

Little Rock CDBG-DR Citizen Participation Plan

The following table summarizes changes to the *City of Little Rock* DR-4689 CDBG-DR Citizen Participation Plan.

Version	Date	Summary of Changes

CITIZEN PARTICIPATION PLAN CDBG-DR

Background

The *City of Little Rock* is a recipient of a *U.S. Department of Housing and Community Development Block Grant-Disaster Recovery* (CDBG-DR) Grant appropriated in accordance with the Disaster Relief Appropriations Act, 2025 (Public Law 118-158). This describes the applicable waivers and alternative requirements, relevant statutory and regulatory requirements, the grant award process, criteria for the action plan approval, and eligible disaster recovery activities. The funds are being made available to assist disaster recovery efforts in response to FEMA-DR 4689 (the Arkansas Severe Storms and Tornadoes 3/31/23), declared on January 8, 2025.

The primary goal of this Citizen Participation Plan is to provide all Little Rock citizens with an opportunity to participate in the planning, implementation, and assessment of the City's recovery programs. The plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen involvement in the community recovery process.

Public Hearing

Unlike the Citizen Participation Plan for the Consolidated Plan process, the requirement for a public hearing relative to the CDBG-DR Action Plan depends on the allocation amount. The City is required to hold one public hearing. The City's disaster recovery needs will be incorporated into the next required update of the Consolidated Plan. The public will be engaged in the recovery planning process through public and stakeholder outreach, including public meetings, in order to collect input from impacted citizens and community leaders. Public meetings are publicized in coordination with impacted jurisdictions and feedback received is collected and incorporated into the Action Plan process. In addition, the City will ensure that all recipients adhere to fair housing requirements and will capture, review, and maintain records of its status.

Contact Information: Citizens may make comments or request information regarding the Consolidated Planning process by mail, telephone, facsimile transmission, or email to the *City of Little Rock , Community Development Division*, 500 W. Markham Street, Suite 120W, Little Rock, Arkansas 72201, Tel. (501) 371-6825, Fax (501) 399-3461, email tshine@littlerock.gov.

The City will respond to written comments as appropriate.

Encouragement of Citizen Participation and Outreach: The City will invite and encourage citizen participation in the Action Plan process with a focus on outreach to low- and moderate- income persons, racial/ethnic minorities, persons with disabilities, and persons with Limited English Proficiency (LEP).

Strategy: The city will advertise opportunities for public participation in the Action Plan process through state, federal, local governments, tribal communities, public housing, housing-related service providers, for-profit developers, professional organizations, other known constituency groups, and citizens who have requested notification. Additionally, the City will advertise through: Groups, organizations, agencies, and churches providing services to or advocating for low- and moderate-income persons, racial/ethnic minorities, persons with disabilities, and persons with Limited English Proficiency; and Media sources that have direct contact with low- and moderate-income persons, racial/ethnic minorities, persons with disabilities, and persons with Limited English Proficiency.

The *City of Little Rock* is committed to ensuring that all populations impacted by the storm are aware of the programs to assist in the recovery from the 2023 severe storms and tornadoes. The city has publicized the programs and conducted outreach efforts throughout the storm impacted areas through in persons meetings, outreach events, online and traditional media.

Public Notice and Comment Period

A comment period of at least thirty (30) days, which is required by HUD, shall provide citizens and other interested parties with an opportunity to comment on substantial amendments to the Action Plan. Notices advertising the public comment period will be placed in the *Arkansas Democrat Gazette* and on the city's CDBG-DR website.

In accordance with CDBG-DR requirements, the City has developed and will maintain a comprehensive website regarding all disaster recovery activities assisted with these funds. The City will post all Action Plans and amendments on the City's CDBG-DR website <https://www.littlerock.gov/city-administration/city-departments/housing-and-neighborhood/community-development-block-grant-disaster-recovery/> to give citizens an opportunity to read the plan and to submit comment(s).

Paper copies of the Action Plan will be available in both English (including large, 18pt type) and Spanish on request.

Comments and complaints may be submitted as follows:

Written comments may be mailed to:

Tracey Shine
City of Little Rock
Community Development Division
500 W. Markham, Suite 120W
Little Rock, AR 72201

By telephone: (501) 371-6825, or Fax (501) 399-3461, or Email: tshine@littlerock.gov

At the end of the comment period, all comments shall be reviewed, and the City response will be incorporated into the document. A summary of the comments and the City's responses will be submitted to HUD with the Action Plan. The Action Plan and any amendments including public comments and responses will be posted on the City's CDBG-DR website.

Individuals with Limited English Proficiency (LEP)

Based on LEP data within the impacted areas collected by the City, both the instructions for commenting on, and access to, the Action Plan will be translated into Spanish on request. Comments will be accepted through the online commenting form in English and Spanish. The City will make every possible effort to translate and consider comments submitted in any other language within the timeframe.

Persons with Disabilities

As noted above, hard copies of Action Plans, on request, will be available in large print format (**18pt** font size) at the location listed above. The online materials will also be accessible for the visually impaired. For more information on how people with disabilities can access and comment on the Action Plan, dial 501-371-6825.

Response to Citizen Complaints

The *City of Little Rock, Community Development Division* shall provide a written response to every complaint related to the CDBG-DR Plan within fifteen (15) working days of receipt if practicable. Complaints may be emailed CDBGDR@littlerock.gov, with a copy to tshine@littlerock.gov. Complaints may also be submitted via mail as provided in the "Complaints" section noted below.

Performance Review

The requirements for submission of a Performance Evaluation Report (PER) are waived for the CDBG-DR program. As an alternative, the City's Action Plan must be entered into HUD's Disaster Recovery Grant Reporting (DRGR) system. The City will submit a performance report in a form to be prescribed by HUD no later than thirty days following the end of each quarter, beginning after the first full calendar quarter after grants award and continuing until all funds have been expended. The quarterly reports shall use the DRGR system and be posted on the City's website within three days of submission.

Action Plan Amendments

In the case of amendments, the *City of Little Rock* will follow two alternative citizen participation processes. In the cases of a substantial amendment, the procedures detailed below will be followed.

A substantial amendment shall be defined as: a change in program benefit, beneficiary or eligibility criteria, the allocation or re-allocation 15-percent or more of the budget, or the addition or deletion of an activity. For amendments considered to be non-substantial, the City shall notify HUD, but public comment is not required. Every amendment, substantial or not, shall be numbered sequentially and posted on the website.

Applicant Status

Notifying citizens of their application status regarding CDBG-DR programs involves communicating through interviews, telephone, written and email. In addition to these very effective methods, the City's CDBG-DR program will include a system where applicants will be able to access their status online.

The Final HUD-Approved Action Plan

Following HUD approval of the Action Plan or amendment(s), it will be posted on the City's CDBG-DR website. Copies of the Final Action Plan will also be made available upon request.

Complaints

The city will respond in writing to written citizen complaints about the Consolidated Plan, Annual Action Plan, Annual Performance Report, and Substantial Amendments. Citizen complaints should be submitted to the City of Little Rock. Complaints may also be received verbally, and by other means, as necessary. The City determines that a citizen is not reasonably able to submit a written complaint due to physical or intellectual impairment. In these instances, the city may convert these complaints into written form.

City will respond to complaints within fifteen (15) working days, where practicable. Complaints may be submitted as follows:

Tracey Shine
City of Little Rock
Housing & Neighborhood Programs
500 W. Markham Street, Suite 120W
Little Rock, AR 72201

Complaints may also be submitted by email to: tshine@littlerock.gov with a copy to CDBGDR@littlerock.gov.

If you need assistance in filing a written complaint, you may contact Tracey Shine at 501-371-6825.

Any person that feels that the Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 regulations were not complied with may file a complaint directly to the Assistant Secretary for Fair Housing and Equal Opportunity at the following links (or as otherwise directed):

FORT WORTH REGIONAL OFFICE U.S. Department of Housing and Urban Development Southwest Office 819 Taylor Street Fort Worth, TX 76102	Ashlea Quinonez, Regional Administer	(817) 978-5965 Fax: (817) 978-5876
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Or Contact (888) 560-8913 and for the hearing impaired, please call TTY (800) 927-9275

The *Arkansas Fair Housing Commission* can be reached toll-free at (800) 340-9108.