



**East Arkansas Planning & Development District
Board of Directors Agenda
Thursday, June 12, 2025
11:00 am**

1. Call to Order
2. Roll Call
3. Chair Comments
4. EAPDD Minutes 04-03-25
5. EAPDD Financial Reports
 - a. Expenditures as of April 30, 2025
 - b. Annual Budget – July 1, 2025 to June 30, 2026
 - c. EAPDD Procurement Policy
6. EAPDD Department Reports/Items
 - a. Financial Services
 - b. ECD Services
 - c. WIOA Services
7. EAPDD Local Dues – Population Update with Census Data
8. CEDS Survey Flyer – Community Input – 06-09-25 to 07-07-25
9. Administrative Update
10. Election of Officers
11. Other Business
12. Adjourn

Next Board Meeting:

Date: Thursday, September 11, 2025

Time: 11 a.m.

Location: EAPDD 2905 King St, Jonesboro, AR 72401

Meeting dates and packets are also available at <https://www.eapdd.org/meetings>.

East Arkansas Planning & Development District
Board Meeting Minutes
04-03-25
11 a.m.
2905 King St, Jonesboro, AR 72401

Agenda 1. Call to Order

President Hobbs called the meeting to order.

Agenda Item 2. Roll Call

The Roll Call was as follows:

Name	Present	Absent
Barnhill, Judge Gary	X	
Blake, Judge Lynn	X	
Brick, Mayor Tracy	X	
Bryant, Mayor Larry		X
Carter, Judge J.C.	X	
Day, Judge Marvin		X
Franklin, Mayor Christopher	X	
Futrell, Mayor Keith	X	
Hicks-Gilbert, Mayor Lisa		X
Hobbs, Mayor Jennifer	X	
Hunter, Bevin	X	
Johnson, Mayor Danny		X
Jones, Judge Craig		X
McCollum, Mayor Charles		X
McMillon, Judge Rusty		X
Neill, Mayor Dianne		X
Nelson, Judge John A.	X	
Patterson, Judge Mike		X
Sandefer, Judge Terry	X	
Shaw, Mayor Dan	X	
Sisco, Mayor Emily	X	
Snapp, Mayor Charles	X	
Stevens, Mayor Ora	X	
Wheeless, Judge Woody	X	
Wicker, Judge Ben	X	
Total	16	9

There was a quorum.

Agenda Item 3 – President Comments

President Hobbs welcomed everyone to the meeting.

Agenda Item 4 – EAPDD Minutes – 12-10-24

President Hobbs said the minutes were included in the packet and would entertain a motion to accept the minutes as presented.

Mayor Snapp moved to accept the minutes as presented. Mayor Shaw seconded it. The motion passed unanimously.

Agenda Item 5.a. EAPDD Financial Reports – July 1, 2024 to February 28, 2025

President Hobbs asked Brent Cassady to present. Brent gave an overview of the Financial Report – July 1, 2024 to February 28, 2025.

Mayor Shaw moved to accept the expenditures as presented. Judge Wheelless seconded it. The motion passed unanimously.

Agenda Item 5.b. Audit ending – June 30, 2024

President Hobbs asked James Morgan to present. James provided an overview audit report ending June 30, 2024.

Judge Blake moved to accept the agenda item as presented. Mayor Franklin seconded it. The motion passed unanimously.

Agenda Item 6. EAPDD Department Reports/Items

President Hobbs recognized each department to make a report.

- a. Financial Services – James Morgan presented on Financial Services.
- b. ECD Services - Sara Stocker presented on ECD Services.
- c. WIOA Services – Mike Willyerd presented on WIOA Services.

The agenda was informational only and no motion was required.

Agenda Item 7. Update on Comprehensive Economic Development Strategy (CEDS) Plan

President Hobbs stated the presenters were located in Little Rock, and their inclement weather policy did not allow for travel during severe weather.

No motion was required.

Agenda Item 8. EAPDD Administrative Updates

President Hobbs recognized James to present. The board was notified of the following items:

1. The CEDS plan would be rescheduled, but didn't require an additional EAPDD meeting.
2. An overview of the eight Planning Development District's legislative breakfast on 03-06-25 was provided.

No motion was required.

Agenda Item 9. Other Business

President Hobbs asked the board if there was any other business.

No other business was discussed.

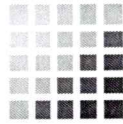
Agenda Item 10. Adjourn

President Hobbs asked if there was a motion to adjourn.

Mayor Snapp made the motion to adjourn. Mayor Shaw seconded the motion. The motion was unanimously approved.

The next Board meeting is currently scheduled for June 12, 2025.

President's Signature & Date



BRENT G. CASSADY

Certified Public Accountant, PLLC

108 E. Huntington, Ave., Jonesboro AR 72401 PH 870.932.1755

East Arkansas Planning & Development District
Board of Directors,

The accompanying financial statements of the East Arkansas Planning & Development District for the period July 1, 2024 through April 30, 2025 were not subjected to an audit, review, or compilation engagement by me and, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them.

Brent G. Cassady, CPA, PLLC

May 26, 2025

East Arkansas Planning & Development District

Statement of Financial Position

Modified Cash Basis

As of April 30, 2025

ASSETS

Current Assets	
Checking/Savings	
11100 · EAPDD Operating	\$ 320,399.02
11310 · Revolving Loan Fund	936,970.64
11315 · Revolving Loan Fund - CARES Act	244,291.07
11325 · WIOA Program	401.12
Total Checking/Savings	<u>1,502,061.85</u>
Total Current Assets	<u>1,502,061.85</u>
Fixed Assets	
15000 · Building & Equipment	1,247,153.00
15500 · Accumulated Depreciation	<u>(796,130.00)</u>
Net Fixed Assets	451,023.00
Other Assets	
17310 · N/R - EDA-RLF	531,403.96
17315 · N/R - CARES Act RLF	<u>1,673,061.10</u>
Total Other Assets	<u>2,204,465.06</u>
TOTAL ASSETS	<u><u>\$ 4,157,549.91</u></u>

LIABILITIES & NET ASSETS

Liabilities	
Current Liabilities	
Credit Cards Payable	\$ 8,320.69
24000 · Payroll Liabilities	<u>1,178.80</u>
Total Current Liabilities	<u>9,499.49</u>
Total Liabilities	9,499.49
Net Assets	
31000 · Net assets with Donor Restrictions	3,386,127.89
32000 · Net Assets without Donor Restrictions	<u>761,922.53</u>
Net Assets	<u>4,148,050.42</u>
TOTAL LIABILITIES & NET ASSETS	<u><u>\$ 4,157,549.91</u></u>

See Accountant's Disclaimer

Substantially all disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting are not included.

East Arkansas Planning & Development District
Statement of Activities
Modified Cash Basis
July 1, 2024 through April 30, 2025

	Operations	E&CD	FS	WIOA	TOTAL
Revenue					
43501 · WIOA Grants	\$ -	\$ -	\$ -	\$ 694,920.13	\$ 694,920.13
43800 · EDA Technical Assistance		78,750.00			78,750.00
43900 · DRA Technical Assistance	-	57,675.93	-	-	57,675.93
44100 · State	60,000.00	-	-	-	60,000.00
44200 · Local Dues	74,212.92	-	-	-	74,212.92
44400 · Interest on RLF Loans	-	-	112,942.94	-	112,942.94
44610 · AEDC Grant Management		149,791.50	1,626.19		151,417.69
44620 · FEMA Grant Administration	-	35,000.00	-	-	35,000.00
44640 · EDA Grant Administration		34,000.00	-		34,000.00
44650 · DRA Grant Administration	-	14,109.95	-	-	14,109.95
44800 · Interest Income	6,774.83	-	29,966.09	0.64	36,741.56
44900 · Miscellaneous Income	615.00	10,074.96	442.01	-	11,131.97
45000 · EARSWMD Costs Recovered	61,078.76	-	-	-	61,078.76
Total Revenue	202,681.51	379,402.34	144,977.23	694,920.77	1,421,981.85
Expense					
60120 · Wages	-	131,027.34	31,812.59	429,019.52	591,859.45
60122 · Payroll Tax Expense	-	10,811.19	2,674.43	34,577.90	48,063.52
60124 · Workers' Comp Insurance	1,903.63	0.00	-	-	1,903.63
60126 · Insurance - Group Medical	-	36,089.76	7,112.55	48,290.01	91,492.32
60140 · Travel and Meetings	2,410.43	1,216.36	-	696.04	4,322.83
60142 · Mileage reimbursements	2,610.87	367.08	139.36	6,649.13	9,766.44
60144 · Fuel	-	1,211.62	-	-	1,211.62
60150 · Printing and Copying	2,198.76	637.44	-	98.74	2,934.94
60160 · Supplies	3,086.68	12.98	846.29	3,354.85	7,300.80
60170 · Advertising	772.52	0.00	-	-	772.52
60175 · Bank fees	467.10	0.00	783.53	423.57	1,674.20
60180 · Dues & Registrations	12,550.00	0.00	-	-	12,550.00
60190 · Contract Services	-	9,300.00	-	-	9,300.00
60230 · Legal Fees - Other	2,739.85	450.00	25,027.01	-	28,216.86
70120 · Accounting & Auditing	28,347.26	8,700.00	17,701.28	11,210.03	65,958.57
70130 · Insurance - General	12,841.18	-	1,560.92	4,518.80	18,920.90
70140 · Books, Subscriptions, Reference	6,340.01	-	95.00	54.24	6,489.25
70160 · Repairs & Maintenance	12,216.92	393.56	-	1,541.79	14,152.27
70170 · Building Repairs & Maintenance	11,830.62	-	10,058.09	698.30	22,587.01
70180 · Telephone, Telecommunications	8,148.07	-	-	1,488.79	9,636.86
70185 · Telephone - Cellular	1,650.31	638.03	-	-	2,288.34
70220 · Utilities	4,079.24	-	594.70	395.21	5,069.15
70230 · Rent - Office Space	-	-	-	5,587.56	5,587.56
70240 · Miscellaneous Taxes & Fees	28.00	-	2,827.28	-	2,855.28
70245 · Miscellaneous Expense	89.00	-	15.00	-	104.00
70250 · Equipment Lease	1,038.37	-	-	-	1,038.37
70260 · Education & Training	-	600.00	-	-	600.00
70270 · Marketing	-	-	5,000.00	-	5,000.00
70290 · System Upgrades	3,725.71	252.00	674.84	167.99	4,820.54
70310 · Individual Training Accounts	-	-	-	104,104.00	104,104.00
70320 · Supportive Services	-	-	-	43,624.75	43,624.75
70500 · Vehicle	-	6,000.00	-	-	6,000.00
70550 · EARSWMD Indirect Cost Adjustment	(6,838.97)	-	-	-	(6,838.97)
Total Direct Expense	112,235.56	207,707.36	106,922.87	696,501.22	1,123,367.01
Net Ordinary Income	90,445.95	171,694.98	9,947.79	9,947.79	282,036.51
60820 · Indirect P/R expense applied	-	16,523.85	3,947.62	52,944.05	73,415.52
60830 · Employee benefits applied	-	2,031.38	537.61	6,345.71	8,914.70
70830 · Indirect costs applied	(112,235.56)	24,936.53	5,867.30	81,431.75	0.02
Total 70800 · Allocated Indirect Costs	(112,235.56)	43,491.76	10,352.53	140,721.51	82,330.24
Total Expense	-	251,199.12	117,275.40	837,222.73	1,205,697.25
YTD Revenue over (under) expense	\$ 202,681.51	\$ 128,203.22	\$ 27,701.83	\$ (142,301.96)	\$ 216,284.60

See Accountant's Disclaimer

Substantially all disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting are not included.

East Arkansas Planning & Development District
2025- 2026 Consolidated Budget by Department - Cash Basis

	Operations	Workforce Innovation & Opportunity Act	Economic & Community Development	Financial Services	TOTAL
Revenue					
43500 · WIOA Grants	\$ -	\$ 1,023,071.00	\$ -	\$ -	\$ 1,023,071.00
43800 · EDA Technical Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
43900 · DRA Technical Assistance	\$ -	\$ -	\$ 24,000.00	\$ -	\$ 24,000.00
44100 · State	\$ -	\$ -	\$ 45,000.00	\$ -	\$ 45,000.00
44200 · Local Dues	\$ 68,738.94	\$ -	\$ -	\$ -	\$ 68,738.94
44400 · RLF Interest-EDA	\$ -	\$ -	\$ -	\$ 123,637.56	\$ 123,637.56
44410 · RLF - Other Income	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00
44610 · AEDC Grant Administration	\$ -	\$ -	\$ 249,135.50		\$ 249,135.50
44620 · FEMA Grant Administration	\$ -	\$ -	\$ 98,000.00	\$ -	\$ 98,000.00
44640 · EDA Grant Administration	\$ -	\$ -	\$ 104,764.86	\$ -	\$ 104,764.86
44650 · DRA Grant Administration	\$ -	\$ -	\$ 86,773.13	\$ -	\$ 86,773.13
44800 · Interest Income	\$ -	\$ -	\$ -	\$ 36,000.00	\$ 36,000.00
44900 · Miscellaneous Income	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Total Revenue	\$ 68,738.94	\$ 1,023,071.00	\$ 612,673.49	\$ 183,637.56	\$ 1,888,120.99
Expense					
60120 · Wages	\$ 102,531.94	\$ 356,213.57	\$ 166,766.50	\$ 70,476.95	\$ 695,988.95
60122 · Payroll Tax Expense	\$ 10,253.19	\$ 35,621.36	\$ 16,676.65	\$ 7,047.70	\$ 69,598.90
60124 · Insurance - Workman's Comp	\$ 3,270.00	\$ -	\$ -	\$ -	\$ 3,270.00
60126 · Insurance - Group Medical	\$ 10,901.62	\$ 55,499.14	\$ 39,672.58	\$ 2,489.83	\$ 108,563.17
60128 · Retirement Plan Expense	\$ 4,101.28	\$ 14,248.54	\$ 6,670.66	\$ 2,819.08	\$ 27,839.56
60140 · Travel and Meetings	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 3,000.00	\$ 43,000.00
60142 · Mileage reimbursements	\$ 5,000.00	\$ 25,000.00	\$ 2,000.00	\$ 5,000.00	\$ 37,000.00
60144 · Fuel	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
60150 · Printing and Copying	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
60160 · Supplies	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 29,000.00
60170 · Advertising -Public Notice for Meetings	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
60175 · Bank fees	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 500.00	\$ 3,500.00
60180 · Dues & Registrations	\$ 13,510.00	\$ -	\$ 4,640.00	\$ 168.00	\$ 18,318.00
60190 · Contract Services	\$ -	\$ 15,000.00	\$ 58,000.00	\$ -	\$ 73,000.00
60230 · Legal Fees - Other	\$ 12,000.00	\$ 500.00	\$ 500.00	\$ 20,000.00	\$ 33,000.00
70120 · Accounting & Auditing	\$ 65,000.00	\$ 7,000.00	\$ 3,000.00	\$ 7,000.00	\$ 82,000.00
70130 · Insurance - General	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
70140 · Subscription of Software	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
70150 · Postage & Shipping	\$ 1,000.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 2,200.00
70160 · Repairs & Maintenance	\$ 20,000.00	\$ 4,600.00	\$ 3,000.00	\$ -	\$ 27,600.00
70180 · Telephone, Telecommunications	\$ 10,000.00	\$ 2,159.71	\$ -	\$ -	\$ 12,159.71
70185 · Mobile Internet - Cellular	\$ 2,500.00	\$ -	\$ 2,000.00	\$ -	\$ 4,500.00
70200 · Board Expense - District	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00
70220 · Utilities	\$ 8,100.00	\$ -	\$ -	\$ -	\$ 8,100.00
70230 · Rent - Office Space		\$ 11,200.00			\$ 11,200.00
70240 · Miscellaneous Taxes & Fees	\$ 5,450.00	\$ -	\$ -	\$ -	\$ 5,450.00
70245 · Miscellaneous Expense	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
70250 · Equipment Lease	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
70260 · Education & Training			\$ 3,000.00		\$ 3,000.00
70270 · Marketing	\$ -	\$ -	\$ 3,120.00	\$ 5,004.00	\$ 8,124.00
70290 · System Upgrades/Equipment Purchases	\$ 13,000.00	\$ 10,000.00	\$ 5,000.00	\$ -	\$ 28,000.00
70300 · Work Experience		\$ 172,822.23			\$ 172,822.23
70310 · Individual Training Accounts		\$ 140,000.00			\$ 140,000.00
70320 · Supportive Services		\$ 64,000.00			\$ 64,000.00
Total Expense	\$ 371,618.03	\$ 930,064.55	\$ 347,546.39	\$ 128,005.56	\$ 1,777,234.51
70800 · Allocated Indirect Costs	\$ (371,618.03)	\$ 93,006.45	\$ 195,845.56	\$ 82,766.01	\$ -
Revenue over (under) Expense	\$ 68,738.94	\$ 0.00	\$ 69,281.55	\$ (27,134.01)	\$ 110,886.48

East Arkansas Planning & Development District (EAPDD)
Procurement Policy
June 2025

A. Introduction:

The purpose of the EAPDD procurement system is to establish policies, procedures, and methods governing the procurement of goods and services that will promote the most efficient program operations possible and be in compliance with the provisions of applicable state and federal laws. To accomplish this, EAPDD wishes to promote fair and open competition through these policies and procedures.

B. Code of Conduct:

1. Conflict of interest: EAPDD's officers, employees, or agents may not:
 - a. Accept gratuities, favors, or any item of monetary value from suppliers, or potential suppliers; or
 - b. Participate in the selection, award, or administration of a procurement that will benefit that officer, employee, agent, or any member of his/her family.
2. Preferential procurement: EAPDD may not utilize methods or procedures which would constitute preferential treatment, except as described herein, or within the body of regulations governing program operations.
3. Nothing within these procedures shall relieve EAPDD from compliance with applicable federal, state, or local laws.
4. EAPDD encourages small and minority firms to participate in the provision of goods and services.
5. EAPDD will require all providers to comply with these standards, wherever it is possible.
6. Nothing within these policies may be used to prevent vendors and suppliers from full and open access to EAPDD's complaint procedures.
7. Information and bids obtained from vendors and potential vendors (except through the open market) shall remain confidential until after all awards are made.

C. Methods and Procedures:

1. **Open Market:** When purchase price does not exceed \$10,000.00, the item(s) may be purchased on the open market, from any supplier; however, competition and minority firms should be used to the maximum extent practicable.
2. **Competitive Bidding** (Quote bids): When purchase price is \$10,001.00 through \$75,000.00 in the aggregate competitive (quote) bidding may be used. The bids may be telephone or written bids. At least three (3) bids will be obtained; where three (3) bids cannot be obtained, it will be documented in letter or memo form in a letter of justification for the files, which will include other vendors contacted or which shows the reason three bidders were not contacted.
3. **Competitive Sealed Bidding** (Formal Bidding): When the purchase price exceeds \$75,001.00, closed bids shall be obtained through formal advertising (at least one newspaper of general circulation within the state for a period of at least three (3) calendar days). Although it is not required, EAPDD may make additional

contacts as feasible with potential vendors, for the purpose of maximizing competition. Upon receipt of written specifications, prospective bidders shall respond by the date designated in the invitation for bids. Proposals that are hand delivered to EAPDD shall be date stamped and the time of receipt shall be recorded on the proposal. A receipt signature form showing the date and time received by EAPDD shall be completed with one copy being retained for the procurement file and the other given to the bidder/proposer submitting the proposal. The lowest qualified bid shall be accepted. If other than the lowest bid is accepted, a letter of justification will be filed with the bid record. The bid file will contain the newspaper advertisement and all pertinent data related to the awarding of the bid.

Grounds for rejecting bids include, but are not limited to:

- a. Failure of the bid or bidder to conform to the essential requirements specified in the invitation for bid;
- b. Failure to conform to the specifications contained or referenced in any invitation for bids unless the items offered as alternatives meet the requirements specified in the invitation;
- c. Failure to conform to a delivery schedule established in an invitation for bid, unless the invitation for bid contains provisions for acceptance of offers with alternative delivery schedules;
- d. A bid imposing conditions that would modify the terms and conditions of the invitation for bid;
- e. Unreasonable prices;
- f. Bids from vendors determined to be non responsible bidders;
- g. Failure to furnish a bid guarantee when required;
- h. Any/All bids when EAPDD determines it to be in the best interest of the program.

Bidders who disagree with EAPDD's decision will be made aware of the complaint procedure.

The negotiation process between EAPDD and the selected vendor is documented via correspondence and memoranda. EAPDD reserves the right to work with any proposer if the proposal submitted has the potential to be qualified for funding. This process shall take place after those proposals that were qualified have been funded. All charges/expenses are to be defined by EAPDD.

Policy on Opening Sealed Bids:

- a. As sealed bids are received, the packages are date/time stamped. Sealed bids will remain unopened until the date/time/place specified by the Executive Director.
- b. Assigned staff will open all sealed bids and score the bids based on the evaluation forms of the Request for Proposal. The Executive Director will not participate in scoring or evaluating the bids.

- c. Once the sealed bids have been scored, they shall be submitted with any/all pertinent information to the Executive Director for the final decision. The Executive Director reserves the right to reject any/all bids.
 - d. Once a bid has been selected by the Executive Director, the winning bidder will be notified. If both parties agree on the terms, a contract will be made with the winning bidder. If both parties are not able to agree on the terms, the bid will be rejected and the next successful bidder will be selected or the bid process will begin anew.
4. **Non-competitive negotiation** (sole source): This method will be used when a proposal is solicited from only one source, or after solicitation of a number of sources, competition is determined inadequate. Non-competitive negotiation may be used when the award of a contract is infeasible under open market, competitive bidding or competitive sealed bidding. Circumstances under which a contract may be awarded by non-competitive negotiation will be limited to the following:
- a. When the item(s) or service(s) needed are available from a single source;
 - b. When public exigency or emergency will not permit a delay incident to competitive solicitation;
 - c. After solicitation of a number of sources, competition is determined inadequate;
 - d. Where compatibility or interchangeable parts are required;
 - e. For purposes of compliance with Federal and State law/regulations;
 - f. For funding unsolicited proposals considered to be advantageous to the Workforce Development Area (WDA);
 - g. For the purposes of renewing leases, insurance, etc.; or

Where appropriate, an analysis will be made to determine the most economical method of obtaining capital or hard goods. Life cycle costs, such as costs of operation, maintenance, repair, disposal, and/or acquisition, will be looked at to determine whether to lease or purchase these types of goods.

D. Leases:

- 1. Building space: Leases for building space shall comply with the Americans with Disabilities Act of 1990 and include the following:
 - a. Square feet;
 - b. Cost per square foot;
 - c. Lease term;
 - d. A clause allowing termination due to non-availability of funds;
 - e. Signature of the authorized representatives of the lessee and lessor;
 - f. Location;
 - g. A statement that Division of Workforce Services (DWS) and Department of Labor (DOL) and other federal agencies are not a party to the lease; and
 - h. Clause for termination for convenience.
 - i. Lease agreements will be for one (1) to two (2) year periods.

- j. Every two (2) to five (5) years, prices shall be compared and kept on file – irrespective of lease time.
2. Equipment Leases: Equipment leases shall specify the following:
- a. Item being leased;
 - b. Lease term;
 - c. Lease cost;
 - d. Location;
 - e. A clause allowing termination due to non-availability of funds;
 - f. Signature of the authorized representatives of the lessee and lessor;
 - g. A statement that DWS and DOL are not a party to the lease; and
 - h. Clause for termination for convenience.
 - i. Lease agreements will be for one (1) to two (2) year periods.
 - j. Every two (2) to five (5) years, prices shall be compared and kept on file – irrespective of lease time.

Copies of all leases will be kept in EAPDD's files. Leases obtained by open market may not contain an option to purchase. Leases obtained by competitive bid may contain a purchase option and/or renewal if the accumulated expenditure does not exceed competitive bid requirements. No lease duration, including renewals, may extend beyond a five (5) year period. The term "lease" shall include rent.

E. Bonding and Insurance:

- 1. Bonding Requirements: EAPDD shall ensure that every officer, director, agent, or employee authorized to act on behalf of EAPDD in receiving or depositing funds into program accounts or issuing or transporting documents, checks or other instruments of payment for program costs shall be bonded to provide protection against loss. The amount of coverage shall be \$100,000 or an amount equal to the highest reimbursement received during the immediately preceding subgrant period, whichever amount is lower; or, if a new subrecipient or its subcontractor, the highest reimbursement projected for the present period.
- 2. Insurance Requirements:
 - a. Motor Vehicles: EAPDD requires all staff members utilizing personal vehicles under the subgrant to maintain insurance coverage for bodily injury, property damage, and underinsured motorist coverage for such vehicles. Staff will adhere to the Personnel Policies required limits for personal automobile insurance.
 - b. Non-Expendable Property: EAPDD shall ensure that all non-expendable property is covered against loss or damage through an appropriate insurance policy. EAPDD may at its discretion consider an insurance policy that offers no deductible with higher costs and a product depreciation statement for EAPDD.

F. Service Contracts:

1. Applicability: The principal purpose of a service contract shall be the procurement of the services of an individual(s) rather than the procurement of commodities. In a service contract, EAPDD does not have managerial control over the day-to-day activities of the individual(s) providing the services. Any contract in which the relationship between the contractor and EAPDD is that of an employer and employee is not a service contract and is prohibited. Since services cannot be defined to the extent that commodities can be, emphasis should be on accurately evaluating the capability of the firms that are interested in performing services.
2. Types of Service Contracts: There are three types of service contracts:
 - a. Technical Services – the services to be rendered are technical rather than professional in nature. Examples include contracts for security, janitorial, and pest control;
 - b. Professional Services – the services to be rendered consist of the personal services of an individual(s) which are professional in nature. The contract will specify the result expected from the rendering of services rather than detailing the manner in which services shall be rendered; and
 - c. Consultant Services – the service to be rendered is primarily the giving of advice by the contractor on a particular problem(s). The contract shall specify the results expected from the source to be rendered by the contractor and the advice or assistance to be provided.
3. Procurement Method for Service Contracts: Procurement of Professional and Consultant Services is to be accomplished as follows:
 - a. Complete a purchase order, standard contract and justification form for any contract that exceeds \$10,000.00.
 - b. For any contract in which the total compensation exclusive for reimbursable expenses to be paid by EAPDD does not exceed \$10,000, a purchase order may be utilized in lieu of a standard contract and justification form; provided that, should the subrecipient enter into a subsequent contract or contracts with the same contractor during the same program year, regardless of the nature of said contract or contracts, the details of the original contract which utilized a purchase order form and all subsequent contracts, regardless of amount or type shall be filed together.
 - c. If a contract obligates EAPDD to pay \$75,001 or more to a contractor in any one program year, the following three (3) general methods should be utilized to receive and evaluate offers to Professional and Consultant Services.
 1. A bid is a quotation from a respondent of his bid amount, duration of engagement, qualifications, and acceptance of responsibility to achieve the results as defined in a Request for Bid Process. This method is preferred when the subrecipient is able to define in detail the specific project objectives, methods, results and desired qualifications. When using this method, EAPDD should intend to award the contract to the qualified

respondent submitting the lowest bid amount. A minimum of three (3) bids should be solicited, or documentation should be furnished as to why three (3) were not received.

2. A second method of receiving and evaluating offers to perform professional and consulting services is by preparing a Request for Proposal (RFP) and submitting it to several recognized experts. The RFP should include a complete description of the problem and/or circumstances as perceived by EAPDD and any special requirements of EAPDD such as time limitations. When the RFP is used, EAPDD should intend to select the respondent proposing the most effective solution for the price quoted.
3. Contracting professional and consultant services by means of the "single source" method is a third possibility, but should only be used when the first two are clearly not applicable. If EAPDD has an unusual problem and after making a reasonable effort, can identify only one possible source of professional assistance, EAPDD may enter into a contract with "single source". The "single source" contract may also be entered into where subrecipient has utilized one source of assistance for a portion of a program with highly satisfactory results and it would be uneconomical and possibly detrimental to the program to utilize another source for a subsequent contract. "Single source" contracts are also appropriate where the provider possesses unique talents or skills such as in contracts for artistic talents, teaching and training contracts, contracts for medical, dental, legal or other licensed professional contracts or contracts for highly specialized technical skills. Justification must be supplied by EAPDD for utilizing the "single source" contract.
4. RFP (Service Contracts) Content: The RFP for Service Contracts should include:
 - a. A work statement or performance specification;
 - b. Time frames in which the work is to be completed;
 - c. Specific criteria to be used in evaluating the proposal. (These criteria can cover EAPDD's proposed approach to accomplish the work, management capability, and price.)The RFP should request the offeror to provide the following information:
 - (1) understanding the problem, the work to be done, or the program; and the approach to be used to achieve the objectives, including detail of tasks involved in the offeror's approach;
 - (2) facility and capability data, including related experiences and resumes of key personnel;
 - (3) verifiable milestone list, if not specified, in the RFP;
 - (4) pricing including a bid-price breakdown and cost schedule.
5. Evaluation Committee: To achieve complete understanding of proposals received, an Evaluation Committee should review the proposals and meet

with the offerors. This Evaluation Committee consists of three designated EAPDD staff members which may consist of:

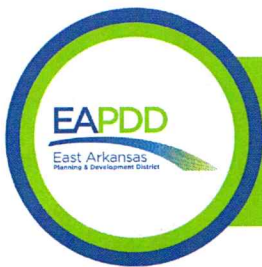
- a. The purchasing agent or contracting officer;
- b. Knowledgeable jurisdiction personnel in the discipline being purchased; and
- c. Key operating department personnel who will be involved in the services purchased.
- d. Other staff as appointed by the Executive Director.

A review of the proposal by the Committee should cover the following:

- (1) General Quality and Responsiveness of Offeror
 - a. responsiveness to terms, conditions, and time of performance;
 - b. completeness and thoroughness;
 - c. grasp of problem or of work to be performed and of approach to be used.
 - (2) Organization and Personnel
 - a. evidence of good organizational and management practices;
 - b. qualifications of personnel;
 - c. experience and past performance; and
 - d. financial condition.
 - (3) Price and bid-price breakdown, or price range and cost schedule. A cost/price analysis form will be utilized to determine costs/price reasonableness in the proposal review/evaluation process.
6. Multi-Year Contracts:
- a. Specified Period: Unless otherwise provided by law, a contract for services may be entered into for periods of not more than five (5) years if funds for the first program year of the contemplated contract are available at the time of contracting. Payment and performance obligations for succeeding program years shall be subject to the availability and appropriation of funds therefore.
 - b. Determination Prior To Use: Prior to the utilization of a multi-year contract, it shall be determined in writing that:
 - (1) estimated requirements cover the period of the contract and are reasonably firm and continuing; and
 - (2) such a contract will serve the best interests of the State and WIOA program by encouraging effective competition or otherwise promoting economics in state procurement.
 - c. Termination Due to Unavailability of Funds in Succeeding Years: When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent year of a multi-year contract, the contract for such subsequent year shall be terminated and the contractor may be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the commodities or services delivered under the contract.

G. Miscellaneous Provisions:

1. EAPDD may reject any and all bids when it is in the best interest of program operations to do so.
2. Purchases of office supplies, cleaning supplies, and other similar expendable items may be done on the basis of general price quotes obtained periodically. Exceptions may be made for items out of stock, or special rates that come to the attention of staff.
3. Additional purchases may be made from vendors without re-bidding, if deemed necessary, if the item cost is unchanged, and if the second purchase is made within six months of the original purchase.



Summary

➤ **ACTIVE CARES ACT RLF LOANS**
Outstanding Loan **\$1,673,061**
Total

➤ **ACTIVE ORIGINAL RLF LOANS**
Outstanding Loan **\$531,403**
Total

➤ **LOANS CURRENTLY IN DEVELOPMENT**
Total **\$0**

➤ **CARES RLF AVAILABLE FOR LENDING**
Total **\$244,291**

➤ **ORIGINAL RLF AVAILABLE FOR LENDING**
Total **\$969,102**



89 CARES ACT RLF
DIRECT JOBS
CREATED



22 REGULAR RLF
DIRECT JOBS
CREATED



Economic & Community Development

June 2025

PROJECT TOTALS BY AGENCY

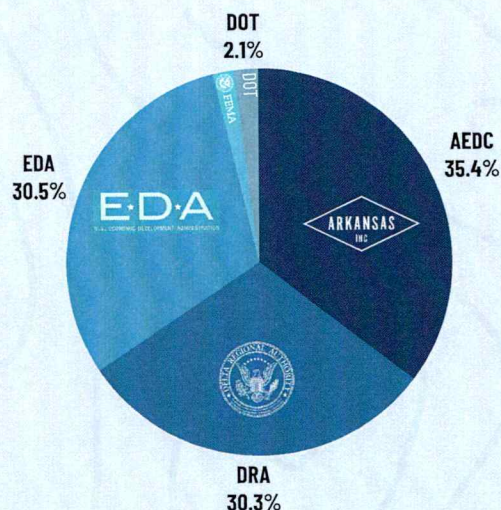
AEDC	31	\$14,863,117
DRA	14	\$12,733,264
EDA	6	\$12,835,402
DOT	2	\$865,241
FEMA	4	\$729,342

53

TOTAL PROJECTS

\$40,076,366

TOTAL AGENCY INVESTMENTS



LATEST NEWS

- The Delta Regional Authority (DRA)
 - The CIF round is currently open until 12/20/25
 - The Strategic Planning Program FY25 summer cycle opened 6/2/25. The deadline to apply is 8/1/25.
 - The SEDAP application round is set to open on 8/30/25 and will remain open until 11/30/25.
- AEDC's Community Development Block Grant Program will have one round of funding. That deadline is 10/17/25.
 - For LMI eligible applicants only
 - Minimum - \$75,000 / Maximum - \$500,000
- The Community Assistance Grant Program is open until 7/31/25
 - No LMI requirement
 - Can apply up to \$1.5 million with an 80/20 match requirement
- Arkansas Rural Community Grant Program
 - Fall/winter round dates TBD
 - For communities with a population of 3,000 or less
 - Can apply up to \$15,000 with a 50% matching requirements
- The Rural Services Block Grant application deadline is TBD. RSBG is only for LMI eligible applicants with a population of 3,000 or less

****Please remember the city, county, or entity applying for any federal or state funds MUST be registered in sam.gov****

LATEST NEWS CONTINUED

- U.S. Economic Development Commission (EDA)
 - The FY2025 Disaster Supplemental Grant Program is now open
 - This funding is for the counties that received major disaster declarations in 2023 and 2024. Eligible counties include Randolph, Poinsett, and Cross.
 - This funding opportunity emphasizes local engagement and partnerships with industry to maximize impact
 - Applicants can apply through 3 pathways:
 1. Readiness - for planning and capacity building (\$500K)
 2. Implementation - for recovery projects (\$20M)
 3. Industry Transformation - large scale redevelopment (\$50M)

LATEST AWARDS

Arkansas Economic Development Commission - CDBG:

- Black Oak - New Wastewater System - \$500,000
- Keiser - Drainage Improvements - \$500,000
- Piggott - Waterline Relocation - \$500,000
- O'Kean - Storm Shelter - \$450,000

\$1,950,000

Newly Awarded Projects

STAFF CONTACTS

Sara Stocker

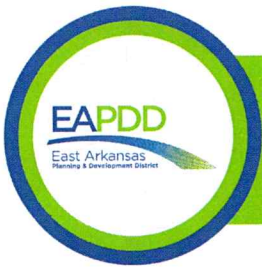
Economic & Community Development Manager
sstocker@eapdd.com

Courtney Nance

Economic & Community Development Coordinator
cnance@eapdd.com

Miranda Sullens

Economic & Community Development Coordinator
msullens@eapdd.com



WIOA Services

May 2025

Participants Served - July 2024 to May 2025



➤ Adults - 65
Dislocated Workers - 6
Youth - 0



➤ Adults - 57
Dislocated Workers - 5
Youth - 0



➤ Adults - 17
Dislocated Workers - 2
Youth - 29

EAPDD - Annual Local Dues

Population updated to show current Census Data by County

County	Population	Per Capita	25-26 Dues	Bill Date
Clay	14,552	0.18	\$2,619.36	January 2026
Craighead	111,231	0.18	\$20,021.58	January 2026
Crittenden	48,163	0.18	\$8,669.34	January 2026
Cross	16,833	0.18	\$3,029.94	January 2026
Greene	45,736	0.18	\$8,232.48	January 2026
Lawrence	16,216	0.18	\$2,918.88	January 2026
Lee	8,600	0.18	\$1,548.00	January 2026
Mississippi	40,685	0.18	\$7,323.30	January 2026
Phillips	16,568	0.18	\$2,982.24	January 2026
Poinsett	22,965	0.18	\$4,133.70	January 2026
Randolph	18,571	0.18	\$3,342.78	January 2026
St. Francis	23,090	0.18	\$4,156.20	January 2026

\$68,977.80

**Your Opinion
MATTERS**

EAPDD

East Arkansas
Planning & Development District

June 9th – July 7th

The East Arkansas Planning and Development District is conducting a survey to hear from our community and learn what challenges they may be facing and what potential opportunities exist for improving and growing our economy.

Thank you for your cooperation.

**Follow Link To
Participate**



[https://ualr.qualtrics.com/
jfe/form/SV_0cFoDJ5SLk9aX4y](https://ualr.qualtrics.com/jfe/form/SV_0cFoDJ5SLk9aX4y)