff will be requesting the Board to consider approval of the Consolidated Plan and the selected projects after a 30 day citizen review and comment period at the May 3, 2016 Regular Board Session.

Annual Action Plan for Program Year 2016

The Community Development Advisory Committee (CDAC) held three public hearings on February 25, 2016, 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 requested amount of \$602,348. Since the Five Year Consolidated Plan for 2016 – 2020 is currently being prepared, the consultant advised that city staff to use the same Goals, Objectives and Strategies from Program Year 2015. The CDAC and city staff are requesting that the Board of Directors approve the projects so they can be placed in the “Draft” of the Five Year Consolidated Plan for a 30-day citizen review and comment period. Once the review and comment period ends, we will request that the Board of Directors consider approval of the Five Year Consolidated Plan for 2016-2020 at the May 3, 2016, Regular Board Session.

The following table reflects those priorities as they relate to the Program Year 2016 allocations:

CDBG AND HOME FUNDS			
CATEGORY	YEAR 42 CDBG	YEAR 23 HOME	TOTALS
Homelessness	\$115,185		\$115,185
Public Service	\$115,184		\$115,184
Community Development	\$364,751		\$364,751
HOME/CHDO		\$277,485	\$277,485
Administration	\$153,575	\$30,830	\$184,405
Unprogrammed	\$19,202		\$19,202
Homeless Unprogrammed	\$57,817*		\$57,817
Totals	\$825,714	\$308,315	\$1,134,029

*CDBG Year 41 Funds

ZoomGrants™

This was the first funding cycle year that an online grants program called ZoomGrants was used to file applications for funding. The CDAC was also allowed access to all the documentation within a week of the deadline to review applications and to begin the scoring process. Use of the ZoomGrants program is estimated to save \$26,208.00 annually. The annual fee for the service is \$4,500 which leaves an estimated total net savings per year of \$21,528. This program is now used by many CDBG entitlement communities across the country. Not only does it take CDAC through the funding process but also allows city staff to prepare the agency agreements online with digital signatures, submit agency pay requests, monitor projects and report the number of low income clients served. All data is still owned by the City of Fort Smith.

Project Recommendations

The CDBG and HOME funding recommendations follow this memo. Also enclosed is a map with a letter assigned to each application in alphabetical order with applicant information and recommended funding, scoring report and the substantial part of the applications.

The task of making recommendations to the Board of Directors was more streamlined due to the online scoring changes made in this funding cycle along with the ability for each member to enter “trial decisions” and amounts.

This year 17 applications were filed, which is one less than last year's funding cycle. The committee and city staff listened to application proposals during the three public hearings held on February 25th. Upon closing the public hearing at 5:30 p.m., the committee members deliberated and reached a consensus on the submitted funding requests and formulated recommendations to the Fort Smith Board of Directors.

Homeless Category

This category received two applications. The Fort Smith Children's Emergency Shelter submitted two projects: 1) a request for security fencing at the Children's Emergency Shelter, Independent Living Apartments which was recommended for full funding of \$61,193; and 2) a recommended full funding in the amount of \$23,670 to re-roof the structures. The first project is being funded with the \$57,817 in CDBG Year 41 funds, which were placed in the unprogrammed category for use this year. However, fully funding these two projects will leave \$88,139 in Homeless unprogrammed to rollover to next year's funding cycle. Both projects were matched by the minimum 10% of agency funds (or other sources).

Public Service Category

The public service category received eleven applications, which is one more than last year's funding cycle. The total amount requested this year was \$167,000 compared to 2015's amount of \$154,385. 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 \$115,184.

Community Development Category

The community development category received two applications this year compared to four last year. The Gateway House project, which will provide for a security gate and limited access project rated the highest in the category and was recommended for full funding. The next project is the CSCDC, Inc. which proposes to acquire three (3) vacant lots to construct new affordable single family homes with HOME funds and presold to income qualified homebuyers. CDAC was able to fund the CSCDC project almost fully with the exception of a \$50 deduction to stay within the budgeted amount.

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., submitted one sub-recipient application for downpayment assistance and as a Community Development Housing Organization (CHDO) the second application to construct new affordable homes or to acquire / rehabilitate and resale existing single family homes. The CSCDC CHDO continues its partnership with the Fort Smith Housing Authority to undertake the affordable housing projects.

CDAC Recommendations

The table on page five lists all funding *recommendations* by the CDAC with the pre-programmed 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 in the new online system. All projects were matched by at least the minimum required by the CDBG and HOME programs (10% and 15% respectively).

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 City program income is reported annually in the Consolidated Annual Performance and Evaluation Report (CAPER) which is online at the city's website and provided to the Board of Directors once the report is accepted by the Department of HUD.

The Analysis of Impediments to Fair Housing Choice 2016 is now online within the Community Development Department's document page. Attached to this memo behind all documents, is the Executive Summary and the Impediments identified. The city staff requested that CDAC make a recommendation to allow for 15% of the program income received per year to be used towards addressing the 15 recommended remedial action items listed. This amount fluctuates depending on the amount of funds returned to the CDBG program. It is estimated that on an average year this amount would be in the range of \$4,000 - \$6,000. The staff will be working on a plan to address these over the next five years. The CDAC recommends approval to the Board of Directors.

If the money is not used by the end of the program year in which it was earned, the fund balance would roll over into the Housing Assistance program. Some uses include cost sharing with the mortgage lenders, realtors and landlords association to bring in Fair Housing speakers plus financial literacy classes, etc. All actions will be reported in the CAPER.

In summary, we request the Board of Directors to approve the 2016 projects and the use of 15% of program income annually to assist with remediating the identified Fair Housing Impediments.

I will be in attendance at the March 8th study session for questions and, subject to Board placement, at the Board of Directors voting session on March 15th.

CDAC Members

Genia Smith - Chairperson

Kerri Norman

Cinda Rusin

Trish Richardson – *unable to attend due to death in the family*

George Willis - Vice Chairperson

Fran Hall – *unable to attend due to health issues*

Nichelle Christian

Some of the projects meet the following goals and policies from the Comprehensive Plan:



- HN 3.1.1 – Work closely with appropriate agencies or entities involved in regional housing initiatives.
- HN 3.3.1 – Explore public/private partnerships and financial incentives that could be made available to support the efforts of housing developers.
- HN 1.6 – Improve public participation in the revitalization process of Fort Smith neighborhoods.
- HN 2.2.1 – Support the renovation and revitalization of existing housing and promote infill development of vacant land within the corporate limits.
- ED 7.2 – Ensure that a broad range of housing alternatives are available for employers and employees.

Attachment 1—HUD Arkansas Funding Amounts, PY 2016 CDBG Funds by Category & PY 2016 HOME Funds by Category

Attachment 2—CDBG & HOME Summary of Funding Requests

Attachment 3—Geographic Agency Location with recommended funding amount

Attachment 4—Scoring Report

Attachment 5—Applications – A to Q

AI to Fair Housing Choice Executive Summary and Impediments



CDBG and HOME Program Year 2016 CDAC Recommendations

Application Identifier	Agency	CDBG Year 41	CDBG Year 42
16-A-PS	Community Dental Clinic – CSCDC – Dental Fees		\$16,149
16-C	CSCDC – Residential Lot Acquisition		\$54,950
16-E-PS	Crisis Intervention Center - Case Mgmt.		\$12,500
16-F-PS	Fort Smith Boys & Girls Clubs – Membership Fees		\$4,620
16-G	Fort Smith Children’s Emergency Shelter – Fence	\$57,817	\$3,376
16-H	Fort Smith Children’s Emergency Shelter – Roof		\$23,670
16-I-PS	Fountain of Youth Adult Day Care – Day Care Fees		\$7,500
16-J-PS	Girls Inc. of Fort Smith – Program Fees		\$7,350
16-K-PS	Good Samaritan Clinic – Medical Fees		\$15,117
16-L-PS	Gregory Kistler Center – Therapy Services		\$9,825
16-M	Harbor House / Gateway – Bedroom Furniture		\$9,472
16-N-PS	Harbor House / Gateway – Security Gate/Camera		\$18,000
16-O-PS	Next Step Day Room – Case Mgmt.		\$16,149
16-P-PS	WestArk RSVP - Medicare Application Assist.		\$9,000
16-Q-PS	WestArk RSVP - Tax preparation		\$7,502
	Homeless Unprogrammed		\$88,139
	Fort Smith Housing Assistance		\$231,801
	FS Housing Rehab. Administration		\$60,000
	Fort Smith - Administration		\$153,575
	Unprogrammed		\$19,202
	Totals	\$57,817	\$767,897
Application Identifier	Agency		HOME Year 23
16-B	CSCDC – Downpayment Assistance		\$75,000
16-D	CSCDC – Housing Construction		\$202,485
	Fort Smith – Administration		\$30,830
	Totals		\$308,315



BOARD INFORMATION

Memo

To: Ray Gosack, City Administrator
From: Matt Jennings, Director of Community Development
CC: Jeff Dingman, Assistant City Administrator and Wally Bailey, Director of Development Services
Date: 7/2/2015
Re: Department of Housing and Urban Development (HUD) Programs – CDBG & HOME

As a requirement of receiving Community Development Block Grant (CDBG) and HOME Investment Partnership funds, the city must prepare two documents every five years. These are the Analysis of Impediments to Fair Housing Choice (also known as the Assessment of Fair Housing) and the Consolidated Plan documents.

As you are aware, the Fair Housing Act protects people from discrimination when they are renting, buying, or securing financing for any housing. The prohibitions specifically cover discrimination because of race, color, national origin, religion, sex, disability and the presence of children.

The HUD Little Rock Field Office has encouraged the Arkansas HUD Entitlement cities to form a consortium to obtain better costs to hire a consultant to assist the communities with the preparation of the analysis report. The cities that are in this consortium have asked the City of Fort Smith staff to be the lead city for the work. The document preparation will be paid out of the CDBG and HOME administration federal funds for Fort Smith. Fort Smith was also the lead city for the both documents prepared in 2010.

Analysis of Impediments to Fair Housing Choice

The Arkansas HUD Entitlement Cities Consortium for the Analysis of Impediments to Fair Housing Choice (AI) consists of the cities of Bentonville, Conway, Fayetteville, Fort Smith, Jacksonville, North Little Rock and West Memphis. The consortium placed ads for Request for Proposals and then rated the five responding consultant firms. The top rated firm was JQUAD Planning Group LLC from Addison, TX and then negotiations began. Negotiations were successful and each city will be entering the contract soon. Fort Smith's share of the cost is \$14,625.00 (five years ago the cost was \$20,358.28) and is budgeted out of the federal administrative funds proportionally from the CDBG and HOME programs.

The AI is a review of impediments to fair housing choice in the public and private sector. The AI involves:

- ▶ *A comprehensive review of a State or Entitlement jurisdiction's laws, regulation, and administrative policies, procedures and practices*
- ▶ *An assessment of how those laws, etc. affect the location, availability and accessibility of housing*

▶ *An assessment of conditions, both public and private, affecting fair housing choice for all protected classes*

▶ *An assessment of the availability of affordable, accessible housing in a range of unit sizes.*

Impediments to fair housing choice are:

▶ *Any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status or national origin which restrict housing choices of the availability of housing choices*

▶ *Any actions, omissions or decisions which have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status or national origin.*

Approximately mid-July - August, fair housing surveys will be conducted online by sending out an email with links to the survey to realtors, mortgage bankers, homebuilders, home insurers, city officials and citizens. Additionally, the staff will place a block advertisement in the Times Record which will provide the survey link. In the event that someone is not able to access a computer, a community development staff member will collect the survey information by phone and enter it into the computer system. During the survey period the consultant will be collecting data related to Fair Housing complaints in Fort Smith and perform face to face interviews or discussions with the above mentioned groups. The data collection will include but not be limited to Census and American Community Survey data, pertinent economic, demographics and housing data, loan application and lending patterns.

The consultant will then analyze the data and develop preliminary findings which will be presented to the public meeting in August. A member of the Arkansas Fair Housing Commission will also be present for a presentation. At the conclusion of the presentation, comments will be received from the public.

A formal presentation of the draft report will be scheduled for September and the document will be placed into a 30 day review and comment period. The consultant will then submit the report for internal review and incorporate any comments by October 18, 2015. Subsequently, the Final Report will then be made available the final documents are submitted to HUD with written comments on November 1, 2015.

The staff will then undertake the recommended steps to address the impediments over the next five year period through the Five Year Consolidated Plan.

Five Year Consolidated Plan

As with the AI, we will be asking other Arkansas CDBG Entitlement Cities if there is enough interest to create a Arkansas HUD Entitlement Cities Consolidated Planning Consortium for the update of the consolidated plans. Five years ago, the consortium consisted of the cities of Bentonville, Conway, Fort Smith, Jacksonville and West Memphis. The consortium would place a legal notice in the Arkansas Democrat Gazette and prepared direct solicitation ads for the Request for Proposals with a deadline to be established. Since we are in the early stages of the process we are unable to report the cost to the Fort Smith CDBG and HOME programs but since it is a more detailed document, it is expected that the cost is estimated to be in the \$30,000 range. Fort Smith's cost share in 2010 was \$31,987.24.

This process will include Community Development surveys which will establish priorities for the funding of projects with CDBG and HOME for Program Years 2016-2020. It is a ground up process to recommend to the Fort Smith Board of Directors and the Community Development Advisory Committee on rating criteria and the

projects given priority for those years. The Board and CDAC members are also encouraged to complete the Community Development Surveys along with citizens of Fort Smith. We will send out notices when these particular surveys are ready to be completed.

The overall goal of the community planning and development programs, covered by the consolidated planning process, is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

The staff will provide additional information relating to the Consolidated Plan process as it becomes available.

These projects will meet the following actions from the Comprehensive Plan:



- HN 3.1.1 – Work closely with appropriate agencies or entities involved in regional housing initiatives.
- HN 3.3.1 – Explore public/private partnerships and financial incentives that could be made available to support the efforts of housing developers.

Should you have any questions or comments, please let me know.



ATTACHMENT 1

AR-FY16 ALLOCATIONS

KEY	CNSRTKEY NAME	STA	CDBG16	HOME16	HOPWA16
050600	Conway	AR	\$380,063	\$0	\$0
050894	Fayetteville	AR	\$619,098	\$0	\$0
050930	Fort Smith	AR	\$767,897	\$308,315	\$0
051302	Hot Springs	AR	\$367,756	\$0	\$0
051374	Jacksonville	AR	\$192,133	\$0	\$0
051410	Jonesboro	AR	\$588,535	\$0	\$0
051560	Little Rock	AR	\$1,304,133	\$513,256	\$339,773
051938	North Little Rock	AR	\$530,934	\$207,833	\$0
052130	Pine Bluff	AR	\$555,596	\$73,170	\$0
052304	Rogers	AR	\$417,445	\$0	\$0
052466	Springdale	AR	\$830,595	\$0	\$0
052556	Texarkana	AR	\$238,573	\$0	\$0
052754	West Memphis	AR	\$290,076	\$0	\$0
059999	Arkansas Nonentitlement	AR	\$16,412,081	\$6,861,388	\$559,011

**CITY OF FORT SMITH
PY 2016 - YEAR 42
CDBG ENTITLEMENT**

Category 1	<i>Homelessness</i>	15% per Consolidated Plan
Category 2	<i>Public Service</i>	15% Max. per Fed. Regulation
Category 3	<i>Community Development</i>	47.5% per Consolidated Plan
	<i>FS Housing Assistance</i>	80% of 47.5% - Consolidated Plan
	<i>Other CD Activities</i>	20% of 47.5% - Consolidated Plan
	<i>Administration</i>	20% Max. per Fed. Regulation
	<i>Unprogrammed</i>	2.5%

TOTAL

2016 Estimated	FINAL
\$110,923	\$115,185
\$110,923	\$115,184
\$351,257	\$364,751
\$281,006	\$291,801
\$70,251	\$72,950
\$147,897	\$153,575
\$18,488	\$19,202
\$739,488	\$767,897

FINAL - February 16, 2016

ATTACHMENT 1 CONTINUED

2

**CITY OF FORT SMITH
PY 2016 - YR 23
HOME ENTITLEMENT**

		2015 Budgeted	2016 Est.	FINAL
Category 4	<i>CHDO Operating</i> 5% Max. by Federal Regulation <i>City's Option to Fund</i>	\$0	\$0	\$0
Category 4	<i>CHDO Reserve</i> 15 % Min. by Federal Regulation Mandatory	\$47,295	\$42,565	\$46,248
Category 4	<i>Housing</i>	\$236,470	\$212,823	\$231,237
	<i>Administration</i> 10% Max. by Federal Regulation	\$31,529	\$28,377	\$30,830
	<i>Unprogrammed</i> <i>City's Option to Fund</i>	\$0	\$0	\$0
TOTAL		\$315,294	\$283,765	\$308,315

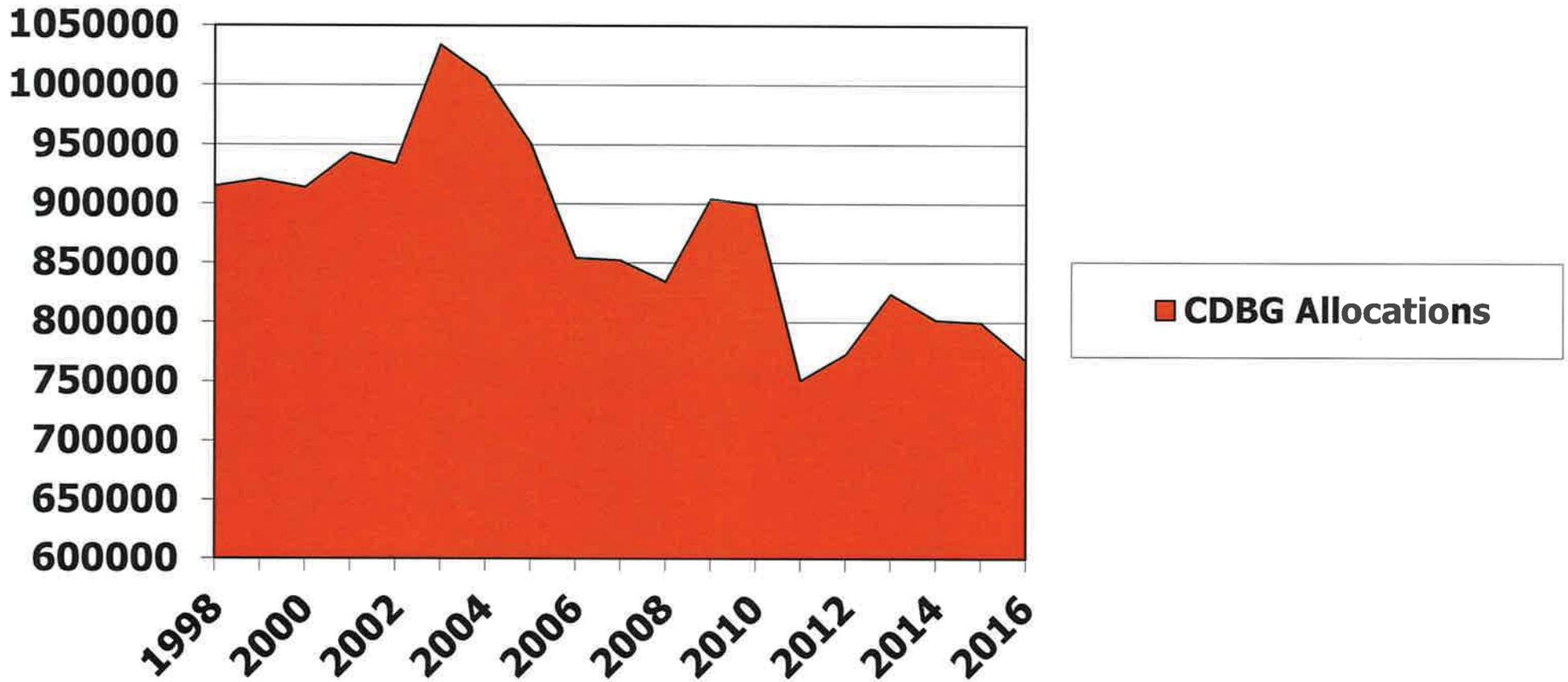
FINAL - February 16, 2016

ATTACHMENT 1 CONTINUED

3

City of Fort Smith

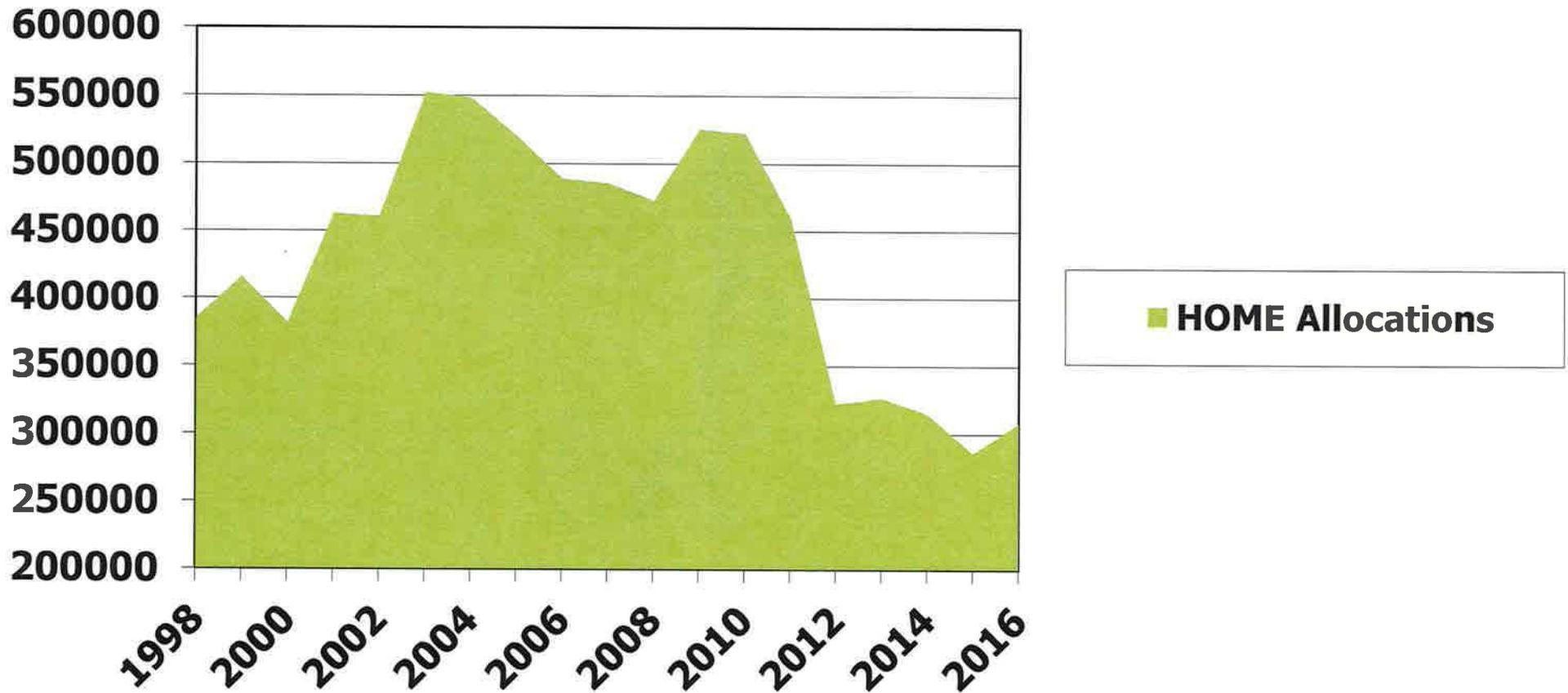
CDBG Allocations 1995 – 2016



F

City of Fort Smith

HOME Allocations 1995 – 2016



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**Program Year 2016 Funding Requests for CDBG and HOME Programs
February 19, 2016**

Category 1 - Homelessness - CDBG Year 42

G	<i>FS Children's Emergency Shelter</i>	Security Fencing for Transitional Housing	23 Individuals	\$61,193.00
H	<i>FS Children's Emergency Shelter</i>	New roof for Transitional Housing (Apts.)	23 Individuals	\$23,670.00
			Total Requested	\$84,863.00
			Total*	\$173,002.00

* Includes Year 41 Un-programmed Homelessness Funds -\$57,187

Category 2 - Public Service - CDBG Year 42

A	<i>Community Dental Clinic</i>	Beautiful Smile - Patient Fees	267 individuals	\$20,000.00
E	<i>Crisis Intervention Center</i>	Case Management Fees	125 individuals	\$20,000.00
F	<i>FS Boys and Girls Club</i>	Summer Program Support (Jeffery & Stephens Units)	300 individuals	\$6,000.00
I	<i>Fountain of Youth Adult Day Care</i>	Client Fees & Transportation	15 individuals	\$13,000.00
J	<i>Girls, Inc.</i>	Participant Fees & Transportation	76 individuals	\$9,500.00
K	<i>Good Samaritan Clinic</i>	Lab Testing, Medical Supplies, Prescribed Pharmaceuticals	6,084 individuals	\$20,000.00
L	<i>Gregory Kistler Treatment Center</i>	Child Rehabilitation Services Fees	275 individuals	\$20,000.00
M	<i>Gateway Recovery Center</i>	Bedroom Furniture	600 individuals	\$18,500.00
O	<i>Next Step Homeless Services</i>	Case Management Fees	1,600 Individuals	\$20,000.00
P	<i>WestArk RSVP</i>	Medicare Application Filing Fees	400 individuals	\$10,000.00
Q	<i>WestArk RSVP</i>	Tax Preparation	400 individuals	\$10,000.00
			Total Requested	\$167,000.00
			Total	\$115,184.00

Category 3 - Community Development - CDBG Year 42

N	<i>Harbor House</i>	Gateway House Security Fencing	600 Individuals	\$18,000.00
C	<i>CSCDC, Inc.</i>	Lot Acquisition / Demolition for New Home Construction	3 Households	\$55,000.00
			Total Requested	\$73,000.00
			Total	\$72,950.00

Category 4 - HOME / CHDO / Subrecipient - Year 23

B	<i>CSCDC, Inc. - DPA</i>	Downpayment Assistance to purchase SF Homes	15 Households	\$75,000.00
D	<i>CSCDC, Inc. - CHDO</i>	Acq/Rehab/Resale of SF Home(s) and Construction of SF Homes	3 Households	\$180,368.00
			Total Requested	\$255,368.00
			CHDO Reserve	HOME Year 23
			Unrestricted HOME Funds	HOME Year 23
			Total	\$46,248.00
				\$231,237.00
				\$277,485.00

Program Year 2015	
CDBG and HOME Funds Requested:	\$580,231
CDBG and HOME Funds for Outside Allocation	\$638,621

ATTACHMENT 2

ATTACHMENT 3 CONTINUED

Official Amount: \$75,000.00
 E-mail: kphillips@cscdcca.org

Land Acquisition for New Construction Program

C

PO Box4069, Fort Smith, AR 72914,
 Applicant: Crawford-Sebastian Community Development Council,
 inc.
 Requested: \$55,000.00
 Official Decision: Approved
 Official Amount: \$54,950.00
 E-mail: kphillips@cscdcca.org

New Construction and Acquisition/Rehab

D

PO Box4069, Fort Smith, AR 72914,
 Applicant: Crawford-Sebastian Community Development Council,
 inc.
 Requested: \$202,485.00
 Official Decision: Approved
 Official Amount: \$202,485.00
 E-mail: kphillips@cscdcca.org

Case Management for Victims of Domestic Violence

E

5603 South 14th Street, Fort Smith, AR 72901,
 Applicant: CrisisIntervention Center, Inc.
 Requested: \$20,000.00
 Official Decision: Approved
 Official Amount: \$12,500.00
 E-mail: kathleen@fscic.org

Summer Program Support (Jeffrey & Stephens Units)

F

4905 North "O" Street, Fort Smith , AR 72904,
 Applicant: Fort Smith Boys & Girls Clubs
 Requested: \$6,000.00
 Official Decision: Approved
 Official Amount: \$4,620.00
 E-mail: JGlidewell@FSBGC.org

Children's Emergency Shelter, Independent Living (Fence)

G

3015 South 14th Street, Fort Smith, 72901,
 Applicant: Fort Smith Children's Emergency Shelter
 Requested: \$61,193.00
 Official Decision: Approved
 Official Amount: \$61,193.00
 E-mail: jack@fscs.org

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ATTACHMENT 3 CONTINUED**Children's Emergency Shelter, Independent****Living (roof)**

3015 South 14th Street, Fort Smith, 72901,

Applicant: Fort Smith Children's Emergency Shelter

Requested: \$23,670.00

Official Decision: Approved

Official Amount: \$23,670.00

E-mail: jack@fscs.org

H

Fountain of Youth Adult Day Care Center

2801 McKinley Avenue, Fort Smith, AR 72908,

Applicant: Fountain of Youth Adult Day Care Center

Requested: \$13,000.00

Official Decision: Approved

Official Amount: \$7,500.00

E-mail: executivedirector@foyadc.org

I

**Low to Moderate Income Assistance for
Program Participation at Girls Inc.**PO Box 1253, 1415 Old Greenwood Road, Fort Smith, AR
72903,

Applicant: Girls Incorporated of Fort Smith

Requested: \$9,500.00

Official Decision: Approved

Official Amount: \$7,350.00

E-mail: adaniels@girlsincfortsmith.org

J

Primary and Diabetes Care Program

615 North B Street, Fort Smith, AR 72901,

Applicant: Good Samaritan Clinic

Requested: \$20,000.00

Official Decision: Approved

Official Amount: \$15,117.00

E-mail: evan@goodsamaritanclinic.net

K

Kistler Charitable Care

3304 South M Street, Fort Smith, AR 72903,

Applicant: Gregory Kistler Treatment Center, Inc.

Requested: \$20,000.00

Official Decision: Approved

Official Amount: \$9,825.00

E-mail: apai@kistlercenter.org

L

Gateway Recovery Center

615 North 19th Street, 3900 Armour, Fort Smith, AR 72901,

Applicant: Harbor House, Inc.

Requested: \$18,500.00

Official Decision: Approved

Official Amount: \$9,472.00

E-mail: cstokes@recoveryhhi.org

M

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ATTACHMENT 3 CONTINUED**Specialized Women's Services Program**

615 North 19th Street, 3900 Armour, Fort Smith, AR 72901,

Applicant: Harbor House, Inc.

Requested: \$18,000.00

Official Decision: Approved

Official Amount: \$18,000.00

E-mail: cstokes@recoveryhhi.org

N

Individualized case management for our homeless clients as they seek solutions to homelessness and guidance towards self-sufficiency

PO Box 3814, Fort Smith, 72913-3814,

Applicant: Next Step Day Room Inc

Requested: \$20,000.00

Official Decision: Approved

Official Amount: \$16,149.00

E-mail: Kim@thenextsteps.org

O

RSVP Community Outreach Medicare Assistance

401 North 13th Street, Fort Smith, AR 72901,

Applicant: Western Arkansas Counseling & Guidance Center, INC., dba WestArk RSVP

Requested: \$10,000.00

Official Decision: Approved

Official Amount: \$9,000.00

E-mail: susie.reehl@westarkrsvp.org

P

RSVP Community Outreach Tax Assistance

401 North 13th Street, Fort Smith, AR 72901,

Applicant: Western Arkansas Counseling & Guidance Center, INC., dba WestArk RSVP

Requested: \$10,000.00

Official Decision: Approved

Official Amount: \$7,502.00

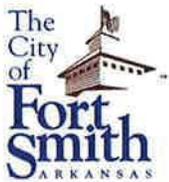
E-mail: susie.reehl@westarkrsvp.org

Q

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10

ATTACHMENT 4



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Program Year 2016 Community Development Funding - CDBG & HOME

City of Fort Smith
Community Development Department
\$638,621.00 available

Report Generated 3/1/2016 2:57:29 PM for Matt Jennings

Scoring Report

Organization Name Application Title	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Q1	Q2	Q3	Q4	Sub	Q5	Sub	Committee Score	Adm Q1	Admin Score	Adjust	Total Score
Community Dental Clinic a program of Crawford-Sebastian Community Development Council Inc. Beautiful Smile	\$20,000.00	5 to 0	\$15,286.60	Approve	\$ 0	20.0	20.0	20.0	19.0	79.0	0.0	0.0	79.00	20	20		99.00
Crawford-Sebastian Community Development Council, inc. Fort Smith Homebuyer Assistance Program	\$75,000.00	5 to 0	\$75,000.00	Approve	\$ 75000	20.0	9.0	1.7	19.0	49.7	11.0	11.0	60.67	20	20		80.67
Crawford-Sebastian Community Development Council, inc. Land Acquisition for New Construction Program	\$55,000.00	5 to 0	\$54,950.00	Approve	\$ 54950	20.0	6.0	5.0	18.0	49.0	8.8	8.8	57.75	20	20		77.75
Crawford-Sebastian Community Development Council, inc. New Construction and Acquisition/Rehab	\$202,485.00	5 to 0	\$202,485.00	Approve	\$ 202485	18.0	5.0	5.0	18.0	46.0	13.0	13.0	59.00	20	20		79.00
CrisisIntervention Center, Inc. Case Management for Victims of Domestic Violence	\$20,000.00	5 to 0	\$12,800.00	Approve	\$ 0	20.0	19.0	17.0	17.0	73.0		0.0	73.00	20	20		93.00
Fort Smith Boys & Girls Clubs Summer Program Support (Jeffrey & Stephens Units)	\$6,000.00	5 to 0	\$4,624.00	Approve	\$ 0	20.0	4.0	20.0	19.0	63.0	0.0	0.0	63.00	15	15		78.00
Fort Smith Children's Emergency Shelter Children's Emergency Shelter, Independent Living (Fence)	\$61,193.00	5 to 0	\$61,193.00	Approve	\$ 61193	20.0	0.0	12.0	18.0	50.0	10.0	10.0	60.00	20	20		80.00
Fort Smith Children's Emergency Shelter Children's Emergency Shelter, Independent Living (roof)	\$23,670.00	5 to 0	\$23,670.00	Approve	\$ 23670	20.0	0.0	13.0	19.0	52.0	0.0	0.0	52.00	20	20		72.00
Fountain of Youth Adult Day Care Center Fountain of Youth Adult Day Care Center	\$13,000.00	5 to 0	\$7,800.00	Approve	\$ 0	20.0	0.0	13.0	17.0	50.0		0.0	50.00	20	20		70.00
17 displayed 0 not included	\$602,348.00		\$550,482.00		\$435,298.00												
			\$638,621.00		\$638,621.00												
			-\$550,482.00		-\$435,298.00												
			\$88,139.00		-\$0.00*												
			Remaining		-\$231,975.00												
					Remaining												

* Trial
Amounts
from other
status groups
(Approved
and
Undecided
only)

//

ATTACHMENT 4 CONTINUED

Organization Name	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Q1	Q2	Q3	Q4	Sub	Q5	Sub	Committee Score	Adm Score	Admin Score	Adjust	Total Score
Girls Incorporated of Fort Smith Low to Moderate Income Assistance for Program Participation at Girls Inc.	\$9,500.00	5 to 0	\$7,370.00	Approve <input type="checkbox"/>	\$ 0	20.0	20.0	20.0	16.0	76.0	0.0	0.0	76.00	15	15		91.00
Good Samaritan Clinic Primary and Diabetes Care Program	\$20,000.00	5 to 0	\$15,543.40	Approve <input type="checkbox"/>	\$ 0	20.0	20.0	17.0	20.0	77.0	0.0	0.0	77.00	20	20		97.00
Gregory Kistler Treatment Center, Inc. Kistler Charitable Care	\$20,000.00	5 to 0	\$8,665.00	Approve <input type="checkbox"/>	\$ 0	17.0	0.0	20.0	19.0	56.0	0.0	0.0	56.00	15	15		71.00
Harbor House, Inc. Gateway Recovery Center	\$18,500.00	5 to 0	\$9,314.80	Approve <input type="checkbox"/>	\$ 0	20.0	4.0	20.0	18.0	62.0	10.0	10.0	72.00	15	15		87.00
Harbor House, Inc. Specialized Women's Services Program	\$18,000.00	5 to 0	\$18,000.00	Approve <input type="checkbox"/>	\$ 18000	20.0	5.0	20.0	18.0	63.0	0.0	0.0	63.00	20	20		83.00
Next Step Day Room Inc Individualized case management for our homeless clients as they seek solutions to homelessness and guidance towards self-sufficiency	\$20,000.00	5 to 0	\$16,629.80	Approve <input type="checkbox"/>	\$ 0	20.0	20.0	20.0	19.0	79.0	0.0	0.0	79.00	20	20		99.00
Western Arkansas Counseling & Guidance Center, Inc., dba WestArk RSVP RSVP Community Outreach Medicare Assistance	\$10,000.00	5 to 0	\$9,150.00	Approve <input type="checkbox"/>	\$ 0	20.0	20.0	20.0	19.0	79.0	0.0	0.0	79.00	20	20		99.00
Western Arkansas Counseling & Guidance Center, Inc., dba WestArk RSVP RSVP Community Outreach Tax Assistance	\$10,000.00	5 to 0	\$8,000.40	Approve <input type="checkbox"/>	\$ 0	20.0	0.0	20.0	19.0	59.0	0.0	0.0	59.00	20	20		79.00
17 displayed 0 not included	\$602,348.00		\$550,482.00		\$435,298.00												
			\$638,621.00		\$638,621.00												
			- \$550,482.00		- \$435,298.00												
			\$88,139.00		- \$0.00*												
			Remaining		\$-231,975.00												
					Remaining												

* Trial Amounts from other status groups (Approved and Undecided only)

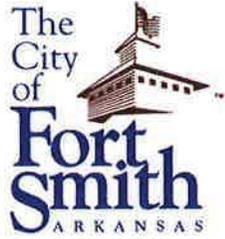
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12

A



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Community Dental Clinic a program of Crawford-Sebastian Community Development Council Inc.
 Beautiful Smile**

Requested Amount

\$ 20,000.00

Organization Information

3428 Armour Street
 P.O. Box 4069
 Fort Smith, AR 72904

Tel: 479-782-6021
 Fax: 479-709-0161

Website: www.cscdcaa.org
 EIN: 71-0388927
 DUNS: 174148247

Executive Director

Mark Whitmer
 Executive Director
 mwhitmer@cscdcaa.org

Program Contact - Name, Email, Telephone

Kim Turner
 kturner@cscdcaa.org
 479-782-6021

Official Amount

\$ 16,149.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG	\$ 20,000.00			
Delta Dental (Dentures Only)			\$ 30,000.00	
United Way (Operations)				\$ 55,000.00
Total				

13

	\$ 20,000.00	\$ 0.00	\$ 30,000.00	\$ 55,000.00
Funding Uses/Expenses				
Funding used for 267@75.00 Fort Smith residents	\$ 20,000.00			
Delta Dental (Dentures Only)			\$ 30,000.00	
United Way (Operations)				\$ 55,000.00
Total	\$ 20,000.00	\$ 0.00	\$ 30,000.00	\$ 55,000.00

A

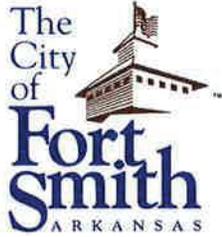
Budget Narrative

An award of 20,000.00 would change the lives of 267 patients that live in the Fort Smith area. During the last 12 month period, 1,163 very low income residents of Crawford and Sebastian counties received dental treatment at the Community Dental Clinic. Of 1,163 patients 761 are residents of Fort Smith.

The clinic provides oral cancer screening, examinations, panoramic x-ray, extractions, cleanings and dentures. The requested amount of \$20,000.00 would provide \$75.00 per appointment for 267 Fort Smith patients, regardless of the dental services needed.

14

B



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Crawford-Sebastian Community Development Council, inc.
 Fort Smith Homebuyer Assistance Program**

Requested Amount

\$ 75,000.00

Organization Information

PO Box4069
 Fort Smith, AR 72914

Tel: 4797852303
 Fax: 4797849029

Website: www.cscdcaa.org
 EIN: 71-0388927
 DUNS: 174148247

Executive Director

Mark Whitmer
 Executive Director
 mwhitmer@cscdcaa.org

Program Contact - Name, Email, Telephone

Karen Phillips
 kphillips@cscdcaa.org
 4797852303

Official Amount

\$ 75,000.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
Down payment assistance		\$ 63,000.00		
counseling fees and inspection fees		\$ 12,000.00		
primary mortgage				\$ 1,500,000.00
counselor salary and fringe paid by CSCDC			\$ 30,000.00	
Total				

15

B

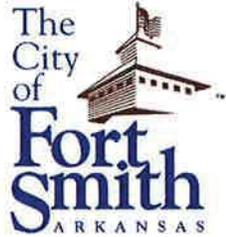
	\$ 0.00	\$	\$	\$
	75,000.00	30,000.00	1,500,000.00	1,500,000.00
Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Acquisition		\$ 0.00		\$ 1,500,000.00
down payment and closing costs	\$ 63,000.00			
inspections and counseling fees	\$ 12,000.00			
counselor salary and fringe			\$ 30,000.00	
Total	\$ 0.00	\$	\$	\$
	75,000.00	30,000.00	1,500,000.00	1,500,000.00

Budget Narrative

Average assistance amount \$4200. Counseling and inspection fees x 15 households= \$12,000.
 Counselors salary and fringe leveraged from other sources.
 Average acquisition costs \$100,000 per household.

16

C



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Crawford-Sebastian Community Development Council, inc.
 Land Acquisition for New Construction Program**

Requested Amount

\$ 55,000.00

Organization Information

PO Box4069
 Fort Smith, AR 72914

Tel: 4797852303
 Fax: 4797849029

Website: www.cscdcca.org
 EIN: 71-0388927
 DUNS: 174148247

Executive Director

Mark Whitmer
 Executive Director
 mwhitmer@cscdcca.org

Program Contact - Name, Email, Telephone

Karen Phillips
 kphillips@cscdcca.org
 4797852303

Official Amount

\$ 54,950.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG Funds	\$ 55,000.00	\$ 0.00		
CSCDC			\$ 6,000.00	
Total	\$ 55,000.00	\$ 0.00	\$ 6,000.00	\$ 0.00

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed

17

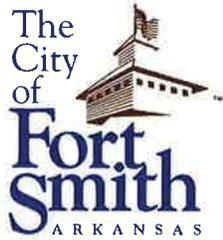
Acquire a minimum of 3 lots	\$ 55,000.00	\$ 0.00		
Salary and fringe of Housing Development Officer/Other staff			\$ 6,000.00	
Total	\$ 55,000.00	\$ 0.00	\$ 6,000.00	\$ 0.00

C

Budget Narrative

CSCDC will find the very best deals in places where affordable housing is needed and where families want to live. We hope to purchase more than 3 lots, but we know we will be able to purchase at least three.

D



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Crawford-Sebastian Community Development Council, inc.
 New Construction and Acquisition/Rehab**

Requested Amount

\$ 202,485.00

Organization Information

PO Box4069
 Fort Smith, AR 72914

Tel: 4797852303
 Fax: 4797849029

Website: www.cscdcca.org
 EIN: 71-0388927
 DUNS: 174148247

Executive Director

Mark Whitmer
 Executive Director
 mwhitmer@cscdcca.org

Program Contact - Name, Email, Telephone

Karen Phillips
 kphillips@cscdcca.org
 4797852303

Official Amount

\$ 202,485.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
Construction of three single family homes		\$ 202,485.00	\$ 0.00	
CSCDC committed (own funds)		\$ 0.00	\$ 40,000.00	
Project proceeds			\$ 83,632.00	\$ 0.00
Total				

19

\$ 0.00 \$ 202,485.00 \$ 123,632.00 \$ 0.00

D

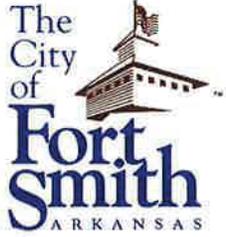
Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Construction of three single family homes		\$ 176,485.00	\$ 83,632.00	
Sales and referral fees- paid from proceeds				
Salary/fringe of Housing Develop. Officer/Other staff			\$ 40,000.00	
developer fees		\$ 26,000.00		
Total	\$ 0.00	\$ 202,485.00	\$ 123,632.00	\$ 0.00

Budget Narrative

Three homes at average of \$80,000 construction costs per house, developer fees \$10%, other fees are paid from proceeds. CSCDC pays its staff from other sources in order to manage the program. CSCDC commits the staff to this program to operate, supervise contractors, and educate buyers.

20

E



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

CrisisIntervention Center, Inc.

Case Management for Victims of Domestic Violence

Requested Amount

\$ 20,000.00

Organization Information

5603 South 14th Street
 Fort Smith, AR 72901

Tel: 479-782-1821
 Fax: 479-782-9035

Website: www.fscic.org
 EIN: 71-0246064
 DUNS: 164587321

Executive Director

Kathleen Cates
 Executive Director
 kathleen@fscic.org

Program Contact - Name, Email, Telephone

Kathleen Cates
 kathleen@fscic.org
 479-782-1821

Official Amount

\$ 12,500.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
Victims of Crime (VOCA)Case Mgt/Child Advocate			\$ 211,029.64	
Case Mgt by Funder	\$ 20,000.00			
	\$ 0.00			
Total			\$ 0.00	

21

E

	\$ 20,000.00	\$ 0.00	\$ 211,029.64	\$ 0.00
Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Victims of Crime (VOCA) Case Mgt/Salary & Benefits			\$ 211,029.64	
Case Mgt by Funder	\$ 20,000.00			
General Funds Case Mgt			\$ 69,312.20	
Total	\$ 20,000.00	\$ 0.00	\$ 280,341.84	\$ 0.00

Budget Narrative

The mission of the Crisis Intervention Center (CIC) is to end domestic violence and sexual assault through services, education, and prevention programs which empower women, children, and families to live free from harm in their lives. The CIC begins its 37th year of providing services in Western Arkansas. The CIC houses a 32-bed Safe Shelter for victims and their children of domestic violence or sexual assault.

The CIC offers a broad spectrum of services to clients who stay in the shelter as well as those who access the services without staying in the safe shelter. The clients in the safe shelter typically are homeless families from moderately low income single parent households.

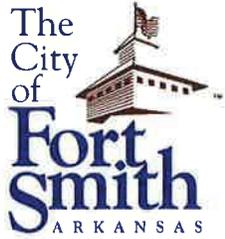
The CIC is the ONLY safe shelter, forensic rape exam site and advocacy services and case management for domestic violence or sexual assault in an 8 county area of western Arkansas and Eastern Oklahoma. Our better Beginnings licensed day care for the clients in the shelter. This allows them to attend counseling, doctors appointments, go to prosecutor's to file legal papers, search for a job or even become employed.

The Child Advocate provides day care for the children of clients. The Director of Children's Services also provides parenting classes and 1-1 parenting sessions with the parents of each of our children. This is critical to the stability of the family because positive relationships and parenting are very fragile in these families.

In 2015 the CIC
These services include

22

F



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Fort Smith Boys & Girls Clubs
 Summer Program Support (Jeffrey & Stephens Units)**

Requested Amount

\$ 6,000.00

Organization Information

4905 North "O" Street
 Fort Smith , AR 72904

Tel: 479-782-7093
 Fax: 479-782-0842

Website: www.fsbgc.org
 EIN: 71-0270690
 DUNS: 127055267

Executive Director

Jerry Glidewell
 Executive Director
 JGlidewell@fsbgc.org

Program Contact - Name, Email, Telephone

Jerry Glidewell
 JGlidewell@FSBGC.org
 479-782-7093

Official Amount

\$ 4,620.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG funding	\$ 6,000.00			
FSBGC Alumni Association 25% match			\$ 1,500.00	
Total	\$ 6,000.00	\$ 0.00	\$ 1,500.00	\$ 0.00

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed

23

F

\$ 25 summer fee x 240 club members	\$ 6,000.00			
\$ 25 summer fee x 60 club members			\$ 1,500.00	
Total	\$ 6,000.00	\$ 0.00	\$ 1,500.00	\$ 0.00

Budget Narrative

Since 1928, the Fort Smith Boys & Girls Club has provided quality services to the youth of our Community. Young people from ages 6-18 are eligible to participate. The Fort Smith Boys & Girls Club is strongly committed to helping low-income youngsters through a variety of programs and services.

The summer program at the Fort Smith Boys & Girls Club serves hundreds of young people and provides "free breakfast and lunch." More than 75% of the summer participants at the Jeffrey and Stephens units are from low income families. These young people qualify for free or reduced meals at the schools. Annual membership to the FSBGC is only \$ 10, and those who cannot afford the fee are given a "scholarship." Participants also pay a \$ 25 summer fee.

This grant will benefit our organization by enabling 300 young people to have their summer activity fee paid (\$ 25 x 300 = \$ 7,500) at the Jeffrey and Stephens locations. In 2015, there were 302 Club members registered for the summer program at Jeffrey and Stephens.

Stephens Boys & Girls Club – 3101 North 6th Street (located near Trusty School).

Jeffrey Boys & Girls Club – 4905 North "O" Street (located near Kimmons Jr. High).

During the summer program, Clubs are open from 9:00 a.m. until 5:00 p.m. Monday through Friday. A variety of programs and activities are offered, including:

Field trips – weekly trips to various destinations: state parks, zoo, museum, water parks, etc.

Art Instruction – weekly instruction through a partnership with RAM (Regional Art Museum)

Free Breakfast & Lunch – continuation of school meal program / provided by a local church

Talent Show – top performers advance to the overall MusicFest held annually at the Club

Guest Speakers – Fire Dept., Police Dept., Skin Cancer awareness, Bullying, etc.

Music Instruction – group piano and guitar through the TJ music program

Club Gardens – members get involved growing vegetables during spring and summer

Poetry Contest – annual contest sponsored by Marilyn Foster

Baseball – ages 6 – 18, including T-Ball, Pee Wee, Rookie, Ripken, Prep, Babe Ruth, Am, Legion

Girl's Intramural Softball – 4th grade thru 6th grade / games on Thursday mornings

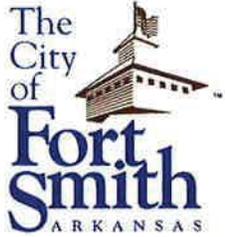
College Scholarship Program – for Club members needing financial support

Junior Staff / WAEDA Employment – teen workers during the Summer program

With a projected cost of \$ 7,500 for this program, which includes a 25% match from the Boys & Girls Club Alumni Association, needy youth will be able to participate at the Club this summer. Many families of the children involved struggle to afford day-care.

24

G



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Fort Smith Children's Emergency Shelter
 Children's Emergency Shelter, Independent Living (Fence)**

Requested Amount

\$ 61,193.00

Organization Information

3015 South 14th Street
 Fort Smith 72901

Tel: 4797830018
 Fax: 4797831873

Website: www.childrensemergencyshelter.org
 EIN: 71-0779347
 DUNS: 963759894

Executive Director

Jack Moffett
 Executive Director
 jack@fsces.org

Program Contact - Name, Email, Telephone

Jack Moffett
 jack@fsces.org
 4797830018

Official Amount

\$ 61,193.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDGB Funding	\$ 61,193.00			
Internal Funding			\$ 6,800.00	
Total	\$ 61,193.00	\$ 0.00	\$ 6,800.00	\$ 0.00

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
------------------------------	------	------	-----------	---------------

25

Rod Iron Fence	\$ 61,193.00		\$ 6,800.00	
Total	\$ 61,193.00	\$ 0.00	\$ 6,800.00	\$ 0.00



Budget Narrative

The Fort Smith Children's Emergency Shelter serves children who have been removed from the custody of their guardian by child welfare authorities. The shelter has been licensed and contracted with the Department of Human Services (DHS) since 1997. The funding received from DHS, which is approximately two-thirds of the shelter's funding needs, is comprised of both state and federal funds. The federal portion of this funding comes from Title IV-E, CFDA #93.658.

Since its inception in 1997, the Children's Emergency Shelter has received CDGB funding. The funding from previous years has been project-based and not required monitoring. The shelter maintains a good relationship with the City of Fort Smith Planning Department to stay mutually apprised of progress and reporting needs.

In the summer of 2015, the Children's Emergency Shelter Foundation purchased a 24-unit apartment complex adjacent to the current CES property. With this purchase, the CES was able to move forward with expanding its mission and implementing an Independent Living Program for "aged out" foster youth. Currently there is no apartment based Independent Living facility in Arkansas for foster youth to not only live independently among their peers but that also provides services to the youth that teaches life skills. The Children's Emergency Shelter will be the first and therefore the model program for the state of Arkansas. The purpose of the Independent Living Program is to provide safe and stable housing options, with an emphasis on teaching self sufficiency, for foster youth ages 18 and older who have "aged out" of foster care and are transitioning from adolescents to adulthood. While living in the apartment, the youth be expected to pay their rent and utilities, go to school or obtain employment (or combination of both), and will be required to attend life skills training classes. All of which will be defined in the participants "Self-sufficiency Plan."

Approximately 5% of Arkansas's foster care population "age out" each quarter. When a foster youth turns 18 he or she is considered to have "aged out" of foster care. If he/she chooses, a foster youth can stay in DHS care until 21 years of age under the Chafee Foster Care Independent Agreement, but 80% of foster youth choose to "opt out of care" at the age of 18. Over 70% of these adolescents become homeless, hungry, and ultimately incarcerated...costing the State approximately \$300,000 per youth throughout the course of a foster youth's life once they "age out" and become homeless. Sebastian County serves the highest percentage of foster youth per capita in the State of AR. The Children's Emergency Shelter Independent Living Program will serve both the foster youth who choose to "stay in care" at the age of 18, and the youth who "opt out of care" and no longer are wards of the state. The Independent Living Program will serve the entire state of AR.

The CES Independent Living Program is designed to specifically service the youth that choose to both "stay in care," and "opt out of care." In becoming a candidate for the program, there will be an application process for the youth to go through to determine if they fit the criteria for the program. The target population will be young adults who demonstrate a vision and desire to be successful and "break the cycle" of the family dysfunction they experienced in their youth. Once they are admitted into the program, each participant will be given a fully furnished apartment complex. Twenty-three of the one bedroom apartments will be for the participants, the 24th unit will be a program office and lab for the Lifeskills Training classes.

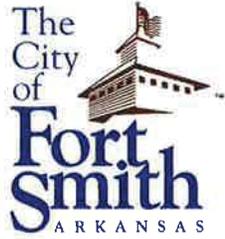
The ultimate goal of the Independent Living Program will be to provide youth, who would statistically become homeless, a place to live independently among their peers, while receiving the support needed to successfully transition into a contributing member of society. The lifeskills program would teach the youth skills such as how to cook, clean, shop efficiently, go to the doctor (not the Emergency Room), obtain a driver's license, learn to drive, prepare for a job interview, and many others. By providing the youth a stable place to live as they transition into an independent lifestyle, along with a supportive life-skills training model, the Children's Emergency Shelter will create long term housing solutions and supportive services to youth as they transition into adulthood.

The requested funding of \$61,193 is for a rod iron fence that will encircle the entire 24-unit apartment complex. It will include a security gate key code pad to ensure only residents and staff are able to enter the property. The fence is essential to the privacy and security of the entire complex and the residents.

The CES appreciates the support the Community Development Block Grant has given in the past. We hope you find the CES Independent Living Program and its needs worthy of your benevolence.

26

H



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Fort Smith Children's Emergency Shelter
 Children's Emergency Shelter, Independent Living (roof)**

Requested Amount

\$ 23,670.00

Organization Information

3015 South 14th Street
 Fort Smith 72901

Tel: 4797830018
 Fax: 4797831873

Website: www.childrensemergencyshelter.org
 EIN: 71-0779347
 DUNS: 963759894

Executive Director

Jack Moffett
 Executive Director
 jack@fscs.org

Program Contact - Name, Email, Telephone

Jack Moffett
 jack@fscs.org
 4797830018

Official Amount

\$ 23,670.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG	\$ 23,670.00			
Internal reserve funds			\$ 2,630.00	
Total	\$ 23,670.00	\$ 0.00	\$ 2,630.00	\$ 0.00

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed

27

New Roof	\$ 23,670.00		\$ 2,630.00	
Total	\$ 23,670.00	\$ 0.00	\$ 2,630.00	\$ 0.00



Budget Narrative

The Fort Smith Children's Emergency Shelter serves children who have been removed from the custody of their guardian by child welfare authorities. The shelter has been licensed and contracted with the Department of Human Services (DHS) since 1997. The funding received from DHS, which is approximately two-thirds of the shelter's funding needs, is comprised of both state and federal funds. The federal portion of this funding comes from Title IV-E, CFDA #93.658.

Since its inception in 1997, the Children's Emergency Shelter has received CDGB funding. The funding from previous years has been project-based and not required monitoring. The shelter maintains a good relationship with the City of Fort Smith Planning Department to stay mutually apprised of progress and reporting needs.

In the summer of 2015, the Children's Emergency Shelter Foundation purchased a 24-unit apartment complex adjacent to the current CES property. With this purchase, the CES was able to move forward with expanding its mission and implementing an Independent Living Program for "aged out" foster youth. Currently there is no apartment based Independent Living facility in Arkansas for foster youth to not only live independently among their peers but that also provides services to the youth that teaches life skills. The Children's Emergency Shelter will be the first and therefore the model program for the state of Arkansas. The purpose of the Independent Living Program is to provide safe and stable housing options, with an emphasis on teaching self sufficiency, for foster youth ages 18 and older who have "aged out" of foster care and are transitioning from adolescents to adulthood. While living in the apartment, the youth be expected to pay their rent and utilities, go to school or obtain employment (or combination of both), and will be required to attend life skills training classes. All of which will be defined in the participants "Self-sufficiency Plan."

Approximately 5% of Arkansas's foster care population "age out" each quarter. When a foster youth turns 18 he or she is considered to have "aged out" of foster care. If he/she chooses, a foster youth can stay in DHS care until 21 years of age under the Chafee Foster Care Independent Agreement, but 80% of foster youth choose to "opt out of care" at the age of 18. Over 70% of these adolescents become homeless, hungry, and ultimately incarcerated...costing the State approximately \$300,000 per youth throughout the course of a foster youth's life once they "age out" and become homeless. Sebastian County serves the highest percentage of foster youth per capita in the State of AR. The Children's Emergency Shelter Independent Living Program will serve both the foster youth who choose to "stay in care" at the age of 18, and the youth who "opt out of care" and no longer are wards of the state. The Independent Living Program will serve the entire state of AR.

The CES Independent Living Program is designed to specifically service the youth that choose to both "stay in care," and "opt out of care." In becoming a candidate for the program, there will be an application process for the youth to go through to determine if they fit the criteria for the program. The target population will be young adults who demonstrate a vision and desire to be successful and "break the cycle" of the family dysfunction they experienced in their youth. Once they are admitted into the program, each participant will be given a fully furnished apartment complex. Twenty-three of the one bedroom apartments will be for the participants, the 24th unit will be a program office and lab for the Lifeskills Training classes.

The ultimate goal of the Independent Living Program will be to provide youth, who would statistically become homeless, a place to live independently among their peers, while receiving the support needed to successfully transition into a contributing member of society. The lifeskills program would teach the youth skills such as how to cook, clean, shop efficiently, go to the doctor (not the Emergency Room), obtain a driver's license, learn to drive, prepare for a job interview, and many others. By providing the youth a stable place to live as they transition into an independent lifestyle, along with a supportive life-skills training model, the Children's Emergency Shelter will create long term housing solutions and supportive services to youth as they transition into adulthood.

The requested funding of \$23,670 from the CDGB in 2016 is to the replace the roof on the Independent Living Apartment Complex. The CES is currently in the process of renovating the 24 unit apartment complex. The existing roof is showing signs of potential leaks, and we would like to replace it with a new roof to prevent any further damage to the units. Providing a safe home to "aged out" foster youth is part of the mission of the Independent Living Program. A functioning roof is an important need for the mission of the program and security of its participants.

The CES appreciates the support the Community Development Block Grant has given in the past. We hope you find the CES Independent Living Program and its needs worthy of your benevolence.

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ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

Fountain of Youth Adult Day Care Center
Fountain of Youth Adult Day Care Center

Requested Amount

\$ 13,000.00

Organization Information

2801 McKinley Avenue
 Fort Smith, AR 72908

Tel: 4794847782
 Fax: 4794847951

Website: www.foyadc.org
 EIN: 71-0693658
 DUNS:

Executive Director

Trish Jennings
 Executive Director
 executivedirector@foyadc.org

Program Contact - Name, Email, Telephone

Trish Jennings
 executivedirector@foyadc.org
 4794847782

Official Amount

\$ 7,500.00

Budget

Funding Sources/Revenues	CDBGHOME Committed	Not Committed
CDBG	\$ 13,000.00	\$ 0.00
CDBG Match 10%		\$ 1,300.00
Area Agency On Aging respite grant, Fort Smith residents only		\$ 7,500.00
Total		

29

	\$	\$	\$	\$ 7,500.00
13,000.00	0.00	1,300.00		



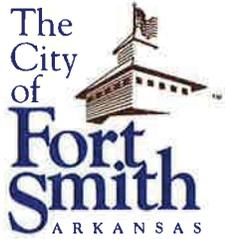
Funding Uses/Expenses

Adult Day Care fees for clients
 Transportation fees for clients
Total

	CDBGHOME Committed		Not Committed
\$ 10,000.00			
\$ 3,000.00			
	\$	\$	\$ 0.00
13,000.00	0.00		\$ 0.00

30

J



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Girls Incorporated of Fort Smith
 Low to Moderate Income Assistance for Program
 Participation at Girls Inc.**

Requested Amount

\$ 9,500.00

Organization Information

PO Box 1253
 1415 Old Greenwood Road
 Fort Smith, AR 72903

Tel: 479-782-0375
 Fax: 479-782-1726

Website: www.girlsincfortsmith.org
 EIN: 71-0236893
 DUNS: 96-476-151

Executive Director

Amanda Daniels
 Executive Director
 adaniels@girlsincfortsmith.org

Program Contact - Name, Email, Telephone

Amanda Daniels
 adaniels@girlsincfortsmith.org
 479-782-0375

Official Amount

\$ 7,350.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG Funds	\$ 9,500.00			\$ 0.00
Noon Exchange Camp Sponsorship			\$ 9,500.00	\$ 0.00
United Way Funds				\$ 120,000.00

31

J

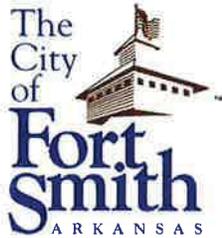
Sports Programming Grant			\$ 10,000.00	\$ 0.00
	\$ 0.00			\$ 0.00
Total	\$ 9,500.00	\$ 0.00	\$ 19,500.00	\$ 120,000.00
Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Summer Fee Scholarships	\$ 5,250.00			\$ 0.00
General Membership Scholarships	\$ 750.00		\$ 0.00	
After School Transportation Scholarships	\$ 3,000.00			\$ 0.00
Camp Scholarships	\$ 500.00			\$ 0.00
	\$ 0.00			
	\$ 0.00			
	\$ 0.00			
	\$ 0.00			
Total	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00

Budget Narrative

We are requesting \$9500 in funding to 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. Due to increases in minimum wage, loss of other City Funding, we are increasing a few of our program fees including summer. This funding will be that much more important to our low income clients with a larger fee being charged. Our funding from other sources doesn't help provide scholarships to the clients unless the Noon Exchange Sponsorship is larger than the costs we incur, which hasn't ever been the case. Our United Way funds go directly into our program expenses such as staff wages, supplies, overhead, etc. The sports program grant will go directly towards helping our volleyball program and other sports related programs. The monies are not to be utilized for scholarships. Our programs continue to grow, serving more girls in Fort Smith, which causes an even bigger need to offer scholarships to low income families who need a safe place for their girls to come after-school and during the summer.

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K



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Good Samaritan Clinic
 Primary and Diabetes Care Program**

Requested Amount

\$ 20,000.00

Organization Information

615 North B Street
 Fort Smith, AR 72901

Tel: 479-783-0233
 Fax: 479-494-7248

Website: goodsamaritanfs.com
 EIN: 71-0863639
 DUNS: 135958861

Executive Director

Evan Breedlove
 Executive Director
 evan@goodsamaritanclinic.net

Program Contact - Name, Email, Telephone

Evan Breedlove
 evan@goodsamaritanclinic.net
 479-783-0233

Official Amount

\$ 15,117.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
Arkansas Department of Health			\$ 57,375.00	
Kerr Foundation			\$ 5,000.00	
Walter O. Caldwell			\$ 13,000.00	
Tyson Foods			\$ 32,000.00	
			\$ 0.00	
Laboratory Testing	\$ 10,000.00		\$ 0.00	

33

K

Medical Supplies	\$ 7,600.00			
Prescribed Pharmaceuticals	\$ 2,400.00			
Total	\$ 20,000.00	\$ 0.00	\$ 107,375.00	\$ 0.00

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Laboratory Testing	\$ 10,000.00		\$ 32,000.00	
Medical Supplies	\$ 7,600.00		\$ 30,000.00	
Prescribed Pharmaceuticals	\$ 2,400.00		\$ 15,000.00	
Total	\$ 20,000.00	\$ 0.00	\$ 77,000.00	\$ 0.00

Budget Narrative

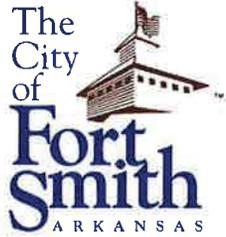
The Good Samaritan Clinic is requesting funds to provide complete and comprehensive medical services to the under-served group of non-working and working poor in the Fort Smith Community. Over 90% of the patients who come into the Clinic have incomes below the poverty level. The Good Samaritan Clinic 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 their 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 approximately 6,000 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 2015, these items alone averaged almost \$6,600 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 and underinsured 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.

34

L



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Gregory Kistler Treatment Center, Inc.
 Kistler Charitable Care**

Requested Amount

\$ 20,000.00

Organization Information

3304 South M Street
 Fort Smith, AR 72903

Tel: 479-785-4677
 Fax: 479-785-4673

Website: kistlercenter.org
 EIN: 71-0510005
 DUNS:

Executive Director

Jennifer Kistler
 Executive Director
 jkistler@kistlercenter.org

Program Contact - Name, Email, Telephone

Amanda Pai
 apai@kistlercenter.org
 479-785-4677

Official Amount

\$ 9,825.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG	\$ 20,000.00		\$ 0.00	
Match			\$ 2,000.00	
Total	\$ 20,000.00	\$ 0.00	\$ 2,000.00	\$ 0.00

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed

35

Therapy Services	\$ 18,000.00		\$ 2,000.00	
Material/Supplies Services	\$ 2,000.00		\$ 0.00	
	\$ 0.00		\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Total	\$ 20,000.00	\$ 0.00	\$ 2,000.00	\$ 0.00



Budget Narrative

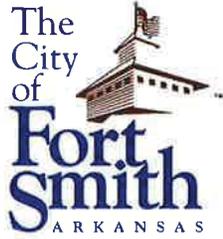
An average a therapy session is 45 minutes in duration which is reimbursed by Arkansas Medicaid at \$65.28 per session. This is the same amount assumed when providing charity and discounts. The request of \$18,000 (\$6,000 for each discipline) will provide 275 full therapy sessions. Depending on a child's diagnosis they may require 10 sessions or 100 sessions a year. Because of this the funds could be used on over 200 or 3 children depending on their diagnosis.

Professional therapy services cannot be provided by unlicensed individuals or volunteers. Thirteen of 23 staff members are professional, licenses therapists. In order to recruit and maintain qualified occupational therapists, physical therapists, and speech-language pathologists, the Kistler Center must be competitive within the healthcare market.

Funding from Medicaid and school contracts are fee-for-service based and rely on the amount of service provided. Charitable care is an expense on top of those services. Charitable care is tracked in two categories: charity and discounts. Charity occurs when treatment is provided and there is no coverage and discount is the balance of the account when there is limited coverage. Charitable care is recorded as each transaction occurs. We get requests frequently from families that need charitable care. We will not know the specific details of the family that will need services in 6 month. Because of this we have used our average client base to make assumptions of future clients.

36

M



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
Program Year 2016 Community Development Funding - CDBG & HOME

Harbor House, Inc.
Gateway Recovery Center

Requested Amount

\$ 18,500.00

Organization Information

615 North 19th Street
 3900 Armour
 Fort Smith, AR 72901

Tel: (479)785-4083
 Fax: (479)783-1914

Website: www.recoveryhhi.org
 EIN: 71-0391252
 DUNS: 071255582

Executive Director

Jimmie Wooding
 CEO/Executive Director
 jwooding@recoveryhhi.org

Program Contact - Name, Email, Telephone

Cindy Stokes
 cstokes@recoveryhhi.org
 (479)785-4083

Official Amount

\$ 9,472.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
City of Fort Smith	\$ 18,500.00			
Harbor House, Inc.			\$ 5,550.00	
Total	\$ 18,500.00	\$ 0.00	\$ 5,550.00	\$ 0.00

37



Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Commercial grade twin bed frames with storage	\$ 15,000.00			
Commercial grade twin bunkbed frames with storage	\$ 3,500.00			
Commerical grade twin bed frames with storage			\$ 4,000.00	
Commerical grade bunkbed frames with storage			\$ 1,550.00	
Total	\$ 18,500.00	\$ 0.00	\$ 5,550.00	\$ 0.00

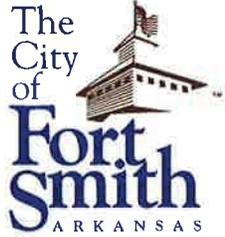
Budget Narrative

Harbor House, Inc./Gateway Recovery Center is asking for \$18,500.00 in CDBG funds to purchase new bed frames with storage. Fifty twin size beds and 6 sets of bunk beds. With shipping and handling the total cost will be \$24,000.00. HHI will cover the costs of bedding, assembly and installation. The CDBG requested amount is \$18,500.00 and the Harbor House, Inc. committed amount is \$5,500.00 (30%) for a total of \$24,000.00.

The beds will assist with homeless housing for residential and transitional living clients. Between detox, residential, SWS women and children and transitional living clients we can house 63 clients at full capacity.

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N



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Harbor House, Inc.
 Specialized Women's Services Program**

Requested Amount

\$ 18,000.00

Organization Information

615 North 19th Street
 3900 Armour
 Fort Smith, AR 72901

Tel: (479)785-4083
 Fax: (479)783-1914

Website: www.recoveryhhi.org
 EIN: 71-0391252
 DUNS: 071255582

Executive Director

Jimmie Wooding
 CEO/Executive Director
 jwooding@recoveryhhi.org

Program Contact - Name, Email, Telephone

Cindy Stokes
 cstokes@recoveryhhi.org
 (479)785-4083

Official Amount

\$ 18,000.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
City of Fort Smith	\$ 18,000.00			
Harbor House, Inc.			\$ 6,000.00	
Total	\$ 18,000.00	\$ 0.00	\$ 6,000.00	\$ 0.00

39

Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
Electric Security Gate with Keyboard and camera	\$ 18,000.00			
Camera system installation and IT set up			\$ 6,000.00	
Total	\$ 18,000.00	\$ 0.00	\$ 6,000.00	\$ 0.00

N

Budget Narrative

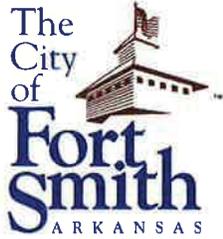
At any given time Gateway Recovery Center can house up to 51 residential, Specialized Women's Services (SWS), and Transitional Living clients on-site. In addition, up to 12 children can live at GRC with their mothers. Due to the nature of our clients diagnosis's when they come into treatment (addiction, depression, anxiety, PTSD, etc.) there are residual affects in the form of angry boyfriends, ex-husbands, and drug dealers who attempt to come on property and instigate harmful situations.

Our staff is trained to deal with these events, but the lack of an electric security gate makes it extremely difficult to keep unwanted visitors from the back area of the facility. This is an area in which clients and children congregate, since they are not allowed in the front area for safety and confidentiality purposes. Staff have been threatened on many occasions when they confront unwanted visitors, before police are able to get to the facility.

The item requested, an electric security gate with keypad, camera, intercom and all necessary equipment, is needed for the safety and security of our clients and their children. The financial breakdown is \$18,000.00 applied for from CDBG and \$6,000.00 committed by HHI. The estimated total cost of the project is \$24,000.00

40

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ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

Next Step Day Room Inc
 Individualized case management for our homeless clients as they seek solutions to homelessness and guidance towards self-sufficiency

Requested Amount

\$ 20,000.00

Organization Information

PO Box 3814
 Fort Smith 72913-3814

Tel: 479-782-5433
 Fax: 479-242-5432

Website: <http://thenextstepfs.org>
 EIN: 71-0755680
 DUNS: 807060751

Executive Director

Kim Wohlford
 Executive Director
kim@thenextstepfs.org

Program Contact - Name, Email, Telephone

Kim Wohlford
Kim@thenextstepfs.org
 479-782-5433

Official Amount

\$ 16,149.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
ESG grant			\$ 0.00	\$ 16,199.00

41



CDBG grant	\$ 20,000.00		\$ 0.00	
United Way Grant			\$ 60,000.00	
NSDR >10% match for CDBG			\$ 5,000.00	
			\$ 0.00	
			\$ 0.00	
Total	\$ 20,000.00	\$ 0.00	\$ 81,199.00	\$ 0.00

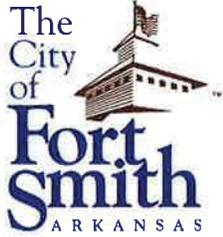
Funding Uses/Expenses	CDBG	HOME	Committed	Not Committed
CASE MANAGEMENT	\$ 20,000.00		\$ 81,199.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
	\$ 0.00		\$ 0.00	
Total	\$ 20,000.00	\$ 0.00	\$ 81,199.00	\$ 0.00

Budget Narrative

Next Step anticipates spending \$202,599 in operating costs relating to its Case Management function. The CDBG grant monies will be used for case management by our professionally qualified case management team as they guide clients towards self-sufficiency. The services we provide for our clients include individualized case work, obtaining ID's and birth certificates, working on anger management skills, budgeting skills, securing safe shelter or housing and addressing pressing medical and psychological issues to just name a few. The CDBG funds along with our United Way and ESG grants and Next Step's private funding commitment will help us meet our mission of seeking solutions to homelessness in the city of Fort Smith.

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P



ATTACHMENT 5

Powered by ZoomGrants™

City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Western Arkansas Counseling & Guidance Center, INC., dba WestArk RSVP
 RSVP Community Outreach Medicare Assistance**

Requested Amount

\$ 10,000.00

Organization Information

401 North 13th Street
 Fort Smith, AR 72901

Tel: 4797834155
 Fax: 4797822269

Website: www.westarkrsvp.org
 EIN: 23-7015826
 DUNS: 071260202

Executive Director

Susan Reehl
 RSVP Program Director
 susie.reehl@westarkrsvp.org

Program Contact - Name, Email, Telephone

Susan Reehl
 susie.reehl@westarkrsvp.org
 4797834155

Official Amount

\$ 9,000.00

Budget

Funding Sources/Revenues	CDBG	HOME	Committed	Not Committed
CDBG	\$ 10,000.00		\$ 0.00	
Arkansas Insurance Department. Senior Health Insurance Information Program (SHIIP) or RSVP grant.			\$ 10,000.00	
Total				

43

P

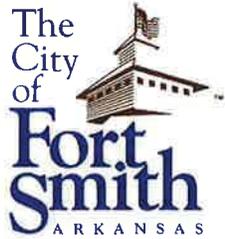
	CDBG	HOME	Committed	Not Committed
	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00
Funding Uses/Expenses				
Medicare assistance for 200 clients @ \$50 each	\$ 10,000.00			
Medicare assistance for 200 clients @ \$50 each			\$ 10,000.00	
	\$ 0.00			
	\$ 0.00			
	\$ 0.00			
	\$ 0.00			
Total	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00

Budget Narrative

WestArk RSVP volunteer advocates receive annual training on multiple occasions to allow them to stay current with changes to Medicare. This includes training offered by the Centers of Medicare/Medicaid Services annually in Little Rock. All Medicare assistance requires on-line access and the use of computers, printers, and large monitors. Community outreach expenses aid us in reaching those who need our services.

44

Q



ATTACHMENT 5

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City of Fort Smith
 Community Development Department
 Program Year 2016 Community Development Funding - CDBG & HOME

**Western Arkansas Counseling & Guidance Center, Inc., dba WestArk RSVP
 RSVP Community Outreach Tax Assistance**

Requested Amount

\$ 10,000.00

Organization Information

401 North 13th Street
 Fort Smith, AR 72901

Tel: 4797834155
 Fax: 4797822269

Website: www.westarkrsvp.org
 EIN: 23-7015826
 DUNS: 071260202

Executive Director

Susan Reehl
 RSVP Program Director
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Program Contact - Name, Email, Telephone

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 4797834155

Official Amount

\$ 7,502.00

Budget

Funding Sources/Revenues	CDBG HOME	Committed	Not Committed
CDBG	\$ 10,000.00		
Tax Counseling for the Elderly Grant or RSVP Grant		\$ 1,000.00	
Total			

45

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	CDBG	HOME	Committed	Not Committed
	\$ 10,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00
Funding Uses/Expenses				
Free Tax Preparation and Electronic Filing for Federal and State Income Tax Returns for 200 clients @ \$50 each	\$ 10,000.00			
Free Tax Preparation and Electronic Filing for Federal and State Income Tax Returns for 200 clients @ \$50 each			\$ 10,000.00	
	\$ 0.00			
	\$ 0.00			
	\$ 0.00			
	\$ 0.00			
Total	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00

Budget Narrative

WestArk RSVP tax volunteer advocates receive annual training on multiple occasions to allow them to stay current with changes to the tax code. All tax preparers are required to test and become certified by the IRS prior to volunteering their services. All tax assistance requires on-line access and the use of computers, printers, and large monitors. Community outreach expenses aid us in reaching those who need our services.

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CITY OF FORT SMITH

ARKANSAS

ANALYSIS OF IMPEDIMENTS

TO FAIR HOUSING CHOICE

February 2016



Contact:
City of Fort Smith, Arkansas
Community Development Department

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Fort Smith, AR 72901

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CITY OF FORT SMITH, ARKANSAS
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Prepared for:

City of Fort Smith, Arkansas
Community Development Office
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February 2016

Executive Summary

Introduction

In 1995 the U.S. Department of Housing and Urban Development (HUD) announced that entitlement communities - communities receiving direct federal funding from Community Development Block Grant, HOME Investment Partnership and Emergency Solutions Grant programs – must conduct a study of existing barriers to housing choice. This required study is referred to as the "Analysis of Impediments" (AI) and is part of entitlement communities' consolidated planning process. In 2014 HUD published draft regulations of the "Assessment of Fair Housing" (AFH) with proposed changes to the 1995 AI requirements. These new regulations are effective for AFH November 2016.

The purpose of the AI is to examine whether or not state and local laws, private, public and non-profit sector regulations, administrative policies, procedures, and practices are impacting the location, availability, and accessibility of housing in a given area. The AI is not a Fair Housing Plan rather it is an analysis of the current state of fair housing choice including barriers and impediments in City of Fort Smith, Arkansas. The AI identifies specific barriers that need to be addressed if future fair housing initiatives are to be successful.

Each jurisdiction receiving federal funds must certify that it is affirmatively furthering fair housing choice. The certification specifically requires jurisdictions to do the following:

- Conduct an analysis of impediments to fair housing choice within the local jurisdiction.
- Take appropriate actions to overcome the effects of any impediments identified through that analysis.
- Maintain records reflecting the analysis and actions in this regard.

Evaluating fair housing is a complex process involving diverse and wide-ranging considerations. The role of economics, housing markets, and personal choice are important to consider when examining fair housing. Any disproportionate impacts on persons of a particular race, ethnicity, or members of the protected classes under fair housing law have been comparatively analyzed to determine to what extent those disparities are limiting fair housing choice. A major impediment is that the limited amount of entitlement funding received makes it difficult for the City to have measurable impact on removing or lessening the impact of some fair housing impediments. City and other non-federal entitlement resources and private sector support will be necessary in order to address some of the impediments. Despite limited funds, the City's efforts will continue to improve and maintain stability, and strengthen its' older housing stock with focus in CDBG eligible areas.

The AI methodology included community engagement interviews and focus group sessions; the construction of a community profile, fair housing index, analysis of the Home Mortgage Disclosure Act (HMDA) data; and a fair housing law and public policy analysis including national landmark court litigation, local legislation, development policies and regulations, fair housing complaints and a review of entitlement grant programs. Remedial actions detailed in this report represent recommendations by the consultant to the City for addressing impediments based on experience and best practices used in other jurisdictions. The City is not obligated to implement the consultant's recommendations and may choose other options to address the impediments based on their evaluation. Some remedial actions are conceptual frameworks for addressing the impediments and will require further research, feasibility and cost analysis, and final program design by the City if they choose to implement them. The following narrative provides a summary of each section of the report.

Community Profiles

Demographics - The demographic analysis of Fort Smith concentrates on the composition of the population and changes that occurred between 2000 and 2010 according to the 2010 Census and the American Community Survey (ACS) five year average for 2009 - 2013. Comparative analysis of the demographic factors and any disparities for persons of a particular race, ethnicity, or members of the protected classes has been incorporated in developing the Community Profile, Fair Housing Index and HMDA Analysis.

Fort Smith's Population continues to increase. According to the 2009 - 2013 ACS estimates, the total population of Fort Smith was 86,924. The total population of the city increased 6,656 or 8.3 percent between 2000 and 2013. Fort Smith experienced a significant increase in the Hispanic population, increasing 105.6 percent between 2000 and 2013. The percentage of Hispanic population when compared to the total population increased from 8.8 percent in 2000 to 16.7 percent in 2013. The White population increased by 10.4 percent, and their percentage of the total population increased from 77.0 percent to 78.5 percent. African-Americans made up 8.1 percent of the population in 2013, a 1.5 percent increase over the 13 year period. The Asian and Pacific Islander population increased by 32.2 percent while the American Indian and Eskimo populations decreased by 35.8 percent, and constituted 5.7 and 1.0 percent respectively, of the total population of the city in 2013.

Households - The percentage of female-headed households with children in Fort Smith, as determined by the ACS 2009 – 2013, 5 year average, was disproportionately higher among African-Americans at 18.3 percent and Hispanics at 14.2%. Comparatively, female-headed households with children among Whites were 7.5 percent. When considering all family types with children present, 25.1 percent of all Whites, 33.0 percent of all African-Americans, and 61.8 percent of all Hispanics, in the city were in either a Married-couple family type with children category, Male householder family type with children category, or Female-Headed family type with children.

Employment data reports opportunities in the employment sectors, unemployment rates, and educational attainment and educational levels of the employees. These factors impact wage earnings, and income, as well as, housing affordability and the location choice of residents. Table 1.5, of the Community Profile, provides an overview of occupation data, which indicate that there has been some shift in the distribution of occupations between 2000 and 2013. Educational and Health Services had the largest increase during the period, up 3.4 percentage points to 22.6 percent. Retail Trade sector had an increase, up 1.9 percentage points to 13.2 percent. Arts, entertainment, recreation services realized an increase of 1.7 percentage points to 8.9 percent of the workforce. Manufacturing sector realized the largest reduction of 6.2 percentage points to 20.2 percent of the workforce.

The **Unemployment** data presented in Table 1.6 of the Community Profile provides a portrait of the distribution of the unemployed. A closer look at the distribution of unemployment by Race and Ethnicity indicates that unemployment was higher among African-Americans and Hispanics compared to other racial and ethnic groups. Between 2009 and 2013, 6.1 percent of White persons (age 16 and over) reported being unemployed. African-American persons in the same age group reported a 14.1 percent unemployment rate, and Hispanics reported a 5.3 percent rate. As a comparison, the citywide unemployment rate was 6.7 percent.

Major Employers - According to the Fort Smith Regional Chamber of Commerce, the major employers in the area in 2014 included Sparks Health System Healthcare with 2,336 employees, Mercy Fort Smith Healthcare with 2,200 workers, OK. Industries Food Processing-Chicken with 2,033 employees, and ^{Baldor}Electric Motors & Generators with 2,000 workers. Fort Smith Public Schools Education has 1,918 employees, Arc Best Corporation Trucking & Logistics employs 1,388 workers, and University of Arkansas has 1,000 employees.

The **Income** data shows the distribution of income across income classes among Whites, Hispanics, and African-Americans disparately impacting African American,

Hispanic and low-income households. The cost of housing compared to the incomes of households reveals that incomes are not keeping pace with the market cost of housing. The median housing value in the city was \$112,700 and the median contract rent was \$477 between 2009 and 2013. The average income required to qualify for a mortgage based on the median home value of \$112,700 for the City is approximately \$30,000 to \$45,000 in household income and the average income to qualify for a contract rent of \$477 is \$25,000 to \$30,000. According to the 2009 - 2013 ACS estimates (5-Year average), approximately 49.7 percent of African Americans, 42.6 percent of Hispanics, and 30.0 percent of Whites earned annual household incomes of less than \$25,000, making housing affordability a concern for large segments of the City's population regardless of race and ethnicity.

Overall, the income distribution data show modal and median incomes above \$25,000 for Whites and citywide but below \$25,000 for African Americans and Hispanics, revealing disparities in the income distribution among minority populations compared to the other racial and ethnic groups in the City. According to the 2009 - 2013 ACS estimates (5-year average), the median household income was reported to be \$41,876 for White households, \$25,068 for African-American households, and \$27,500 for Hispanic households, compared to \$36,618 for the overall city. The modal income class (the income classes with the highest number of households) for Whites was \$50,000 to \$74,999 with 17.5 percent of Whites in this category. The modal income class for African-Americans and Hispanics was \$15,000 to \$24,999, with 17.8 percent of African-Americans and 21.1 percent of Hispanics in this category.

Poverty data reveals disparate impacts on minority populations. The incidence of poverty among African-Americans was 40.3 percent of the total population between 2009 and 2013, and 45.9 percent among Hispanics, compared to 17.7 percent among White households and 27.0 percent citywide during the period.

Public Transportation and Mobility - Fort Smith Transit provides transportation within the city limits of Fort Smith. Transit services in the city include fixed route and curb-to-curb transportation services as well as a limited charter service by advance request.

The fixed route service consists of six core routes and a network of buses that travel the major avenues and residential areas within the city. Buses are equipped with lifts for mobility devices and most routes traverse toward the downtown area once per hour to accommodate transfers. The basic fare is currently \$1.25 for adults and the fares are \$0.50 for elderly and disabled persons, making public transportation affordable.

Housing for City of Fort Smith was analyzed based on data provided in the 2010 U.S. Census and 2009 - 2013 ACS estimates (5-year average). The total number of housing units in the city was 38,500 including 4,145 vacant units. There were 35,400 housing units in Fort Smith in 2000. The total number of housing units in the city increased 8.8 percent between 2000 and 2013. The total number of housing units in the city was 38,500, of which, 48.3 percent were owner-occupied, 41.0 percent were renter-occupied, and the remaining 10.8 percent were vacant.

Paying more than 30 percent of household income for housing expenses is considered "Cost Burdened" and paying more than 50 percent is considered "Severely Cost Burdened". Citywide, 44.0 percent of renter households paid more than 30 percent of their household income towards rent. The cost burdened percentages increase the lower the income range. Approximately 68.9 percent of renters earning less than \$10,000 were 30% percent cost burdened, 79.2 percent of renters earning \$10,000 - \$19,999 were 30% percent cost burdened, and 43.2 percent of renters earning between \$20,000 to \$34,999 were 30% percent cost burdened. The income data shows 21.6 percent of owner households citywide were 30 percent or more cost burden and 7.6 percent of the owner households were 50 percent or more cost burdened.

Fair Housing Law, Court Case, Policies, Regulatory, Entitlement Programs and Complaint Analysis

The analysis of the City of Fort Smith Fair Housing Ordinance reveals that local fair housing regulations are not deemed substantially equivalent to that of the Federal Fair Housing Act. The primary distinction is that local ordinances do not provide for local enforcement.

Complaint Data - Fair housing complaint information was received from the U.S. Department of Housing and Urban Development and provides a breakdown of complaints filed for Fort Smith from August 1, 2010 through August 31, 2015. The complaints filed with HUD are received from the Fair Housing and Equal Opportunity (FHEO) Division of the Fort Worth Regional Office. A total of 21 complaints were filed according to one or more of seven bases, including: national origin, color, religion, familial status, handicap, sex, and race. Of the 21 complaints, 11 cases were closed with a no cause determination, meaning that justification for the complaint was not applicable to the Fair Housing Act and 2 cases closed with cause. There were 6 cases dismissed due to Administrative Closure. There was 1 case withdrawn with no action taken, and 1 case remained open.

Entitlement Funding - An assessment of characteristics affecting housing production, availability, and affordability in Fort Smith and utilization of Federal Entitlement Grant funding was conducted. This included an assessment of the adequacy and effectiveness of programs designed and implemented utilizing CDBG Entitlement; the programs' ability to reach their target markets; and how effectively efforts were in identifying and serving those who have the greatest need. The City of Fort Smith's Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Evaluation Report, and other documentation were utilized and our determination is that resources have been used to address fair housing impediments identified prior to 2015.

Development Regulations for City of Fort Smith were reviewed to determine whether or not they revealed any barriers to affordable housing or impediment to fair housing choice. City of Fort Smith's land development codes and zoning regulations address affordable housing and the provision of making allowances through the code to allow the construction of a variety of types of housing including single family and multifamily housing.

Industry Practices - Real estate related publications advertising the sale or rental of housing and advertising home improvements and remodeling, directed toward persons in the greater City of Fort Smith area were reviewed. Some publications made blanket statements at the front of the publication stating that the magazines as well as their

advertisers are subject to the Federal Fair Housing Act. Advertisers included FHEO statements and/or logos. Including these logos can be a means of educating the home seeking public that the property is available to all persons. There were no concerns relative to industry practices in advertising.

Community Engagement and Focus Groups, Fair Housing Index, Home Mortgage Disclosure Act Analysis

Fair housing choice within the City of Fort Smith encounters a number of impediments, as identified through community engagement process, and the construction of a fair housing index and analysis of the Home Mortgage Disclosure Act (HMDA) data for Fort Smith.

Community Engagement - The City of Fort Smith, Arkansas followed its designated Community Participation Plan outlined in the 2015 Annual Plan in soliciting public input for developing the 2015 Analysis of Impediments to Fair Housing Choice. City of Fort Smith Community Development Department served as lead agency for the development of the Analysis of Impediments. A Public Forum and Stakeholder Focus Group session was held on August 25th, at the City of Fort Smith Elm Grove Community Center, 1901 Greenwood Avenue.

Home Mortgage Disclosure Act Analysis (HMDA) - A lack of financial literacy and credit are limitations faced by many in acquiring housing of their choice. In Fort Smith, over 3,240 (53%) denials were attributed to the applicants' credit history in the six years of the study. About 1,750 (29%) denials were due to the applicant's debt-to-income ratio in that same year and more than 1,100 (18%) were attributed to inadequate collateral. Those three categories accounted for about 80 percent of the denials for the study period.

The **Fair Housing Index** is an analytical technique used to identify census tracts where the sum impact of certain demographic variables and their disparate impacts on protected class members and persons based on their race or ethnicity is adversely

affecting a residents' fair housing choices and likely contributing to problems of housing discrimination and issues relative to housing quality and affordability. Areas where minorities and lower income households are most likely to find housing affordable are in older neighborhoods with older housing stock, and some that are minority and low income concentrated census tracts. The demographic characteristics of these areas are disparately impacting their ability to acquire housing of their choice. As indicated on Map 5.1, the census tracts designated as having Moderate to High Risk of fair housing related problems are concentrated in the northern and western areas of Fort Smith.

Impediments to Fair Housing Choice

Impediments to fair housing choice are detailed in Section 6 of this report. This section draws on the information collected and analyzed in previous sections to provide a detailed analysis of fair housing impediments in Fort Smith. Five major categories of impediments were analyzed: Real Estate Impediments; Public Policy Impediments; Neighborhood Conditions as Impediments; Banking, Finance, and Insurance Related Impediments; and Socioeconomic Impediments. For each impediment identified, issues and impacts are detailed. Remedial actions are recommended to address each impediment. Some of the remedial actions recommended in this section are conceptual frameworks for addressing impediments. These actions will require further research, analysis, and final program design by City of Fort Smith for implementation.

The Analysis of Impediments identified impediments related to **real estate market conditions as impediments**: housing affordability and insufficient Income; **public policy related impediments**: public awareness of fair housing rights; **banking, finance, insurance and other industry related impediments**: disparate Impacts of mortgage lending on minority populations; inability to qualify for mortgage financing due to poor and limited credit, insufficient income and collateral values; **socio-economic impediments**: Barriers impacting special need populations, minorities and lower income persons; disparate impacts of poverty and low-income on lower income persons and minorities; and **neighborhood conditions related impediments**: limited resources to assist lower income, elderly and indigent homeowners maintain their homes.

Remedial Activities Designed To Address Impediments - Recommended remedial actions include creating partnerships, identifying new federal, state, city, and private resources needed to make housing more affordable.

Section 6: Impediments and Recommended Remedial Actions

Introduction

The Impediments and Remedial Actions are integral components and contribute to the critical underpinnings of the City of Fort Smith's certification of Affirmatively Furthering Fair Housing Choice. Through the planning process and analyses, the City of Fort Smith strives to create a more inclusive conversation on fair housing, with a particular emphasis on engaging those who have traditionally been marginalized from the community planning process or may have little knowledge of their rights and protections under the Federal and State Fair Housing Acts. The resulting plan should provide new insight into the disparate burdens and benefits experienced by the diverse populations across the city. Recommendations are intended to address these disparities.

The analysis of impediments is designed to identify and reduce fair housing impediments and disparate impacts on protected class member under the Federal Fair Housing Act by increasing the effectiveness of existing regulations, policies and programs. More comprehensively, it offers considerable value in assessing fair housing issues and identifying solutions that can help mitigate impediments to fair housing from a regional perspective. This is important because fair housing issues that are most intractable are not locally restricted and solutions are most certainly in need of a diverse group of regional participants in order to successfully resolve or lessen their impact.

This section includes an examination of best practice policies, ordinances, and regulations that affirmatively further fair housing to inform alternative approaches to addressing impediments and remedial actions. This includes compiling examples of community development strategies that reduces fair housing impediments by improving infrastructure, housing, and neighborhood amenities, while maintaining a mix of housing types, affordability, and access to quality goods and services. This section seeks to identify gaps between current conditions with recommended improvements such as housing subsidies, livable wages, job creation, education, job training, and infrastructure improvements needed to support new affordable housing, the renovation of existing affordable housing, as well as mobility and public transportation.

The Community Profile, Fair Housing Index and Home Mortgage Disclosure Act components of this report were analyzed to identify any census tracts that were Racial – Ethnic and Poverty Concentrated Areas (RCAP-ECAP) as defined by the U.S. Department of HUD. RCAP-ECAP areas are defined as meeting 3 criteria: census tracts having 40% or greater or 3 times the tract level of poverty of the MSA; 50 percent or greater racial and ethnic concentrations; and areas impacted by historical concentrations of public and assisted housing. Map 1.8 in the Community Profile depicts the census tracts defined as concentrated and segregated as defined by the HUD R/ECAP Calculation.

The poverty rate in the Fort Smith MSA is 20.9 percent. Three times the poverty is 62.7 percent, so 62.7 percent is the poverty threshold for the RCAP-ECAP criteria for the city. There are no census tracts in the city that meets the poverty threshold. There was one census tract within the northern area of Fort Smith identified as having 50 percent or greater minority population. So, there are no census tracts in the city that meet RCAP-ECAP criteria for both poverty and minority concentration.

However, the analyses revealed disparate impacts on minority populations when comparing income, educational attainment, poverty, unemployment, mortgage and housing lending, homeownership and other characteristics to that of Whites. Some area characteristics and physical conditions where minority populations and lower income persons are most likely to find housing affordable, are indicative of the ways in which the economy and housing and neighborhood conditions has suffered as a result of housing market distortions and disinvestment, and demonstrating that public policy and programmatic investments have only minimally improved the situation. Policies and strategies have been recommended that the City, industry, and its sub-recipients collectively, should undertake to remove and or lessen the impediments to fair housing choice, and improve collaboration between government, the community, non-profit and private sectors.

Impediments to fair housing choice and remedial actions to remove or lessen their impacts are detailed in this section of the report. This section draws on the information

collected and analyzed in previous sections to provide a detailed analysis of impediments to fair housing choice. Five major categories of impediments were analyzed and identified: Real Estate and Housing Market Related Impediments; Public Policy and Fair Housing Infrastructure Impediments; Banking, Finance, and Insurance Related Impediments; Socioeconomic Impediments; and Neighborhood Conditions, Natural Barriers, Historical Events, Trends, and Development Pattern Related Impediments. Remedial actions detailed in this report represent recommendations to the City by the consultant based on experience and best practices. Some of the remedial actions recommended are conceptual frameworks for addressing the impediments and will require further research, feasibility and cost analysis, and final program design by the City if they choose to implement them.

6.1 Real Estate and Housing Market Related Impediments

Impediment: Housing Affordability and Insufficient Income.

Determinant: The inability to qualify for mortgage financing and a lack of affordability in rental housing are impeding housing choice in the City of Fort Smith. In order to acquire housing, more households are “cost burdened”, paying more than 30% of income for housing or “severely cost burdened”, paying more than 50% of household income for housing by HUD standards.

The cost of housing compared to the incomes of households reveals that incomes are not keeping pace with the market cost of housing. There is a lack of housing affordable to population groups making less than 60%, 50% and 30% of Area Median Income (AMI). Minimum wage is far below a 'living wage', and a person could be working full-time and still not earn enough money to afford rental housing or to purchase a home in the City.

Determinant: Lack of affordability, that is households having inadequate income to acquire housing currently available in the market, may be the most critical impediment faced by households in the City. The analysis included the

correlation between median home values and household income, and the distribution of income across income classes for Whites, African-American, Asians and Hispanics.

The median housing value in the city was \$112,700 and the median contract rent was \$477 between 2009 and 2013. The average income required to qualify for a mortgage based on the median home value of \$112,700 for the City is approximately \$30,000 to \$45,000 in household income and the average income to qualify for a contract rent of \$477 is \$25,000 to \$30,000. As a reference, \$30,000 per year is approximately \$14.42 per hour for a forty-hour workweek, 52 weeks a year for a single wage earner. According to the 2009 - 2013 ACS estimates (5-Year average), approximately 49.7 percent of African Americans, 42.6 percent of Hispanics, and 30.0 percent of Whites earn annual household incomes of less than \$25,000, making housing affordability a concern for large segments of the City's population regardless of race and ethnicity.

Overall, the income distribution data show modal and median incomes above \$25,000 for Whites and citywide but below \$25,000 for all African Americans and Hispanics, revealing disparities in the income distribution among African American populations compared to the other racial and ethnic groups in the City of Fort Smith. According to the 2009 - 2013 ACS estimates (5-year average), the median household income was reported to be \$41,876 for White households, \$25,068 for African-American households, and \$27,500 for Hispanic households, compared to \$36,618 for the overall city. The modal income class (the income classes with the highest number of households) for Whites was \$50,000 to \$74,999 with 17.5 percent of Whites in this category. The modal income class for African-Americans and Hispanics was \$15,000 to \$24,999, with 17.8 percent of African-Americans and 21.1 percent of Hispanics in this category.

Paying more than 30 percent of household income for housing expenses is considered "Cost Burdened" and paying more than 50 percent on housing expenses is considered "Severely Cost Burdened". Citywide, 44.0 percent of

renter households paid more than 30 percent of their household income towards rent. The cost burdened percentages increase the lower the income range. Approximately 68.9 percent of renters earning less than \$10,000 were 30% percent cost burdened, 79.2 percent of renters earning \$10,000 - \$19,999 were 30% percent cost burdened, and 43.2 percent of renters earning between \$20,000 to \$34,999 were 30% percent cost burdened. Cost burden among homeowners is highest for persons earning less than 30 percent of median income as would be expected. However, the income data also shows 21.6 percent of owner households citywide were 30 percent or more cost burden and 7.6 percent of the owner households were 50 percent or more cost burden during the same period.

Impediment #1: Overall, the income data show a higher proportion of African-Americans, Hispanics, and lower income households disparately impacted by the cost of housing. Minorities and lower income persons are disproportionately dependant on subsidized housing to meet their housing needs and more likely to have incomes that are insufficient to acquire housing that is affordable without being cost burdened.

Impediment #2: Areas where minorities and lower income households are most likely to find housing affordable are in older neighborhoods with older housing stock, and some that are minority and low income concentrated census tracts. The demographic characteristics of these areas are disparately impacting their ability to acquire housing of their choice. As indicated on Map 5.1, the census tracts designated as having Moderate to High Risk of fair housing related problems are concentrated in the northern and western areas of Fort Smith. These areas are shown in dark red and red on the map.

Impediment #3: Household Incomes are not keeping pace with the market prices of housing and many households are “cost burdened” paying more than 30 percent and even “severely cost burdened” by HUD definition paying 50

percent or more of their household income for housing and housing related expenses.

Impediment #4: Additional funding is needed to provide subsidies that make homeownership attainable, maintenance of existing housing more affordable and to increase availability of rental subsidies for low-income and moderate-income persons, special needs populations such as seniors, victims of domestic violence, former convicted felons, and people with disabilities.

Recommended Remedial Actions:

Action #1: City of Fort Smith will continue to support the increased production of affordable housing through public private partnerships with developers and capacity building for nonprofits with the Entitlement Funds.

Action #2: City of Fort Smith will continue to help facilitate access to below-market-rate priced units by using its' federal funds to leverage nonfederal entitlement funding such as state low income tax credit and federal home loan bank funding and private sector participation in financing affordable housing and for neighborhood reinvestment.

Action #3: City of Fort Smith will continue to maintain a list of private partner lenders providing affordable housing financing and subsidies or offering buyers access to down payment, closing cost or favorable underwriting that supports buyers.

Action #4: City of Fort Smith will continue to identify and support private and nonprofit developers seeking additional federal, state and private sources of funds for affordable housing as they become available.

Action #5: City of Fort Smith will continue to encourage private sector support for affordable housing developed as a component of market rate and mixed use development.

6.2 Public Policy and Fair Housing Infrastructure Impediments

Impediment: Public Awareness of Fair Housing and greater Outreach and Education are needed for the public, protected class members under the Fair Housing Act and industries such as landlords, finance, social service agencies and community organizations.

Determinant: City and State Fair Housing regulations were compared to the Federal Fair Housing Act and the analysis has determined that the City of Fort Smith has not enacted regulations that offer similar rights, remedies, and enforcement to the Federal Fair Housing Act. State of Arkansas Fair Housing regulations are construed as being substantially equivalent to the Federal Fair Housing Act. It is important to note that neither the State Act nor the Federal Act offer protections for persons based on “source of income for housing” or those receiving “public assistance”. Persons living in Fort Smith who are low-income, live on fixed incomes, have incomes sources limited to public assistance, or prior rental histories that included shelters and public and assisted housing, including housing choice vouchers, are not currently protected as class members under the State or Federal Fair Housing Acts.

Determinant: Continued emphasis on public awareness of fair housing is needed. General public education and awareness of fair housing issues need to be increased. Of particular concern is that tenants and homebuyers often do not completely understand their fair housing rights. To address this issue, the City should continue to support fair housing education and outreach programs to both housing providers and the general public. Fair housing outreach through mass media such as newspaper columns, multi-lingual pamphlets, flyers, and radio advertisements have proved effective in increasing awareness. Outreach to immigrant populations that have limited English proficiency and other protected classes should be targeted as well. Landlords and other industry groups should also be targeted for education and outreach.

Impediment #5: Greater Public Awareness, outreach and education of Fair Housing is needed.

Impediment #6: Continued emphasis on fair housing enforcement, including training and testing is needed.

Impediment #7: Continued emphasis on targeted outreach and education to immigrant populations that have limited English proficiency, language speaking barriers, and to other protected classes with language barriers is needed.

Recommended Remedial Actions:

Action #6: City of Fort Smith will increase fair housing education and outreach in an effort to raise awareness and increase the effectiveness of fair housing ordinances. The City will target funding for fair housing education and outreach to the rapidly growing Hispanic and other immigrant populations as funding becomes available. The City will also continue supporting fair housing workshops or information sessions to increase awareness of fair housing rights among immigrant populations and low income persons who are more likely to be entering the home-buying or rental markets at a disadvantage.

Action #7: City of Fort Smith will partner with local industry to conduct ongoing outreach and education regarding fair housing for the general public and focused toward protected class members, renters, home seekers, landlords, and property managers. Outreach will include supporting joint fair housing training sessions, public outreach and education events, utilization of the City website and other media outlets to provide fair housing information, and multi-lingual fair housing flyers and pamphlets available in a variety of public locations.

Action #8: Encourage Fair Housing Enforcement Agencies to target increase fair housing testing for multifamily properties. City of Fort Smith will encourage HUD to provide increased fair housing testing in local apartment complexes. The testing program looks for evidence of differential treatment among a sample of

local apartment complexes. Following the test, HUD will be asked to share its findings with the City that will offer outreach to landlords that showed differential treatment during the test.

6.3 Banking, Finance, Insurance and other Industry related impediments

Impediment: Disparate Impacts of mortgage lending on minority populations and lower income areas; and the lingering impacts of the Subprime Mortgage Lending Crises and increased Foreclosures.

Determinant: Overall, the number of applications and origination rates among Whites were higher than that of minorities in all loan types home purchase, home improvement and refinance loans. Hispanics and African-Americans accounted for lower percentage of loan applications and originations compared to their percentage in population in the City of Fort Smith. Whites had the highest percentage of origination at 76 percent of the total. The percentage of Whites in the population was over 78 percent. Hispanic applicants accounted for over seven percent of originations, while their presence in the population was about 17 percent of all residents. African-American applicants accounted for five percent of all originations with over eight percent of the total population. Asian applicants represented 3.1 percent of originations with 5.7 percent of the total population.

Determinant: A lack of financial literacy and credit are limitations faced by many in acquiring housing of their choice. The analysis of HMDA data and the reported reasons for denial of loans showed that the majority related to the applicants' credit history or their debt-to-income ratio. In Fort Smith, over 3,240 (53%) denials were attributed to the applicants' credit history in the six years of the study. About 1,750 (29%) denials were due to the applicant's debt-to-income ratio in that same year and more than 1,100 (18%) were attributed to inadequate collateral. Those three categories accounted for about 80 percent of the denials for the study period.

Determinant: The higher denial rates for minorities and lower income groups, coupled with lower origination among all income groups in lower income census tracts is adversely impacting fair housing conditions. While the HMDA Analysis of this report does not provide conclusive evidence of the existence of redlining's as fair housing impediments, the data reveals that the characteristics of redlining may be adversely impacting lending decisions in some of the very low-income census tracts in the city. The characteristic of redlining as revealed can be summarized as follows: while it is expected that very low-income applicants have lower success rates in their loan applications than higher income applicants, within very low-income census tracts even high-income applicants showed a poor success rate. It would appear that loan denial are largely due to the value of the collateral, neighborhood conditions, appraisal values, comparable, and collateral conditions adversely impacting the loan decision more than the credit worthiness of the borrower. In order to fully evaluate this issue, a more in depth analysis of loan application data will need to be performed and additional input received from the mortgage and appraisal industries. Mortgage industry representatives interviewed indicated that since the sub-prime mortgage crisis, underwriting and income verification requirements have tighten making it more difficult for higher income borrowers to qualify.

Impediments #8: Minority and lower income persons are disparately impacted by higher loan denial percentages and lower number of applications submitted to lenders. Loan origination rates in lower income census tracts are lower among all income groups in lower income census tracts compare to that of Whites and when comparing minority percentage of persons in the population to their percentage of loan approvals and originations.

Recommended Remedial Actions:

Action #9: City of Fort Smith will support applications for competitive and non-Entitlement State and Federal funding and assistance to nonprofit intermediaries providing financial literacy education programs. Financial literacy will be

emphasized as a means of preventing poor credit and understanding the importance of good credit.

Action #10: City of Fort Smith will encourage bank and traditional lenders to offer products addressing the needs of households with poor and marginal credit negatively impacting their ability to qualify for mortgages. These products can assist persons negatively impacted by their current utilizing predatory lenders. This may require traditional lenders and banks to establish “fresh start programs” for those with poor credit and previous non-compliant bank account practices.

Action #11: City of Fort Smith will encourage the appraisal industry to evaluate concerns that comparability for new affordable housing units when evaluated for financing is limited in some areas if new housing construction has not occurred in recent years. Industry representatives should be encouraged to perform comparability studies to identify real estate comparables that more realistically reflect the values of new homes being built in lower income areas as a means of supporting infill housing development. The City does not have regulatory authority to address this concern. Therefore, this recommendation is dependent on industry action from financial and appraisal industry to help address this issue.

6.4 Socio-Economic Impediments

Impediment: Barriers to Fair Housing Choice Impacts on Special Need Populations, minorities and low income.

Determinant: The Community Profile, Fair Housing Index and Home Mortgage Disclosure Act (HMDA) Analyses all revealed disparate impacts on minority and low income populations when comparing income, educational attainment, poverty, unemployment, mortgage and housing lending, homeownership and other characteristics to that of Whites. In areas where minorities and lower income households are most likely to find housing affordable, the demographic

characteristics areas are disparately impacting their ability to acquire housing of their choice.

Determinant: Elderly Persons and Households. Seniors are living longer; lifestyles are changing and desire for a range of housing alternatives increasing. Issues such as aging in place, smaller units with lower maintenance cost, and rental accommodations that cater to those with live-in care givers are of major concern. For other seniors, the need is accessible units located in close proximity to services and public transportation. Many seniors live on fixed incomes, making affordability a particular concern. In addition, local senior service providers and community workshop participants report that many subsidized senior housing projects serve individuals or couples only and do not accommodate caregivers. In other cases, the caregiver's income may make the senior ineligible for the affordable unit.

Determinant: Persons with Disabilities. Building codes and ADA regulations require a percentage of units in multifamily residential complexes be wheelchair accessible and accessible for individuals with hearing or vision impairments. Affordable housing developers follow these requirements by providing accessible units in their buildings. Nonetheless, service providers report that demand exceeds the supply of accessible, subsidized units. In contrast to this concern, some affordable housing providers report that they have difficulty filling accessible units with disabled individuals. Persons with disabilities face other challenges that may make it more difficult to secure both affordable or market-rate housing, such as lower credit scores, the need for service animals (which must be accommodated as a reasonable accommodation under the Fair Housing Act), the limited number of accessible units, and the reliance on Social Security or welfare benefits as a major income source.

Determinant: Homeless Individuals. The primary barrier to housing choice for homeless individuals is insufficient income. Service providers indicate that many homeless rely on Supplemental Security Income (SSI) or Social Security

Disability Insurance (SSDI) for income, which are too low to qualify for most market rate and many affordable housing developments. In addition, property managers often screen out individuals with a criminal or drug history, history of evictions, or poor credit, which effectively excludes many homeless persons. There were antidotal comments by those interviewed that some persons have been denied housing based on their immediate rental history being a shelter or transitional housing facility.

Determinant: Limited English Proficiency (LEP) Individuals. Local service providers state that as financial institutions institute more stringent lending practices and outreach to minority communities has declined with the economy, LEP and undocumented individuals face greater challenges in securing a mortgage. Furthermore, many Spanish-speaking households, refugee populations and other LEP populations rely on a cash economy, and lack the record keeping and financial legitimacy that lenders require. National origin is emerging as a one of the more common bases for fair housing complaints filed with fair housing enforcement agencies.

Impediment #9: Expansion of the supply and increased affordability of housing for senior, special needs housing and housing for disabled persons is needed.

Impediment #10: Removal of barriers for persons with limited English proficiency enabling them to better access the housing market is needed.

Recommended Remedial Actions:

Action #12: City of Fort Smith will continue to support language assistance to persons with limited English proficiency.

Action #13: City of Fort Smith will continue to encourage recruitment of industry and job creation that provide “living wages”, incomes to pay for basic necessities of food, shelter, transportation, to persons currently unable to afford market rate housing.

Action #14: City of Fort Smith will support developments requesting State assistance that provides alternative housing product choices for seniors such as Low Income Housing Tax Credits and Senior Housing Tax Credits.

6.5 Neighborhood Conditions Related Impediments

Impediment: Limited resources to assist lower income, elderly and indigent homeowners maintain their homes and stability in neighborhoods.

Determinant: The potential for neighborhood decline and increasing instability in City of Fort Smith's older neighborhoods is a growing concern. Neighborhoods relatively stable today will decline if routine and preventive maintenance does not occur in a timely manner. The population is aging, which means more households with decreasing incomes to pay for basic maintenance and renovations. Rental property owners will be faced with increasing rents to pay for the cost of maintenance and updating units rendering rental units unaffordable to households as well.

The City must increase activities and programs that provide support for residents and landlords unable to keep pace with the maintenance demands of housing, an aging housing stock, and support those persons unable to maintain their properties on their own. This will enhance and support a healthy neighborhood "Image and Identity" and help attract new residents and retain existing residents and businesses.

Most of all, there is a need to encourage participation and cooperation from residents to maintain their homes, and to actively participate in community empowerment activities and self-help initiatives in older neighborhoods.

Impediment# 11: Expanded resources are needed to assist lower income persons, seniors and other special needs groups with maintaining homes and improving neighborhood stability.

Recommended Remedial Action:

Action #15: The City currently supports programs that provide assistance to income qualified low and moderate income households utilizing its' Entitlement Grants Programs and support self help initiatives utilizing nonprofit and private sector resources. The City will continue its support and implementation of these programs. Other opportunities and activities that will be considered include:

- **Increase self-help "fix-up," "paint-up or clean-up" campaigns.** In order to increase resources available for these efforts, neighborhood residents, religious institutions, community organizations, individuals, and corporations would be recruited to participate in the repair to homes occupied by elderly, disabled, and indigent homeowners.
- **Organize a "Compliance Store"** where home builders, building supply stores, merchants, and celebrities, such as radio and television personalities, are used to demonstrate simple, cost effective ways to make improvements to houses and donate building supplies for use in self-help projects. The supplies and storage facility for supplies could be provided to enrollees by building supply stores, contractors, and hardware stores.
- **Organize "adopt-a-block" and "adopt-an-intersection" campaigns** where neighborhood groups, residents, scout troops, and businesses adopt key vistas and intersections to maintain and implement beautification projects, such as flower and shrub plantings and maintenance.
- **Creation of Community Gardens as interim uses on select vacant lots** providing an opportunity for neighborhood residents to work together to increase the attractiveness of their neighborhood.

Section 7: Oversight, Monitoring and Maintenance of Records

Introduction

This section summarizes the ongoing responsibilities of the City of Fort Smith relative to oversight of efforts to implement the remedial actions recommend in Section Six of this report. It also sets forth the monitoring and maintenance of records procedures that will be implemented by the jurisdictions to insure that implementation efforts can be evaluated and accomplishments reported to HUD in a timely manner.

Oversight and Monitoring

The Analysis of Impediment process has been conducted under the oversight and coordination of the City of Fort Smith Community Development Department (CDD) with the support of an independent consultant.

The Community Development Department has been designated as the lead agency for the City of Fort Smith with responsibility for ongoing oversight, self-evaluation, monitoring, maintenance and reporting of the City's progress in implementing the applicable remedial actions and other efforts to further fair housing choice identified in this report. CDD, as the designated lead agency, will therefore provide oversight, as applicable, of the following activities.

■ CDD will evaluate each of the recommendations and remedial actions presented in this report, and ensure consultation with appropriate City departments and outside agencies to determine the feasibility and timing of implementation. Feasibility and timing of implementation will be based on city policies, fiscal impacts, anticipated impact on or remedy to the impediment identified, adherence to federal, state and local regulations, and accomplishment of desired outcomes. CDD will provide recommendations for implementation to the City Manager, Mayor and City Council based on this evaluation.

■CDD will continue to ensure that all sub-grantees receiving CDBG, and other grant funds have an up-to-date Affirmative Fair Housing Marketing Plan; display a Fair Housing poster and include the Fair Housing Logo on all printed materials as appropriate; and provide beneficiaries with information on what constitutes a protected class member and instructions on how to file a complaint.

■CDD will ensure that properties and organizations assisted with federal, state and local funding are compliant with uniform federal accessibility standards during any ongoing physical inspections or based on any complaints of non-compliance received by the City.

■CDD will continue to support Fair Housing outreach and education activities through its programming for sub-recipients and its participation in community fairs and workshops; providing fair housing information to the public; and sponsoring public service announcements with media organizations that provide such a service to local government.

■CDD will incorporate fair housing requirements in its grant program planning, outreach and training sessions.

■CDD will continue to refer fair housing complaints and direct persons desiring information or filing complaints to the HUD FHEO Division in the Fort Worth Texas Regional Office.

Maintenance of Records

In accordance with Section 2.14 in the HUD Fair Housing Planning Guide, CDD will maintain the following data and information as documentation of the City's certification that its efforts are affirmatively further fair housing choice.

■A copy of the 2016 Analysis of Impediments to Fair Housing Choice and any updates will be maintained and made available upon request.

■A list of actions taken as part of the implementation of this report and the City's Fair Housing Programs will be maintained and made available upon request.

■An update of the City's progress in implementing the FY 2016 AI will be submitted to HUD at the end of each program year, as part of City of Fort Smith's Consolidated Annual Performance and Evaluation Report (CAPER).



Memo:

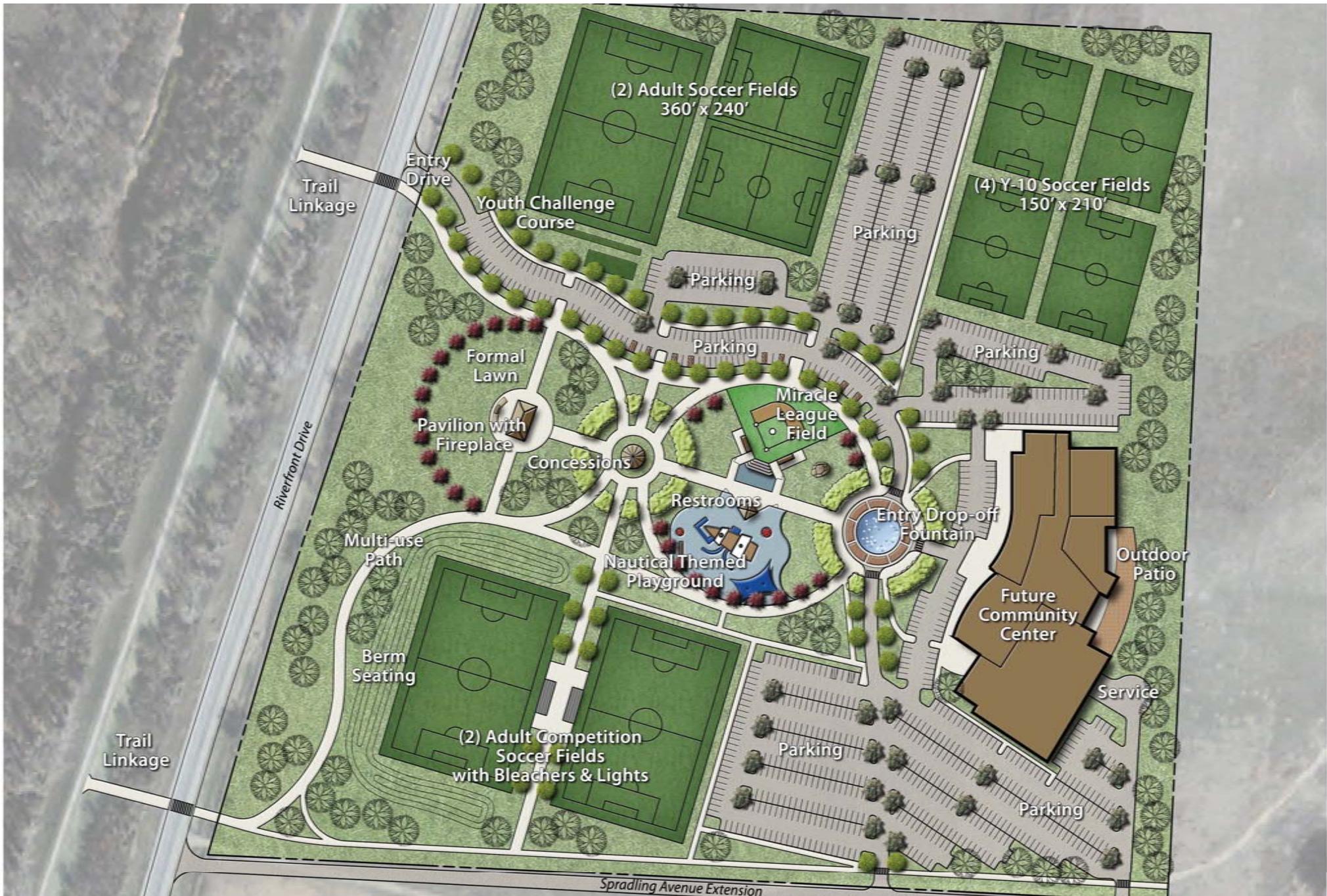
March 4, 2016

To: Jeff Dingman, Acting City Administrator
From: Doug Reinert, Director of Parks & Recreation *DSR*
Re: Presentation of the Riverfront Park Master Plan

Dave Roberts with Crafton Tull will be at the Study Session on Tuesday to make a presentation regarding the proposed Master Plan for the Riverfront Park (51 acres) on Riverfront Drive. The same presentation was made to the Park Commission in January and was received with much enthusiasm.

Attached for your review is the Master Plan that he will be presenting. If you have any questions prior to the meeting feel free to contact me.

Attachment





Memo

To: Honorable Mayor & Members of the Board of Directors
From: Jeff Dingman, Acting City Administrator
Date: 3/4/2016
Re: Procurement of Professional Services

On the Board's study session agenda for March 8 is a discussion related to the process for procurement of professional services. This question has come up in recent Board discussions related to the prospect of securing such services by means of competitive bidding in order to achieve lower initial cost. As you will see in the materials provided, state law requires that professional services be secured by means of a qualifications-based selection process and negotiation of a reasonable fee, in contrast to how we secure construction contracts via competitive bids.

Attached for your review is a portion of a December, 2013 document produced by the State of Arkansas Office of State Procurement outlining purchasing procedures (the entire document is available online). Subchapter 8 of the document relates specifically to the Procurement of Professional Services and refers specifically to Ark. Code Ann. §19-11-801 *et seq.* on the same topic. You will note that state law defines professional services as legal, architectural, engineering, construction management and land surveying. It then proceeds to describe the process for soliciting and evaluating qualifications and selecting the best match of professional service qualifications for each specific job. You will notice that the state law specifies that political subdivisions of the state "shall not use competitive bidding" for the procurement of these professional services.

The state law also provides that a political subdivision of the state (such as a municipality) may elect to add to the above list by deeming other services as "professional services" by ordinance. The City of Fort Smith has, in fact, added external accounting, financial advisory services, consulting, title search and insurance services, graphic design, advertising and video production services, software and website development services, and aquatic park management services to the list of professional services that will be selected by a qualifications-based selection process. I have attached the Section 2-182 of the Fort Smith Municipal Code related to the procedures for purchasing supplies and services, and have highlighted sections related to professional services.

Please contact me if you have questions related to this agenda item.

STATE OF ARKANSAS

PROCUREMENT LAWS AND RULES



DECEMBER 2013

OFFICE OF STATE PROCUREMENT

DEPARTMENT OF FINANCE & ADMINISTRATION

1509 W. 7th STREET, ROOM 300

LITTLE ROCK, AR 72201-4222

(501) 324-9316

<http://www.dfa.arkansas.gov/offices/procurement/>

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INTRODUCTION

This document is a composite of the Arkansas Procurement Law, Procurement Rules and extracts from other laws, current as of December 2013, which have a direct bearing on state procurement. It is provided as a working reference for state agency procurement personnel and vendors.

The reference index enables quick access to the appropriate subject being researched. It also identifies the section of the law and/or rule that applies (use “Ctrl F” as a search tool).

The numbering system used is keyed to the numbering of the Arkansas Code of 1987 Annotated. The title, chapter, subchapter and section of the code references are contained within the number. Thus, in the designation “19-11-201,” the “19” means the provision is in Title 19, the “11” indicates chapter 11, and the “2” in 201 means subchapter 2, with the “01” indicating the first section of the subchapter.

The rules are identified by the letter “R” and the rule number prior to the code reference. For example, in the rule designation “R5:19-11-229,” the “R5:” indicates it is the fifth rule; four rules precede it and others may follow. The “19-11-229” is the statute to which the rule relates. Rules are inserted immediately following the appropriate section of the law. The State Procurement rules should be cited as “OSP Rule (rule number).” Thus, a citation to rule R5:19-11-229 should be cited as “OSP Rule R5:19-11-229.”

The appendices contain information that can be of use to state agency procurement personnel and vendors not included in the body of this document.

N.B: Pursuant to Ark. Code Ann. § 1-2-123, if the official electronic version of the Arkansas Code, from which the statutes in this document were taken directly word for word, differs from the official hard-copy version of the Arkansas Code, the hard-copy version shall take precedence over the electronic version.

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Subchapter 8

Procurement of Professional Services

19-11-801. Policy — Definitions.

(a) It is the policy of the State of Arkansas that state agencies shall follow the procedures stated in this section, except that competitive bidding shall not be used for the procurement of legal, architectural, engineering, construction management, and land surveying professional consultant services if:

(1) State agencies not exempt from review and approval of the Arkansas Building Authority shall follow procedures established by the authority for the procurement of architectural, engineering, land surveying, and construction management services; and

(2) Institutions of higher education exempt from review and approval of the authority shall follow procedures established by their governing boards for the procurement of architectural, engineering, land surveying, and construction management professional consultant services.

(b) It is the policy of the State of Arkansas and its political subdivisions that political subdivisions shall follow the procedures stated in this section, except that competitive bidding shall not be used for the procurement of legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

(c) For purposes of this subchapter, a political subdivision of the state may elect to not use competitive bidding for other professional services not listed in subsection (b) of this section with a two-thirds (2/3) vote of the political subdivision's governing body.

(d)(1) As used in this section, "construction management" means a project delivery method based on an agreement in which a state agency, political subdivision, public school district, or institution of higher education acquires from a construction entity a series of services that include, but are not limited to, design review, scheduling, cost control, value engineering, constructability evaluation, preparation and coordination of bid packages, and construction administration.

(2) "Construction management" includes, but is not limited to:

(A)(i) "Agency construction management", in which a public school district selects a construction manager to serve as an agent for the purpose of providing administration and management services.

(ii) The construction manager shall not hold subcontracts for the project or provide project bonding for the project;

(B) "At-risk construction management", in which the construction entity, after providing agency services during the preconstruction period, serves as the general contractor and the following conditions are met:

(i) The construction manager provides a maximum guaranteed price;

(ii) The public school district holds all trade contracts and purchase orders; and

(iii) The portion of the project not covered by the trade contracts is bonded and guaranteed by the construction manager; and

(C)(i) "General contractor construction management", in which the construction entity, after providing agency services during the preconstruction period, serves as the general contractor.

(ii) The general contractor shall hold all trade contracts and purchase orders and shall bond and guarantee the project.

(e) As used in this subchapter:

(1) "Political subdivision" means counties, school districts, cities of the first class, cities of the second class, and incorporated towns; and

(2) "Other professional services" means professional services not listed in subsection (b) of this section as defined by a political subdivision with a two-thirds (2/3) vote of its governing body.

History. Acts 1989, No. 616, § 1; 1995, No. 429, § 1; 1995, No. 1331, § 1; 2003, No. 1315, § 8; 2005, No. 2154, § 1; 2005, No. 2171, § 1.

R1:19-11-801. ABA Criteria.

The guidelines and procedures established by the Arkansas Building Authority shall be used by all agencies, except those exempt from ABA review, in selecting architects, land surveyors and engineers for state construction projects. Refer to Architectural Section 6-100 of ABA Standards and Criteria Professional Services Selection Procedures for State Agencies.

R2:19-11-801. Procedures for Approval of Architects, Interior Designers, and Engineers and Land Surveyor Contracts.

With the exception of those agencies exempt from Arkansas Building Authority review. All contracts for architectural, interior design, and engineering and land surveyor services must be first submitted to Arkansas Building Authority for their recommendation and approval as to the propriety and legality of the contract. Agencies shall submit contracts to ABA seven (7) working days prior to the deadline for submittal to DF&A. After receiving the recommendation and approval of Arkansas Building Authority, the contract shall be submitted to the Office of State Procurement of the Department of Finance and Administration. No contract requiring ABA review shall be submitted to the Office of State Procurement without first seeking the recommendation and approval of Arkansas Building Authority.

In the event Arkansas Building Authority refuses to give a favorable recommendation to the propriety of the contract, the agency involved may request the Legislative Council to review the decision of Arkansas Building Authority. The Legislative Council may then request Arkansas Building Authority to review their previous decision, abide by the decision of Arkansas Building Authority, or request the agency to make changes in the contract.

In no event shall Arkansas Building Authority have the final authority to deny a contract solely on the basis of its propriety.

19-11-802. Annual statements of qualifications and performance data — Restrictions on competitive bidding.

(a) In the procurement of professional services, a state agency or political subdivision which utilizes these services **may encourage firms engaged in the lawful practice of these professions to submit annual statements of qualifications** and performance data to the political subdivision or may request such information as needed for a particular public project.

(b) The state agency or political subdivision shall **evaluate current statements of qualifications and performance data of firms on file or may request such information as needed for a particular public project** whenever a project requiring professional services is proposed.

(c)(1) The political subdivision shall not use competitive bidding for the procurement of legal, financial advisory, architectural, engineering, construction management, and land surveying professional consulting services.

(2) A political subdivision shall not use competitive bidding for the procurement of other professional services with a two-thirds (2/3) vote of its governing body.

(d)(1) A public school district that utilizes construction management services shall encourage construction management firms to submit to the school district annual statements of qualifications and performance data or may request such information as needed for a particular public project.

(2) The public school district shall evaluate current statements of qualifications and performance data on file with the school district or when submitted as requested whenever a project requiring professional services of a construction manager is proposed.

(3) The public school district shall not use competitive bidding for the procurement of professional services of a construction manager.

History. Acts 1989, No. 616, § 2; 1995, No. 429, § 2; 1995, No. 1331, § 2; 2003, No. 1315, § 9; 2005, No. 2171, § 2.

R1:19-11-802. Request for Qualifications (RFQ) Procurement Method Used in the Establishment of Professional and Consultant Service Contracts.

REQUEST FOR QUALIFICATIONS (RFQ): The Request for Qualifications is, in the absence of sole-source justification, the procurement method recommended when contracting for architectural, engineering, land surveying, legal, and interior design services. It may also be used, with prior approval from the Office of State Procurement, as the selection method for other PCS contracts when it is determined to be the most suitable method of contracting.

The RFQ is sent to those vendors whose work résumé indicates they are best suited to perform the work specified. Notification to the public shall be in accordance with the provisions of Ark. Code Ann. § 19-11-229(d). The agency makes its initial selection based upon the respondent's qualifications. Only after the most qualified respondent is identified does cost become a factor in determining the award. Discussions may be conducted with responsible offerors who, based upon qualifications submitted, are determined to be reasonably susceptible of being selected for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, and to obtain best and final offers.

19-11-803. Evaluation of qualifications.

In evaluating the qualifications of each firm, the state agency or political subdivision shall consider:

(1) The specialized experience and technical competence of the firm with respect to the type of professional services required;

(2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;

- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and
- (4) The firm's proximity to and familiarity with the area in which the project is located.

History. Acts 1989, No. 616, § 3; 2003, No. 1315, § 10.

19-11-804. Selection.

- (a) The state agency or political subdivision shall select three (3) qualified firms.
- (b) The state agency or political subdivision shall then select the firm considered the best-qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.

History. Acts 1989, No. 616, § 4; 2003, No. 1315, § 11.

19-11-805. Negotiation of contracts.

- (a) For the basis of negotiations, the state agency or political subdivisions and the selected firm shall jointly prepare a detailed, written description of the scope of the proposed services.
- (b)(1)(A) If the state agency or political subdivision is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated.
 - (B) The state agency or political subdivision shall then undertake negotiations with another of the qualified firms selected.
- (2)(A) If there is a failing of accord with the second firm, negotiations with the firm shall be terminated.
 - (B) The state agency or political subdivision shall undertake negotiations with the third qualified firm.
- (c) If the state agency or political subdivision is unable to negotiate a contract with any of the selected firms, the state agency or political subdivision shall reevaluate the necessary professional services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provisions of this subchapter.
- (d) When unable to negotiate a contract for construction management, a public school district shall also perform a reevaluation of services in accordance with subsection (c) of this section.

History. Acts 1989, No. 616, § 5; 1995, No. 429, § 3; 1995, No. 1331, § 3; 2003, No. 1315, § 12.

19-11-806. [Repealed.]

19-11-807. Design-build construction.

- (a) As used in this section:
 - (1) "Design-build" means a project delivery method in which the school district acquires both design and construction services in the same contract from a single legal entity, referred to as the "design-builder", without competitive bidding;
 - (2)(A) "Design-builder" means any individual, partnership, joint venture, corporation, or other legal entity that is appropriately licensed in the State of Arkansas and that furnishes the necessary design services, in addition to the construction of the work, whether by itself or through subcontracts, including, but not limited to, subcontracts for architectural services, landscape architectural services, and engineering services.

(B) Architectural services, landscape architectural services, and engineering services shall be performed by an architect, landscape architect, or engineer licensed in the State of Arkansas.

(C) Construction contracting shall be performed by a contractor qualified and licensed under Arkansas law; and

(3) “Design-build contract” means the contract between the school district and a design-builder to furnish the architecture, engineering, and related services as required and to furnish the labor, materials, and other construction services for the same project.

(b)(1) Any school district may use design-build construction as a project delivery method for building, altering, repairing, improving, maintaining, or demolishing any structure, or any improvement to real property owned by the school district.

(2) The design-builder shall contract directly with subcontractors and shall be responsible for the bonding of the project.

(3) A project using design-build construction shall comply with state and federal law.

(c) The Division of Public School Academic Facilities and Transportation of the Department of Education shall develop and promulgate rules consistent with the provisions of this section concerning the use of design-build construction by school districts.

History. Acts 2005, No. 2155, § 1.

Fort Smith Municipal Code

Sec. 2-182. - Procedures for purchase of supplies, services.

- (a) In exercising his authority as set forth in section 2-181, the city administrator, or designated representative, shall conform to the procedures in this section.
- (b) The following procedures shall apply to purchases of or contracts for any supplies, materials or equipment for the various offices, departments and agencies of city government (purchases) or for the construction of municipal improvements (contracts):
 - (1) All purchases or contracts where the expenditure therefor is less than one thousand dollars (\$1,000.00) may be made by the city administrator, or designated representative, without securing oral or written competitive quotes.
 - (2) All purchases or contracts where the expenditure is one thousand dollars (\$1,000.00) or more, but less than seven thousand five hundred dollars (\$7,500.00) may be made by the city administrator, or designated representative, after securing oral competitive quotes therefor.
 - (3) All purchases where the expenditure therefor is seven thousand five hundred dollars (\$7,500.00) or more, but less than seventy-five thousand dollars (\$75,000.00) may be made by the city administrator, or designated representative, after the securing of three (3) or more written competitive quotes, if possible. If three (3) written competitive quotes are not obtained, the purchase request form must show the names of at least three (3) suppliers contacted in attempting to obtain competition or note the reason three (3) suppliers were not contacted.
 - (4) All purchases where the expenditure is seventy-five thousand dollars (\$75,000.00) or more may be made after the securing of competitive written bids and with the approval of the bid by the city administrator and board of directors.
 - (5) All contracts where the expenditure therefor is seven thousand five hundred dollars (\$7,500.00) but less than twenty thousand dollars (\$20,000.00) may be made by the city administrator, or his designated representative, after the securing of three (3) or more written bids. If three (3) written bids are not obtained, the purchase request form must show the names of at least three (3) firms contacted in attempting to obtain competition or note the reason three (3) firms were not contacted.
 - (6) All contracts where the expenditure is twenty thousand dollars (\$20,000.00) or more may be made with the approval of the board of directors after securing of competitive bids.
- (c) The following procedures shall apply to all contracts for services, other than those expressly provided for in subsection (d) of this section, to be rendered to the city:
 - (1) Utilizing budgeted funds, the city administrator is authorized to enter into any such contract for services where the expenditure therefor is not more than seventy-five thousand dollars (\$75,000.00) after soliciting and reviewing written proposals from interested and qualified providers of such services. Such written proposals shall include a statement of the scope of services to be provided, qualifications of the providers of the services, fees and charges, and any other information the city administrator may require.
 - (2) Utilizing budgeted funds, the city administrator is authorized to enter into any such contract for services where the expenditure is seventy-five thousand dollars (\$75,000.00) or more but less than three hundred thousand dollars (\$300,000.00) after soliciting and reviewing written proposals from interested and qualified providers of such services. Such written proposal shall include a statement of the scope of services to be provided, qualifications of the providers of the services, fees and charges, and any other information the city administrator may require. With reference to those contracts described in this subsection, before execution of any such contract for services on behalf of the city, the city administrator shall notify the board of directors in writing of the execution of the contract for services, the designation of the budgeted fund from which such contract for services will be paid and the date on which execution of the contract will be made.

Fort Smith Municipal Code

- (3) The city administrator is authorized to secure competitive bids for any such contract for services where the expenditure is three hundred thousand dollars (\$300,000.00) or more. Such written bids shall include a statement of the scope of services to be provided, qualifications of the providers of the services, fees and charges, and any other information the city administrator may require. The selected bid shall require approval of the city administrator and the board of directors.
- (d) In keeping with the A.C.A. title 19, chapter 11, subchapter 8 (section 19-11-801 et seq.), it is determined to be the policy of the city that the city shall authorize contracts for external accounting; legal; financial advisory; architectural; consulting; engineering; construction management; land surveying; title search and insurance services; graphic design; advertising and video production services; software and website development services; land acquisition and appraisal services; and aquatic park management and marketing services to be provided to the city on a negotiated basis, and the city shall negotiate contracts for any other professional services when directed by state law.

The following procedure shall apply to the procurement of such contracts:

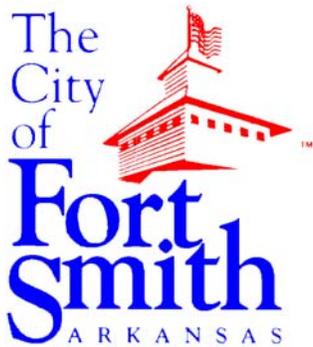
- (1) The term "city administrator" shall refer to the city administrator or the administrator's designated agent. The term "firm" shall refer to any professional person or a firm of professionals.
- (2) Such contracts shall be negotiated based on demonstrated competence and qualifications and at fair and reasonable prices.
- (3) Utilizing budgeted funds, all contracts providing for total compensation for services and expenses to be supplied to the city of seventy-five thousand dollars (\$75,000.00) or less shall be entered into by the city administrator. All contracts for services in excess of seventy-five thousand dollars (\$75,000.00) shall be authorized by the board of directors.
- (4) The city administrator shall cause to be published in a newspaper having general circulation in the city a notice indicating that the city will receive, for a 15-day period including the date of notice, statements of qualifications and performance data from all firms who provide professional services such as lawyers, architects, engineers or land surveyors or other professional services designated in the notice. Submitted statements of qualifications and performance data shall be utilized in the procurement process for service contracts. On or before the fifteenth day of September of each calendar year, a notice shall be so published indicating that such professionals may submit statements of qualifications and performance data by the fifteenth day of November of the year of publication, which submitted information will be used in the procurement of service contracts by the city during the one-year period commencing with the first calendar day of the year following the year of publication. At any time the city enters into the procurement of any contract for such professional services, all then current statements of qualification and performance data on file with the city and all additional statements of qualification and performance data obtained by or submitted to the city, whether as a result of a published notice or otherwise, shall be evaluated as a part of the contract procurement process.
- (5) From the available statements of qualifications and performance data, the city shall select three (3) qualified firms for consideration with reference to the anticipated issuance of a contract for services. From the three (3) qualified firms, there shall be selected the firm considered the best qualified and capable of performing the desired work. Both in the selection of the three (3) qualified firms and in the selection of the firm considered the best qualified and capable, consideration shall be given to the following factors:
 - a. The specialized experience and technical competence of the firm with respect to the type of professional services required.
 - b. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
 - c. The past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines.
 - d. The firm's proximity to and familiarity with the area in which the project is located.

Fort Smith Municipal Code

- (6) After the selection of the firm most qualified and capable of performing the desired work, the city administrator shall, jointly with the selected firm, prepare a detailed, written description of the scope of proposed services. Such written description shall be used as the basis for the negotiation of the contract for services. The city administrator shall then enter into negotiations with the selected firm. If the administrator is unable to negotiate a satisfactory contract with such firm, the unsuccessful negotiations shall be terminated and negotiations shall commence with another of the selected qualified firms. If negotiations are again unsuccessful, negotiations shall be conducted with the third qualified firm. If the administrator is unable to negotiate a contract with any of the selected firms, the city administrator shall reevaluate the necessary professional services, including the scope and reasonable fee requirements anticipated by the contract, and, after completing that process, proceed in accordance with the provisions of this division.
- (7) If at the time of commencement of procurement of a professional services contract there is available from all sources less than three (3) statements of qualifications and performance data, the procedures outlined above shall take place with reference to the then available statements of qualifications and performance data.

(Code 1976, § 2-141; Ord. No. 65-89, §§ 1, 2, 8-1-89; Ord. No. 89-90, § 3, 12-18-90; Ord. No. 59-97, §§ 1—3, 10-21-97; Ord. No. 64-98, §§ 1—3, 9-1-98; Ord. No. 36-01, §§ 2—4, 6-19-01; Ord. No. 65-04, §§ 1, 2, 10-19-04; Ord. No. 92-05, 12-6-05; Ord. No. 97-05, 12-20-05; Ord. No. 71-06, 8-1-06; Ord. No. 93-12, § 2, 12-4-12; Ord. No. 4-13, 1-15-13; Ord. No. 26-14, 5-6-14)

State Law reference— Board to establish maximum amount for which administrator may contract without bids, A.C.A. § 14-48-117(5)(A)(i).



Mayor – Sandy Sanders

Acting City Administrator – Jeff Dingman

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith 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 8, 2016 ~ 12:00 Noon
Fort Smith Public Library
3201 Rogers Avenue**

CALL TO ORDER

- All present
- Mayor Sandy Sanders presiding

1. Review the recommendations of the projects by the Community Development Advisory Committee for Year 42 CDBG and Year 23 HOME Program funding
Settle/Hutchings placed an item on the March 15, 2016 regular meeting to approve projects associated with the above. The CDBG Five-Year Consolidated Plan will be presented at the May 3, 2016 regular meeting.
2. Presentation of the Riverfront Park Master Plan
Hutchings/Pennartz placed an item on the March 15, 2016 regular meeting.
3. Discussion regarding procurement of consulting services
 - a. Lau/Pennartz placed an item on a future study session to discuss procedures to select administration services for water and sewer contracts.
 - b. Settle/Lorenz placed on item on a future study session to review the feasibility of employing a contract manager.
4. Review preliminary agenda for the March 15, 2016 regular meeting

OTHER

Pennartz/Lau placed an item on a future study session to obtain a briefing regarding the Fort Smith Police Department organization analysis.

ADJOURN

12:56 p.m.