

CITY OF JONESBORO,  
ARKANSAS  
REQUEST FOR CONSULTANT  
SERVICES, FIVE-YEAR  
CONSOLIDATED PLAN

The City of Jonesboro, Arkansas, Grants and Community Development Department is seeking qualified consulting firms or individuals to assist the City in the preparation of its Five-Year Consolidated Plan for the City's Community Development Block Grant (CDBG) program.

The Consolidated Plan will cover a five-year planning period and will be prepared in accordance with applicable requirements of the U.S. Department of Housing and Urban Development (HUD). The selected consultant will work closely with City staff, community stakeholders, residents, service providers, and other interested parties throughout the planning process.

The selected consultant will be expected to provide professional services that may include, but are not limited to:

- Review of applicable HUD regulations, guidance, and prior City Consolidated Plan documents;
- Analysis of demographic, housing, economic, and community development data;
- Identification and assessment of housing, homelessness, special needs, and community development needs;
- Community and stakeholder engagement, including public meetings and/or focus groups;
- Development and administration of community needs surveys, as appropriate;
- Assistance with identifying and prioritizing community development needs and goals;
- Development of the Five-Year Strategic Plan and associated goals and objectives;
- Preparation of the Consolidated Plan in HUD's eCon Planning Suite;
- Coordination with City staff throughout the planning and review process;
- Assistance with public participation and required public hearings and comment periods;
- Incorporation of public and stakeholder input into the final plan; and
- Revisions necessary to address City and/or HUD comments prior to final approval.

The consultant should demonstrate substantial experience with HUD Community Planning and Development programs, particularly the CDBG program and preparation of Consolidated Plans and Annual Action Plans. Experience preparing Consolidated Plans for local governments and familiarity with HUD's eCon Planning Suite are strongly preferred.

The City intends to select a consultant based on qualifications, experience, demonstrated understanding of the project, proposed approach and schedule, and cost.

Interested consultants should submit a proposal that includes, at a minimum:

1. Firm/individual qualifications and experience;
2. Experience with HUD Consolidated Plans and CDBG programs;
3. Examples of similar projects completed for other local governments;
4. Proposed project approach and methodology;
5. Proposed timeline for completion;
6. Identification and qualifications of key personnel;
7. References for similar work; and
8. Proposed fee and payment schedule.

Proposals should be submitted to:

City of Jonesboro – Grants and Community Development  
Attn: Selina Wallis, CDBG Program Manager  
300 South Church Street, Ste 400  
Jonesboro, Arkansas 72401

\*RFP number (2026:26) must be annotated on the outside of the envelope.

Questions will be accepted no later than October 30, 2026, at 4:00 p.m.

Proposals will be accepted no later than November 13, 2026, at 2:00 p.m.

The City of Jonesboro reserves the right to reject any or all proposals, to waive informalities, and to select the consultant determined to be in the best interest of the City. Visit [jonesboroar.gov](http://jonesboroar.gov) for more information

The City of Jonesboro is an Equal Opportunity Employer and Provider.

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