



MAYOR

George B McGill

**ACTING CITY
ADMINISTRATOR**

Jeff Dingman

CITY CLERK

Sherri Gard

BOARD OF DIRECTORS

Ward 1 - Jarred Rego

Ward 2 - Andre' Good

Ward 3 - Lee Kemp

Ward 4 - George Catsavis

At-Large Position 5 - Christina Catsavis

At-Large Position 6 - Kevin Settle

At-Large Position 7 - Neal Martin

AGENDA

Fort Smith Board of Directors

STUDY SESSION

April 28, 2026 ~ 6:00 p.m.

Blue Lion

101 North 2nd Street

Fort Smith, Arkansas

THIS MEETING IS BEING TELECAST LIVE AT THE FOLLOWING LINK:

www.fortsmithar.gov/watch

CALL TO ORDER

ITEMS OF BUSINESS

1. Review project recommendations by the Community Development Advisory Committee for Year 52 CDBG and Year 33 HOME Program funding (*Community Development*)
2. Discussion regarding proposing legislation regarding community notification of hospital services reductions or closures ~ *Resolution unanimously placed on the March 31, 2026 special meeting agenda and added as Item No. 3; TABLED pending communication with the State legislative delegation and discussion at the April 28, 2026 study session ~ (City Administrator)*
3. Discussion regarding changing to a Mayor-Council form of government ~ *C. Catsavis/Rego placed on future study session agenda at the March 17, 2026 regular meeting ~ (City Administrator)*
4. Review preliminary agenda for the May 5, 2026 regular meeting (*City Clerk*)

ADJOURN



MEMORANDUM

TO: Jeff Dingman, Deputy City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Candyce Gabucci, Director of Community Development
DATE: April 15, 2025
SUBJECT: Review project recommendations by the Community Development Advisory Committee for Year 52 CDBG and Year 33 HOME Program funding.

SUMMARY

The Community Development Advisory Committee held public hearings on April 9, 2026 to review funding requests for the Community Development Block Grant and the HOME Investment Partnership Act Program funds from local agencies to assist the city in carrying out the goals and objectives of the Five-Year Consolidated Plan for PY 2026. Final allocation amounts were received by HUD as \$772,874 for CDBG and \$367,054.07 for HUD.

ATTACHMENTS

1. [BoardItemPY2026 CommunityDevelopment.pdf](#)

CDBG and HOME funding for Program Year 2026

The federal budget for Fiscal Year 2026, signed into law on February 3, 2026, maintained funding for programs administered by the U.S. Department of Housing and Urban Development, including the Community Development Block Grant (CDBG), despite earlier proposals for significant reductions. While this reflects continued federal support, the City experienced a \$40,000 decrease in its CDBG allocation this program year, consistent with ongoing constraints on formula funding. This reduction underscores the need to prioritize limited resources toward high-impact community development activities.

Annual Action Plan for Program Year 2026

The Community Development Advisory Committee (CDAC) held three public hearings on April 9th, 2026, to review funding requests for Community Development Block Grant (CDBG) and HOME Investment Partnership Act Program funds from local agencies to assist the city in carrying out the goals and objectives of the Five-Year Consolidated Plan for PY 2026. At the close of the final public hearing 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 \$1,241,100. All recommended projects meet the goals, objectives, and strategies for the incoming Five Year Consolidated Plan for 2026-2030.

The following table reflects those priorities as they relate to the Program Year 2026 allocations:

CDBG and HOME Funds			
CATEGORY	YEAR 52 CDBG	YEAR 33 HOME	TOTALS
Community Development	\$483,046.25		
Public Service	\$115,931.10		
HOME/CHDO		\$330,349.07	
Administration	\$154,574.80	\$36,705.00	
Un-programmed	\$19,321.85		
Totals	\$772,874	\$367,054.07	

Attachment 1 is the CDBG and HOME funding table as it relates to the Five-Year Consolidated Plan. Attachment 2 is the scoring criteria for proposed projects, and Attachment 3 is select application information.

CDBG & HOME Notice of Funding Availability (NOFA) Timeline

The Notice of Funding Availability was published on February 1, 2026, in the River Valley Democrat Gazette. A notice also went out through the City of Fort Smith's Gov Delivery platform on January 13, 2025, and a notice to the Community Development Citizen Participation List was also mailed and emailed on Friday, January 10th. On January 15, 2025, and January 27, 2025, a notice was also sent out through the City of Fort Smith's Facebook page to advertise the Notice of Funding Availability.

Neighborly Software

This is the first funding year that Neighborly Software was used by agencies to submit applications for funding. The CDAC was provided with access to all the documentation on April 1, 2026, to review applications and to begin the scoring process. With Neighborly Software CDAC can go through the funding and scoring processes and city staff can prepare agency agreements online with digital signatures, submit agency pay requests, monitor projects and report the number of low-income clients served. All data is owned by the City of Fort Smith even if the service is discontinued.

Applicant Scoring

As it relates to scoring each application, the scoring criteria is marked as Attachment 2. Policies currently require a minimum match of 10% for CDBG and a 15% match in the HOME program. HUD requires that the city leverage CDBG and HOME funds with other funding sources and this is the way to determine it. The minimum match does not receive any points. To score the full 20 points on Question 2 in the Public Service category, it is easier to fully match an application that has a maximum request of \$20,000 in the category than the other categories which do not have a maximum request. New agencies to the program also receive no points in Score Question 1 if they have never had experience administering a federally funded project. This does not eliminate an agency from funds; scoring only serves as a guideline for funding recommendations.

Project Recommendations

The CDBG and HOME funding recommendations follow this memo. After the recommendations is each agency application, as submitted to CDAC, included requested funding amounts and a breakdown of the budget for requested project.

This year 17 applications were submitted. Five pre-applications were started but were not completed by the application deadline. The committee and city staff listened to applicant proposals during the three public hearings held on April 9, 2026. Upon closing the public hearing at 5:30 p.m., the committee members deliberated and reached a consensus on the submitted funding requests. Their recommendations are presented to the Fort Smith Board of Directors in this memo.

HOME Funding Application Update- Compass Realty and Construction Group

During the review of applications submitted for HOME Down Payment Assistance funding, potential conflict of interest concerns were identified related to the application submitted by Compass Realty and Construction Group. These concerns involved the shared governance structure between Compass and the Fort Smith Housing Authority, as well as the potential for organization benefit and the appearance of a lack of independence under the City's Code of Business Conduct and applicable HOME Program requirements.

In accordance with 24 CFR 92.356, the City evaluated whether a conflict of interest exception request could be submitted to HUD. As part of that process, the City sought legal review regarding compliance with state and local law. While legal counsel concurred that potential conflict concerns existed, the City was unable to obtain the legal determination required to support submission of a HUD exception request. Because the required exception process cannot be completed, the Compass application cannot proceed for funding consideration.

As a result, staff recommends that the remaining HOME Down Payment Assistance funds be awarded to the remaining eligible applicant within the category. If remaining funds are not awarded within the current funding cycle, the City may be required to carry the funds forward into a future program year, delaying implementation of Down Payment Assistance activities and the timely use of HOME funds.

Community Development- Category A

This category received four (4) applications; All CDAC members present approved these recommendations. Nelson Hall Homes, an organization under the Fort Smith Housing Authority umbrella was recommended to receive \$68,066 in funding while the committee decided to withhold funding for the lot acquisition project citing a more urgent need to Nelson Hall.

Organization Name	Proposal Title	Requested Amount	Score	Funding Recommendation
Salvation Army	Apartment rehab for homeless transitional housing	\$100,000	55	\$81,500
Nelson Hall Homes	Replace plumbing to 16 Nelson Hall units	\$170,625	45	\$68,066
Fort Smith Housing Authority	Lot Acquisition	\$170,625	43	
Riverview Hope Campus	HVAC unit for shelter facility	\$19,500	66	\$19,500

Public Service- Category B

The public service category received ten (10) applications. These funds are not used for salaries but rather for a service that is as close to the beneficiary as possible (i.e., Meals on Wheels bulk food, dental services, utilities assistance, case management, etc.)

Organization Name	Proposal Title	Requested Amount	Score	Funding Recommendation
Antioch for Youth and Family	Raw food purchase for grocery distribution	\$20,000	65	\$10,000
Community Rescue Mission	Case Management: ID recovery, housing counseling, family basic needs	\$20,000	69	\$10,000
Crawford Sebastian CDC, Inc.	Dental Clinic Services	\$20,000	96	\$15,021
Fort Smith Boys and Girls Club	Workforce development program for Teen Center	\$20,000	71	\$12,510
Girls Incorporated of Fort Smith	Membership, program, transportation, and Outreach	\$20,000	88	\$12,510
Hamilton Center for Child Advocacy	Case Management: family support, working w/outside resources including counselors, medical experts, law enforcement & CPS	\$20,000	93	\$15,020.10
Next Step Day Room, Inc.	Case Management within homeless transitional homes including: ID Recovery, employment assistance, life skills, addressing addiction issues, financial counseling	\$20,000	86	\$12,510
Sebastian Retired Citizens Assoc. (SRCA)	Food purchase for Meals on Wheels program	\$20,000	64	\$10,000

Salvation Army	Rental Assistance for low-income Fort Smith residents	\$20,000	64	\$10,000
The Arc for the River Valley	Sensory patio for individuals with sensory processing challenges	\$5,850	71	\$5,850
		\$185,850		\$115,931.10

As it relates to specific homeless provider activities in public service, the Next Step Homeless Services application is for case management at the transitional housing facilities outside of the CDID (addresses shown in application attached). Federal regulations do not allow the City to use more than 15% of the entire CDBG allocation (plus program income) for the public service category which is \$115,931.10. All public service activities are related to the City's anti-poverty strategy (Attachment 10) in the Five-Year Consolidated Plan.

HOME /Community Development Housing Organization (CHDO) - Category C

Crawford Sebastian Community Development Council, Inc. (CSCDC), has submitted as a Community Development Housing Organization (CHDO). The proposal is to rehabilitate an existing home with CHDO Reserve with the home to then be sold to a low-income Fort Smith resident.

In lieu of applying for new construction this year, CSCDC opted to apply for HOME funds for down payment assistance. Their application for this program includes a maximum subsidy amount per buyer of \$40,000 (*average subsidy is \$28,214*). The additional down payment assistance is for up to 3.5% of the purchase price with a maximum of \$10,000 (*average down payment assistance is \$7,000*).

Organization Name	Proposal Title	Requested Amount	Score	Funding Recommendation
Crawford Sebastian CDC, Inc.	Acquire, rehab, resale	\$54,000	48	\$55,058
Crawford Sebastian CDC, Inc.	Homebuyer subsidy with down payment assistance	\$270,000	46	\$148,678
Compass Realty and Construction Group	Homebuyer subsidy with down payment assistance	\$270,000	31	\$126,613.07

Compass Realty and Construction group has an application that cannot proceed due to potential conflicts, as mentioned above. It is the recommendation of the staff to move CDAC’s recommended allocation for Compass to CSCDC, an organization that has administered the funds previously.

Organization Name	Proposal Title	Requested Amount	Score	Funding Recommendation
Crawford Sebastian CDC, Inc.	Acquire, rehab, resale	\$54,000	48	\$55,058*
Crawford Sebastian CDC, Inc.	Homebuyer subsidy with down payment assistance	\$270,000	46	\$275,291.07
Compass Realty and Construction Group	Homebuyer subsidy with down payment assistance	\$270,000	31	

***Funding was requested as \$54,000 before final HUD numbers were received. \$55,058 reflects the actual HOME funding for 2026.**

CDAC Recommendations

The table in Attachment 1 lists all funding recommendations by the CDAC with the pre-programmed City’s Housing Assistance Program, administrative costs, and CDBG un-programmed funds.

Program income continues to be generated by the city’s housing assistance program and nonprofit partners 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 Director’s once the report is accepted by the Department of HUD.

In summary, we request the Board of Directors approve the 2026 recommendations by CDAC.

CDAC Members

- Genia Smith- Chairperson
- Heather O’Hara
- Christopher Smith
- Carolyn Mosley
- Tom Bonkofsky
- Kim Rucker

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 corporate limits.
- ED 7.2- Ensure that a broad range of housing alternatives are available for employers and employees.

Five Year Consolidated Plan

The draft of the Five-Year Consolidated Plan is set to be published with the Annual Action Plan upon the Board of Director's decision on this item. Projects within this item will be added to the 2026 Annual Action Plan which is part of the first year of the Consolidated Plan. CDAC's recommendations were developed with consideration of the priorities and housing needs identified through the City's draft 2025–2029 Consolidated Plan process, including the continued need for affordable homeownership opportunities and down payment assistance activities.

Attachment 1- CDBG & HOME Funding Tables

Attachment 2- Scoring Questions/Criteria

Attachment 3- CDBG and HOME Applications- A to L

ATTACHMENT 1

CDBG and HOME Program Year 2026 CDAC Recommendations and Pre-programmed City Activities

Agency	CDBG Year 52
Antioch for Youth and Family	\$10,000
Community Rescue Mission Case Management	\$10,000
Crawford Sebastian CDC. Dental Clinic	\$15,021
Fort Smith Boys and Girls Club	\$12,510
Girls Incorporated of Fort Smith	\$12,510
Hamilton Center for Child Advocacy	\$15,020.10
Next Step Day Room	\$12,510
Riverview Hope Campus	\$19,500
Sebastian Retired Citizens Association	\$12,510
Salvation Army Rental Assistance	\$10,000
The Arc for the River Valley	\$5,850
Salvation Army Apartment Rehab	\$81,500
Nelson Hall Homes	\$68,066.19
Fort Smith Housing Rehab Assistance	\$253,980.06
Fort Smith Housing Rehab Administration	\$60,000
Fort Smith Administration	\$154,574.80
Un-programmed	\$19,321.85
Totals	\$772,874.00

Agency	HOME Year 33
Crawford Sebastian CDC, Inc.- <i>Acquisition, rehab, resale</i>	\$55,058.00
Crawford Sebastian CDC, Inc.- <i>Subsidy with DPA</i>	\$275,291.07
Fort Smith HOME Administration	\$36,705.00
Totals	\$367,054.07

ATTACHMENT 2

Scoring Questions for Proposed Projects

Please review the question and enter the number of points indicated. Each question is weighted by 4 so each one would have a maximum points awarded of 16.

Committee Scoring Questions

1. ***Does the organization have experience with Federal Program funding?*** 1-2 years =1 point; 3-5 years = 2 points, 6-7 years = 3 points, 8+ years = 4 points
2. ***What is the amount of other agency funding contributed to the project?*** 0-24.99%= 0 points; 25-49.99%= 1 point, 50-74.99%= 2 points, 75-99.99%= 3 points; 100%+= 4 points
3. ***What is the cost/benefit ratio based on the funding requested and the number of clients proposed to be served?*** \$1-\$400.99= 4 points; \$401-\$800.99= 3 points; \$801-\$1,200.99= 2 points; \$1,201+= 1 point
4. ***The importance of the project to the LMI citizens of Fort Smith. (i.e., low cost per client, small but worthy project, revitalizing a neighborhood, benefit to disabled/elderly person(s), etc.)*** 0 – 4 points

Pre-Application Questions

Completed by i.salazar@antiochyouthfamily.org on 2/2/2026 1:55 PM

Case Id: 30280

Name: Antioch for Youth & Family - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

This proposal will provide direct food assistance to extreme, low- and moderate-income households through the distribution of nutritious groceries at no cost to beneficiaries. Funding will be used to support the acquisition and distribution of food items that directly reach individuals and families experiencing food insecurity, including seniors, children, and working households. The program ensures immediate access to essential food resources, reducing hunger and improving household stability for residents within the service area.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

25

Applicant Questions

Completed by *i.salazar@antiochyouthfamily.org* on 2/27/2026
3:04 PM

Case Id: 30280

Name: Antioch for Youth & Family - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal#4 Public Service objective 1 strategy 1.1 Goal: Improve living conditions in by addressing non-housing community development for special needs populations over a five-year period. Objective 1: Address community needs through community-based public service programs. Strategy 1.1: Utilize CDBG public service funding cap to assist public service programs, including, but limited to, fair housing, senior services, health care services, youth services, and child care services.

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

This proposal represents an increase in the level of services currently provided by our agency. On average, we serve approximately 4,000 clients each month, with 150–200 new clients seeking food assistance monthly due to ongoing economic hardship. The requested CDBG funds will be used to expand food distribution capacity to meet this growing demand and ensure these additional households receive direct food assistance. CDBG funds will not replace or supplant existing funding sources. All current food distribution services will continue to be supported by existing resources. The requested funds will be used exclusively to serve new clients beyond our existing service levels, increasing the total number of low- and moderate-income beneficiaries and the amount of food distributed. No funds will be substituted for services already provided.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

We help the homeless with food.

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

Not Applicable - HOME Project

6. Does the agency own the property for which the funds will be used?

Yes

Upload Deed

Deed

***No files uploaded*

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

Does not apply

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

2,878

Very Low Income - VLI

139

Low Income - LI

56

Total

3,073

HOME INVESTMENT PARTNERSHIP ACT

Printed By: Patty Rodgers on 4/21/2026

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

Not Applicable; Subrecipient Project

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

0

Acquire / Rehabilitate / Resale

0

Down Payment Assistance

0

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

n/a

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

n/a

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

n/a

ORGANIZATIONAL

Printed By: Patty Rodgers on 4/21/2026

16. Are all agency facilities accessible to those with mobility impairments?

No

Please provide an explanation

N/A

17. What is the agency's fiscal year?

January 1 - December 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

N/A

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

No

Project/Activity Budget

Completed by i.salazar@antiochyouthfamily.org on 2/27/2026
3:10 PM

Case Id: 30280

Name: Antioch for Youth & Family - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Antioch for Youth & Family is requesting \$20,000 to support the purchase of a full truckload (40,000 pounds) of frozen chicken packaged in 5-pound bags. This procurement will directly provide high-quality protein to approximately 8,000 families throughout Fort Smith and the surrounding River Valley region. The total truckload cost is \$22,000, which includes the purchase price and refrigerated transportation. Antioch will leverage existing operational funds and in-kind logistics support to cover the remaining balance. The requested \$20,000 will be used exclusively toward the direct purchase and delivery of the chicken. This investment will provide: 40,000 pounds of frozen chicken 8,000 family-sized 5-pound portions Approximately 160,000 meals (based on 4 meals per pound) A cost of \$2.50 per family served Protein remains one of the most critical and cost-prohibitive food categories for families experiencing food insecurity. Rising grocery costs continue to make meat and poultry inaccessible for many of the 4,000+ households Antioch serves monthly, including an average of 150 new families seeking assistance each month. The chicken will be distributed through: Antioch's walk-in pantry program Mobile pantry distributions Senior outreach initiatives Veteran and family support programs Sebastian County continues to rank among the highest in Arkansas for food insecurity. This purchase represents a direct service intervention that increases the total volume of nutritious protein available to families without supplanting existing food funds. No funds will be substituted for current services; instead, this investment expands Antioch's capacity to meet growing demand. At just \$2.50 per family, this request represents a highly cost-effective, high-impact opportunity to strengthen food security and provide dignity-centered access to nutritious meals.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$2,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$20,000.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$2,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$20,000.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by i.salazar@antiochyouthfamily.org on 3/11/2026
9:55 AM

Case Id: 30280

Name: Antioch for Youth & Family - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

501c3 IRS Determination Letter.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

Scan_20260227.pdf



Fort Smith City Business License

Scan_20260227 (2).pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

Antioch for Youth & Family_Profit and Loss 2026.pdf



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Isaac Salazar Resume.docx



A list of the Agency Board Members

Board of Directors (1).docx

Agency Board of Directors Authorization to Submit Application

Scan_20260227 (5).pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2024 Taxes Antioch Consolidated Assoc for Youth & Family Inc. CDBG.pdf

Upload all Financial Commitment Letters

***No files uploaded*

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

Scan_20260227 (4).pdf

Agency Wide Audit or Financial Statements

Antioch 2024 Audit.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

Invoice_8235_from_Hatch_Inc.pdf

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by arcrivervalley@gmail.com on 2/13/2026 10:24 AM

Case Id: 30303

Name: The Arc for The River Valley - 2026

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

The Arc for the River Valley proposal: "Accessible Outdoor Sensory Support Patio", will provide a safe, structured outdoor environment for individuals with intellectual and developmental disabilities who attend our day facility. Many of the individuals we serve experience sensory overstimulation and require a calm, accessible area away from noise and group activity to regulate safely. This project is a direct service to beneficiaries because it creates daily, on-site access to a therapeutic outdoor patio specifically designed to support sensory regulation, emotional stability, and safe participation in programming. The patio will serve as a proactive intervention space designed to reduce incidents related to sensory overstimulation, improve emotional regulation, and increase participants' ability to safely remain engaged in programming.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

66

Applicant Questions

Completed by arcrivervalley@gmail.com on 2/27/2026 11:34 AM

Case Id: 30303

Name: The Arc for The River Valley - 2026

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal 5, Homelessness, Objective 1 Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

This would be an increase in the level of services we can provide at The Arc for the River Valley no funds will be substituted for the services already provided.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

Printed By: Patty Rodgers on 4/22/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

28

Very Low Income - VLI

3

Low Income - LI

Total

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

Not applicable

Acquire / Rehabilitate / Resale

Not applicable

Down Payment Assistance

Not applicable

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Social Media, Monthly Newsletter

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

Social Media, Monthly Newsletter

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Our proposed Sensory Patio project affirmatively furthers fair housing choice by supporting individuals with disabilities, a federally protected class and promoting inclusive, accessible community environments. The 2016 Analysis of Impediments to Fair Housing Choice identifies barriers faced by individuals with disabilities, including limited access to accessible spaces and supportive environments that allow them to fully participate in community life. The Sensory Patio will provide a safe, therapeutic outdoor space designed specifically for individuals with sensory processing challenges. By creating an environment that accommodates sensory needs, we reduce barriers that often limit participation, independence, and overall quality of life. This project strengthens community integration, supports equal access to services, and promotes inclusive spaces where individuals with disabilities can thrive key principles aligned with affirmatively furthering fair housing choice.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

January 1 - December 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

We do not receive any federal funding.

Project/Activity Budget

Completed by arcrivervalley@gmail.com on 3/11/2026 3:18 PM

Case Id: 30303

Name: The Arc for The River Valley - 2026

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Funds will be used to construct and equip a secure sensory patio at The Arc for the River Valley, designed to serve individuals with disabilities who experience sensory processing challenges. Project cost include: Patio perimeter fence \$4,500.00, patio tables \$500.00 x 3, total \$1,500.00 raised flower beds \$200 x 2, total \$400.00 plus taxes. The sensory patio will remove environmental barriers, promote accessibility, and provide an inclusive therapeutic space that supports equal access to community services.

Funding Sources/Revenues

CDBG

\$5,850.00

HOME

\$0.00

Committed CDBG

\$650.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$6,500.00

Funding Uses/Expenses

CDBG

\$5,850.00

HOME

\$0.00

Printed By: Patty Rodgers on 4/22/2026

Committed CDBG

\$650.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$6,500.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by prodgers@fortsmithar.gov on 3/13/2026 8:48 AM

Case Id: 30303

Name: The Arc for The River Valley - 2026

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

501c3 letter02062023 (2) (1).pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

Arkansas Secretary of State Certificate of Good Standing 2026.html



Fort Smith City Business License

THE ARC FOR THE RIVER VALLEY INC. BL.pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

BUDGET (4).xlsx



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

The Arc for the River Valley Administrataive Profile.pdf



A list of the Agency Board Members

The Arc Board Member Roster 2026.pdf

Agency Board of Directors Authorization to Submit Application

Board Minutes - February 2026 (1).docx

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2024 990.PDF

Upload all Financial Commitment Letters

***No files uploaded*

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

The Arc for the River Valley W9 (2).jpg

Agency Wide Audit or Financial Statements

Audited financial statements_12-31-2024 and 2023.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

5J Fence & Exteriors-Estimate-#E-3226.pdf

PROPOSAL - THE ARC FOR THE RIVER VALLEY.pdf

Estimate for Arc for the River Valley.pdf

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

5J Fence & Exteriors-Estimate-#E-3226.pdf

PROPOSAL - THE ARC FOR THE RIVER VALLEY.pdf

Estimate for Arc for the River Valley.pdf

Home Depot Raised Flower Bed.html

Metal Planter Box with Trellis with Wheels _ Wayfair.html

Lowes raised flower bed with trellis.avif

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient
(Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by director@fscrm.org on 2/2/2026 9:01 AM

Case Id: 30279

Name: Community Rescue Mission - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Public Service-Family Homelessness Case Management

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

45

Applicant Questions

Completed by director@fscrm.org on 3/9/2026 1:52 PM

Case Id: 30279

Name: Community Rescue Mission - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #5, Homelessness, Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

Funds would be used to support case management services in our program.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

Printed By: Patty Rodgers on 4/21/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

300

Very Low Income - VLI

25

Low Income - LI

Total

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

N/a

Acquire / Rehabilitate / Resale

n/a

Down Payment Assistance

n/a

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

We have a website that is actively visited by members of the community. People are able to sign up to volunteer at CRM and serve meals. In addition, our Facebook page and Instagram page are active with people wanting to help out at our facility. We also share information including needs, success stories and upcoming events on social media. Furthermore, the Director and staff are very active in the community sharing information about CRM and other service providers.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

We provide services to the families we serve as well as work with 100 Families. We also have staff that set up booths at community events to share information on food insecurity, homelessness and other important information.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Community Rescue Mission furthers Fair Housing Choice by addressing Impediment 6.5 by addressing limited resources to assist lower income person. We have case managers that meet with our residents each week and if needed more than once a week to help them set goals and locate affordable housing when the time is right. CRM is helping homeless families in the community by providing a safe shelter and the successful program to help them go from crisis to stability. Residents are given information on fair housing and encouraged to do their own research to learn more about their options. In addition, case managers help residents set up realistic budgets that help them prepare for permanent housing as well as look for long term solutions to any of the challenges they may face. Furthermore, we collaborate with other agencies to help address this need in our community and find solutions to problems many people in the community face.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

April 1 - March 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received more than \$75,000.01 from CDBG or HOME (Upload Audit in Documents Tab)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes, we utilized HOME-ARP Supportive Services funds to provide life skills classes, transportation-related services, food assistance, and drug testing kits for homeless individuals. This funding ended in September 2025. We also receive TANF funds to help pay for case management for our residents and to help provide case management services to families in our community.

Project/Activity Budget

Completed by director@fscrm.org on 2/27/2026 3:26 PM

Case Id: 30279

Name: Community Rescue Mission - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Our case managers work with the homeless families to help them acquire proper ID recovery such as SS card and birth certificate, state if and at times a driver's license while providing all of the basic needs and counseling for housing. Each client is estimated \$55 per person for these basic needs but most of our families also have children that we will have to cover these items for each person in the family.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$4,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$24,000.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Printed By: Patty Rodgers on 4/21/2026

Committed CDBG

\$4,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$24,000.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by director@fscrm.org on 2/27/2026 3:25 PM

Case Id: 30279

Name: Community Rescue Mission - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

Non Profit Tax ID.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

Arkansas Secretary of State Statement of Good Standing.pdf

Fort Smith City Business License

Business License 2025.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

25-26 Budget.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Staff information top two positions 2025.docx

A list of the Agency Board Members

Board Members.xlsx

Agency Board of Directors Authorization to Submit Application

CRM Board Authorization.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2024 990.pdf

Upload all Financial Commitment Letters

CRM Board Authorization.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

2026 W-9 CRM.pdf

Agency Wide Audit or Financial Statements

Community Rescue Mission financials.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by mbaker@cscdcca.org on 2/12/2026 11:48 AM

Case Id: 30299

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Acquisition, Rehabilitation and resale of safe affordable housing to be purchased by low to moderate income families in Fort Smith

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

61

Applicant Questions

Completed by mbaker@cscdcca.org on 2/24/2026 1:29 PM

Case Id: 30299

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

- Category A - CDBG Community Development - \$170,625 Estimated
- Category B - CDBG Public Services - \$117,625 Estimated
- Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

If you chose Category C (HOME CHDO), please DO NOT answer the following:
#3, #4, #5, #6, #7, #8, #9

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below
A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #2, Aff.Hsg. 2- CHDO, Strategy 2.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

Printed By: Patty Rodgers on 4/22/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

Very Low Income - VLI

Low Income - LI

Total

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

No

Please contact city staff to complete the process before submission of the proposal

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

Developer

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

NA

Acquire / Rehabilitate / Resale

1

Down Payment Assistance

NA

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

On our Facebook, you can find many posts highlighting all of our programs. We will market this program on our Facebook as well. On our website we will add a dedicated page with an overview of the program, including income and property requirements as well as instructions for participating in the program. We also have an updated brochure for our Self-Help Housing Program that features valuable information about the program in a concise, easy to read format. Lastly, we have installed a kiosk for our front lobby this year so that those in need without internet can stop by our facility and fill out an application for any of our programs. It is important to us that we market through several different methods so that anyone can find our information and receive the help they need to begin their journeys of self-sufficiency.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

We have an updated brochure for our Housing Program that features valuable information about the program in a concise, easy to read format. We distribute these brochures to other area agencies that assist low income persons in our area. These agencies distribute the pamphlet to their clients and refer them to our agency. We also have a kiosk for our front lobby so that those in need without internet at home can stop by our facility and fill out an application for any of our programs. We serve over 9,000 clients a year with our utility assistance program alone. These low income individuals and their family or friends who accompanied them to appointments with our staff are able to utilize a kiosk in our front lobby to gain information on our housing and other programs.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Action #3: The 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. CSCDC provides down payment assistance through the City of Fort Smith and other privately funded programs as well. 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. CSCDC provides direct face-to-face fair housing education to over 150 households per year. 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. CSCDC provides financial literacy courses and one-on-one pre-purchase counseling that is focused on improving credit scores. From October 1, 2017 through September 30, 2018, CSCDC helped 64 families improve their credit scores. 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. CSCDC maintains a list and makes referrals to lenders who offer non-traditional mortgage products with low interest rates and positive terms of financing. 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. CSCDC has a contract with a translation service to support one-on-one pre- and post-purchase counseling in Spanish and other common languages and provides homebuyer education and fair housing classes in Spanish through Ehome America.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

October 1 - September 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received more than \$75,000.01 from CDBG or HOME (Upload Audit in Documents Tab)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

Affirmative Action Plan

- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes

Project/Activity Budget

Completed by mbaker@cscdcca.org on 2/24/2026 1:30 PM

Case Id: 30299

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Total Acquisition and Rehab costs \$54,000 for one home to be purchased in Fort Smith. HOME funds are used to acquire and rehab affordable homes for low income families to purchase in the City of Fort Smith. We project to complete 1 home with this funding. CSCDC will match \$8,100 (15%). The Home funds of \$54,000 will be used for Acquisition, Rehabilitation and resale of safe affordable housing to be purchased by low to moderate income families in Fort Smith. Our committed Match of \$8,100 will be used to for C-SCDC Costs for program operation.

Funding Sources/Revenues

CDBG

\$0.00

HOME

\$54,000.00

Committed CDBG

\$0.00

Committed HOME

\$8,100.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$62,100.00

Funding Uses/Expenses

CDBG

\$0.00

HOME

\$54,000.00

Printed By: Patty Rodgers on 4/22/2026

Committed CDBG

\$0.00

Committed HOME

\$8,100.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$62,100.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Project/Activity Budget

Completed by mbaker@cscdcca.org on 2/24/2026 1:30 PM

Case Id: 30299

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Total Acquisition and Rehab costs \$54,000 for one home to be purchased in Fort Smith. HOME funds are used to acquire and rehab affordable homes for low income families to purchase in the City of Fort Smith. We project to complete 1 home with this funding. CSCDC will match \$8,100 (15%). The Home funds of \$54,000 will be used for Acquisition, Rehabilitation and resale of safe affordable housing to be purchased by low to moderate income families in Fort Smith. Our committed Match of \$8,100 will be used to for C-SCDC Costs for program operation.

Funding Sources/Revenues

CDBG

\$0.00

HOME

\$54,000.00

Committed CDBG

\$0.00

Committed HOME

\$8,100.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$62,100.00

Funding Uses/Expenses

CDBG

\$0.00

HOME

\$54,000.00

Printed By: Patty Rodgers on 4/22/2026

Committed CDBG

\$0.00

Committed HOME

\$8,100.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$62,100.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by mbaker@cscdcca.org on 2/24/2026 1:35 PM

Case Id: 30299

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

IRS 501C3 UPDATE 07122017.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

Arkansa Secretary of State Letter of GoodStanding100013794 Jan 9 2026 (8) (1).pdf



Fort Smith City Business License

CSCDC Business License - 2025-12-29T081046.756.pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

FY 2026 Agency Wide Budget.xlsx



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

CSCDCAdminProfileforHOME (2).pdf



A list of the Agency Board Members

December 2025 Board Roster (UW) (4).pdf

Agency Board of Directors Authorization to Submit Application

BoardAuthorizationtoSubmitApplication2 (2).pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2023US CSCDC 990.pdf

Upload all Financial Commitment Letters

2026AcqRehabFinancialCommitmentLetter.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

CSCDC W-9 2025.pdf

Agency Wide Audit or Financial Statements

2024 Crawford-Sebastian Community Development Council Inc. Financial Statements (1).pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

Exhibit M 2026 City Of FS.pdf

CHDOBoardRoster C-SCDC.xlsx

Pre-Application Questions

Completed by mbaker@cscdcca.org on 2/12/2026 10:46 AM

Case Id: 30298

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Subsidy and Down Payment Assistance Program to enable affordable housing

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

61

Applicant Questions

Completed by mbaker@cscdcca.org on 2/24/2026 1:38 PM

Case Id: 30298

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

- Category A - CDBG Community Development - \$170,625 Estimated
- Category B - CDBG Public Services - \$117,625 Estimated
- Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

If you chose Category C (HOME CHDO), please DO NOT answer the following:
#3, #4, #5, #6, #7, #8, #9

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below
A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1,
etc)

Goal #7, Promote Fair Housing

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

NA

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

NA

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

Not applicable - property to be acquired with this application

Printed By: Patty Rodgers on 4/22/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

NA

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

Very Low Income - VLI

Low Income - LI

Total

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

Not Applicable; Subrecipient Project

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

Subrecipient

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

NA

Acquire / Rehabilitate / Resale

NA

Down Payment Assistance

7

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

C-SCDC utilizes our 16 lender partners and speak at board of realtor meetings and mortgage banker events about our program funding availability. In addition to using traditional means such as brochures and inter-office referrals, we use social media to notify the general public about the funding available to help low-income families and individuals.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

In addition to using traditional means such as brochures and inter-office referrals, we use social media to notify the general public about the funding available to help low-income families and individuals. Annually we have a public needs assessment workshop where we invite the public to attend and learn about our services and we listen to recommendations the public make for services we might add. We also have events open to the public, "Open House" event where we set up booths out front of our building and invite the public through social media and radio to come learn about our programs. We provide hot dogs, chips and drinks to the public who come to our "Open House". We have staff hand out pamphlets and talk to individuals about our services.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Action #3: The 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. CSCDC provides down payment assistance through the City of Fort Smith and other privately funded programs as well. 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. CSCDC provides direct face-to-face fair housing education to over 150 households per year. 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. CSCDC provides financial literacy courses and one-on-one pre-purchase counseling that is focused on improving credit scores. From October 1, 2017 through September 30, 2018, CSCDC helped 64 families improve their credit scores. 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. CSCDC maintains a list and makes referrals to lenders who offer non-traditional mortgage products with low interest rates and positive terms of financing. 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. CSCDC has a contract with a translation service to support one-on-one pre- and post-purchase counseling in Spanish and other common languages and provides homebuyer education and fair housing classes in Spanish through Ehome America.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

October 1 - September 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received more than \$75,000.01 from CDBG or HOME (Upload Audit in Documents Tab)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan**
- Commercial Liability / General Casualty Insurance**
- Current Lobby Disclosure statement signed by the Executive Director**
- Financial Policies**
- Grievance and Complaint Procedures for both employees and clients**
- Procurement Policies**

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- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes

Project/Activity Budget

Completed by mbaker@cscdcaaa.org on 2/24/2026 1:38 PM

Case Id: 30298

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

This project will provide an average subsidy of \$28,214 (maximum of \$40,000) against the total purchase price of a home as assistance to LMI families purchasing their own home. This subsidy will be secured with a HOME Subsidy mortgage, which will be forgivable over a period of time determined by the amount of subsidy per HOME rules. This subsidy will help LMI families purchase a home which meets Minimum Housing Quality Standards while maintaining affordability. This project will also provide necessary down payment assistance to LMI families in the purchase of their own home, which removes a barrier to purchasing. This assistance will be up to 3.5% of the purchase price (maximum of \$10,000) and will average \$7,000 per home purchase. In addition, this program will support C-SCDC's ability to provide full-cycle counseling and education to all borrowers receiving assistance. Buyers are prepared for homeownership through education and counseling. They are required to receive one-on-one counseling, homebuyer education and fair housing education. CSCDC will use committed match \$40,500 (15%) for expenditures for housing counselor salaries and fringe. Of the \$270,000 Home Funds provided we will spend \$197,500 on Home Buyer Subsidy, \$67,500 on down payment assistance, and \$5,000 on counseling fees.

Funding Sources/Revenues

CDBG

\$0.00

HOME

\$270,000.00

Committed CDBG

\$0.00

Committed HOME

\$40,500.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$310,500.00

Printed By: Patty Rodgers on 4/22/2026

Funding Uses/Expenses

CDBG

\$0.00

HOME

\$270,000.00

Committed CDBG

\$0.00

Committed HOME

\$40,500.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$310,500.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by mbaker@cscdcaaa.org on 2/24/2026 1:40 PM

Case Id: 30298

Name: Crawford-Sebastian Community Development

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

IRS 501C3 UPDATE 07122017.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

Arkansa Secretary of State Letter of GoodStanding100013794 Jan 9 2026 (8).pdf



Fort Smith City Business License

CSCDC Business License - 2025-12-29T081046.756.pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

FY 2026 Agency Wide Budget.xlsx



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

CSCDCAdminProfileforHOME (2).pdf



A list of the Agency Board Members

December 2025 Board Roster (UW).pdf

Agency Board of Directors Authorization to Submit Application

BoardAuthorizationtoSubmitApplication2 (2).pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2023US CSCDC 990.pdf

Upload all Financial Commitment Letters

2026DPASubsidyFinancialCommitmentLetter (1).pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

CSCDC W-9 2025.pdf

Agency Wide Audit or Financial Statements

2024 Crawford-Sebastian Community Development Council Inc. Financial Statements.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

Exhibit N 2026 City FS.pdf

Pre-Application Questions

Completed by mbaker@cscdcca.org on 2/12/2026 11:54 AM

Case Id: 30300

Name: CSCDC Community Dental Clinic (a program of

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Public Service: Dental Treatment

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

57

Applicant Questions

Completed by mbaker@cscdcca.org on 2/24/2026 1:45 PM

Case Id: 30300

Name: CSCDC Community Dental Clinic (a program of

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #4, Public Services, Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

The funds will be used to increase the level of services our agency already provides. No funds will be substituted for the service already provided.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

NA

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

Printed By: Patty Rodgers on 4/22/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

NA

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

495

Very Low Income - VLI

Low Income - LI

Total

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

NA

Acquire / Rehabilitate / Resale

NA

Down Payment Assistance

NA

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

We have information on our website, cscdc.net, we post information to our facebook page, we have pamphlets we distribute from the CSCDC main office through the utility assistance (LIHEAP) program, we distribute pamphlets to other agencies, and distribute pamphlets at health fairs.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

We distribute pamphlets on our dental program to other non-profit and public agencies that assist very low-income individuals in our area, and we also distribute pamphlets at health fairs in the city of Fort Smith. We also work with food pantries who are member agencies with the CSCDC food bank and make pamphlets available there as well. The CSCDC main office also has a kiosk in the lobby which low income individuals can access and see the services our dental clinic offers and what the requirements are for them to utilize our dental clinic.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

NA

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

October 1 - September 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

No

Project/Activity Budget

Completed by mbaker@cscdcca.org on 2/24/2026 4:02 PM

Case Id: 30300

Name: CSCDC Community Dental Clinic (a program of

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

The Community Dental Clinic is the only full service nonprofit dental clinic in the city of Fort Smith service area to provide professional dental care and dental hygiene services at no cost to low income individuals and families. The funds from this grant will provide supplies for dental care patients at a rate of \$100 per client served. Dental care supplies have increased significantly over the past 4 years due to high inflation on basic dental supply items. We hold clinics to serve our clients and regularly receive referrals from Riverview Hope Campus, Harbor House, Gateway House, Good Samaritan Clinic, Next Step Day Room and other agencies. We have a dedicated group of volunteer dentists and other dental staff who give expert care to our patients addressing tooth decay issues, broken or abscessed tooth issues, and denture needs. When these issues are resolved, patients immediately feel better, can eat healthier foods, and their overall health improves. By freeing them of oral pain they can continue to work or seek gainful employment which helps them provide for their families. We also have many volunteer dental hygienists and registered dental assistants working at our clinic to provide free oral cleanings for our patients. Our denture program has helped many clients obtain employment after receiving dentures. The dentures boost their confidence and self-esteem and gives potential employers a more positive perception of them as potential job candidates. We also have been able to help so many of our Hope Campus patients who are working so hard to better their lives and are in need of a fresh start. Our clinic also performs oral cancer screenings for patients and this process has been a life saving event for some of our patients as we detected cancer early. The services the Community Dental Clinic provides are in response to the needs of the under served low income population in our community for a dental clinic whose mission is to relieve dental pain, restore dignity, and promote self-sufficiency by providing basic dental care in the most cost effective way.

Explanation of Funding Sources/Revenues ***Grant Cycle Dates for Delta Dental and Degen Foundation have moved from awards in December each year to May and July so our funds reflect balance of 2025 funds carried over to 2026. *** United Way grant awards are not received until April each year. We do receive payments each month up until that time but we are only reflecting January and February actual payments received as "committed funds" because we will not receive an award notice until April this year. ***Community Dental Clinic committed match is \$37,916.68 from the following sources: 1) 3 Charitable Trusts (\$6,000 Hennessy Foundation, \$3,000 Evans Charitable Foundation, and \$2,000 Davis Charitable Foundation) 2) Year-to date 2026 support from United Way of \$6,916.68. Before United Way awards 2026 grants they continue to pay January through April 2026 estimated amounts before the 2026 grant awards. This year we have received 2 payments, one for January 2026 and one for February 2026 both in the amount of \$3,458.34. We are confident we will receive 2026 award in April. 3)Private Donor annual donation \$10,000. 4) Delta Dental of Arkansas Foundation \$10,000.00 (Grant Received February 12, 2025 for \$40,000 so prorated carryover left from 2025 utilized in 2026 was \$ 10,000). 5) Note that Degen Foundation Grant changed grant cycle. We received \$21,000 in July 2025 which was used to purchase equipment and was expended in December 2025 so there is no portion of the grant to utilize in 2026.

Explanation of Funding Uses/Expenses The \$20,000 received from CDBG Grant will all be used to pay for ---Professional Dental Services for Patients. The \$10,000 Delta Dental of Arkansas Foundation Grant was used to pay for ---Dentures, Denture Supplies, Denture lab costs The \$ 27,916.68 (Private Donor \$10,000, \$6916.68 United Way carryover from 2025, and \$ 11,000 from 3 charitable trusts) will be used for ---Other Direct Services, operating expenses, and dental supplies

Printed By: Patty Rodgers on 4/22/2026

1 of 3

Funding Sources/Revenues

CDBG
\$20,000.00

HOME
\$0.00

Committed CDBG
\$37,916.68

Committed HOME
\$0.00

Not Committed CDBG
\$0.00

Not Committed
\$0.00

Total
\$57,916.68

Funding Uses/Expenses

CDBG
\$20,000.00

HOME
\$0.00

Committed CDBG
\$37,916.68

Committed HOME
\$0.00

Not Committed CDBG
\$0.00

Not Committed
\$0.00

Total
\$57,916.68

Percentage of CDBG Leverage
0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by mbaker@cscdcaa.org on 2/24/2026 4:02 PM

Case Id: 30300

Name: CSCDC Community Dental Clinic (a program of

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

IRS 501C3 UPDATE 07122017.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

Arkansa Secretary of State Letter of GoodStanding100013794 Jan 9 2026 (8) (1).pdf



Fort Smith City Business License

Dental Clinic Business License - 2025-12-29T080839.027.pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

FY 2026 Agency Wide Budget.xlsx



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

2026AdministrativeProfileforgrantsDentalClinic.doc



A list of the Agency Board Members

December 2025 Board Roster (UW) (4).pdf

Agency Board of Directors Authorization to Submit Application

BoardAuthorizationtoSubmitApplication2 (2).pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2023US CSCDC 990.pdf

Upload all Financial Commitment Letters

Committment Letters Community Dental Clinic 2026.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

CSCDC W-9 2025.pdf

Agency Wide Audit or Financial Statements

2024 Crawford-Sebastian Community Development Council Inc. Financial Statements (1).pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by grants@fsbgc.org on 2/12/2026 11:56 AM

Case Id: 30296

Name: Fort Smith Boys & Girls Clubs - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

No

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

This program would create a workforce development program for the Club's teen center.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

98

Applicant Questions

Completed by grants@fsbgc.org on 3/5/2026 1:31 PM

Case Id: 30296

Name: Fort Smith Boys & Girls Clubs - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Based on the City of Fort Smith's 2021–2025 Consolidated Plan, the workforce development program at the teen center aligns with the following strategic framework: Goal 4, Object 1, Strategy 1.1 as a public service. This alignment ensures the workforce development program at the Teen Center meets the city's high-priority need to enhance the "Suitable Living Environment" and "Economic Opportunity" pillars required for CDBG funding.

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

This program represents a quantifiable increase in the level of service currently provided. While the Boys & Girls Clubs offer general youth programming, these CDBG funds will specifically expand our capacity to serve additional low-to-moderate income teens through specialized workforce training. We certify that these funds will be used strictly to support this service expansion and will not be used to replace existing funding or free up resources for other uses. All CDBG assistance will result in a net increase in the total number of clients served.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

Not directly, but The Club serves homeless kids.

Printed By: Patty Rodgers on 4/21/2026

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

No

6. Does the agency own the property for which the funds will be used?

Not applicable - property to be acquired with this application

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

41

Very Low Income - VLI

72

Low Income - LI

67

Total

180

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

N/A

Acquire / Rehabilitate / Resale

M/A

Down Payment Assistance

N/A

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Fort Smith Boys & Girls Clubs markets its services to the community through a coordinated outreach strategy designed to reach families where they already are—schools, neighborhoods, community partners, and trusted local communication channels. The organization prioritizes clear, consistent messaging about program benefits, safety, affordability, and access, ensuring that working families understand how to enroll and how the Club supports academic success, healthy lifestyles, and positive youth development. A primary driver of community awareness is school-based outreach. The Club builds relationships with school administrators, counselors, and after-school staff to share program information directly with families through backpack flyers, e-newsletters, parent nights, and on-campus tabling during high-traffic events. This approach is reinforced through direct partnerships with youth-serving organizations, faith communities, and community centers that regularly interact with families who can benefit from Club services. These partners help amplify enrollment opportunities and connect families to the Club as a reliable, safe resource. In addition, Fort Smith Boys & Girls Clubs leverages community visibility and local media to maintain a strong public presence. The organization participates in community events, resource fairs, and seasonal celebrations to meet families face-to-face, answer questions, and reduce barriers to participation. Local media and community calendars are used to promote key enrollment periods—particularly summer and back-to-school—along with special initiatives, family engagement events, and community impact stories that build trust and familiarity. Digital outreach further extends the Club’s reach, with a strong emphasis on social media and mobile-friendly communication. The Club uses platforms commonly accessed by parents and caregivers to share program reminders, highlights of daily activities, testimonials, and timely updates about registration deadlines, hours of operation, and transportation options when available. This consistent digital presence supports both recruitment and retention by keeping families informed and engaged throughout the year. Finally, the Club’s marketing strategy is intentionally equity-centered. Materials are designed to be easy to understand, available in Spanish, distributed through multiple channels, and shared in ways that reduce stigma and increase access—emphasizing that the Club is a community partner committed

to helping youth thrive. Through this multi-channel approach, Fort Smith Boys & Girls Clubs ensures that families across the community are aware of available services and have clear pathways to participation.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

Fort Smith Boys & Girls Club makes sure low-income families—especially those not plugged into typical info channels—know the Club exists, understand what’s offered, and can apply without hassle. The outreach approach is designed to meet families where they are, using trusted messengers, familiar community locations, and simple enrollment steps. First, the Club prioritizes relationship-based outreach through schools and other frontline systems that consistently reach low-income households. The Club works with principals, counselors, teachers, and after-school coordinators to share program details and application instructions through backpack flyers, parent communications, and on-campus events. Because schools are often the most reliable point of contact for caregivers, this ensures information reaches families who may not be active online or connected to broader community networks. Second, FSBGC expands referrals and awareness through established Fort Smith partners that already serve families every day. Fort Smith Public Schools, Future School, and other local schools help share Club opportunities with families through trusted touchpoints such as counselors, teachers, and school offices. When a student needs a safe place after school or additional support, school partners can connect families directly to The Club for clear enrollment guidance and next steps. Referrals are also strengthened through community organizations serving families in crisis or transition, including Community Rescue Mission and The Salvation Army. These partners can share information about The Club when families are navigating housing instability, food insecurity, or employment changes and need reliable after-school care and youth development support. United Way further extends reach by connecting FSBGC to a broader network of local agencies and programs. Outreach is supported through partner-driven visibility at school events and community gatherings, with materials kept simple and easy to follow, highlighting services, hours, and enrollment steps. Finally, recognizing many families rely on mobile phones, the Club uses mobile-friendly communication and direct phone support so families can ask questions and complete enrollment even without reliable computer access. Through this multi-channel, equity-centered strategy, Fort Smith Boys & Girls Club ensures low-income families have a clear, straightforward path to apply and enroll.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

The workforce program directly addresses Impediment #2 (Lack of Job Skills/Low Wages) by providing teens with vocational exploration and training. By equipping youth from low-income areas with marketable skills, the workforce development program increases their future earning potential and creditworthiness. This higher income mobility expands their ability to afford housing in "high opportunity" neighborhoods, effectively overcoming economic barriers that historically limit housing choice and perpetuate residential segregation in Fort Smith.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

January 1 - December 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

Mayor McGill and Andre Good, City Director are on the FSBGC board

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan**
- Commercial Liability / General Casualty Insurance**
- Current Lobby Disclosure statement signed by the Executive Director**
- Financial Policies**
- Grievance and Complaint Procedures for both employees and clients**
- Procurement Policies**
- Staff Job Descriptions**
- Work Place Drug Use Policy**
- Written Benefits Policies**
- Written Human Resources / EEO Policies**

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Pass Through monies from the state level are: SFSP (Summer Food), CACFP (school year food), and the 21st Century Grant. FSBGC also receives pass-through dollars from the OJJDP (Juvenile Justice) from Boys & Girls Clubs of America.

Project/Activity Budget

Completed by grants@fsbgc.org on 2/26/2026 10:09 PM

Case Id: 30296

Name: Fort Smith Boys & Girls Clubs - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Fort Smith Boys & Girls Clubs (FSBGC) will integrate a full workforce development program into its Teen Center by embedding career exploration, hands-on learning, and employability skills into the Teen Center's daily after-school experience. The Teen Center serves 180 enrolled teens, with the Club picking them up every day, removing transportation barriers and ensuring consistent participation. This integration matters for both opportunity and safety. Research shows the after-school hours are peak hours for juvenile crime, especially between 3:00–6:00 p.m. (Afterschool Alliance) and youth violent crime peaks in the afternoon on school days, with a significant share occurring between 3:00–7:00 p.m. (OJJDP). By providing a supervised, structured program during these hours, FSBGC reduces unsupervised time and strengthens protective factors through positive adult mentorship and skill-building routines. FSBGC's program is a true workforce development pipeline—not a one-time career day. Teens will progress through defined modules that build career awareness, technical exposure, and workplace readiness (professionalism, communication, teamwork, problem-solving, and reliability). Modules include Alternative Energy, Electricity, Flight Principles, Manufacturing–Production, Computer Science, Engineering, Forensic Science, Nutrition & Wellness, Design/Pre-Construction, Environment & Ecology, Health Science, and Robotics. This program directly aligns with Fort Smith Public School's Career and Technical Education (CTE) program. The FSBGC's Teen Center is 100% free for teens and families. By integrating workforce development into the Teen Center's core operations, FSBGC will help teens build real skills, discover viable career pathways, and leave high school with a practical plan for "life after graduation." The Paxton/Patterson Learning Systems, (which includes College & Career Ready Labs, Career Discovery Labs, Future Ready Labs, Health Science Careers, and Construction Career Labs) costs \$24,595. It is the intention of the Club to use 100% of CDBG monies for the program and fill in anything missing through the Club's budget.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$4,595.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Printed By: Patty Rodgers on 4/21/2026

Not Committed

\$0.00

Total

\$0.00

Funding Uses/Expenses

CDBG

\$19,676.00

HOME

\$0.00

Committed CDBG

\$4,919.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$24,595.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by grants@fsbgc.org on 2/26/2026 10:09 PM

Case Id: 30296

Name: Fort Smith Boys & Girls Clubs - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

TAX EXEMPT CERTIFICATE.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

bus license.pdf



Fort Smith City Business License

2026 Business Licenses.pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

2026 Budget UW.pdf



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel.pdf



A list of the Agency Board Members

2025 Board of Directors List and Meeting Dates1.xlsx

Agency Board of Directors Authorization to Submit Application
resolution.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted
2024 FSBGC Form 990.pdf

Upload all Financial Commitment Letters
financial committment letter pbl.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)
2025 Signed W-9.pdf

Agency Wide Audit or Financial Statements
2024 FSBGC Audited Financial Statements.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration
***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects
***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)
***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)
***No files uploaded*

Pre-Application Questions

Completed by mminnick@fortsmithhousing.org on 2/13/2026
10:40 AM

Case Id: 30291

Name: Fort Smith Housing Authority - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

No

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

CDBG: Community Development. Lot Acquisitions and any associated demolition, site clearance, and infrastructure needs related to lot acquisitions. Lots acquired would be used in the Compass Realty & Construction Group's Homebuyer Program.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

86

Applicant Questions

Completed by sadams@fortsmithhousing.org on 2/25/2026 11:35 AM

Case Id: 30291

Name: Fort Smith Housing Authority - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

If you chose Category A (Community Development), please DO NOT answer the following:
#3, #10, #11, #12, #13

Category B - CDBG Public Services - \$117,625 Estimated

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below
A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #3, Aff. Hsg. 4 - Lot Acquisition, Strategy 2.3

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

N/A

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

N/A

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

No

6. Does the agency own the property for which the funds will be used?

Not applicable - property to be acquired with this application

Printed By: Patty Rodgers on 4/21/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

Project addresses not available; lots to be acquired using CDBG funds.

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

Very Low Income - VLI

Low Income - LI

6

Total

6

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

Not Applicable; Subrecipient Project

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

N/A

Acquire / Rehabilitate / Resale

N/A

Down Payment Assistance

N/A

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Internal marketing to our Housing Choice Voucher clients; external marketing through social media, word of mouth, and real estate and banking partners.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

External marketing through social media and outreach to community partners with a focus on serving low-income populations.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

By acquiring the lots using CDBG funds, we will be lowering the cost to the eventual homeowner. This will address Fair Housing Choice under remedial actions 1 and 4.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

January 1 - December 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received more than \$75,000.01 from CDBG or HOME (Upload Audit in Documents Tab)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes, our agency administers the housing choice voucher program and participates in the low-income housing tax credit program.

Project/Activity Budget

Completed by mminnick@fortsmithhousing.org on 2/25/2026
11:55 AM

Case Id: 30291

Name: Fort Smith Housing Authority - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

The lack of available land, on which affordable housing can be constructed, is a large barrier to affordable housing. This project/activity seeks to help alleviate this barrier by using CDBG and matching funds from the Fort Smith Housing Authority (FSHA) to acquire and prepare available lots within the city of Fort Smith for eventual affordable housing construction. We estimate the activity can result in approximately six to ten buildable lots being acquired. This estimate reflects varying lot prices and includes projected costs associated with site preparation, including necessary cleanup or demolition. The lots would be used by FSHA's affiliate, Compass Realty & Construction Group, in its Affordable Housing Program to further affordable homeownership opportunities for low- to moderate-income families.

Funding Sources/Revenues

CDBG

\$170,625.00

HOME

\$0.00

Committed CDBG

\$34,125.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$204,750.00

Funding Uses/Expenses

Printed By: Patty Rodgers on 4/21/2026

CDBG

\$170,625.00

HOME

\$0.00

Committed CDBG

\$34,125.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$204,750.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by sadams@fortsmithhousing.org on 2/26/2026 2:18 PM

Case Id: 30291

Name: Fort Smith Housing Authority - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

1. IRS 501c3 designation - not applicable.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

2. Arkansas Secretary of the State - not applicable.pdf

Fort Smith City Business License

3. Proof of Business License Registration - FSHA.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

4. Agency's 2026 budget.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

5. Agency Profile.pdf

A list of the Agency Board Members

6. Agency Board Members.pdf

Agency Board of Directors Authorization to Submit Application

7. Authorization to Submit Application.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

8. IRS 990 - not applicable.pdf

Upload all Financial Commitment Letters

9. Funding Commitment Letter - FSHA.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

10. FSHA W-9.pdf

Agency Wide Audit or Financial Statements

11. Agency Wide Audit 2024.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

12. Explanation on Agency Facilities Accessibility - not applicable.pdf

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

13. Cost Estimate for Lot Acquisition.pdf

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

14. Cost Estimate of Goods - not applicable.pdf

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

Printed By: Patty Rodgers on 4/21/2026

2 of 3

15. HOME Projects Exhibit N - not applicable.pdf

Pre-Application Questions

Completed by adaniels@girlsincfortsmith.org on 2/2/2026 2:41 PM

Case Id: 30282

Name: Girls Inc. of Fort Smith - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

No

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Free services for low-income families such as membership, transportation, summer and outreach programs.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

92

Applicant Questions

Completed by adaniels@girlsincfortsmith.org on 2/18/2026 3:16 PM

Case Id: 30282

Name: Girls Inc. of Fort Smith - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal # 4, Public Services, Objective 1, Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

Expansion of services for more girls at low-income neighborhood schools

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

Printed By: Patty Rodgers on 4/21/2026

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

25

Very Low Income - VLI

15

Low Income - LI

135

Total

175

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

0

Acquire / Rehabilitate / Resale

0

Down Payment Assistance

0

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Yes; information is placed on our entrance door as well as on our applications to apply for services. Past clients will also be notified so they may reapply the next year.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

Information is included about assistance being available on every membership form, which has to be filled out to become a member. We also discuss this in person with families when they sign up for programs as well as during school events when a booth is set up with information about our program.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Our services specifically address the area of Fair Housing related to improving neighborhood amenities at a cost free of charge to people who fall into the low income categories. This allows their girls and families to utilize an after-school and summer program that they may not otherwise could afford, giving them a safe alternative to their girls possibly staying at home alone or in another less quality environment than Girls Inc. provides.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

January 1 - December 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

No

Project/Activity Budget

Completed by adaniels@girlsincfortsmith.org on 2/18/2026 3:17 PM

Case Id: 30282

Name: Girls Inc. of Fort Smith - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

We are requesting \$20,000 in funding to help provide the Girls Inc. Experience to more girls who may not be able to afford it, 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. Although a minimal fee of \$30 for annual membership is required for both in-center and outreach programming. Our after-school transportation is a total of \$200 for the school year and \$240 for our full summer program. A much smaller program fee is charged for our outreach participants of \$30. Funding from other sources, will help cover any additional scholarships needed, as well as other program costs that will be incurred such as supplies, salaries, etc. Our United Way funds go directly into our program expenses such as staff wages, supplies, overhead, etc. Current enrollment for these programs are as follows: After-school/transportation: Approximately 175 girls, which is pretty flat year over year. Outreach: 168 up from 107 last year Summer: 288 up from 250 last year Year over year we had a total increase in girls in 2025 by nearly 100 with a total of 898 girls served. We served 816 girls in 2024. Specifically, funds would be used as follows: 50 in center memberships x \$30 = \$1500 25 summer scholarships x \$240 (\$30 a week x 8 weeks) = \$6000 30 transportation scholarships x \$200 (\$25 a month for 8 months) = \$6,000 116.66 outreach memberships x \$30 = \$3,500 100 outreach program fees x \$30 = \$3000 Here is a breakdown of cost to us, per girl, in each of these programs: After-school: \$1,750 Outreach: \$1,493 Summer: \$830 Our committed dollars include \$25,000 from West Fraser, \$5000 from the Walter O. Caldwell Foundation and \$1700 from the Arkansas Community Foundation.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$31,700.00

Committed HOME

\$0.00

Not Committed CDBG

\$110,000.00

Not Committed

\$0.00

Total

\$161,700.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$31,700.00

Committed HOME

\$0.00

Not Committed CDBG

\$110,000.00

Not Committed

\$0.00

Total

\$161,700.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by adaniels@girlsincfortsmith.org on 2/18/2026 3:17 PM

Case Id: 30282

Name: Girls Inc. of Fort Smith - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

taxexemptltrs.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

GoodStanding12.2025.pdf



Fort Smith City Business License

Buslicense26.jpg



Agency's Current Budget (with sufficient detail to explain each budget entry)

2026Budgetonly.xlsx



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

AdministrativeProfilewithBoard2024.docx



A list of the Agency Board Members

2026 BOARD ROSTER.docx

Agency Board of Directors Authorization to Submit Application

CDBGresolution16.docx

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2024 Girls Incorporated of Fort Smith Tax Returns Without Sch B.pdf

Upload all Financial Commitment Letters

WestFraser26.pdf

Caldwell.ARCFgrantinfo25.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

W-9.2025.pdf

Agency Wide Audit or Financial Statements

Girls Inc 2024 audited financial.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by laurie@hamiltoncca.org on 2/3/2026 3:29 PM

Case Id: 30288

Name: Hamilton Center for Child Advocacy - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Services to child abuse victims and their non-offending family members such as: Case management, Emergency food and housing assistance; sexually transmitted infections medication, and transportation assistance.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

16

Applicant Questions

Completed by laurie@hamiltoncca.org on 2/3/2026 3:49 PM

Case Id: 30288

Name: Hamilton Center for Child Advocacy - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #4, Public Services, Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

The request is to increase the number of clients served. We serve over 300 Fort Smith child victims of abuse and their non-offending family members each year who need assistance navigating the justice system, recovering from crisis, and rebuilding after trauma.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

No

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

No

6. Does the agency own the property for which the funds will be used?

No

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

n/a

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

150

Very Low Income - VLI

100

Low Income - LI

50

Total

300

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

n/a

Acquire / Rehabilitate / Resale

n/a

Down Payment Assistance

n/a

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Our clients are obtained strictly by referral from law enforcement or the Department of Children and Family Services. We are not able to provide services unless one of these agencies has initiated a referral.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

Although we do not provide direct services unless there is a referral, the Hamilton Center participates in city wide events and civic clubs, e.g. National Night Out, etc., to speak about child abuse prevention and how to report suspected child abuse.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

n/a

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

July 1 - June 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

Chief Danny Baker

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

VOCA - Victims of Crime Act federal funds

Project/Activity Budget

Completed by laurie@hamiltoncca.org on 2/26/2026 10:08 AM

Case Id: 30288

Name: Hamilton Center for Child Advocacy - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

The Community Development Block Grant funds will enhance HCCA's advocacy program for case management services. These funds will allow us to provide comprehensive case management services to 267 Fort Smith child victims of abuse at the cost of \$75.00 per case. The advocates at the Hamilton Center offer a wide range of case management services to children and their non-offending family members. These services include: 1. Empathy and Support: Providing emotional support, validation, reassurance, and a non-judgmental approach to help the family feel heard and understood. 2. Safety Planning: Working with the family and child protective services to identify potential dangers and develop a safety plan. 3. Referrals: Providing appropriate referrals to community resources such as counseling, medical care, and financial assistance. 4. Collaboration: Working closely with other professionals involved in the case such as law enforcement, child protective services, and legal representation. 5. Advocacy: Advocating for the needs and rights of the child and non-offending family member throughout the investigation and legal proceedings. 6. Information Provision: Keeping the family informed about the investigation, legal process, and potential outcomes. 7. Support During Legal Proceedings: Accompanying the family to court hearings and providing emotional support. 8. Follow-Up: Regularly checking in with the family to monitor progress and address ongoing needs or concerns. 9. Collaboration with Schools: Working with the child's school to provide support and accommodations. 10. Family Involvement: Encouraging active involvement of the non-offending family member in the child's recovery. These strategies are implemented to ensure that Fort Smith victims have access to comprehensive services and support throughout their healing process and involvement in legal proceedings.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$20,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$20,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by laurie@hamiltoncca.org on 2/4/2026 10:01 AM

Case Id: 30288

Name: Hamilton Center for Child Advocacy - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents



IRS 501 (c) (3) designation

HCCA IRS status.pdf



Arkansas Secretary of State Registration Include a Certificate of Good Standing

Letter of Good Standing.DOCX



Fort Smith City Business License

002382-2019 HAMILTON CENTER BL EXP 07.2026.pdf



Agency's Current Budget (with sufficient detail to explain each budget entry)

HCCA 2025.26 budget.pdf



Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Laurie Burnett Admin.pdf



A list of the Agency Board Members

HCCA Board Listing 2026.xlsx

Agency Board of Directors Authorization to Submit Application

2026 HCCA Certification Letter.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2024 Tax Return Documents(HAMILTON CENTER) signed.pdf

Upload all Financial Commitment Letters

2026 HCCA Commitment Letter.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

w9 2026.pdf

Agency Wide Audit or Financial Statements

2025.06.30 Hamilton Center Audit - FINAL.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by mminnick@fortsmithhousing.org on 2/13/2026
10:58 AM

Case Id: 30304

Name: Nelson Hall Homes - 2026

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

No

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

No

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

CDBG: Community Development. Infrastructure Modifications to Buildings and Infrastructure. Nelson Hall Homes is a collection of duplexes and four-plexes, originally constructed in the 1960's as public housing, that continues to exclusively serve low-income tenants. This application would assist with the removal and replacement of failing, original, under slab plumbing of the units.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

86

Applicant Questions

Case Id: 30304

Name: Nelson Hall Homes - 2026

Address: *No Address Assigned

Completed by mminnick@fortsmithhousing.org on 2/26/2026 2:17 PM

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

If you chose Category A (Community Development), please DO NOT answer the following:

#3, #10, #11, #12, #13

Category B - CDBG Public Services - \$117,625 Estimated

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #3, Aff. Hsg. 4 - Lot Acquisition, Strategy 2.3 Utility Reconstruction

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

N/A

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

No

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

No

6. Does the agency own the property for which the funds will be used?

Yes

Printed By: Patty Rodgers on 4/22/2026

Upload Deed

Deed

WarrantyDeed-Recorded.pdf

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

2100 North 31st Street, Fort Smith, AR 72904

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

Very Low Income - VLI

16

Low Income - LI

Total

16

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

Not Applicable; Subrecipient Project

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

N/A

Acquire / Rehabilitate / Resale

N/A

Down Payment Assistance

N/A

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

This activity will take place at an existing development. The development utilizes social media and various apartment marketing websites (e.g. apartments.com) to maintain its waiting list.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

This activity will take place at an existing development. The development utilizes social media and various apartment marketing websites (e.g. apartments.com) to maintain its waiting list.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

The CDBG funds will be utilized to repair existing housing stock, furthering the Fair Housing Choice remedial action 4.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

January 1 - December 31

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency not funded with CDBG or HOME (Upload 2 years of Financial Statements in the Audit section of the Documents Tabs)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes, Nelson Hall Homes receives federal funding through Project-Based Vouchers (PBV), part of the HUD Section 8 Program.

Project/Activity Budget

Completed by mminnick@fortsmithhousing.org on 2/26/2026 2:18 PM

Case Id: 30304

Name: Nelson Hall Homes - 2026

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Nelson Hall Homes funds, alongside CDBG funding, will be pledged to carry out the proposed infrastructure upgrades at its housing community serving elderly and disabled residents. According to the attached cost estimates, FSHA is prepared to contribute up to \$34,125 toward replacing exterior water shut-off valves, sewer and water lines located beneath the slab, and exterior sewer cleanouts. This anticipated investment will fund the replacements at sixteen units and is based on an estimated cost of approximately \$12,000 per unit. If the awarded CDBG funds are less than the requested amount, FSHA will proportionally adjust its financial contribution to remain consistent with the funding available while preserving the overall scope and integrity of the project. We remain firmly dedicated to correcting the aging sewer and water infrastructure to ensure the long-term sustainability of the property and to continue delivering safe, sanitary, and affordable housing for elderly and disabled residents. These upgrades are critical to safeguarding resident health, maintaining regulatory compliance, and enhancing the broader community.

Funding Sources/Revenues

CDBG

\$170,625.00

HOME

\$0.00

Committed CDBG

\$34,125.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$204,750.00

Funding Uses/Expenses

Printed By: Patty Rodgers on 4/22/2026

CDBG

\$170,625.00

HOME

\$0.00

Committed CDBG

\$34,125.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$204,750.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by mminnick@fortsmithhousing.org on 2/26/2026 2:18 PM

Case Id: 30304

Name: Nelson Hall Homes - 2026

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

1. IRS 501c3 designation - Nelson Hall Homes.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

2. Certificate of Good Standing - Nelson Hall Homes.png

Fort Smith City Business License

3. Proof of Business License Registration - NHH.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

4. Agency 2026 Budget.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

5. Agency Profile.pdf

A list of the Agency Board Members

6. Agency Board Members.pdf

Agency Board of Directors Authorization to Submit Application

7. Agency Authorization to Submit Application.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

8. IRS 990 - Nelson Hall Homes.pdf

Upload all Financial Commitment Letters

9. Financial Commitment Letter - Nelson Hall Homes.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

10. W-9 Nelson Hall Homes.pdf

Agency Wide Audit or Financial Statements

11. Agency Wide Audit 2024.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

12. Explanation on Agency Facilities Accessibility - not applicable.pdf

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

13. Cost Estimate Letter from CRCG.pdf

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

14. Cost Estimate of Goods - not applicable.pdf

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

Printed By: Patty Rodgers on 4/22/2026

2 of 3

15. HOME Projects Exhibit N - not applicable.pdf

Pre-Application Questions

Completed by sharon@thenextstepfs.org on 2/11/2026 11:18 AM

Case Id: 30297

Name: Next Step Day Room, Inc. - FY 2027

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

No

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

The public service funding that we will apply for would be used for case management for our community housing program participants. None of the funding would be used for salaries or operations.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

25

Applicant Questions

Completed by sharon@thenextstepfs.org on 2/23/2026 10:26 AM

Case Id: 30297

Name: Next Step Day Room, Inc. - FY 2027

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

- Category A - CDBG Community Development - \$170,625 Estimated
- Category B - CDBG Public Services - \$117,625 Estimated
- Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

Goal #5, Homelessness, Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

Funds would be used to support case management services in our transitional housing program

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

NA

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

NA

Printed By: Patty Rodgers on 4/21/2026

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

38

Very Low Income - VLI

Low Income - LI

Total

38

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

Not Applicable; Subrecipient Project

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

NA

Acquire / Rehabilitate / Resale

NA

Down Payment Assistance

NA

MARKETING/COMMUNITY EDUCATION**14. How will or does your agency market the services or facilities or the affordable housing to the community**

We have a new agency website with information about our services and housing. We also have an active media presence on our face book and instagram pages. Our executive director participates in several community organizations where she is able to share information to the community and other service providers.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

We provide services and information daily at our emergency day shelter to homeless. We also have two staff and a volunteer who do street outreach providing services and information to homeless.

FAIR HOUSING / EQUAL OPPORTUNITY**15. Please explain how this proposed project will affirmatively further Fair Housing Choice:**

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Next Step case management team furthers Fair Housing Choice by addressing Impediment 6.5 by addressing limited resources to assist lower income persons. This is accomplished each week when Next Step case managers visit with residents in our transitional housing program about their housing choices and options. Next Step is helping the City of Fort Smith increase its outreach and education of fair housing to low-income persons and immigrant populations. This education concerning fair housing choices is discussed with each client by our case managers, and assisting each client obtain low-income housing is always a priority for our agency. Finding safe and affordable permanent housing is one of the requirements of the successful completion of our transitional housing program. Fair housing posters and other publications are prominently displayed in our day shelter in the main hallway, in our other shelter rooms and in our houses. Most of our clients fall into the category of protected class members. During our homeless coalition meetings with other agencies, we discuss idea and new insights into the disparate burden that exists with the vulnerable homeless population and how fair housing issues can be addressed in our community.

ORGANIZATIONAL**16. Are all agency facilities accessible to those with mobility impairments?**

Yes

17. What is the agency's fiscal year?

July 1 - June 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received more than \$75,000.01 from CDBG or HOME (Upload Audit in Documents Tab)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes. We receive an Emergency Solutions Grant (ESG) to assist with some of our emergency day shelter operations such as rent, utilities and funds to help support our street outreach program. In the past year we received HOME-ARP funds from ADFA to help support food for our housing program and to assist with operational funds. That funding ends in April, 2026. We have been granted funding from ADFA for our upcoming bridge housing facility but haven't received that funding yet. We are receiving HOME-ARP funds through the City of Fort Smith for that same upcoming project.

Project/Activity Budget

Completed by sharon@thenextstepfs.org on 2/23/2026 10:42 AM

Case Id: 30297

Name: Next Step Day Room, Inc. - FY 2027

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

This funding will be used to help us provide case management services to individuals and families in our community housing program. We will be using agency funds to commit to 100% of the funds awarded for public service.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$20,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$20,000.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$20,000.00

Printed By: Patty Rodgers on 4/21/2026

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$20,000.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by sharon@thenextstepfs.org on 2/23/2026 8:42 PM

Case Id: 30297

Name: Next Step Day Room, Inc. - FY 2027

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

IRS 501(c)3.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

Certificate of Good Standing May 2025.pdf

Fort Smith City Business License

Business License exp 2-2-27.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

Budget July 1, 2025-June 30, 2026.docx

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Staff information top two positions 2025.docx

A list of the Agency Board Members

Board Members .docx

Agency Board of Directors Authorization to Submit Application

Letter.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

990 2024.pdf

Upload all Financial Commitment Letters

Letter.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

w-9.pdf

Agency Wide Audit or Financial Statements

Audit_NextStepDayRoom_063025 for 6-30-24.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by development@riverviewhopecampus.org on
2/12/2026 5:35 PM

Case Id: 30301

Name: Riverview Hope Campus - 2026

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

No

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Riverview HOPE Campus is requesting CDBG assistance to replace two failing HVAC units that serve a significant portion of Fort Smith's homeless population. These units provide essential heating and cooling exclusively within shelter areas, ensuring individuals experiencing homelessness have protection from extreme weather. The shelter has the capacity to serve up to 143 individuals per night. Replacing these aging systems will directly benefit shelter guests by maintaining safe, climate-controlled indoor spaces that reduce exposure to extreme heat and cold, lower weather-related health risks, and support a healthy, habitable shelter environment. Reliable heating and cooling are critical to preserving health, safety, and dignity for individuals who have no alternative housing options in the community.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

2,017

Applicant Questions

Completed by development@riverviewhopecampus.org on 2/27/2026 10:43 AM

Case Id: 30301

Name: Riverview Hope Campus - 2026

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

If you chose Category A (Community Development), please DO NOT answer the following:

#3, #10, #11, #12, #13

Category B - CDBG Public Services - \$117,625 Estimated

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

1.1; Goal #5, Homelessness, Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

Yes.

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

No

6. Does the agency own the property for which the funds will be used?

Yes

Printed By: Patty Rodgers on 4/22/2026

Upload Deed

Deed

RVHC Deed.pdf

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

301 S E St, Fort Smith, AR 72901

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

Planning Approval

***No files uploaded*

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

100

Very Low Income - VLI

100

Low Income - LI

43

Total

243

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

N/A

Acquire / Rehabilitate / Resale

N/A

Down Payment Assistance

N/A

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Through social media, our website, and word of mouth

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

Through social media, our website, and word of mouth

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

The new HVAC system will allow Hope Campus to continue maintaining a stable environment for homeless individuals using our services. This will also allow Hope Campus to keep the homeless population seeking shelter from inclement weather comfortable during extreme weather conditions.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

July 1 - June 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

None

Project/Activity Budget

Completed by development@riverviewhopecampus.org on
2/27/2026 11:30 AM

Case Id: 30301

Name: Riverview Hope Campus - 2026

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

Riverview HOPE Campus is requesting Community Development Block Grant (CDBG) funding to replace aging and failing HVAC units that serve the primary overnight shelter sleeping area where guests reside each night.

Funding Sources/Revenues

CDBG

\$19,500.00

HOME

\$0.00

Committed CDBG

\$1,950.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Funding Uses/Expenses

CDBG

\$19,500.00

HOME

\$0.00

Committed CDBG

\$18,500.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by development@riverviewhopecampus.org on
3/13/2026 6:06 PM

Case Id: 30301

Name: Riverview Hope Campus - 2026

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

IRS 501(c)(3) 2019.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

***No files uploaded*

Fort Smith City Business License

RVHC Business License 11.26.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

BudgetOverviewBudget_FY26_PL-FY26PL.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Top Mgmt Profiles 2026.pdf

A list of the Agency Board Members

Board Members.docx

Agency Board of Directors Authorization to Submit Application

RVHC Board Sig CDBG 26.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted
RiverviewHope_CLNT_063024.pdf

Upload all Financial Commitment Letters
Letter of Commitment 2.27.26.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)
***No files uploaded*

Agency Wide Audit or Financial Statements
RiverviewHopeCampus_Audit_063024.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration
***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects
PROPOSAL 2.27.26 CDBG.docx

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)
***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)
***No files uploaded*

Pre-Application Questions

Completed by dominique.darby@uss.salvationarmy.org on
2/12/2026 8:41 PM

Case Id: 30302

Name: The Salvation Army - 2026

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

No

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Public Service: The Salvation Army proposes to provide short-term rental assistance to LMI individuals and families experiencing financial hardship and potentially at risk of eviction. This assistance will directly stabilize housing by helping eligible households remain safely housed, preventing displacement and homelessness. Funds will be used solely for direct rental assistance payments on behalf of qualifying LMI households.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

129

Applicant Questions

Completed by dominique.darby@uss.salvationarmy.org on 2/20/2026 11:02 AM

Case Id: 30302

Name: The Salvation Army - 2026

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

A. #5 B. Homelessness C. Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

This program will be a new program for The Salvation Army this program year. We had a one time funding in 2019 and concluded in 2020. We have seen an increase in ask for rental assistance and seems to be a major gap in our community for those who find their selves in need of of this program.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

6. Does the agency own the property for which the funds will be used?

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

3

Very Low Income - VLI

20

Low Income - LI

2

Total

0

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

NA

Acquire / Rehabilitate / Resale

NA

Down Payment Assistance

NA

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

The Salvation Army website, Social Media, 211 listing

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

Our Social Media is a big component to getting information out to the community. We also share resources with other agencies, as well as list our services on our website and United Way 211 phone system and findhelp.org.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Our rental assistance program will directly advance the fair housing choice by addressing the primary impediment identified in the document: housing affordability and insufficient income. The report notes that low to middle income housing face a disparagingly higher rate of housing instability and face continual cost burden due to income. By reducing this rental burden, it will prevent evictions for a household, reduce homelessness risk, while offering stable housing to our community.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

October 1 - September 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency not funded with CDBG or HOME (Upload 2 years of Financial Statements in the Audit section of the Documents Tabs)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

None

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

none

Project/Activity Budget

Completed by dominique.darby@uss.salvationarmy.org on
2/26/2026 12:48 PM

Case Id: 30302

Name: The Salvation Army - 2026

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

The Salvation Army is requesting \$20,000 for rental assistance. We have \$2000 committed funds from United Ways for this current fiscal year and applied for additional funding for this upcoming new year. The \$20,000 will be focused on rental assistance for those in our community who face financial hardship in that month and potentially at risk of housing instability. Clients will be eligible up to \$1800 for rental assistance per household, provided they meet the income level and other requirements needed to process.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$2,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$2,000.00

Total

\$22,000.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$2,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$2,000.00

Total

\$22,000.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by dominique.darby@uss.salvationarmy.org on
3/6/2026 1:18 PM

Case Id: 30302

Name: The Salvation Army - 2026

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

501C letter.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

2026 Arkansas Secretary of State Good Standing.pdf

Fort Smith City Business License

City Business Certificate.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

FY 2026 Budget - Fort Smith, AR.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Agency Profile.pdf

A list of the Agency Board Members

Fort Smith Advisory Board Listing 2025 - Revised 4.15.25 (1).pdf

Agency Board of Directors Authorization to Submit Application

Board Approval.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

***No files uploaded*

Upload all Financial Commitment Letters

Ft_Smith_UW_Award_Letter_2025.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

W9.pdf

Agency Wide Audit or Financial Statements

financial statement.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by dominique.darby@uss.salvationarmy.org on
2/12/2026 8:38 PM

Case Id: 30287
Name: The Salvation Army - 2026
Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

No

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Homelessness: The Salvation Army seeks CDBG funding to restore existing Salvation Army owned apartment units that will be used as transitional housing for unhoused families. The proposed renovations will improve safety, habitability, and code compliance, while also allowing families to move directly from emergency shelter into stable transitional housing. This project provides a direct housing benefit by increasing the availability of safe, permanent housing units for homeless families as they work toward long-term housing stability. While housed, participating families will continue to engage in supportive services through Pathway of Hope, funded through non-CDBG sources.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

129

Applicant Questions

Completed by dominique.darby@uss.salvationarmy.org on
2/27/2026 10:28 AM

Case Id: 30287
Name: The Salvation Army - 2026
Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

If you chose Category A (Community Development), please DO NOT answer the following:
#3, #10, #11, #12, #13

Category B - CDBG Public Services - \$117,625 Estimated

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below
A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1,
etc)

A. Goal #5 B. Homelessness C. Strategy 1.1

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence
provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and
that no funds will be substituted for the service already provided.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e.
ESG, etc.)

The Salvation Army has operated an emergency shelter for many years in the Ft Smith community and after recent
renovations due to water damage, it reopened as a family shelter. The Family Shelter currently has 15 beds available
for families with minor children. We offer continual case management and support for families as they work toward
permanent housing and stability. With these regularly scheduled meetings, families will set weekly goals and action
steps to move them toward becoming self sustaining. This can be from steps to getting IDs to help with job securing,
to saving plans, to help finding jobs and more. It is all based on individual needs.

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

Printed By: Patty Rodgers on 4/21/2026

5. Is this a new residential type construction or rehabilitation project?

Yes

Provide Cost Estimates by a State Licensed Contractor in Documents tab

Cost Estimates by a State Licensed Contractor

***No files uploaded*

6. Does the agency own the property for which the funds will be used?

Yes

Upload Deed

Deed

***No files uploaded*

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

323 N. 6th St. Fort Smith AR

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

Very Low Income - VLI

6

Low Income - LI

Total

6

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

na

Acquire / Rehabilitate / Resale

na

Down Payment Assistance

na

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

The Salvation Army website, Social Media, 211 listing

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

We target low income persons about through our social media page. We also share resources with other agencies, as well as list our services offered through the 211 phone line and findhelp.org

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

One of the primary impediments identified with the Fair Housing Choice Review is housing affordability and insufficient income. Through our transitional housing, it will provide families who have found themselves in our family

Printed By: Patty Rodgers on 4/21/2026

3 of 5

shelter but a path back to sustainable housing, lifting the financial burden of rising housing rates. By reducing this rental burden, it will provide housing stability while setting goals to more permanent housing.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

No

Please provide an explanation

The apartment building has an upstairs and downstairs unit. The top floor apartment would not be accessible for some mobility impairments.

17. What is the agency's fiscal year?

October 1 - September 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency not funded with CDBG or HOME (Upload 2 years of Financial Statements in the Audit section of the Documents Tabs)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

none

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

none

Project/Activity Budget

Completed by dominique.darby@uss.salvationarmy.org on 2/27/2026 10:43 AM

Case Id: 30287

Name: The Salvation Army - 2026

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

The Salvation Army is requesting 100,000 to rehab two apartment units that will be utilized as housing for those moving from the family shelter toward stable housing. We have committed funds from general donations that will serve as the match.

Funding Sources/Revenues

CDBG

\$100,000.00

HOME

\$0.00

Committed CDBG

\$10,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Funding Uses/Expenses

CDBG

\$100,000.00

HOME

\$0.00

Committed CDBG

\$10,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by dominique.darby@uss.salvationarmy.org on
3/6/2026 1:49 PM

Case Id: 30287

Name: The Salvation Army - 2026

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

501C letter.pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

2026 Arkansas Certificate of Good Standing.pdf

Fort Smith City Business License

City Business Certificate.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

2026 Proposed budget.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Agency Profile.pdf

A list of the Agency Board Members

Fort Smith Advisory Board Listing 2025 - Revised 4.15.25 (1).pdf

Agency Board of Directors Authorization to Submit Application

Board Approval.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

***No files uploaded*

Upload all Financial Commitment Letters

***No files uploaded*

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

W9.pdf

Agency Wide Audit or Financial Statements

financial statement.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

Apartment bid 1.pdf

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

apartment purchases estimate.pdf

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*

Pre-Application Questions

Completed by srca1@sebastian.kscoxmail.com on 2/4/2026 2:22 PM

Case Id: 30290

Name: Fort Smith Senior Activity Center- S.R.C.A - FY

Address: *No Address Assigned

Pre-Application Questions

Please provide the following information.

PRIOR PROGRAM EXPERIENCE

1. Has the agency been funded by the City of Fort Smith CDBG or Home programs within the past 3 years ?

Yes

GEOGRAPHIC SERVICE AREA

2. Does the agency serve more than the citizens of Fort Smith? NOTE: Fort Smith CDBG and/or HOME funds cannot be used outside the city limits; Contact the Arkansas Economic Development Commission for the Small Cities CDBG Program

Yes

PROPOSED PROJECT/ACTIVITY

3. CDBG and HOME programs do not directly fund agency staff salaries and operations. The proposal must be a DIRECT service to the beneficiary. Please BRIEFLY explain the proposal

Provides hot nutritional home delivered meals to (ELI) older Americans, who would otherwise not have a lunch meal.

SERVICE TO FORT SMITH CITIZENS

4. How long has the agency served low-income Fort Smith citizens

50

Applicant Questions

Completed by srca1@sebastian.kscoxmail.com on 2/24/2026 11:28 AM

Case Id: 30290

Name: Fort Smith Senior Activity Center- S.R.C.A - FY

Address: *No Address Assigned

Applicant Questions

Please provide the following information.

APPLICATION CATEGORY

1. Please check the category for the project/activity?

Category A - CDBG Community Development - \$170,625 Estimated

Category B - CDBG Public Services - \$117,625 Estimated

If you chose Category B (Public Service), please DO NOT answer the following:

#4, #5, #6, #7, #8, #10, #11, #12, #13

Category C - HOME CHDO - \$54,000 & Entitlement \$270,000 - Estimated

5 YEAR CONSOLIDATED PLAN FOR PROGRAM YEARS 2021-2025

2. For the proposed project, review the 5 Year Goals, objectives and Strategies in the library tab and provide below A - The Goal Number, B -The Goal Name and C - The Strategy Number (1.1; Goal # 5, Homelessness, Strategy 1.1, etc)

A.) Goal # 4 B.)Public Services C.) Strategy 1.1 to utilize CDBG public service funding cap to assist public service programs, including but not limited to, fair housing, senior services, youth services, and child care services.

CDBG PUBLIC SERVICE

3. A CDBG Public Service activity must be either a new proposal need which must be documented and evidence provided OR it is an increase in the level of services your agency already provides

These funds must be used to increase clients not to free up funds for another use. Please explain which one it is and that no funds will be substituted for the service already provided.

SRCA Inc. will use the CDBG funds to remove older Americans from a waiting list for a lunch meal. Currently we have 45 individuals on a waiting list that continues to grow each day. No CDBG funds will be used to free up any funds, but to increase service capacity and services for older Americans in Fort Smith Arkansas.

HOMELESSNESS

4. Does the agency provide Homelessness assistance, continued care or shelter? (regardless of funding source, i.e. ESG, etc.)

N/A

HOUSING - AFFORDABLE/TRANSITIONAL/PERMANENT SUPPORTIVE/NON-CONGREGATE/SHELTER

5. Is this a new residential type construction or rehabilitation project?

No

Printed By: Patty Rodgers on 4/21/2026

6. Does the agency own the property for which the funds will be used?

No

7. For CDBG Category A and new construction, insert the project address(es) below (if it is different than the agency address on the front application page)

N/A

8. If this is a new construction project or has any exterior improvements or a change in the use of the structure, please upload an approval letter for the proposal from the Fort Smith Planning Department. The city will not process or offer funding for the project that requires rezoning, a conditional use or variance unless the process is completed prior to the application deadline

This proposal is new construction / exterior improvements or a change in the use of the structure

No, these improvements are entirely inside the existing building and the same use

PROJECT BENEFICIARIES

9. CDBG and Home Programs are both income based, in the boxes below, provide the information to indicate the number of the Low Income Fort Smith Citizens the proposed project will serve. Please NOTE: Do not enter number ranges in the boxes below. The application automatically totals the numbers at the bottom of the answers for CDAC to review

Extremely Low Income - ELI

39

Very Low Income - VLI

Low Income - LI

Total

37

HOME INVESTMENT PARTNERSHIP ACT

10. For HOME Projects, you will be required to complete Steps 1,3 & 4 of Exhibit "M" for CHDO Projects. Exhibit "N" for HOME Subrecipient Projects and Exhibit "N" Step 1 for downpayment Assistance Projects (DPA)

Both Exhibits "M" and "N" are online at www.fortsmithar.gov under the Community Development Tab under Partner Documents

11. CHDO Projects ONLY: If you are applying as a HOME Community Housing Development Organization (CHDO), has your agency been re-certified for 2022 as of this date?

Not Applicable; Subrecipient Project

12. CHDO Projects ONLY: If you are applying under the HOME Program, please check the CHDO role on this proposed project.

13. How many Single Family Homes will the proposed project produce if the project is funded

If this is a Down Payment Assistance project, enter the total number below as well.

New Construction

N/A

Acquire / Rehabilitate / Resale

N/A

Down Payment Assistance

N/A

MARKETING/COMMUNITY EDUCATION

14. How will or does your agency market the services or facilities or the affordable housing to the community

Fort Smith Senior Center, SRCA Inc. partners with the local United Way, providing services listed in a resource catalog distributed to the community. We also partner with the Chamber of Commerce and have been featured on their website. SRCA also has a new website that's in the process of construction and will be up and running soon.

How do you target or get the word out to low-income persons who may not know of the project / services and where to apply.

SRCA Inc. has established strong relationships with local DHS case managers, home health agencies, hospitals, pharmacies, churches, and HUD housing entities. Our outreach includes maintaining an active Facebook page, contributing articles to local newspapers, and participating in radio talk shows to keep journalism active in our community. With the recent closure of RSVP, SRCA is stepping up to bridge the gap for our senior community in Fort Smith, Arkansas by providing guidance and support on Medicare options and open enrollment within case management. We regularly engaged in community activities, host health fairs, and participate in the yearly United Way Day of Caring to showcase our mission and attract volunteers. Additionally, we collaborate with the College of Osteopathic Medicine in Fort Smith, Arkansas, to offer nutrition education and cooking classes for our seniors, focusing on underserved individuals and families in our community.

FAIR HOUSING / EQUAL OPPORTUNITY

15. Please explain how this proposed project will affirmatively further Fair Housing Choice:

Review the 2016 Analysis of Impediments to Fair Housing Choice and explain how the project and/or service will address any of the impediments identified on Pages 88-102. See the Library for full document.

Determinants indicate that seniors are living longer, prompting a need for diverse housing options. Key issues include the availability of smaller, low-maintenance units and rental accommodations suitable for those with live-in caregivers. Accessibility to services and public transportation is essential, especially as many seniors live on fixed incomes, making affordability a significantly HUGE concern. To address these challenges, the City of Fort Smith

supports food security programs for special needs populations. It is vital that food choices do not compromise housing affordability. The City of Fort Smith utilizes entitlement grant programs through non-profits to establish community gardens on vacant lots, providing fresh vegetables to food-insecure older Americans. Additionally, self-help initiatives leverage non-profit and private sector resources to improve access to quality services at our Senior Centers.

ORGANIZATIONAL

16. Are all agency facilities accessible to those with mobility impairments?

Yes

17. What is the agency's fiscal year?

July 1 - June 30

18. Please select the answer below concerning an agency audit. Newly funded agencies will upload 2 years of financial statements

Agency received less than \$75,000.00 from CDBG or HOME (financial statement acceptable)

19. Please provide the name(s) of any Community Development Advisory Committee (CDAC) and/or City Board or staff Member serving on the agency's Board or as a volunteer within the past five years.

Additionally provide the name of any Planning / Community Development city staff member that is a relative. If none, please place "None" in the answer box.

N/A

20. These items below are required to receive federal funding in 2 CFR 200. Does your agency have the following documents approved by its Board of Directors? Call 479-784-2209 if you have any questions or need guidance

- Affirmative Action Plan
- Commercial Liability / General Casualty Insurance
- Current Lobby Disclosure statement signed by the Executive Director
- Financial Policies
- Grievance and Complaint Procedures for both employees and clients
- Procurement Policies
- Staff Job Descriptions
- Work Place Drug Use Policy
- Written Benefits Policies
- Written Human Resources / EEO Policies

21. Does your agency currently receive other federal funding or are you in the process of applying for other federal funds?

Yes we received other Federal grant dollars.

Project/Activity Budget

Completed by srca1@sebastian.kscoxmail.com on 2/24/2026 11:33 AM

Case Id: 30290

Name: Fort Smith Senior Activity Center- S.R.C.A - FY

Address: *No Address Assigned

Project/Activity Budget

Please provide the following information.

Project / Activity Budget Narrative

Budget Narrative

CDBG funds will be utilized to purchase raw food for providing daily noon meals to food-insecure older Americans, specifically 39 unduplicated economically low-income (ELI) seniors. The \$20,000 allocated for this project will generate 10,140 additional home-delivered meals over the course of one year, significantly expanding our current service capacity. Based on a per-meal raw food cost of \$2.99, the total committed project budget of \$30,000 will allow us to serve 39 seniors annually. This expansion will reduce our current waitlist of 45 individuals by 86.7%, immediately moving 39 nutritionally at-risk older adults from food insecurity to consistent, medically appropriate meal access. In addition to the direct nutritional benefit, this increased capacity strengthens our ability to respond to rising demand, stabilizes programs operations, and advances our mission to ensure that no homebound senior is left without a reliable source of daily nutrition. Each lunch meal will fulfill one-third of an older American's dietary needs, comprising of 3oz's of protein, 1/2c of vegetables, 1/2c of fruits, 8oz's of milk, 1 serving of bread, and a dessert. Proper nutrition is vital for the overall health of aging American's; it reduces health issues and saves on healthcare cost, which average \$2,266 per impatient day spent in Arkansas Many older Americans often forgo meals to afford medications, utility bills, and rent. It is also important to note that many older Americans have faced hardships due to the increase of inflation making it way more challenging for older Americans to maintain their standard of living and financial security. To meet the nutritional needs of these vulnerable seniors, the Fort Smith Senior Center delivers meals daily. Unfortunately, funding shortfalls have forced us to place qualifying seniors on a waiting list for meal services. While we have previously fed more seniors, our federal funding remains the same as it was in 2014. This year marks the third time SRCA has had to utilize a client waiting list for our meal services. We are grateful for the City of Fort Smith's consideration and for their commitment to supporting nutritional and housing affordability initiatives with meaningful and lasting impacts within our city. With your partnership, SRCA will continue building a sustainable nutritional model that protects and uplifts older adults throughout Fort Smith, Arkansas.

Funding Sources/Revenues

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$10,000.00

Committed HOME

\$0.00

Printed By: Patty Rodgers on 4/21/2026

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Funding Uses/Expenses

CDBG

\$20,000.00

HOME

\$0.00

Committed CDBG

\$10,000.00

Committed HOME

\$0.00

Not Committed CDBG

\$0.00

Not Committed

\$0.00

Total

\$0.00

Percentage of CDBG Leverage

0.00%

Percentage of HOME Leverage

0.00%

Required Documents

Completed by srca1@sebastian.kscoxmail.com on 2/24/2026 11:34 AM

Case Id: 30290

Name: Fort Smith Senior Activity Center- S.R.C.A - FY

Address: *No Address Assigned

Required Documents

Please provide the following information.

Additional Documents

IRS 501 (c) (3) designation

501(c)(3).pdf

Arkansas Secretary of State Registration Include a Certificate of Good Standing

2026 GoodStanding100045977.pdf

Fort Smith City Business License

Business License.pdf

Agency's Current Budget (with sufficient detail to explain each budget entry)

Amended Budget25-26.pdf

Administrative Profile of the Agency and qualifications of Agency's Top Management Personnel (include hire date)

Deanna Rice Top Agency Profile 2026.pdf

A list of the Agency Board Members

Board of Directors List 2026.pdf

Agency Board of Directors Authorization to Submit Application

Board Approval CDBA 2026.pdf

Most recent field IRS 990 Signed by Agency Official (upload ENTIRE document) Digital signatures accepted

2024 Form 990.pdf

Upload all Financial Commitment Letters

Match CDBG 2026.pdf

Completed IRS W-9 Form with address for check to be mailed to the agency (if funded)

W-9 2026 grant cycle.pdf

Agency Wide Audit or Financial Statements

2024 Audited Financial Statements.pdf

Explanation why Agency Facilities are not Accessible and how accessibility will be addressed if it is not the project being submitted for consideration

***No files uploaded*

A Cost Estimate for Rehabilitation, New Construction Project by a State Licensed Contractor including transitional homeless projects

***No files uploaded*

A cost Estimate for any goods to be purchased with potential grant funds. (food, furniture, equipment, etc)

***No files uploaded*

HOME Projects - Upload the Underwriting and Market Documents that apply to either a CHDO or Subrecipient (Exhibit M or N)

***No files uploaded*



MEMORANDUM

TO: Honorable Mayor and Members of the Board of Directors
FROM: Jeff Dingman, Acting City Administrator
DATE: April 21, 2026
SUBJECT: Discussion regarding proposing legislation regarding community notification of hospital service reductions or closures

SUMMARY

At the March 31, the Director Christina Catsavis introduced a draft of a letter to state legislators seeking legislative action regarding community notification when a hospital faces reduction in services or overall closure, and asked for the Board to consider endorsing such a letter.

The Board tabled consideration of endorsement to a study session discussion on April 28, intending that state representatives and senators for the Fort Smith area be invited to attend. Staff invited the members to attend, but all of have conflict with that date due to the General Assembly's fiscal session still being in session on April 28. Several did indicate willingness to participate in such a discussion at a later date.

Since the discussion was formally placed on this specific study session, staff cannot remove or defer it without the Board's express action, so the item remains on the April 28 study session agenda. However, staff recommends that we defer the discussion to a June study session and re-invite the area's legislators to attend.

Please contact me if you have questions.



MEMORANDUM

TO: Honorable Mayor and Members of the Board of Directors
FROM: Jeff Dingman, Acting City Administrator
DATE: April 20, 2026
SUBJECT: Discussion regarding changing to a Mayor-Council form of government

SUMMARY

At the March 17 regular meeting, the Board asked that discussion of the technicalities involved in the petition effort seeking an election to change Fort Smith's form of government from City Administrator form of government to Mayor-Council form of government, as well as information as to how such change would be implemented upon voter approval, be placed on a future study session for the Board's information and discussion. That discussion is included on the April 28 study session agenda.

City Attorneys Jerry Canfield and Colby Roe compiled a letter on the topic in response to specific questions from Board members in preparation for this discussion. That letter was forwarded to the Board on April 16, 2026 and is attached hereto as part of the April 28 agenda packet. Mr. Roe and Mr. Canfield will present this information at the study session and answer questions from the Board. The slide deck for their presentation is also attached.

Please contact me with questions related to this agenda item.

ATTACHMENTS

1. [4-28-26 Item ID 2650 Opinion Letter.pdf](#)
2. [Change of Form of Govt Presentation-4-23-26-updated.pdf](#)

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April 16, 2026

Mr. Jeff Dingman
City of Fort Smith, Arkansas
Acting City Administrator
623 Garrison Avenue
Fort Smith, Arkansas 72901
jdgingman@fortsmithar.gov

Via Email Only

Re: Questions on Potential Petition to Change Form of Government

Dear Mr. Dingman:

We have been provided questions by Directors Jarred Rego and Christina Catsavis regarding the potential petition to change the form of government of the City of Fort Smith.

We will provide our responses in the form of repeating the questions followed by our answers. Enclosed with this letter are copies of the pertinent statutes and constitutional provisions cited below.

Arkansas Code Title 7 Elections:

- **Section 7-1-106 states “The Secretary of State shall designate at least one (1) member of his or her staff to become knowledgeable of the election laws as they pertain to elections in the State of Arkansas for the purpose of answering procedural questions concerning elections and to aid the candidates and their agents in filing for election.” Question: Who is this person?**

Current designated staff person is Raynetta Hansberry; telephone: 501-680-0032; email address: *raynetta.hansberry@arkansas.gov*.

- **Please provide an executive summary of Section 7-1-111.**

It is unlawful for a governing body or a public servant to authorize expenditure of public funds to support or oppose a ballot measure. Public servant does not include elected officials. The statute expressly:

(1) does not prohibit a governing body from expressing an opinion on the ballot measure;

(2) does not prohibit the incidental use of state resources by a public servant when speaking at a public event where the ballot measure is discussed if the subject matter being discussed is within the scope of duties of the public servant; and,

(3) does not prohibit the dissemination of public information at a speaking engagement and the incidental use of state resources in preparation of the public information if the subject matter of the public information is within the scope of the duties of the public servant.

- **Please review Sections 7-9-101 to 7-9-127 and share any information relevant to the current change of government petition effort.**

Sections 7-9-101 to 7-9-127 are codified both in the 2018 Replacement volume of the Arkansas Code Annotated and in the 2025 Supplement to Volume 6A of the Arkansas Code. The provisions apply to municipal measures involving “an amendment, an act, or an ordinance.” A.C.A. § 7-9-101(5) and (6) (Supp. 2025). The sections provide procedures for preparing, circulating, and determining the sufficiency of covered petitions.

Based on the definition of “measure” in Ark. Code Ann. § 7-9-101(6), it is our opinion that the referenced statutory sections do not apply to a petition calling for a change in the city administrator form of government. Rather, we believe a petition requesting a change from the city administrator form of government to another form of local government is governed by the provisions of Article 5, Section 1 of the Arkansas Constitution and the express statutory provisions dealing with the procedure to change to another form of government set forth in Ark. Code Ann. § 14-48-105 (Supp. 2025). We note the definition of “measure” in Article 5, Section 1 of the Arkansas Constitution is more broad than the definition in Ark. Code Ann. § 7-9-101(6) and encompasses “any bill, law . . . or legislative proposal or enactment of any character.” It is our opinion that the City Clerk retains the City Clerk’s election duties with reference to petitions subject to Article 5, Section 1 of the Arkansas Constitution (providing that the “sufficiency of all local petitions shall be decided in the first instance by . . . the city clerk . . .”), including a petition to change the city administrator form of government to another form of local government pursuant to Ark. Code Ann. § 14-48-105.

- **Please provide an executive summary of Section 7-11-205 and answer the following questions:**
 - **Is it accurate that 7-11-205 limits a City to two special elections per year?**
 - **While some procedures do exist in 7-11-205 for emergency special elections, would the current petition effort to change the form of government meet the definition of an emergency?**
 - **If the Board of Directors, based on 7-11-205, wants to place this question to the voters in November of 2026, would it have to act no later than the July 21, 2026**

regular meeting?

Initially we note that Ark. Code Ann. § 14-48-105(b)(2)(A)(1) requires a special election on a petition to change the form of government to be called pursuant to the provisions of Ark. Code Ann. § 7-11-201 *et seq.*, including Ark. Code Ann. § 7-11-205 (Supp. 2025). Section 7-11-205 provides that a special election on a measure referred to the voters shall be held on a designated day in March or on a designated day in November except for legal holidays and emergency changes. The authorization for an emergency special election does not appear to be applicable. Special elections may be held on the second Tuesday of months other than March and November, if necessary to comply with the initiative and referendum provisions of Article 5, Section 1 of the Arkansas Constitution. A.C.A. § 7-11-205(a)(1)(C).

Article 5, Section 1 broadly defines “measure,” and provides that referred measures may be voted on at a special election petitioned by the people and called by “the proper official.” Arkansas Code § 14-48-105(b)(2)(A)(i) provides with reference to a petition to change the form of government from the administrator form: “. . . the mayor by proclamation in accordance with § 7-11-201 *et seq.* shall submit the question of organization of the city under the form of government stated in the petition at a special election to be held at a time specified therein.” Thus, unless Article 5, Section 1 of the Arkansas Constitution requires otherwise because of the nature and timing of a filed petition, a petition to change the city administrator form of government to another form would be subject to special election held on the designated days of March or November. Regarding the question’s reference to the July 21, 2026 board meeting, we concur with the July 21, 2026 date assuming the process results in an approved petition being submitted to a special election to be called on the date of the November 2026 general election.

Arkansas Code Title 14 Local Government:

- **Please provide an executive summary of Section 14-43-303 and answer the following questions:**
 - **Assuming a successful vote is taken to change the form of government, will this require an election to take place in 2028 for the positions of Mayor, City Clerk, and City Council members from Wards 1-4?**

Yes. See A.C.A. § 14-43-303(a)(1) (Supp. 2025).

- **Assuming a successful vote is taken to change the form of government, will this require an election to take place in 2030 for the positions of City Attorney, City Treasurer, and one additional City Council member from Wards 1-4?**

It is our opinion that all council members would be elected in 2028 (and take office the following January); however, because council members must be elected every two years for staggered four year terms in each ward (A.C.A. § 14-43-303(d)(2)), the determination of council members’ initial term of office “shall be made by lot” and “fixed accordingly.” A.C.A. § 14-48-105(f)(1)(C)(ii).

We opine that the election for the positions of city attorney and city treasurer would also occur at the 2028 general election and the initial term of office for such position would be two years, unless the governing body of the city adopts an ordinance providing the mayor, city clerk, city attorney, and city treasurer shall be elected at the same election and serve four year terms. A.C.A. § 14-43-303(a)(3).

- **Assuming a successful vote is taken to change the form of government, how will the positions of City Clerk and Board of Directors/City Council be handled from 1/1/27-1/1/29?**
- **Assuming a successful vote is taken to change the form of government, how will the positions of City Attorney, City Treasurer, and additional City Council members from Wards 1-4 be handled between 1/1/27 and 1/1/31?**

In our opinion, the municipal officials in office at the time of a petition and affirmative vote to change the form of government will continue to serve until the election of officials under the new form of government “at the next time provided for the election of city officials under the statutes then in effect pertaining to the form of government adopted” A.C.A. § 14-48-105(f)(1)(B) (Supp. 2025). The terms of office of the current mayor and members of the board of directors will terminate “when the newly elected officials take office” and the “transition to the form of government adopted shall be completed.” A.C.A. § 14-48-105(f)(1)(C).

- **Please provide an executive summary of Section 14-43-307 and answer the following question:**
 - **Assuming a successful vote is taken to change the form of government, will all City Council positions be elected by voters on an at-large basis?**

Yes, unless the governing body of a city in transition to the mayor-council form of government adopts an ordinance providing council members be elected by their wards, in which case candidate names appear on the ballot only in the ward. A.C.A. § 14-43-307(b)(1)(A) (Supp. 2025). Further, the governing body may provide for one ward council member to be elected at large and the other by ward. A.C.A. § 14-43-307(b)(1)(B)(ii).

- **In Section 14-43-411, in a city with a population of greater than 20,000, is the Mayor permitted to veto a vote taken by the City Council to fill a vacancy on the City Council?**

No. See A.C.A. §§ 14-43-411(b) and 14-42-103(b) (Supp. 2025).

- **Please provide an executive summary of Section 14-43-501.**

In January, annually, the council members are to meet and organize the governing body and, by majority vote of the city council, provide for agenda procedures, the filing of resolutions and ordinances, and citizen commentary.

- **Please provide an executive summary of Section 14-43-504 and answer the following questions:**
 - **In this section, the Mayor is described as being the “conservator of the peace”, what does this mean?**

Generally, in the mayor-council form of government, the mayor has the duties to exercise and supervise the exercise of the police powers of the city. Those duties would include supervision of the police officers of the city.

- **Also, Subsection (b)(2) states that “The Mayor shall Have and exercise the power conferred on sheriffs, within the city limits, to suppress disorder and keep the peace.” Please elaborate on what this means.**

As indicated in the previous response, the mayor is charged with execution and supervision of the city’s police powers specifically including law enforcement roles in criminal law enforcement.

- **Please provide an executive summary of Section 14-48-105 and answer the following questions:**
 - **Assuming a successful vote is taken to change the form of government, what is the status of the incumbent Board Members in Wards 1-4 (who are not up for election in 2026) on January 1, 2027?**

As indicated above, it is our opinion that the elected mayor and board members in the current form of government continue to serve until the elected city officials required by the laws governing the form of government adopted take office. A.C.A. § 14-48-105(f)(1)(A). The election of “all the city officials required by the laws governing the form of government adopted” will not occur until the 2028 general election. A.C.A. § 14-48-105(f)(B). Section 14-48-105(f)(1)(C)(i) provides that on the date the last of the required officials to be elected take office (January 1 of the year following their election), “the transition to the form of government adopted shall be completed.” As such, a transition to the mayor-council form of government shall not be complete until January 1, 2029.

- **If the Board of Directors were to place the question of the change of form of government onto the ballot at the first meeting in May, would that measure be on the November ballot or would it be decided at a special election?**

Section 14-48-105(b)(1)(A) of the Arkansas Code states:

- (i) . . . a petition signed by electors equal in number to fifteen percent (15%) of the aggregate number of ballots cast for all candidates for mayor in the preceding general election may be presented to the mayor, calling for the election to consider any other form of municipal government authorized by the laws of this state.

(ii) As an alternative to the petition presented to the mayor by electors under subdivision (b)(1)(A)(i) of this section, a petition may be presented to the mayor by the board of directors by ordinance.

Based on the above, the Board of Directors may, by ordinance, present to the mayor a petition calling for the election to consider any other form of municipal government. A petition presented by the Board must be in compliance with the provisions of the Arkansas Constitution. See Ark. Const., Art. 5, § 1 (“At the time of filing petitions the exact title to be used on the ballot shall by the petitioners be submitted with the petition . . .”). Upon receipt of a petition (either from the Board or the electors), the mayor “shall submit the question of organization of the city under the form of government stated in the petition at a special election . . .” A.C.A. § 14-48-105(b)(2)(A)(i). Such submittal of the mayor shall be by proclamation in accordance with Ark. Code Ann. § 7-11-201 *et seq.* As noted above, unless Article 5, Section 1 of the Arkansas Constitution requires otherwise because of the nature and timing of a submitted petition (either from the Board or the electors), a petition to change the city administrator form of government to another form of local government would be subject to special election held on the designated days of March or November as set forth in Ark. Code Ann. § 7-11-205. If the Board were to approve a proper petition on the topic at its regular meeting of May 5, 2026, it is our opinion that a special election on such petition would be held on the date of the November 2026 general election.

The foregoing are our responses to the inquiries based on our reading and interpretation of the governing provisions of law – primarily Article 5, Section 1 of the Arkansas Constitution and the statutory provisions of Ark. Code Ann. § 14-48-105 making express provision for the procedures to change to another form of local government from the city administrator form of government.

Thank you for your attention to this matter.

Very truly yours,



Jerry L. Canfield
Colby T. Roe
CTR/cmm
Enclosures

cc: Maggie Rice (via email only)

West's Arkansas Code Annotated
Constitution of the State of Arkansas of 1874
Article 5. Legislative Department

AR Const. Art. 5, § 1

§ 1. Initiative and Referendum

Currentness

The legislative power of the people of this State shall be vested in a General Assembly, which shall consist of the Senate and House of Representatives, but the people reserve to themselves the power to propose legislative measures, laws and amendments to the Constitution, and to enact or reject the same at the polls independent of the General Assembly; and also reserve the power, at their own option to approve or reject at the polls any entire act or any item of an appropriation bill.

Initiative. The first power reserved by the people is the initiative. Eight per cent of the legal voters may propose any law and ten per cent may propose a constitutional amendment by initiative petition and every such petition shall include the full text of the measure so proposed. Initiative petitions for state-wide measures shall be filed with the Secretary of State not less than four months before the election at which they are to be voted upon; provided, that at least thirty days before the aforementioned filing, the proposed measure shall have been published once, at the expense of the petitioners, in some paper of general circulation.

Referendum. The second power reserved by the people is the referendum, and any number not less than six per cent of the legal voters may, by petition, order the referendum against any general Act, or any item of an appropriation bill, or measure passed by the General Assembly, but the filing of a referendum petition against one or more items, sections or parts of any such act or measure shall not delay the remainder from becoming operative. Such petition shall be filed with the Secretary of State not later than ninety days after the final adjournment of the session at which such Act was passed, except when a recess or adjournment shall be taken temporarily for a longer period than ninety days, in which case such petition shall be filed not later than ninety days after such recess or temporary adjournment. Any measure referred to the people by referendum petition shall remain in abeyance until such vote is taken. The total number of votes cast for the office of Governor in the last preceding general election shall be the basis upon which the number of signatures of legal voters upon state-wide initiative and referendum petitions shall be computed.

Upon all initiative or referendum petitions provided for in any of the sections of this article, it shall be necessary to file from at least fifteen of the counties of the State, petitions bearing the signature of not less than one-half of the designated percentage of the electors of such county.

Emergency. If it shall be necessary for the preservation of the public peace, health and safety that a measure shall become effective without delay, such necessity shall be stated in one section, and if upon a yea and nay vote two-thirds of all the members elected to each house, or two-thirds of all the members elected to city or town councils, shall vote upon separate roll call in favor of the measure going into immediate operation, such emergency measure shall become effective without delay. It shall be necessary, however, to state the fact which constitutes such emergency. Provided, however, that an emergency shall not be declared on any franchise or special privilege or act creating any vested right or interest or alienating any property of the State. If a referendum is filed against any emergency measure such measure shall be a law until it is voted

upon by the people, and if it is then rejected by a majority of the electors voting thereon, it shall be thereby repealed. The provision of this sub-section shall apply to city or town councils.

Local for Municipalities and Counties. The initiative and referendum powers of the people are hereby further reserved to the legal voters of each municipality and county as to all local, special and municipal legislation of every character in and for their respective municipalities and counties, but no local legislation shall be enacted contrary to the Constitution or any general law of the State, and any general law shall have the effect of repealing any local legislation which is in conflict therewith.

Municipalities may provide for the exercise of the initiative and referendum as to their local legislation. General laws shall be enacted providing for the exercise of the initiative and referendum as to counties. Fifteen per cent of the legal voters of any municipality or county may order the referendum, or invoke the initiative upon any local measure. In municipalities the number of signatures required upon any petition shall be computed upon the total vote cast for the office of mayor at the last preceding general election; in counties upon the office of circuit clerk. In municipalities and counties the time for filing an initiative petition shall not be fixed at less than sixty days nor more than ninety days before the election at which it is to be voted upon; for a referendum petition at not less than thirty days nor more than ninety days after the passage of such measure by a municipal council; nor less than ninety days when filed against a local or special measure passed by the General Assembly.

Every extension, enlargement, grant, or conveyance of a franchise or any rights, property, easement, lease, or occupation of or in any road, street, alley or any part thereof in real property or interest in real property owned by municipalities, exceeding in value three hundred dollars, whether the same be by statute, ordinance, resolution, or otherwise, shall be subject to referendum and shall not be subject to emergency legislation.

General Provisions

Definition. The word “measure” as used herein includes any bill, law, resolution, ordinance, charter, constitutional amendment or legislative proposal or enactment of any character.

No Veto. The veto power of the Governor or mayor shall not extend to measures initiated by or referred to the people.

Amendment and Repeal. No measure approved by a vote of the people shall be amended or repealed by the General Assembly or by any city council, except upon a yea and nay vote on roll call of two-thirds of all the members elected to each house of the General Assembly, or of the city council, as the case may be.

Election. All measures initiated by the people whether for the State, county, city or town, shall be submitted only at the regular elections, either State, congressional or municipal, but referendum petitions may be referred to the people at special elections to be called by the proper official, and such special elections shall be called when fifteen per cent of the legal voters shall petition for such special election, and if the referendum is invoked as to any measure passed by a city or town council, such city or town council may order a special election.

Majority. Any measure submitted to the people as herein provided shall take effect and become a law when approved by a majority of the votes cast upon such measure, and not otherwise, and shall not be required to receive a majority of the electors voting at such election. Such measures shall be operative on and after the thirtieth day after the election at which it is approved, unless otherwise specified in the Act.

This section shall not be construed to deprive any member of the General Assembly of the right to introduce any measure, but no measure shall be submitted to the people by the General Assembly, except a proposed constitutional amendment or amendments as provided for in this Constitution.

Canvass and Declaration of Results. The result of the vote upon any State measure shall be canvassed and declared by the State Board of Election Commissioners (or legal substitute therefor); upon a municipal or county measure, by the county election commissioners (or legal substitute therefor).

Conflicting Measures. If conflicting measures initiated or referred to the people shall be approved by a majority of the votes severally cast for and against the same at the same election, the one receiving the highest number of affirmative votes shall become law.

The Petition

Title. At the time of filing petitions the exact title to be used on the ballot shall by the petitioners be submitted with the petition, and on state-wide measures, shall be submitted to the State Board of Election Commissioners, who shall certify such title to the Secretary of State, to be placed upon the ballot; on county and municipal measures such title shall be submitted to the county election board and shall by said board be placed upon the ballot in such county or municipal election.

Limitation. No limitation shall be placed upon the number of constitutional amendments, laws, or other measures which may be proposed and submitted to the people by either initiative or referendum petition as provided in this section. No petition shall be held invalid if it shall contain a greater number of signatures than required herein.

Verification. Only legal votes shall be counted upon petitions. Petitions may be circulated and presented in parts, but each part of any petition shall have attached thereto the affidavit of the person circulating the same, that all signatures thereon were made in the presence of the affiant, and that to the best of the affiant's knowledge and belief each signature is genuine, and that the person signing is a legal voter and no other affidavit or verification shall be required to establish the genuineness of such signatures.

Sufficiency. The sufficiency of all state-wide petitions shall be decided in the first instance by the Secretary of State, subject to review by the Supreme Court of the State, which shall have original and exclusive jurisdiction over all such causes. The sufficiency of all local petitions shall be decided in the first instance by the county clerk or the city clerk as the case may be, subject to review by the chancery court.

Court Decisions. If the sufficiency of any petition is challenged such cause shall be a preference cause and shall be tried at once, but the failure of the courts to decide prior to the election as to the sufficiency of any such petition, shall not prevent the question from being placed upon the ballot at the election named in such petition, nor militate against the validity of such measure, if it shall have been approved by a vote of the people.

Amendment of Petition. (a)(1) If the Secretary of State, county clerk or city clerk, as the case may be, shall decide any petition to be insufficient, he or she shall without delay notify the sponsors of such petition, and permit at least thirty (30) days from the date of such notification, in the instance of a state-wide petition, or ten (10) days in the instance of a municipal or county petition, for correction or amendment.

(2) For a state-wide petition, correction or amendment of an insufficient petition shall be permitted only if the petition contains valid signatures of legal voters equal to:

(A) At least seventy-five percent (75%) of the number of state-wide signatures of legal voters required; and

(B) At least seventy-five percent (75%) of the required number of signatures of legal voters from each of at least fifteen (15) counties of the state.

(b) In the event of legal proceedings to prevent giving legal effect to any petition upon any grounds, the burden of proof shall be upon the person or persons attacking the validity of the petition.

Unwarranted Restrictions Prohibited. No law shall be passed to prohibit any person or persons from giving or receiving compensation for circulating petitions, nor to prohibit the circulation of petitions, nor in any manner interfering with the freedom of the people in procuring petitions; but laws shall be enacted prohibiting and penalizing perjury, forgery, and all other felonies or other fraudulent practices, in the securing of signatures or filing of petitions.

Publication. All measures submitted to a vote of the people by petition under the provisions of this section shall be published as is now, or hereafter may be provided by law.

Enacting Clause. The style of all bills initiated and submitted under the provisions of this section shall be, "Be It Enacted by the People of the State of Arkansas, (municipality or county, as the case may be)." In submitting measures to the people, the Secretary of State and all other officials shall be guided by the general election laws or municipal laws as the case may be until additional legislation is provided therefor.

Self-Executing. This section shall be self-executing, and all its provisions shall be treated as mandatory, but laws may be enacted to facilitate its operation. No legislation shall be enacted to restrict, hamper or impair the exercise of the rights herein reserved to the people.

Credits

Acts of 1909, S.J.R. 1, p. 1238, approved Feb. 19, 1909; amended by Const. Amend. 7, approved at Nov. 2, 1920, election; Const. Amend. 93, § 1, proposed by Acts of 2013, S.J.R. 16, § 1, approved at Nov. 4, 2014, election.

Notes of Decisions (449)

Const. Art. 5, § 1, AR CONST Art. 5, § 1

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General

§ 1. Initiative and Referendum, AR CONST Art. 5, § 1

Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

End of Document

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West's Arkansas Code Annotated

Title 7. Elections

Chapter 1. General Provisions

A.C.A. § 7-1-106

§ 7-1-106. Specialist

Currentness

The Secretary of State shall designate at least one (1) member of his or her staff to become knowledgeable of the election laws as they pertain to elections in the State of Arkansas for the purpose of answering procedural questions concerning elections and to aid the candidates and their agents in filing for election.

Credits

Acts of 1977, Act 312, § 8.

Formerly A.S.A. 1947, § 3-1314.

A.C.A. § 7-1-106, AR ST § 7-1-106

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

End of Document

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West's Arkansas Code Annotated

Title 7. Elections

Chapter 1. General Provisions

A.C.A. § 7-1-111

§ 7-1-111. Use of public funds to support or oppose ballot measure

Effective: August 16, 2013

Currentness

(a) As used in this section:

(1) "Governmental body" means the same as defined in § 21-8-402;

(2) "Public funds" means funds, moneys, receivables, grants, investments, instruments, real or personal property, or other assets, liabilities, equities, revenues, receipts, or disbursements belonging to, held by, or passed through a governmental body; and

(3)(A) Except as provided in subdivision (a)(3)(B) of this section, "public servant" means an individual who is:

(i) Employed by a governmental body;

(ii) Appointed to serve a governmental body; or

(iii) Appointed to a governmental body.

(B) "Public servant" does not include:

(i) An elected official; or

(ii) A person appointed to an elective office.

(b) It is unlawful for a public servant or a governmental body to expend or permit the expenditure of public funds to support or oppose a ballot measure.

(c) This section does not:

(1) Limit the freedom of speech of a public servant or government body, including without limitation verbal expressions of views supporting or opposing a ballot measure;

(2) Prohibit a governmental body from expressing an opinion on a ballot measure through the passage of a resolution or proclamation;

(3) Prohibit the incidental use of state resources by a public servant, including without limitation travel costs, when speaking at an event in which a ballot measure is discussed if the subject matter of the speaking engagement is within the scope of the official duties and responsibilities of the public servant; or

(4) Prohibit the dissemination of public information at a speaking engagement and the incidental use of state resources in the analysis and preparation of that public information if the subject matter of the public information is within the scope of the official duties and responsibilities of the public servant.

(d)(1) Except as provided under subdivision (d)(2) of this section, a violation of this section is a Class A misdemeanor.

(2)(A) A public servant who is found guilty or pleads guilty or nolo contendere to a violation under this section is ineligible to hold any office, employment, or appointment in a governmental body.

(B) If a public servant is found guilty or pleads guilty or nolo contendere to a violation under this section while employed by a governmental body, he or she shall be removed from employment immediately.

Credits

Acts of 2013, Act 312, § 2, eff. Aug. 16, 2013.

A.C.A. § 7-1-111, AR ST § 7-1-111

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

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West's Arkansas Code Annotated

Title 7. Elections

Chapter 9. Initiatives, Referenda, and Constitutional Amendments (Refs & Annos)

Subchapter 1. Petition and Election Procedure (Refs & Annos)

A.C.A. § 7-9-101

§ 7-9-101. Definitions

Effective: August 5, 2025

Currentness

As used in this subchapter:

- (1) "Act" means an act having general application throughout the state, whether originating in the General Assembly or proposed by the people;
- (2) "Amendment" means an amendment to the Arkansas Constitution that is proposed by the people;
- (3) "Canvasser" means a person who circulates an initiative or referendum petition or a part or parts of an initiative or referendum petition to obtain the signatures of petitioners thereto;
- (4) "Election" means a regular general election at which state and county officers are elected for regular terms;
- (5) "Local" means a county or municipality;
- (6) "Measure" means an amendment, an act, or an ordinance;
- (7) "Ordinance" means an ordinance of a municipality or county, whether originating in the legislative body of the municipality or county or proposed by the people;
- (8) "Petition part" means a petition signature sheet containing the information required under § 7-9-104 or § 7-9-105;

(9) “Petitioner” means a person who signs an initiative or referendum petition ordering a vote on a measure;

(10) “Registered voter” means a person who is registered at the time of signing the petition pursuant to Arkansas Constitution, Amendment 51; and

(11) “Sponsor” means a person who arranges for the circulation of an initiative or referendum petition or who files an initiative or referendum petition with the official charged with verifying the signatures.

Credits

Acts of 1943, Act 195, § 1; Acts of 1997, Act 646, § 1; Acts of 2013, Act 1413, § 2, eff. April 22, 2013; Acts of 2025, Act 768, § 1, eff. Aug. 5, 2025.

Formerly A.S.A. 1947, § 2-201.

Notes of Decisions (8)

A.C.A. § 7-9-101, AR ST § 7-9-101

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West's Arkansas Code Annotated

Title 7. Elections

Chapter 11. Special Elections

Subchapter 2. Special Elections on Measures and Questions (Refs & Annos)

A.C.A. § 7-11-201

§ 7-11-201. Calling special elections on measures or questions

Effective: January 1, 2022

Currentness

All special elections on measures or questions referred to the voters by governmental entities as authorized by law shall be called by proclamation, ordinance, statute, resolution, order, or other authorized document of the properly constituted authority as required by law.

Credits

Acts of 2009, Act 1480, § 47, eff. April 10, 2009; Acts of 2021, Act 610, § 9, eff. Jan. 1, 2022.

A.C.A. § 7-11-201, AR ST § 7-11-201

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

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West's Arkansas Code Annotated
Title 7. Elections
Chapter 11. Special Elections
Subchapter 2. Special Elections on Measures and Questions (Refs & Annos)

A.C.A. § 7-11-203

§ 7-11-203. Calling special elections on local measures or questions

Effective: April 10, 2009

Currentness

(a) The document under § 7-11-201 calling the special election on a local measure or question shall be filed with the county clerk of the county administering the election, who shall immediately transmit the document to the county board of election commissioners in each county where the special election is to be held.

(b) The county board of election commissioners shall publish the document as soon as practicable in a newspaper of general circulation in the county in which the special election is held.

Credits

Acts of 2009, Act 1480, § 47, eff. April 10, 2009.

A.C.A. § 7-11-203, AR ST § 7-11-203

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§ 7-11-204. Content of calling document, AR ST § 7-11-204

West's Arkansas Code Annotated

Title 7. Elections

Chapter 11. Special Elections

Subchapter 2. Special Elections on Measures and Questions (Refs & Annos)

A.C.A. § 7-11-204

§ 7-11-204. Content of calling document

Effective: April 10, 2009

Currentness

The proclamation, ordinance, statute, resolution, order, or other authorized document of the properly constituted authority calling the special election shall state:

- (1) The date of the special election;
- (2) The full text of any measure or question for which the election is called;
- (3) The ballot title, if any, for the measure or question for which the election is called; and
- (4) Any other information required by law.

Credits

Acts of 2009, Act 1480, § 47, eff. April 10, 2009.

A.C.A. § 7-11-204, AR ST § 7-11-204

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§ 7-11-204. Content of calling document, AR ST § 7-11-204

West's Arkansas Code Annotated

Title 7. Elections

Chapter 11. Special Elections

Subchapter 2. Special Elections on Measures and Questions (Refs & Annos)

A.C.A. § 7-11-205

§ 7-11-205. Dates of special elections on measures and questions--Exceptions--Separate ballots--Definition

Effective: August 5, 2025

Currentness

(a)(1) Except as provided in subdivision (a)(2) of this section, all special elections on measures or questions referred to the voters by governmental entities as authorized by law shall be held on the:

(A) First Tuesday after the first Monday in March; or

(B) Second Tuesday of November.

(2)(A) Special elections scheduled to occur on a legal holiday:

(i) In March on the first Tuesday after the first Monday shall be held on the second Tuesday of the month; and

(ii) In November on the second Tuesday shall be held on the third Tuesday of the month.

(B) Special elections held in months in which a preferential primary election or general election is scheduled to occur shall be held on the date of the preferential primary election or general election.

(C) A special election on a measure or question may be scheduled on the second Tuesday of a month, other than the months provided in subdivision (a)(1) of this section, if necessary to comply with the requirements of Arkansas Constitution, Article 5, § 1.

(b)(1) An emergency special election may be held on a date other than the dates specified under subsection (a) of this section.

(2) An emergency special election may be held on the second Tuesday of any month, other than the month following a preferential primary election or general election, when two-thirds ($\frac{2}{3}$) of all the members elected to the governing entity have determined that an emergency exists.

(3) As used in this subsection, “emergency” means that:

(A) A substantial change has occurred in:

(i) The interpretation of the law by the federal or state courts which if not addressed by an election will render the governing entity incapable of performing its lawful duties and obligations;

(ii) Circumstances due to a fire, flood, tornado, or other natural disaster which if not addressed by an election will render the governing entity financially incapable of performing its lawful duties and obligations; or

(iii) Circumstances that the governing body of the entity requesting the election has determined to be an imminent danger to public health and safety; and

(B) A delay of the emergency special election until the next date under this section would cause a substantial and undue hardship to the governing entity or a threat to the public peace, health, and safety.

(4)(A) A qualified elector for an emergency special election may file an action in the circuit court of the county in which the document calling for the emergency special election is filed to ask the court to determine if circumstances exist that permit the governing entity to call an emergency special election under this subsection.

(B) If the court determines circumstances do not exist that permit the governing entity to call an emergency special election:

(i) The emergency special election shall not occur; or

(ii) If the emergency special election has already occurred, any measure approved in the emergency special election shall be void.

(C) A challenge filed under subdivision (b)(4)(A) of this section may not be filed more than thirty (30) days from the date the document calling for the special election being challenged is filed with the county clerk.

(c)(1) If a special election is held on the date of the preferential primary election, the issue or issues to be voted upon at the special election shall be included on the ballot of each political party.

(2) The portion of the ballot containing the special election shall be labeled with a heading stating "SPECIAL ELECTION ON _____" with a brief description of the measure or question to be decided in the election.

(d) Separate ballots containing the issue or issues to be voted on at the special election and candidates for nonpartisan judicial office shall be prepared and made available to voters requesting a separate ballot.

(e) A voter shall not be required to vote in a political party's preferential primary in order to be able to vote in the special election.

(f) A special election shall be held not less than seventy (70) days following the date that the proclamation, ordinance, resolution, order, or other authorized document is filed with the county clerk.

Credits

Acts of 2009, Act 1480, § 47, eff. April 10, 2009; Acts of 2011, Act 1185, § 16, eff. Oct. 2, 2011; Acts of 2017, Act 1088, § 4, eff. Aug. 1, 2017; Acts of 2021, Act 610, § 10, eff. Jan. 1, 2022; Acts of 2023, Act 300, § 1, eff. Jan. 1, 2024; Acts of 2025, Act 405, § 8, eff. Aug. 5, 2025.

A.C.A. § 7-11-205, AR ST § 7-11-205

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 42. Government of Municipalities Generally

Subchapter 1. General Provisions

A.C.A. § 14-42-103

§ 14-42-103. Vacancies in municipal offices generally

Effective: August 5, 2025

Currentness

(a) A vacancy of a municipal office in a municipality, regardless of the classification or form of government of the municipality, shall be filled according to one (1) of the following methods:

(1)(A) At the first council meeting after the declaration of the vacancy, the governing body of the municipality shall elect by a majority vote of the governing body of the municipality a person to serve the unexpired term.

(B)(i) Except as otherwise provided under subdivision (a)(1)(B)(ii) of this section, if a vacancy is filled under subdivision (a)(1)(A) of this section, a majority of the remaining members of the governing body of the municipality shall fill the vacancy and the governing body of the municipality may appoint any qualified elector of the municipality.

(ii) A member of the governing body of the municipality shall not be appointed to fill a vacancy under this section in municipalities with a population of fifty thousand (50,000) or more; or

(2)(A) At the first council meeting after the declaration of the vacancy, the governing body of the municipality shall call a special election to be held at the next special election date under § 7-11-101 et seq. to fill the vacant position for the remainder of the term.

(B)(i) If the governing body of a municipality calls for a special election to fill the vacancy under subdivision (a)(2)(A) of this section, the governing body may appoint a qualified elector of the municipality to serve in the office until the office is filled at the special election.

(ii) A member of the governing body of the municipality may be appointed under subdivision (a)(2)(B)(i) of this section to serve in the office until the vacancy is filled at a special election.

(b) For a vacancy filled under subsection (a) of this section in a municipality having a mayor, the appointment is not subject to veto by the mayor.

Credits

Acts of 1977, Act 9, §§ 1, 2; Acts of 1981, Act 303, § 2; Acts of 2009, Act 185, § 1, eff. July 31, 2009; Acts of 2025, Act 995, § 1, eff. Aug. 5, 2025.

Formerly A.S.A. 1947, § 19-905.1.

Notes of Decisions (3)

A.C.A. § 14-42-103, AR ST § 14-42-103

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West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 43. Government of Cities of the First Class

Subchapter 3. Election of City Officials

A.C.A. § 14-43-303

§ 14-43-303. Officials in mayor-council cities of 50,000 or more

Effective: July 30, 2019

Currentness

(a)(1)(A) In the general election in the year 1960, and every four (4) years thereafter, cities of the first class that have a population of fifty thousand (50,000) persons or more, according to the latest federal decennial census or special federal census, and that also have the mayor-council form of government shall elect the following officials:

(i) One (1) mayor;

(ii) One (1) city clerk; and

(iii) One (1) council member from each ward of the city.

(B) All of these officials shall hold office for a term of four (4) years and until their successors are elected and qualified.

(2)(A) At the general election in the year 1962 and every four (4) years thereafter, the city shall elect:

(i) One (1) city attorney;

(ii) One (1) city treasurer; and

(iii) One (1) council member from each ward of the city.

(B) All of these officials shall hold office for a term of four (4) years and until their successors are elected and qualified.

(3) The governing body of a city in transition to the mayor-council form of government may provide by ordinance that the mayor, city clerk, city attorney, and city treasurer shall be elected on the same date and every four (4) years thereafter.

(b) In all primaries or general elections, the candidates for the office of council member shall reside in their respective wards. However, all qualified electors residing in these cities and entitled to vote in the elections may vote at their several voting precincts for each and every candidate so to be nominated or elected.

(c) All odd-year elections for municipal officials in the cities of the first class that have a population of fifty thousand (50,000) or more persons, according to the latest federal census, and that also have the mayor-council form of government are abolished.

(d)(1) If a city first attains a population of fifty thousand (50,000) as shown in a federal decennial census or special federal census completed after January 1, 1997, and the mayor or other elected official of the city last elected before the census was elected to a four-year term and the term will expire two (2) years before the quadrennial general election year at which city officials are elected as provided in subsection (a) of this section, the terms of such officials shall be extended for a period of two (2) years in order that the terms will coincide with the next quadrennial general election year. At that quadrennial general election and at each quadrennial general election thereafter, the mayor and such other municipal officials shall be elected to terms of four (4) years as provided in this section.

(2) The provisions of this subsection shall not affect in any way the provisions of this section that provide for staggering the terms of office of council members so that one (1) council member will be elected from each ward every two (2) years.

Credits

Acts of 1959, Act 176, §§ 1, 2; Acts of 1997, Act 707, §§ 2, 3; Acts of 2003, Act 1185, § 25, eff. July 16, 2003; Acts of 2015, Act 233, § 1, eff. July 22, 2015; Acts of 2017, Act 879, § 15, eff. Aug. 1, 2017; Acts of 2019, Act 1092, § 1, eff. July 30, 2019.

Formerly A.S.A. 1947, §§ 19-1002.2, 19-1002.3.

Notes of Decisions (5)

§ 14-43-303. Officials in mayor-council cities of 50,000 or more, AR ST § 14-43-303

A.C.A. § 14-43-303, AR ST § 14-43-303

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West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 43. Government of Cities of the First Class

Subchapter 3. Election of City Officials

A.C.A. § 14-43-307

§ 14-43-307. Election of council members at large or by ward

Effective: August 5, 2025

Currentness

(a)(1) Candidates for the office of council member in cities of the first class shall reside in the ward from which they seek to be elected and shall run at large.

(2)(A) All of the qualified electors of these cities shall be entitled to vote in the election.

(B)(i)(a) Except as provided under subsection (b) of this section, provisions shall be made by the election commissioners in these cities so that the qualified electors of each ward shall have at least one (1) voting site in each ward where the resident electors thereof may cast their ballots.

(b) The county board of election commissioners may reduce the number of voting sites in a city of the first class by unanimous vote if:

(1) In the most recent federal decennial census the city has a population of five thousand (5,000) or less; and

(2) The county in which the city is situated has established vote centers under § 7-5-101.

(ii) Cities of the second class that elect their council members citywide may have one (1) public place only for holding elections.

(b)(1)(A) The city council of any such city or the governing body of any city in transition to the mayor-council form of government may provide by ordinance that all council members be elected by ward, in which event each council member shall be voted upon by the qualified electors of the ward from which he or she is a candidate.

(B)(i) When so provided by city ordinance, the name of the candidate shall appear upon the ballot only in the ward in which he or she is a candidate.

(ii) The city council of these cities may provide for the election of one (1) council member from each ward citywide and the other council members from each ward by the voters of the ward only.

(2) All such cities choosing to elect all council members by wards or in part by wards shall provide, in the manner provided by law, for the establishment of wards of substantially equal population in order that each council member elected from each ward shall represent substantially the same number of people in the city.

(c)(1) Ordinances enacted under subdivision (b)(1) of this section shall be filed with the county clerk no later than August 31 of the calendar year before the election of council members.

(2) A city of the first class that has an ordinance enacted under subdivision (b)(1) of this section shall file the ordinance with the county clerk no later than January 1, 2026.

(3) Once an ordinance is filed with the county clerk, changes shall not be made to the election of council members until a new ordinance is passed by the governing body of the municipality and filed with the county clerk by August 31 of the calendar year before the election of council members.

(4) A city of the first class that does not file an ordinance under subdivision (b)(1) of this section shall have its council members elected at large.

Credits

Acts of 1965, Act 484, § 3; Acts of 1969, Act 45, § 1; Acts of 1973, Act 501, § 1; Acts of 1985, Act 421, § 1; Acts of 1993, Act 857, § 1, eff. April 2, 1993; Acts of 2017, Act 879, § 16, eff. Aug. 1, 2017; Acts of 2019, Act 949, § 1, eff. July 24, 2019; Acts of 2025, Act 283, § 1, eff. Aug. 5, 2025.

§ 14-43-307. Election of council members at large or by ward, AR ST § 14-43-307

Formerly A.S.A. 1947, § 19-1002.7.

Notes of Decisions (37)

A.C.A. § 14-43-307, AR ST § 14-43-307

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West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 43. Government of Cities of the First Class

Subchapter 4. Officers and Employees Generally

A.C.A. § 14-43-411

§ 14-43-411. Council member vacancy in mayor-council form of government

Effective: August 5, 2025

Currentness

(a) Whenever a vacancy occurs in the office of council member in a city of the first class having a population of less than twenty thousand (20,000) according to the most recent federal decennial census, at the first regular meeting after the occurrence of the vacancy, the vacancy shall be filled under § 14-42-103.

(b) When a vacancy occurs in any position of council member in a city having a population of twenty thousand (20,000) or more according to the most recent federal decennial census, the vacancy shall be filled under § 14-42-103.

Credits

Acts of 1943, Act 154, § 1; Acts of 1981, Act 303, § 1; Acts of 1997, Act 202, § 1; Acts of 2005, Act 2145, § 28, eff. Aug. 12, 2005; Acts of 2007, Act 1049, § 47, eff. July 31, 2007; Acts of 2009, Act 1480, § 65, eff. April 10, 2009; Acts of 2009, Act 185, § 2, eff. July 31, 2009; Acts of 2009, Act 385, § 2, eff. July 31, 2009; Acts of 2025, Act 995, § 5, eff. Aug. 5, 2025.

Formerly A.S.A. 1947, § 19-1026.

Notes of Decisions (6)

A.C.A. § 14-43-411, AR ST § 14-43-411

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West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 43. Government of Cities of the First Class

Subchapter 5. Powers and Duties Generally

A.C.A. § 14-43-501

§ 14-43-501. Organization of governing body

Effective: July 22, 2015

Currentness

(a)(1) The members of a governing body elected for each city or town shall annually in January assemble and organize the governing body.

(2)(A) A majority of the whole number of members of a governing body constitutes a quorum for the transaction of business.

(B)(i) The governing body shall judge the election returns and the qualifications of its own members.

(ii) These judgments of the governing body are not subject to veto by the mayor.

(C)(i) The governing body shall determine the rules of its proceedings and keep a journal of its proceedings, and the journal shall be open to the inspection and examination of any citizen.

(ii) The governing body may also compel the attendance of absent members in such a manner and under such penalties as it prescribes.

(iii) The governing body may consider the passage of rules on the following subjects, including without limitation:

(a) The agenda for meetings;

(b) The filing of resolutions and ordinances; and

(c) Citizen commentary.

(b)(1)(A) In a mayor-council form of government, the mayor shall be ex officio president of the city council and shall preside at its meetings.

(B) The mayor shall have a vote to establish a quorum of the city council at any regular or special meeting of the city council and when his or her vote is needed to pass any ordinance, bylaw, resolution, order, or motion.

(2) In the absence of the mayor, the city council shall elect a president pro tempore to preside over council meetings.

(3) If the mayor is unable to perform the duties of office or cannot be located, one (1) of the following individuals may perform all functions of a mayor during the disability or absence of the mayor:

(A) The city clerk;

(B) Another elected official of the city if designated by the mayor; or

(C) An unelected employee or resident of the city if designated by the mayor and approved by the city council.

(c) As used in this section, “governing body” means the city council in a mayor-council form of government, the board of directors in a city manager form of government, and the board of directors in a city administrator form of government.

Credits

Acts of 1875, Act 1, § 51, p. 1; Acts of 1981, Act 345, § 1; Acts of 2001, Act 354, § 1, eff. Feb. 22, 2001; Acts of 2005, Act 190, § 1, eff. Aug. 12, 2005; Acts of 2009, Act 185, § 3, eff. July 31, 2009; Acts of 2011, Act 110, § 1, eff. July 27, 2011; Acts of 2013, Act 753, § 1, eff. Aug. 16, 2013; Acts of 2015, Act 235, § 1, eff. July 22, 2015.

§ 14-43-501. Organization of governing body, AR ST § 14-43-501

Formerly C. & M. Dig., §§ 7738 to 7741; Pope's Dig., §§ 9934 to 9937; A.S.A. 1947, § 19-1010.

Notes of Decisions (18)

A.C.A. § 14-43-501, AR ST § 14-43-501

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West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 43. Government of Cities of the First Class

Subchapter 5. Powers and Duties Generally

A.C.A. § 14-43-504

§ 14-43-504. Mayor

Effective: August 1, 2017

Currentness

(a) The mayor of the city shall be its chief executive officer and conservator of its peace. It shall be his or her special duty to cause the ordinances and regulations of the city to be faithfully and constantly obeyed.

(b) The mayor shall:

(1) Supervise the conduct of all the officers of the city, examine the grounds of all reasonable complaints made against them, and cause all their violations of duty or other neglect to be properly punished or reported to the proper tribunal for correction;

(2) Have and exercise the power conferred on sheriffs, within the city limits, to suppress disorder and keep the peace; and

(3) Perform such other duties compatible with the nature of his or her office as the city council may from time to time require.

(c) The mayor shall report, within the first ninety (90) days of each year and at such other times as he or she shall deem expedient, to the council the municipal affairs of the city and recommend such measures as may seem advisable.

(d)(1) In addition to the powers and duties already pertaining to that office, the mayor of any city of the first class shall be clothed with and exercise and perform the following:

(A) A mayor may veto within five (5) days, Sundays excepted, after the action of the city council thereon, any ordinance, resolution, or order adopted or made by the council, or any part thereof, which in his or her judgment is contrary to the public interest; and

(B)(i) In case of a veto, before the next regular meeting of the council, the mayor shall file in the office of the city clerk, to be laid before that meeting, a written statement of his or her reasons for so doing.

(ii) An ordinance, an order, or a resolution or part thereof, vetoed by the mayor is invalid unless, after the written statement is laid before it, the council, by a vote of two-thirds ($\frac{2}{3}$) of all the council members elected thereto, passes it over the veto.

(2) The mayor does not have the power of veto in circumstances prescribed under § 14-43-501(a) or § 14-43-411(a).

Credits

Acts of 1875, Act 1, § 53, p. 1; Acts of 1885, Act 67, § 2, p. 92; Acts of 1893, Act 42, §§ 1, 2, p. 64; Acts of 1913, Act 226, § 1; Acts of 1979, Act 153, §§ 1, 2; Acts of 1991, Act 786, § 14; Acts of 1995, Act 534, § 2; Acts of 1995, Act 914, § 2, eff. April 5, 1995; Acts of 2009, Act 161, § 1, eff. July 31, 2009; Acts of 2009, Act 185, § 4, eff. July 31, 2009; Acts of 2017, Act 879, § 24, eff. Aug. 1, 2017.

Formerly C. & M. Dig., §§ 7697 to 7701; Pope's Dig., §§ 9840 to 9844; A.S.A. 1947, §§ 19-1013, 19-1014.

Notes of Decisions (13)

A.C.A. § 14-43-504, AR ST § 14-43-504

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

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West's Arkansas Code Annotated

Title 14. Local Government (Refs & Annos)

Subtitle 3. Municipal Government (Chapters 36 to 69)

Chapter 48. City Administrator Form of Municipal Government

A.C.A. § 14-48-105

§ 14-48-105. Subsequent changes in form

Effective: July 30, 2019

Currentness

(a) When the question of the adoption of the city administrator form of government is submitted to, and approved by, a majority of the qualified electors of a municipality voting on the issue, the question of changing to another form of government shall not again be submitted to the electors of that municipality for a period of four (4) years.

(b)(1)(A)(i) After the expiration of four (4) years from the date on which the first board of directors and mayor take office in a city organized under this chapter, a petition signed by electors equal in number to fifteen percent (15%) of the aggregate number of ballots cast for all candidates for mayor in the preceding general election may be presented to the mayor, calling for an election to consider any other form of municipal government authorized by the laws of this state.

(ii) As an alternative to the petition presented to the mayor by electors under subdivision (b)(1)(A)(i) of this section, a petition may be presented to the mayor by the board of directors by ordinance.

(B) At the time the reorganization is effective under this chapter:

(i) The mayor shall continue in office until the remainder of his or her term of office; and

(ii) The member of the city board of directors shall become a member of the governing body and shall continue in office until the remainder of his or her term of office.

(2)(A)(i) Upon the receipt of a petition under subdivision (b)(1)(A) of this section, the mayor by proclamation in accordance with § 7-11-201 et seq. shall submit the question of organization of the city under the form of government

which the city is situated to contest the certification within thirty (30) days after certification by the county board of election commissioners.

(e) If no suit is brought to contest the certification of the results of the election on the question of the form of government within the thirty-day period after certification, the mayor shall file certificates stating that the proposition was adopted with the Secretary of State and county clerk of the county in which the city is situated.

(f)(1)(A) If the majority of the votes cast on that issue shall be in favor of the adoption, the city shall thereupon proceed to the election of all of the city officials required by the laws governing the form of government adopted.

(B) The election of the city officials shall be held at the next time provided for the election of city officials under the statutes then in effect pertaining to the form of government adopted for the class of cities to which the particular city belongs, and all laws pertaining to the form of government adopted for such class of cities shall apply.

(C)(i) On the date prescribed by these laws when newly elected city officials take office, the term of office of all members of the board and mayor shall terminate and the transition to the form of government adopted shall be completed.

(ii) If under the form of government adopted the terms of the officials elected are staggered, then determination shall be made by lot, and the length of the terms fixed accordingly.

(2) The provisions of this section for converting to another form of government shall be in addition to the right to change to any other form of municipal government that may exist under present law.

(g) If the plan is not adopted by a majority of the voters voting upon that issue at the special election called, the question of adopting that same form of government shall not be resubmitted to the voters of that city for adoption within four (4) years thereafter. At that time the question may be resubmitted upon the presentation to the mayor of a petition signed by electors equal in number to fifteen percent (15%) of the aggregate number of votes cast for all candidates for mayor in the preceding general election.

(h)(1) When a municipality elects to adopt any other form of government in the manner provided in this section, the question of reorganizing the municipality under the city administrator form shall not be submitted to the electors within a period of four (4) years, and thereafter, only in the manner provided in § 14-48-104.

(2) If the qualified electors of the municipality do not approve the organization of the municipality under the city administrator form at the election, the proposition shall not again be submitted to the electors of the city for a period of four (4) years, and then, only in the manner provided in § 14-48-104.

Credits

Acts of 1967, Act 36, § 18; Acts of 2005, Act 2145, § 35, eff. Aug. 12, 2005; Acts of 2007, Act 1049, § 54, eff. July 31, 2007; Acts of 2009, Act 1480, § 72, eff. April 10, 2009; Acts of 2019, Act 1092, § 4, eff. July 30, 2019.

Formerly A.S.A. 1947, § 19-818.

A.C.A. § 14-48-105, AR ST § 14-48-105

The constitution and statutes are current through acts passed during the 2025 Regular Session of the 95th Arkansas General Assembly. The general effective date for the session is August 5, 2025. Some statute sections may be more current; see credits for details. Also included are changes made by the Arkansas Code Revision Commission received through March 23, 2026.

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Overview of the Process to Change the City Administrator Form of Government

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General Comments

- The comments set forth in this presentation are based on our interpretation of the governing provisions of law – primarily Article 5, § 1 of the Arkansas Constitution and the statutory provisions of Ark. Code Ann. § 14-48-105.
- Our comments are also based on a proposed petition to change the City’s form of government to the mayor-council form of government pursuant to Ark. Code Ann. § 14-43-201 et seq.

Governing Law

- Ark. Code Ann. § 14-48-105 addresses the procedure to change the city administrator form of government to another form of local government.
- Article 5, § 1 of the Arkansas Constitution addresses “Initiative and Referendum.”
 - It provides that “municipalities may provide for the exercise of the initiative and referendum as to their local legislation.”
 - Defines “measure” as “any bill, law, resolution, ordinance, charter, constitutional amendment or legislative proposal or enactment of any character.”
- Ark. Code Ann. § 7-9-101 et seq. addresses the petition and election procedures for initiatives, referenda, and constitutional amendments.
 - Applies to petitions on “measures,” which are either an: (1) amendment to the Arkansas Constitution; (2) act having state-wide implication; or (3) ordinance of a municipality, whether originating in the municipal legislative body or proposed by the electorate.
 - Because of the narrow definition of “measure,” Ark. Code Ann. § 7-9-101 et seq. is not applicable to a petition to change the form of government.

Petition to Change the Form of Government

To change form of government, there must be a petition:



signed by electors equal in number to 15% of the aggregate number of ballots cast for all mayoral candidates in the preceding general election; or,



Authorized by ordinance enacted by the Board of Directors.

Petition to Change the Form of Government

Substance and form of petition:

- It must identify a form of municipal government to which the City will change.
- The exact title to be used on the ballot must be submitted with the petition.
- Verification of person circulating petition.

Petition is submitted to the mayor.

When must a petition be submitted?

- Initiative petitions must be filed at least 90 days before the next regular election. Fort Smith Municipal Code, sec. 2-67.
- Referendum petitions must be filed by the close of business on the 31st day after the date of passage of the measure sought to be referred. Fort Smith Municipal Code, sec. 2-68.
- A petition to change the form of government can be presented at any time; however, date of presentment will affect the date of any special election on the petition.

After Petition submitted, what happens next?

- The city clerk's duties:
 - The sufficiency of all local petitions shall be decided by the city clerk. Ark. Const., Art. 5, § 1.
- Fort Smith Municipal Code, sec. 2-71:
 - The city clerk has 30 days to determine the sufficiency of the petition.
 - If the city clerk determines the petition is sufficient, the city clerk shall certify that determination to the petition sponsors and the board of directors.
 - If the city clerk determines the petition is insufficient, notice is given to the petition sponsors and the board of directors and the petition sponsors have ten days to correct or amend the petition. After the expiration of the ten-day period or resubmission (whichever occurs first), the city clerk must issue a final certification of sufficiency or insufficiency and provide notice to the petition sponsors and the board of directors.
 - The City Clerk's decision is final unless suit is filed within 30 days of the certification date.

After Petition certified, proclamation issued by the Mayor

- The mayor's duties:
 - The mayor, by proclamation, "shall submit the question of organization of the city under the form of government stated in the petition at a special election to be held at a time specified therein." Ark. Code Ann. § 14-48-105(b)(2).
- The proclamation must be published one (1) time.
- Notice of the election must be published one (1) time for two (2) weeks.
 - The first publication cannot be less than fifteen (15) days before the date of the election.

Proclamation

- The proclamation must be filed with the county clerk. Ark. Code Ann. § 7-11-203
- Contents of proclamation (Ark. Code Ann. § 7-11-204):
 - Date of the special election;
 - The full text of the measure or question for which the election is called;
 - The ballot title;
 - Any other information required by law.



Date of Special Election on a Petition

- The mayor's proclamation must be in accordance with Ark. Code Ann. § 7-11-201 et seq.
- Under Ark. Code Ann. § 7-11-205, all special elections are held on:
 - the first Tuesday after the first Monday in March (if that day is a legal holiday, then on the second Tuesday);
 - the second Tuesday of November (if that day is a legal holiday, then on the third Tuesday); or,
 - The second Tuesday of any other month, if necessary to comply with the requirements of Art. 5, § 1 of Arkansas Constitution.
- A special election cannot occur within seventy (70) days of the date the proclamation is filed with the county clerk.

Election on Petition

- Election conducted and results declared in the same manner as provided by law in respect to other city elections.
- The county board of election commissioners shall certify the results of the election to the mayor.
- The results of the election are conclusive unless suit is brought to contest the certification within thirty (30) days after results certified.
- If no suit filed, the mayor shall file certificates stating the proposition was adopted with the secretary of state and the county clerk.
- If the proposal to change the form of government is defeated, the question of adopting that same form of government cannot be resubmitted to the voters within four (4) years thereafter.
- See Ark. Code Ann. § 14-48-105(d), (e) & (g).

After Election on a Petition

- If a majority of the votes cast on the question are in favor of adoption of the proposed form of government, the city must proceed to the election of all of the city officials required by the laws governing the form of government adopted. Ark. Code Ann. § 14-48-105(f)(1)(A).
- The election of the city officials under the new form of government adopted shall be held at the next time provided for the election of city officials under the form of government adopted. Ark. Code Ann. § 14-48-105(f)(1)(B).

Required elections under mayor-council form of government

- Required elected officials in mayor-council city with population in excess of 50,000:
 - 1 mayor;
 - 1 city clerk;
 - 2 council members from each ward of the city;
 - 1 city attorney; and,
 - 1 city treasurer.
- All of the above officials hold office for a term of four (4) years.
- See Ark. Code Ann. § 14-43-303

Required elections under mayor-council form of government

- The election for the officials required under the mayor-council form of government would occur in the general election in November 2028. Ark. Code Ann. § 14-42-201(a). (Assuming voters approved change in form of government in November 2026.)
- Because council members must be elected every two years for staggered four year terms in each ward, one council member from each ward would serve an initial two year term.
 - That determination is “made by lot.” Ark. Code Ann. § 14-48-105(f)(1)(C)(ii).
- The initial term of the city attorney and city treasurer would be two years, unless the Board adopts an ordinance providing that the mayor, city clerk, city attorney and city treasurer shall be elected at the same election. See Ark. Code Ann. § 14-43-303(a)(2) & (3).

Council member positions – elected at large or by ward?

- All council member positions are elected on an at-large basis, unless:
 - the governing body of a city adopts an ordinance providing that council members shall be elected by wards; and,
 - Board of directors could adopt such an ordinance during the transition period or the city council could adopt such an ordinance after the transition is complete.
 - the governing body may provide for one ward council member to be elected at large and the other by ward.
- See Ark. Code Ann. § 14-43-307(a)(1) & (b)(1).

After the election of officials required in the mayor-council form of government.

- All officials under the city administrator form of government continue to serve until January 1, 2029.
 - No elections for board of directors at large positions in 2028.
- The officials elected to serve in the mayor-council form of government would take office January 1, 2029. Ark. Code Ann. § 14-42-201(b)
- On January 1, 2029, the term of office of all members of the board of directors and the mayor shall terminate and the transition to the mayor-council form of government is complete. Ark. Code Ann. § 14-48-105(f)(1)(C)(i).

Duties of Mayor in Mayor-Council Form of Government

- The mayor is the ex officio president of the city council and presides over council meetings.
- The mayor is entitled to vote to establish a quorum of the city council and is entitled to vote “when his or her vote is needed to pass any ordinance, bylaw, resolution, order, or motion.” Ark. Code Ann. § 14-43-501.
- The mayor is the city’s chief executive officer.
- The mayor shall: supervise the conduct of all the officers of the city; have and exercise the power conferred on sheriffs to suppress disorder and keep the peace; perform such duties compatible with the office as the city council may require.
- The mayor has the power of veto, that can be overridden by a vote of two-thirds (2/3) of all council members.
 - No veto power over appointment to fill vacancy of council-member position. Ark. Cod Ann. § 14-42-103(b)

Powers of City Council Generally

- The city council:
 - Possesses all legislative powers granted to it;
 - Manages and controls finances of the city; and,
 - Provides the times and places of holding its meetings, which are open to the public.
 - The mayor or any three (3) council members may call special meetings in the manner provided by ordinance.
- See Ark. Code Ann. § 14-43-502.

