

CITIZEN PARTICIPATION PLAN



CITY OF JANESVILLE
Wisconsin's Park Place

Community Development Block Grant Program

&

Rock County Consortium
HOME Investment Partnership Program

Adopted March 20, 2019

City of Janesville
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Citizen Participation Plan

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I. Introduction

The City of Janesville is a formula grantee or entitlement community for the receipt of Community Development Block Grant (CDBG) Program funds. It is also the lead agency for the Rock County Consortium, a “participating jurisdiction” for the receipt of HOME Investment Partnership (HOME) funds. The Consortium consists of the Cities of Beloit and Janesville and the County of Rock. These programs require the development of an Assessment of Fair Housing (AFH) and a Consolidated Plan for the use of grant funds. The Consolidated Plan covers a period of five years and is supplemented with an annual action plan describing the specific use of the funds to be received during each fiscal year.

Development of the Consolidated Plan and AFH requires consultation with other public and private agencies and the participation of citizens in the planning process including: development of the Consolidated Plan, and substantial amendments to the Consolidated Plan, development of Annual Action Plans; development of the AFH, and any revisions to the AFH; and the annual performance report. This document will outline the means by which the City of Janesville intends to encourage and provide citizens with the opportunity to participate in the planning process.

II. Structure

The Community Development Authority (CDA) of the City of Janesville was created on June 14, 1976 pursuant to Wisconsin State Statute of 66.4325 (now known as 66.1335). It has the powers and duties and functions of both a housing authority and a redevelopment authority. The resolution creating the CDA authorizes it to act as agent of the City in planning and carrying out the Community Development Programs and activities approved by the Common Council under the Federal Housing and Community Development Act of 1974, as amended. The CDA is composed of seven members, two of whom are City Council Members and appointed to the CDA for a one year term. The other five members are appointed by the City Manager with the approval of the City Council and are representatives of the community as a whole. An effort is made to appoint a Section 8 Housing Choice Voucher recipient as one of these five members. Citizen members serve overlapping terms of four years.

A. Community Development Block Grant Program

The Community Development Block Grant (CDBG) Program provides funds to metropolitan cities (over 50,000 population) on a formula basis to support the development of viable urban communities, to provide decent housing and a suitable living environment, and to expand economic opportunities, principally for persons of low and moderate income. Funds must be used for eligible activities which meet one of three national objectives: benefit low-and moderate-income persons; aid in the elimination of slums and blight; or meet an urgent community need.

B. Rock County HOME Consortium

The HOME Investment Partnership (HOME) Program provides funds to Participating Jurisdictions on a formula basis to be used for affordable housing. The City of Janesville has combined with the City of Beloit and the County of Rock to form the Rock County Consortium for the receipt of HOME funds. The City of Beloit and Rock County also have procedures for involving citizens in the development of the Consolidated Plan. While those procedures are discussed in the Consolidated Plan, they are not outlined within this document.

III. Citizen Participation Plan

A. Citizen Participation Plan Adoption

The Citizen Participation Plan and any amendments will be made available to the public for comment no less than 30 calendar days prior to a public hearing on its adoption. The proposed plan will be made available on the City's website and within the Housing Services Division, Neighborhood & Community Services Department Office, 18 N. Jackson Street, Janesville, WI. Following the public hearing, the Citizen Participation Plan will be adopted by the CDA, and the approved Citizen Participation Plan will be made available to the public on the City's website. Upon request, the plan will be made available in a format accessible to persons with disabilities. Language assistance in the form of an interpreter or translation will be provided to ensure meaningful access to participation by non-English speaking residents of the community.

B. Citizen Participation Coordinator

The Director of Neighborhood and Community Services for the City of Janesville shall serve as the Citizen Participation Coordinator for the CDBG and HOME Programs. He or she shall have the authority to designate another employee to coordinate efforts in his or her place.

The Citizen Participation Coordinator shall ensure that all citizen participation efforts are meeting the requirements established by HUD and the City's Citizen Participation Plan. The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: encouraging broad participation in the development of the Consolidated Plan, Annual Action Plan, AFH; sharing and disseminating information regarding performance and progress towards meeting goals outlined in these planning documents; receiving and responding to written comments; responding to inquiries and complaints; and monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at: (608) 755-3065, or at the Housing Services Division of the City of Janesville Neighborhood and Community Services Department, 18 North Jackson Street, Janesville, WI during normal office hours.

C. Public Information and Participation

In order to promote citizen participation, the following public information efforts will be undertaken:

- Public notices of all public hearings will be published in the *Janesville Gazette* a minimum of fourteen calendar days prior to the scheduled hearing. The notices will indicate the date, time, place, and topics to be considered.
- Public notices of the public hearings will also be published through the City's normal public meeting distribution channels which includes all local media and any organization or individual that chooses to subscribe to an email notification list.
- Press releases and notices may also be posted on social media sites, such as Facebook and Twitter.

- Additional outreach efforts will be undertaken for the development of the Assessment of Fair Housing and the 5-Year Consolidated Plan. Additional outreach may include: focus groups, community surveys, and one-on-one interviews.

D. Consultation

When developing the AFH and Consolidated Plan, the City will consult with:

- Local and regional institutions, including public and private organizations that provide housing services, homeless services, and non-housing community development programs.
- Public Housing Authorities and residents (including any resident advisory boards, resident councils, and resident management corporations, as applicable). Note: the CDA administers the Housing Choice Voucher Program in Janesville.
- The Homeless Intervention Task Force (HITF), which serves as the local Continuum of Care.
- Low income residents of targeted revitalization areas.
- Broadband internet service providers.
- Agencies with primary responsibility for the management of flood prone areas, public land or water resources, and emergency management.

E. Displacement

The City intends to minimize displacement in the implementation of the Consolidated Plan. If displacement is necessary, assistance will be provided to displaced persons as required by the federal Uniform Act and the State of Wisconsin Relocation Law. A relocation Plan will be filed with the State as necessary and affected property owners and tenants will be notified of their rights prior to the initiation of negotiations as required by law.

IV. Consolidated Plan Development

A minimum of two public hearings will be held during the development of the Consolidated Plan/Annual Action Plan. The first one is held early in the process before the proposed plan is published for comment to obtain resident views on housing, priority non-housing community development needs, and affirmatively furthering fair housing.

The draft Consolidated Plan/Annual Action Plan document will be made available to the public for comment no less than 30 calendar days prior to its submission to HUD. The draft plan will include information regarding the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income. The proposed plan will be made available on the City's website and within the Housing Services Division, Neighborhood & Community Services Department Office, 18 N. Jackson Street, Janesville, WI.

A second public hearing is held following the preliminary allocation of CDBG and HOME funds to obtain citizen views on the draft Consolidated Plan/Annual Action Plan. Comments from this public hearing will be considered by the CDA and included in, or attached to, the Consolidated Plan/Annual Action Plan document submitted to HUD. Following the public hearing, the CDA shall make a recommendation to the City Council regarding plan adoption.

The City shall consider any comments or views of citizens received in writing, or orally at the public hearings in preparing for the Consolidated Plan. A summary of these comments or views, and a summary or any comments or views not accepted and the reasons therefore, shall be included in, or attached to, the final Consolidated Plan.

Following adoption of the Consolidated Plan by the City Council, the Consolidated Plan will be made available to the public on the City's website. Upon request, the plan will be made available in a format accessible to persons with disabilities. Language assistance in the form of an interpreter or translation will be provided to ensure meaningful access to participation by non-English speaking residents of the community.

V. Assessment of Fair Housing Development

A minimum of one public hearing will be held during the development of the AFH. The public hearing will follow a period of not less than 30 calendar days, in which residents are provided an opportunity to comment on the draft plan. The proposed plan will be made available on the City's website and within the Housing Services Division, Neighborhood & Community Services Department Office, 18 N. Jackson Street, Janesville, WI.

The City shall consider any comments or views of citizens received in writing, or orally at the public hearings in preparing the AFH. A summary of these comments or views, and a summary or any comments or views not accepted and the reasons therefore, shall be included in, or attached to, the final AFH.

Following adoption of the AFH by the CDA, the AFH will be made available to the public on the City's website. Upon request, the plan will be made available in a format accessible to persons with disabilities. Language assistance in the form of an interpreter or translation will be provided to ensure meaningful access to participation by non-English speaking residents of the community.

VI. Program Amendment/Substantial Changes

A. The City shall amend the Consolidated Plan whenever it decides to make a change in its allocation priorities from one eligible activity to another; to carry out an activity using funds from any program covered by the Consolidated Plan (including program income) not previously described in the action plan; to change the purpose, scope, location, or beneficiaries of an activity; or to substantially (20% or more) increase or decrease an activity's budget, unless such increase or decrease is the result of a change in the grant amount and identified through the annual budget process as part of a clearly defined contingency plan.

B. The City shall amend the Assessment of Fair Housing under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act ([42 U.S.C. 5121](#) *et seq.*), in the

program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the participant's jurisdiction; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or

- Upon HUD's written notification specifying a material change that requires the revision.

When a revision is required, such revision shall be submitted within 12 months of the onset of the material change, or at such later date as HUD may provide. Where the material change is the result of a Presidentially declared disaster, such time shall be automatically extended to the date that is 2 years after the date upon which the disaster declaration is made, HUD may extend the due date upon written request by the program participant that describes the reasons the program participant is unable to make the deadline.

- C. Prior to amending the Consolidated Plan, Annual Action Plan or Assessment of Fair Housing, the CDA shall hold a public hearing on the proposed changes. The public hearing will follow a period of not less than 30 calendar days, in which residents are provided an opportunity to comment on the draft amendment. The proposed amendment will be made available on the City's website and within the Housing Services Division, Neighborhood & Community Services Department Office, 18 N. Jackson Street, Janesville, WI.

The City shall consider any comments or views of citizens received in writing, or orally at the public hearing in preparing the amendment. A summary of these comments or views, and a summary or any comments or views not accepted and the reasons therefore, shall be included in, or attached to, the final amendment.

Following adoption of the amendment by the City Council, the amendment will be made available to the public on the City's website. Upon request, the amendment will be made available in a format accessible to persons with disabilities. Language assistance in the form of an interpreter or translation will be provided to ensure meaningful access to participation by non-English speaking residents of the community.

VII. Performance Report

Annually, the City shall submit a Consolidated Annual Performance and Evaluation Report (CAPER) no later than 90 days after the completion of the most recent program year. A draft of this report will be available for public comment for at least 15 calendar days before it is to be submitted to HUD. A public hearing shall be held to obtain citizen comments on the performance report.

The City shall consider any comments or views of citizens received in writing, or orally at the public hearing. A summary of these comments or views, and a summary or any comments or views not accepted and the reasons therefore, shall be included in, or attached to, the final report.

The report will be made available to the public on the City's website. Upon request, the report will be made available in a format accessible to persons with disabilities. Language assistance

in the form of an interpreter or translation will be provided to ensure meaningful access to participation by non-English speaking residents of the community.

VIII. Access to Meetings/Documents

The CDA meets in the Council Chambers in the Janesville City Hall. This site is centrally located and generally accessible to all citizens. It is also accessible to persons with disabilities. Local officials will undertake all reasonable actions necessary to allow persons with Limited English Proficiency to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format.

IX. Plan Availability and Access to Records

The City will make any HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its Assessment of Fair Housing available to its residents, public agencies, and other interested parties upon request.

Once developed, the draft Assessment of Fair Housing, Consolidated Plan, Annual Action Plan, any amendments to these plans will be made available to the public in the locations identified below for a minimum of a 30 calendar day review period. The annual performance report will be made available to the public for a minimum of a 15 calendar day review period.

- Department of Neighborhood and Community Services, 18 N. Jackson Street.
- The City of Janesville Website: www.ci.janesville.wi.us

Once finalized, a copy of the Assessment of Fair Housing, Consolidated Plan, Annual Action Plan, and Amendments, and the Performance Report will be made available on the City's website and at the Department of Neighborhood & Community Services.

The City will provide a reasonable number of printed copies of the plan at no cost to the public upon request.

Program documents such as program manuals, regulations, application forms, prior performance reports, and environmental review records will also be available for public review in the offices of the Neighborhood and Community Services Department, 18 N. Jackson Street, during normal office hours. The building is handicapped accessible.

X. Technical Assistance

Technical assistance will be provided to residents agencies, or groups representative of persons of low and moderate income that request assistance in commenting on the Assessment of Fair Housing, Consolidated Plan, and in preparing an application for CDBG or HOME funding. Persons interested in such assistance should call the Neighborhood and Community Services Department at (608) 755-3065 during office hours.

XI. Inquiries and Complaints

Program staff will be available during normal business hours in the Housing Services Division, Neighborhood and Community Services Department at 18 N. Jackson Street to respond to citizen inquiries or complaints related to the Consolidated Plan, amendments, Assessment of Fair Housing, revisions, and the performance report. Complaints should be in writing and directed to the Citizen Participation Coordinator. Every reasonable effort will be made to provide a timely written response to written complaints within 15 calendar days of receipt.

XII. Consolidated Plan/Annual Plan Submission Development Process/Schedule

Annually, the CDA will review and approve the schedule for the preparation of the Consolidated Plan/Annual Action Plan.

Following is a generalized schedule of the Consolidated Plan/Annual Action Plan development. It is subject to change.

- May Community Development Authority (CDA) Meeting: Outline Schedule for coming year.
- June: Public hearing on housing and non-housing community development needs.
- Late July/Early August: Agency proposals received.
- August CDA meeting: Agencies give presentation on proposals and respond to questions.
- Late August/Early September: Special CDA meeting: preliminary allocation of CDBG and HOME funds.
- Mid-September: Draft plan available for 30 day comment period.
- October CDA meeting: Public Hearing and recommendation on Consolidated Plan/Annual Action Plan.
- November City Council meetings: Public Hearing on budget; Adoption of budget and Consolidated Plan.
- November/December: Submission of Consolidated Plan/Action Plan to HUD
- March CDA meeting: Public hearing on grantee performance.
- March 31: Submission of Comprehensive Annual Performance and Evaluation Report to HUD.

Adopted: 3/20/19